



LIFEPATH SYSTEMS

Request for Proposal (RFP)

RFP – 01-2018

Providing and Implementing an
Integrated Fiscal/Accounting System

Issue Date May 22, 2018

Due Date June 13, 2018

1515 Heritage Drive, Suite 105

McKinney, TX 75069



INVITATION

LifePath Systems is accepting proposals from vendors experienced in providing and implementing integrated fiscal/accounting systems.

LifePath Systems invites all qualified vendors to submit a proposal. If you are interested in submitting a proposal, please carefully adhere to the instructions and requirements that follow.

A copy of the Request for Proposal (RFP) may be obtained from LifePath's website at <http://www.LifePathsystems.org/contracting-opportunities> or by contacting Randy Locke, Procurement Manager, at rlocke@lifepathsystems.org.

Vendors wishing to submit proposals are requested to submit an email indicating your intent to bid by May 30, 2018 - 5:00 p.m. Please send your email to Randy Locke, Procurement Manager, at rlocke@lifepathsystems.org. Please state in the subject of your email: "Intent to Bid – RFP 01-2018".

Vendors who submit an intent to bid will receive notification of all questions received and LifePath's answers to these questions in addition to any addenda that are issued. If an intent to bid is not submitted, it will be your responsibility to monitor LifePath's website to view answers to submitted questions and for any addenda issued for the RFP.

In accepting proposals, LifePath reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of LifePath and is not obligated to accept the lowest cost proposal. LifePath will not pay for any costs incurred by respondents in the preparation and/or submission of a proposal. Furthermore, the RFP does not obligate LifePath to accept or contract for any expressed or implied services.

LifePath will only release names of the vendors who have responded to this solicitation after LifePath's evaluation team has evaluated the proposals and an award has been made and approved by the LifePath Systems Board of Trustees.

This Request for Proposal and the procurement process thereof is intended to comply fully with the provisions of procurement for Local Authorities:

25 TAC Part 1, §412.55(a)(1)
Procuring goods and non-community services that provide the
Best Value to the Local Authority

We greatly appreciate your consideration and look forward to reviewing your submission.

Karla A. Goss, *Chief Financial Officer*
LifePath Systems



I. INTRODUCTION

Collin County Mental Health Mental Retardation Center d/b/a LifePath Systems (“LifePath”, “LPS” or “Center”) has been in operation since 1986. The Center is located in Collin County, Texas. Collin County is one of the fastest growing counties in the United States with an estimated 2018 population of 1,065,557, up 36 percent from the 2010 census.

Our mission is to build stronger communities by providing professional treatment and support to individuals with Mental Illness, Substance Abuse, and Intellectual and Developmental Delays.

LifePath is one of 39 Centers providing similar services throughout Texas, under contract with the Texas Health and Human Services Commission as well as other federal, state and local entities.

LifePath is a provider of services as well as the state designated Local Authority for behavioral health and individuals with intellectual and developmental disabilities. The role of the Local Authority is to plan, coordinate, develop policy, develop and allocate resources, supervise and ensure the provision of community based behavioral health and intellectual and developmental disability services for residents of Collin County, TX. LifePath also provides early childhood intervention services to children from birth to age 3, in Collin, Kaufman, Rockwall, Grayson and Fannin counties in Texas.

LifePath, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Center is a unit of government, under the sponsorship of the Collin County Commissioners Court.¹

The Center is seeking proposals for the implementation and on-going maintenance of a new integrated fiscal/accounting system providing for:

- | | |
|--------------------------|---------------------------------------|
| A. GENERAL LEDGER | B. BUDGETING |
| C. FINANCIAL REPORTING | D. ACCOUNTS PAYABLE AND PURCHASING |
| E. ALLOCATION MANAGEMENT | F. FIXED ASSET & INVENTORY MANAGEMENT |

Accounts receivable, payroll and human resource functions are not required as part of this proposal as these services are currently provided under other systems. However, an interface ability for accounts receivable and modules for payroll/human resource management (for possible future use) to the general ledger is desirable.

The Center is comprised of 4 divisions: 1. Behavioral Health (including substance abuse), 2. Intellectual and Developmental Disabilities, 3. Early Childhood Intervention, and 4. Administration. The Center uses 63 active cost centers to track various funded programs/services. The Center currently employs 426 employees.

