

**Santee-Lynches Regional Council of Governments**  
**RFP #2024-011**  
**Request for Proposals**  
**Accounting System**

**ISSUANCE DATE: July 15, 2024**

**DELIVERABLES REQUESTED: Accounting System**

**QUESTION DEADLINE: August 9, 2024 – 3:00pm**

**SUBMITTAL DEADLINE: August 28, 2024 – 3:00pm**

You are invited to submit a Proposal in accordance with the requirements of the solicitation contained herein. Proposals are to be submitted to Santee-Lynches Regional Council of Governments, 3219 Broad St, Sumter, SC 29150, no later than 3:00 pm on Wednesday, August 28, 2024, at which time respondents to this request will be publicly identified. Your proposal must be signed by an official who is authorized to bind the offer and must contain a statement to the effect that the offer is firm for a period of at least 120 calendar days from the date of submission. Due to the possibility of negotiation with any offeror submitting a proposal which appears to be eligible for contract award pursuant to the selection criteria set forth in the Request for Proposal, prices will not be divulged at time of opening.

Proposals submitted must show “RFP #2024-011” clearly on the outside of the package. SLRCOG assumes no responsibility for unmarked or incorrectly marked envelopes being considered for award.

This solicitation does not commit SLRCOG to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for the articles of goods or services. SLRCOG reserves the right to accept or reject any or all proposals received as a result of this Request for Proposal (RFP), to negotiate with all qualified offerors, or to cancel in part or in whole this Request if it is in the best interest of SLRCOG to do so.



**SANTEE  
LYNCHES**

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*Regional Council of Governments*

**REQUEST FOR PROPOSALS**

**for**

**ACCOUNTING SYSTEM**

**DATE: July 15, 2024**

Santee-Lynches Regional Council of Governments  
3219 Broad St  
Sumter, SC 29150

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## **PART 1: GENERAL INFORMATION**

### **A. Purpose**

The purpose of this RFP is to solicit competitive proposals for providing an Accounting System, data conversion, setup, and support/training services per the Scope of Services.

### **B. Background**

Santee-Lynches Regional Council of Governments (SLRCOG) is one of ten regional sub-state planning districts established by state legislation in 1970. The agency, a public, non-profit corporation with an IRS 501(c)(4) tax exemption status, was organized to implement and administer various economic development programs. SLRCOG also administers human services programs through grants from the Administration on Aging (through the SC Department on Aging) and the Department of Labor (through the SC Department of Employment and Workforce) as well as a housing rehabilitation and assistance program through the Department of Housing and Urban Development. SLRCOG currently has 24 employees, and for FY2024-2025, has an overall budget of approximately \$7.6 million, including pass-thru funds. SLRCOG uses the accrual method of accounting and accounts for transactions using the principles of governmental fund accounting.

SLRCOG also provides administrative services for another entity, Santee-Lynches Regional Development Corporation (SLRDC), also a non-profit with the 501(c)(4) designation.

SLRCOG currently uses, and has since 1999, Accounting +Plus from Harris Local Government (formerly CSI). Within that current system, SLRCOG utilizes the Fund Ledger, Accounts Payable, Payroll, Cost Allocations, and Check Reconciliation modules. SLRCOG currently uses spreadsheets as its time-keeping system. Each pay period (semi-monthly), salaries are allocated to each fund based on the amount of time each employee spent on that project/program.

SLRCOG's current cost allocation process has multiple layers. Fringe costs follow the salaries and are directly charged to each fund based on where each employee's salaries were charged. SLRCOG has three primary "cost pools", each of which is allocated once each month. The "Release Time Cost Pool" (for salaries and fringe associated with paid leave) is allocated on the basis of directly charged salaries during that month. The other two cost pools are allocated on the basis of directly charged salaries and fringe. Example: total salaries and fringe for October was \$50,000 across 50 different funds and \$10,000 of that was charged to the Indirect Cost Pool. Each of the other 49 funds receives a proportionate share of the total costs in the Indirect Cost Pool that month based on each fund's share of the \$40,000 in direct salaries and fringe.

SLRCOG currently manually generates and tracks approximately 240 customer invoices per year. Some of these are generated after the end of the fiscal year for revenue earned in the prior year.

SLRCOG maintains separate records for SLRDC. SLRDC utilizes the same system (Accounting +Plus), but it does not utilize the Payroll or Cost Allocations modules in that system. SLRDC has 0 employees and generates 0 invoices.

C. Key Events and Dates

- |    |  |                                 |
|----|--|---------------------------------|
| 1. | Request for Proposals Issued             | July 15, 2024                   |
| 2. | Deadline for Questions                   | August 9, 2024 3:00 pm          |
| 3. | Deadline for Receipt of Formal Proposals | August 28, 2024 at 3:00 pm      |
| 4. | Announcement of Award(s)                 | anticipated late-September 2024 |
| 5. | Implementation Goal                      | July 1, 2025                    |

D. Questions

Questions regarding this Request for Proposals must be submitted **no later than 3:00 pm on August 9, 2024**, to Rachel Katorkas at [rkatorkas@slcog.org](mailto:rkatorkas@slcog.org).

E. Delivery of Proposals

Proposals in response to this Request for Proposal (RFP) must be received by SLRCOG **no later than 3:00 pm on August 28, 2024**. At this time and location, the proposals will be publicly opened and identified. Due to the possibility of negotiation with any offeror submitting a proposal, prices will not be divulged at time of opening. Any proposals received after the scheduled date and time will be immediately disqualified. SEALED proposals may be hand delivered or mailed to:

Santee-Lynches Regional Council of Governments  
Attn: Rachel Katorkas  
3219 Broad St  
Sumter, SC 29150

Indicate on the face of the submittal envelope/box: "Response to RFP # 2024-011".

F. Policy of Competition

SLRCOG conducts all procurement transactions in a manner providing full and open competition. This RFP identifies all evaluation factors and their relative importance. Technical evaluations will be made of all proposals received. Awards will be made to the responsible offerors and firms whose proposals are most advantageous to SLRCOG.

## PART 2: SPECIAL INSTRUCTIONS AND CONDITIONS

A. Number of Proposals to be Submitted

Each offeror must submit one original of their proposal under seal with original signatures and shall be clearly stamped or marked with the word ORIGINAL