¹ As those terms are defined in Section 2 of the Texas Tort Claims Act, Tex. Civ. Prac. And Rem. Code Ann. § 101.001(2).



CURRENT SYSTEM INFORMATION

LifePath currently uses the following fiscal/accounting systems:

1. **Cerner/Anasazi²:** General Ledger, Accounts Payable, Allocation Management, Standard Financial Reporting, Cash Receipts, Accounts Receivable, limited ad hoc reporting.
2. **M.S. Excel:** Budgeting, Financial Reporting, Financial Dashboards, Costing, Purchasing
3. **Pro-Ware Asset Keeper:** Fixed Asset Management
4. **Paylocity:** Payroll, Human Resources (this will not be changing at this time; therefore, is NOT to be considered part of this RFP).

Our current system/ hardware platform is Windows Client/Server based utilizing both physical and virtual servers in a multi-location networked environment.

It is our expectation that our new integrated fiscal/accounting system will be cloud based. However, it is NOT a requirement of this RFP. If more technical information regarding our current environment is needed, please follow the RFP question submission guidelines in this RFP.

SERVICES SOUGHT VIA THIS RFP

Implementation and on-going maintenance of a new integrated fiscal/accounting system.

² Anasazi Software was acquired by Cerner Corporation and is now known as Cerner Community Behavioral Health. The current fiscal/accounting system is a legacy module of the Cerner Community Behavioral Health software.

II. SCHEDULE

RFP DISTRIBUTION:	MAY 22, 2018
QUESTIONS DUE ³ :	JUNE 1, 2018
EMAIL OF INTENT DUE:	JUNE 6, 2018
FINAL RESPONSE TO ALL QUESTIONS AVAILABLE ⁴ :	JUNE 6, 2018
PROPOSAL DUE:	JUNE 15, 2018
STAFF RECOMMENDATION TO BOARD OF TRUSTEES:	JULY 26, 2018
IMPLEMENTATION BEGINS:	AUGUST 1, 2018
START DATE FOR PARALLEL PROCESSING:	SEPTEMBER 1, 2018

³ Every effort will be made to answer questions within two (2) business days of receipt.

⁴ On this date all questions received and answers will be available to all vendors who have provided an Intent to Bid.



III. PROPOSAL SUBMISSION INSTRUCTIONS

1. All Proposals must be submitted by email.
2. Content, exhibits and attachments must be in M.S. Word, M.S. Excel or Adobe PDF.
3. Proposals and all questions⁵ should be directed to:

Mr. Randy Locke, Procurement Manager

rlocke@lifepathsystems.org
4. In the subject line of your proposal submission email include:

RFP# 01-2018 Integrated Fiscal Accounting System
5. Proposals must be signed electronically by an individual legally authorized to commit to the terms of this RFP and your responses therein.
6. Proposals will not be opened until after the submission deadline.
7. Proposals must remain valid for acceptance for three (3) months post the proposal submission deadline.
8. Proposals or modifications received after the time set for submission may not be considered.
9. All statements made in the proposal will be considered final, and, if the proposal is accepted will be used as the basis of the purchase agreement.
10. The initial contract term for this system will be negotiated at the time of the contract award.
11. Each proposal must follow the format for document submission presented in the next section.

⁵ Vendors may not contact other members of the LifePath Systems workforce without prior approval of Mr. Locke.

IV. REQUIRED DOCUMENTATION AND PROCEDURES FOR SUBMITTING PROPOSAL

1. Each proposal response must include the following items:
 - a. Title Page - Title page must show the RFP subject; the vendor's name; the name, address, and telephone number of a contact person; and the date of the proposal.
 - b. Company Background: The vendor will provide a brief one-page company description, history, number of employees, summary of financial status and number of customer implementations Proposer currently supports.
 - c. Executive Background: The vendor will describe in non-technical terms its integrated accounting system, identifying any unique or distinctive features of the system in which the vendor wishes to bring particular attention. Do NOT include pricing in this section. Responses are limited to one page.
 - d. Transmittal Letter - Submit a signed letter briefly addressing the your understanding of the work to be done, the commitment to do the work detailed within this RFP and a statement explaining why the vendor believes itself to be best qualified to do the required work.
 - e. Vendor Representative - Include the name and title of the designated individual(s), along with respective telephone number(s) and email address(es), who will be responsible for answering technical and contractual questions regarding the proposal.
 - f. Vendor Responses – In addition to your pricing information include your responses to sections VII, VIII, IX and X and Attachments A-G.
 - g. Vendor Service Agreements - Vendor must submit a copy of your standard contract/master service agreement(s), service level agreement(s) etc.
 - h. Assurances and Certifications – Vendor must submit the required Assurances and Certifications located in Attachments A-G.



V. GENERAL REQUIREMENTS AND NOTICES

1. Background:

All entities are expected to carefully examine the RFP documents. Any ambiguities or inconsistencies should be brought to the attention of Mr. Randy Locke, Procurement Manager.

It is the Center's intent that all information necessary to complete a response is included in this RFP. It is the responsibility of an interested entity to obtain clarification of any information contained herein that is not fully understood. Any entity, by and through the submission of a proposal, agrees to be held responsible for: (1) Examining the RFP (including attachments and amendments) and all referenced material; (2) becoming familiar with the nature and scope of the services required; and (3) identifying any local conditions, administrative rules, or other factors that may impact the Center's timeline for completion of the services. LifePath Systems is responsible for interpretation of the wording of this RFP. Its staff will not give verbal answers to inquiries regarding the RFP contents. Any verbal statement regarding the RFP prior to the award shall be considered non-binding. The only formal interpretation of the RFP will be made via responses to formal questions submitted by June 1, 2018. Responses will be returned by June 6, 2018.

LifePath Systems will make a good faith effort to contract with Historically Underutilized Businesses.

2. Conflict of Interest:

No public official shall have an interest in any contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapters 171 and 176.

3. Assignment:

No right, interest or obligation under this contract shall be assigned or transferred by the vendor without the express written consent by the Chief Executive Officer of LifePath. Any attempted assignment or transfer by the vendor without such written consent shall be considered failure of contractual obligations and LifePath will reserve the right for immediate cancellation.

4. Applicable Law and Venue:

The contract issued by way of this RFP shall be governed, construed and interpreted under the laws of the State of Texas. Venue for any litigation arising under the contract shall lie in Collin County, Texas.



5. Advertising:

Vendor shall not advertise or publish without LifePath's prior written consent the fact that LifePath has entered into a contract, except to the extent necessary to comply with proper requests of information from an authorized representative of the federal, state or local government. Vendor is prohibited from using contract award information, sales/values/volumes in sales brochures or other promotions, including press releases, unless prior written consent is obtained from LifePath.

6. Business Associate:

The selected vendor agrees that they are a Business Associate as that term is defined under 45 CFR 164.502(e), 164.504(e), 164.532(d) and (e), and as such, will execute a Business Associate Agreement with LifePath Systems concurrent with the execution of any contract or agreement for services.

7. Termination and Funding:

Should the vendor not meet the requirements of the contract, LifePath may terminate the contract within thirty (30) days with written notice. In this case, LifePath may award the remainder of the contract to the next best vendor.

This agreement is made contingent upon the continuation of federally funded programs, or the continued availability of state or local funds to cover the full term and cost. This agreement is subject to termination, without penalty, either in whole or in part, if funds are not appropriated or are discontinued. In this instance, LifePath may cancel this contract by giving thirty (30) days written notice to the vendor.



VI. PRICING ASSUMPTIONS AND RFP SCORING CRITERIA

1. For purposes of your proposal, assume the following:

- 5 Administrative Rights Users
- 10 Super Users
- 15 Data Entry Only Users
- 20 Read-only Users

50 Total Users

- a. Proposed services must clearly identify set-up and implementation fees separate from on-going monthly subscription fees.
 - b. Proposal must separately identify necessary third party licensing fees.
 - c. Proposal must address the cost and frequency of system updates.
 - d. Proposal must clearly identify all expected hardware costs.
 - e. Proposal must clearly identify the guaranteed time period for all proposed fees and subscriptions and the circumstances under which the vendor may increase fees.
 - f. Pricing should include all costs related to the system, required hardware, and conversion of existing data (if elected by LifePath), installation, training, and final implementation.
 - f. The proposal must also describe applicable fees (subscription or otherwise) applicable at the time of termination and the steps you would take to facilitate an orderly transfer of system data to a successor service provider.
2. Proposals will be scored based on the criteria listed below.
- a. Results of demonstrations and presentations
 - b. Timely and complete response to RFP
 - c. Ability to meet specifications
 - d. Vendor's history of success in delivering proposed services
 - e. System ease of use
 - f. Functionality
 - g. Flexibility and ease of implementation and data conversion
 - h. Vendor support and training
 - i. Pricing

VII. USER REQUIREMENTS

Vendor must AGREE, DISAGREE or AGREE WITH MODIFICATIONS to each item listed below. If AGREE WITH MODIFICATIONS is selected, an explanation must be provided. Failure to answer all questions may result in vendor disqualification.

A. GENERAL LEDGER

1. The chart of accounts will allow the user complete control over structure and terminology.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
2. The cost center/department listing will allow the user complete control over structure and terminology.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
3. The system is consistent with Financial Accounting Standards Board requirements and pronouncements.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
4. The system is able to track individual transactions to a particular user e.g. full audit capabilities.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
5. The system provides the user with the ability to have various views of the General Ledger (examples: organization, cost center/department and project).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
6. The system provides the user with the ability to move from a GL account to specific transactions affecting the account (complete drill down capability from financial statement through various levels in the general ledger to invoice/check request/supporting documents).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
7. The system provides the user with the ability to conduct searches, post transactions, and generate reports at all levels of the account structure by fiscal year, month, calendar year, or any user defined date including across fiscal years.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
8. The system supports multiple fiscal years and has the ability to retain a minimum of 7 (seven) fiscal years with ability to purge per LPS specifications.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
9. The system maintains active, inactive, and restricted accounts.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
10. The system includes grant and project accounting periods defined separate from fiscal year.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
11. The system supports cash basis, accrual basis, year-end accrual basis, or any combination thereof.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

12. The system has a bank reconciliation capability.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

13. The system provides user defined security and transaction authorization levels including the ability to define and track record additions, changes, inquiry (view) and deletion.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

14. The system includes an approval process for posting to the general ledger.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

15. The system includes General Journal entry with standing and recurring Journal Entry capability and Automatic Journal Entry reversals.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

16. The system allows (based on approval level) the ability to reverse an entire journal entry without having to re-key it.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

17. The system allows for import of journal entries to the system from spreadsheets (in addition to direct data entry into the system).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

18. The system allows interactive or batch processing.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

19. The system calls for an approval process prior to posting.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

20. The system includes a comprehensive audit trail from sub-ledgers in GL transaction detail including customer/vendor ID, check number, Invoice, P.O., and Cash Receipt number.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

21. The system allows for accounting in and posting to multiple funds.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

22. The system provides an easy period closing process and allows for flexibility in the timing of physical closing of the system (especially at year-end).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

23. The system has the ability to integrate with clinical system systems in use to provide units of service and other costing data. Costs can be tracked by cost center, service code and individual units of service.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

B. BUDGETING

24. The system has the ability to generate a multi-year budget (for financial projections).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
25. The system has the ability to create budgets at the department/cost center level and at LifePath wide level (It is desirable for the system to be able create budgets at a location level e.g. as a subset to department/cost center).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
26. The system allows for multiple departmental/cost center budgets.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
27. The system has the ability to maintain budget history for prior years (minimum of seven (7) years) and the ability to purge based on LPS records retention policy.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
28. The system allows for the import/upload and export/download of the budget into the system from/to spreadsheets.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
29. The system is a flexible/customizable budget system that integrates with the G/L, A/P and allows data to be imported and exported and integrates with monthly financial reports.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
30. The system has the ability to allocate budgeted costs to department/cost center/sub-cost center levels based on formulas e.g. ability to allocate to a budgeted expense based on FTE's etc. **(optional)**.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

C. FINANCIAL REPORTING

31. The system has the ability to prepare all standard monthly, quarterly, year-to-date, actual to budget financial reports, and user defined reports e.g. trended income statements, financial reports needed for governmental reports etc.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
32. The system has the ability to prepare all standard financial reports with comparisons to prior periods, such as prior month, prior quarter, and prior year-to-date.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
33. The system has the ability to prepare standard trial balance, balance sheets and cash flow statement(s) with capability to expand those reports based on user defined needs via ad hoc reporting features.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

34. The system has a user-friendly report writer that has the ability to access all application data in each module's database.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
35. The system (*all modules*) allows the user to generate any ad hoc report desired and do so individually without having to contact vendor to develop the report which can be saved as reusable templates.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
36. The system allows the generation of reports to a spreadsheet application and all data can be transferred to that spreadsheet (this includes vendor names, account descriptions etc.).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
37. The system includes forecasting capabilities for future periods based on defined parameters and historical data.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
38. In addition to the reporting capabilities provided with the modules, users of all applications have advanced reporting capabilities that will allow customizable, ad hoc reports on all data elements.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
39. All data can be downloaded to M.S. Excel or other desktop applications.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
40. The system has automated work flows and customizable dashboards.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

D. ACCOUNTS PAYABLE (A/P) & PURCHASING

41. The system provides a robust security package that will allow the customization of separation of duties involved with the entering of invoices, payment of invoices, and the entering of new vendors.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
42. The system provides for ACH payments.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
43. The system includes standard reporting e.g. A/P aging report, A/P distribution etc.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
44. The system allows flexible ad hoc reporting, ability to run various versions of vendor history reports, HUB vendors etc.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
45. The system supports form 1099 editing, tracking, reporting, and printing or electronic submission and allows user to download information into spreadsheet format.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

46. The system has the ability to track purchases from initial requests to integration to A/P and provides for multi-tiered approvals with automated notification when approvals are needed.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
47. The system allows for the scanning of invoices, check requests and other supporting documentation and can be accessed via drill down features.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
48. The system allows for payment of multiple invoices per check.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
49. The system allows flexibility for free-texting of comments (to print on check stub).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
50. The system allows for payment of multiple checks per vendor to be included in a single check run.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
51. The system allows for input of voided check information as well as tracking/reporting options for all voided checks.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
52. The system allows for the entry of expenditure, revenue, or balance sheet account numbers.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
53. The system allows laser check printing.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
54. The system allows electronic signature.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
55. The system has the ability to assist with cash management (due dates entered and pulled into appropriate check runs for ability to pay “just in time”). It also allows for input and use of “payment discount terms”.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
56. The system provides an approval process (multiple approval levels that can be customized) for posting of A/P batches and ACH batches to the general ledger.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
57. The system maintains vendor information for active and inactive vendor accounts.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
58. The system provides for automated, recurring payments.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
59. The system has the ability to split charges to unlimited multiple cost centers and apply recurring pro-ration/allocations (see next section for additional information).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

E. ALLOCATION MANAGEMENT

- 60. The system provides the user with the ability to maintain independent chain of command to support reporting across funds, cost centers, object code, project, or task.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

- 61. The system provides a flexible report writer system so that projects can be tracked accordingly.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

- 62. Designated users have complete control over the cost allocation table(s). Must be able to add, modify or delete.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

- 63. The system maintains historical cost allocation table information including the date changes were made or table was added/deleted/modified.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

F. FIXED ASSET ACCOUNTING AND INVENTORY CONTROL

- 64. The system integrates with the Accounts Payable and/or Purchase Order modules to facilitate the creation of a fixed asset inventory.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

- 65. The system allows the user to assign fixed assets to specific funds, users, departments/cost centers and locations.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

- 66. The system allows the user to define classes of fixed assets such as property, plant, and equipment with user defined subcategories.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

- 67. The system allows the user to track acquisition method such as procurement, donation, and disposition methods such as sale, donation, shrinkage or auction.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

- 68. The system has the ability for automated inventory audit and reconciliation on a periodic basis via basis utilizing advanced technology.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

- 69. The system is able to generate depreciation postings and depreciation posting automation in the general ledger.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

- 70. The system allows for exporting all information in this system to spreadsheets.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

71. The system allows for tracking of financial values on fixed assets, enabling an “audit register” to be produced.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
72. The system maintains a history of accounting events that occur during the life of an asset (such as depreciation/re-evaluation etc.) in accordance to GAAP.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
73. The system maintains a physical location of the asset for audit and inventory purposes.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
74. The system allows for bar code or scan code tracking (optional).
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS

END OF SECTION

VIII. TOLERANCES, FUNCTIONALITY AND WORK FLOWS

Provide a brief narrative on your products' ability to provide the functionality required for the specific needs below:

1. Provide minimum system requirements.
2. Describe your system's ability to enter data into the system one time to avoid duplicate entry.
3. Please provide your system reports catalogue and a description of ad hoc reports.
4. Advise if your system has internal limits or tolerances that, based on the LPS specifications are likely to come into play during the normal operation of the LPS fiscal or accounting cycles. For example, are their limits on the number of accounts that can be established or the number or type of journal entries? If system limitations are encountered what steps will you take to diagnose the issue(s) and notify LPS of your findings?
5. Please describe the following:
 - a. General ledger functionality and workflows,
 - b. Cash management functionality and work flows,
 - c. Available cost reports and/or ability to create and customize such reporting needs.
6. Please describe your:
 - a. Budget functionality, work flows, and reporting capabilities.
 - b. Available user and manager role dashboards and related work flows (requests and approvals) and functionalities.
 - c. Accounts payable functionality and workflows.
 - d. Requisitions and purchasing functionality and work flows.
 - e. Fixed assets functionality, work flows and integration with other systems.
 - f. User interface to your system.
7. Is your system real time or batch processing? Explain if it is a combination.
8. Does your system allow the exchange of data with applications such as MS Excel?
9. Describe your organization's accountability in the event of system failure occurs.
10. Does your system have "drill down" capability? Please describe.
11. How many years of detailed information do you recommend can be stored in your system?
12. Is there any limit to the number of simultaneously users?
13. How many companies have terminated your system in the past three years? Why?

IX. INFORMATION SYSTEM REQUIREMENTS

1. Client must run on a system compatible with the current Microsoft Desktop Operating System.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
2. If server based and hosted by LifePath, system must run on Microsoft Windows 2012 server or newer and must be compatible with Microsoft SQL Server 2012 or newer.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
3. If hosted by proposer or third party, system must allow near real-time access to all LifePath data for all LifePath needs.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
4. System must support secure access by mobile clients.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
5. System must provide a robust security system that allows groups of users to be established and specific permissions to be assigned to each group. Permissions must allow or deny access to view, insert, update, or delete data by screen, table, field, and value within a field.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
6. System must allow for segregation of duties based on security settings, i.e., tasks assigned to individuals
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
7. For hosted solutions, the system MUST NOT store live or redundant data outside the United States to allow LifePath to comply with the State of Texas Data Use Agreement.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
8. Application must use industry accepted application privacy and security features including those related to multifactor authentication, authorization, non-repudiation, encryption in transmit, encryption at rest and secure coding practices that prevent common application level attacks such as SQL-injection and/or buffer override.
 AGREE DISAGREE NOT APPLICABLE AGREE WITH MODIFICATIONS
9. Hardware/System Requirements
 - a. Please describe minimum and optimal hardware and software requirements to support your system. Include the following elements:
 - i. Computers,
 - ii. Servers
 - iii. Laptops,
 - iv. Tablet computers, and
 - v. Hand-held devices,
 - b. Please describe your multi-factor authentication and system requirements to support this system.
 - c. Please identify bandwidth requirements for mobile technology.
 - d. Please describe the system version(s) and hardware specifications such as memory and cache requirements.



10. Ongoing support services are a critical success factor for LifePath Systems. When issues arise, what are your time standards for responding to service requests? If you utilize a service desk, what are the hours of operation?
11. Are upgrades scheduled outside of normal working hours? Will we be notified in advance of any scheduled downtime due to system maintenance?
12. Other Services
 - a. Identify and provide details for other supporting services that will be provided as part of the on-going servicing of the overall implementation and maintenance, such as:
 - i. Help Desk Services;
 - ii. Documentation and Knowledge Transfer Services;
 - iii. Addition of new staff members including roles and credentialing;
 - iv. Updates for changes to state and federal requirements.

X. IMPLEMENTATION, TRAINING AND SUPPORT

1. Describe your commitment to a successful implementation of your system at LifePath. Identify your tools, work plans and experience to ensure a timely and successful implementation.
2. Does your organization provide direct support and implementation of the system or is this subcontracted?
 - a. Please provide name and resume of staff that will be assigned to this project.
 - b. If subcontracted, please provide name of proposed subcontractor.
3. Please provide an outline of the steps your company proposes to implement, convert and train our staff to use your system.
4. As noted in the description section, our goal is to running parallel by September 1, 2018. Please submit a proposed timeline showing your implementation strategy to help us meet this deadline.
5. How long do you recommend running parallel with our current system?
6. Please identify additional training opportunities provided by your organization.
7. What additional information would you like us to consider regarding implementation, training, and support?
8. Is the system supported in a cloud-based environment? If so, who is the hosting agent? Is the hosting agent HIPAA certified?
14. Does your system have built in “help” functions for users?



XI. ASSURANCES AND CERTIFICATIONS

Vendor must submit the Assurance and Certifications that follow:

Attachment	A	Vendor Profile
Attachment	B	Signature Page
Attachment	C	Assurances Document
Attachment	D	Conflict of Interest Questionnaire
Attachment	E	Lobbying Certification
Attachment	F	Form W-9
Attachment	G	Miscellaneous Documents



**ATTACHMENT A
VENDOR PROFILE**

1. Legal name of Proposer: _____
2. Address of office, which will fulfill any awarded Contract: _____

3. Number of years in business related to the proposed services: _____
4. Certification Number if an Historically Underutilized Business: _____
5. Qualifications if HUB eligible, but not certified: _____
6. Type of Operation: Individual Partnership Corporation Government
Other (please explain): _____
7. Number of employees dedicated to fulfillment of any awarded Contract: _____
8. Please disclose any GPO affiliations or State of Texas contract participation

9. Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? Yes No
If yes, please explain the impact both in organizational and directional terms.

10. Provide any details of all past or pending litigation or claims filed against Proposer that are either related to the Services or that would affect Proposer's performance under a Contract.

11. Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? Yes No
If yes, specify date(s), details, circumstances, and prospects for resolution.

12. Are there any circumstances impacting Proposer that could affect Proposer's ability to perform under a Contract? Yes No
If yes, please describe the circumstances and potential effect.



**ATTACHMENT A
VENDOR PROFILE
(CONTINUED)**

13. Provide three references for clients currently under contract for similar services. Two of these clients must be fully implemented:

Client Name	Address	Key Contact	Phone	Years with Client

14. Including LifePath Systems, there are 39 community based centers in Texas. Is Proposer currently providing services to any other community center? If yes, provide the name of the center, your contact and the year services began.

15. Describe your product development expenditures and accomplishments for the most recently completed fiscal year?

16. Does Proposer's product strategy offer a software as a service model, a customer-hosted platform or both? Software as a Service Customer Hosted Both



**ATTACHMENT B
SIGNATURE PAGE**

The attached proposal application is being submitted in response to the Integrated Fiscal/Accounting System RFP # 01-2018. The proposal is a firm offer and shall remain an open offer, valid for ninety (90) days from the date of this document.

LifePath Systems in its sole and absolute discretion shall have the right to award contracts for any or all materials listed in each proposal, shall have the right to reject any and all proposals and shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor. I understand that this proposal will be reviewed and evaluated according to the procedures indicated in this RFP.

Authorized Signature

Company Name

Typed or Printed Name

Street Address

Title

City, State, Zip Code

Telephone Number

Fax Number

Email Address

ATTACHMENT C ASSURANCES DOCUMENT

Proposer assures the following:

1. All addenda and attachments to the RFP as distributed by LifePath and designated by the checklist have been received.
2. No attempt has been or will be made by the Proposer to induce any person or firm to submit or not to submit a Proposal, unless so described in its Proposal.
3. The Proposer does not discriminate in its services or employment practices on the basis of race, color, genetic information, religion, sex, sexual orientation, national origin, disability, veteran status, or age.
4. All cost and pricing information is reflected in the RFP response documents or attachments.
5. Proposer accepts the terms, conditions, criteria, and requirements set forth in the RFP.
6. Proposer accepts LifePath's right to cancel the RFP at any time prior to Contract award.
7. Proposer accepts the LifePath's right to alter the timetables for procurement that are set forth in the RFP.
8. The Proposal submitted by the Proposer has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.
9. Unless otherwise required by law, the information in the Proposal submitted by the Proposer has not been knowingly disclosed by the Proposer to any other Proposer prior to the notice of intent to award.
10. No claim will be made for payment to cover costs incurred in the preparation of the submission of the Proposal or any other associated costs.
11. LifePath has the right to complete background checks and verify information.
12. The individual(s) signing this document and any Contract awarded to Proposer is authorized to legally bind the Proposer.
13. No employee of LifePath, and no member of LifePath's Board of Trustees will directly or indirectly receive any pecuniary interest from an award of the proposed Contract to Proposer. If the Proposer is unable to make the affirmation, then the Proposer must disclose any knowledge of such interests. See Attachment D.
14. Proposer is not currently held in abeyance or barred from the award of a federal or state contract.
15. Proposer has not filed for bankruptcy within the past five (5) years.
16. Proposer is not currently in the process of filing for bankruptcy.



**ATTACHMENT C
ASSURANCES DOCUMENT
(CONTINUED)**

17. Proposer is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes) Article 2.45.
18. Proposer shall disclose whether any of the directors or personnel of Proposer have either been an employee or a trustee of LifePath within the past two (2) years preceding the date of submission of the Proposal. If such employment has existed, or a term of office served, the Proposal shall state in writing the nature and time of the affiliations as defined. See Attachment D.
19. Proposer shall identify in writing any trustee or employee of LifePath who has a financial interest in Proposer or who is related within the second degree by consanguinity or affinity to a person having such financial interest. Such disclosure shall include a complete statement of the nature of such financial interest and the relationship, if applicable. See Attachment D.
20. No former employee or officer of LifePath directly or indirectly aided or attempted to aid in procurement of Proposer's service.
21. Proposer shall disclose in writing the name of every LifePath employee and/or member of LifePath's Board of Trustees with whom Proposer is doing business or has done business during the 365 day period immediately prior to the date on which the Proposal is due; failure to include such a disclosure will be a binding representation by Proposer that the natural person executing the Proposal has no knowledge of any key persons with whom Proposer is doing business or has done business during the 365 day period prior to the immediate date on which the Proposal is due. See Attachment D.

Signature of Applicant or Applicant's Authorized Representative

Date

Printed Name

Title

Organization



**ATTACHMENT D
CONFLICT OF INTEREST QUESTIONNAIRE**

Please retrieve CIQ Form from the following website:

<http://www.ethics.state.tx.us/forms/CIQ.pdf>

(Attach completed CIQ Form as part of your proposal)

A signature is required in Box 7 regardless of any other entry on the form.



**ATTACHMENT E
LOBBYING CERTIFICATION**

The undersigned certifies, to the best of his or her knowledge and belief that:

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Print Name of Authorized Individual

Title of Authorized Individual



**ATTACHMENT F
FORM W-9**

Request for Taxpayer Identification Number and Certification

Vendors are to complete a W-9 Form and submit with Proposal Documents.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>



ATTACHMENT G
MISCELLANEOUS DOCUMENTS

A. Financial Information

- a. Provide a copy of a Certified External Audit report for the past three (3) years.
- b. Provide a copy of the most recent Tax Statement (IRS Form 1120, Form 990 as applicable).
- c. Submit the most current Annual Report available.

B. Insurance

- a. Provide a Certificate of Insurance secured and maintained with an insurance company, or companies, licensed to do business in Texas for the following coverage in the following amounts:
 - i. Comprehensive general liability, professional liability, and employee misconduct insurance with limits of at least \$1,000,000 per occurrence, \$3,000,000 aggregate.
 - ii. Directors' and officers' professional liability, errors and omissions, breaches of privacy, and medical malpractice insurance.
 - iii. Sufficient coverage to meet the requirement of State law for Workers' Compensation on its employees providing services under this Contract.

C. Staffing Plans

- a. For vendors with more than 100 employees, the RFP submission must include the vendors' status regarding equal employment opportunity. Please submit verification of status using the Employer Information Report EEO-1 or the State and Local Government Report EEO-4.

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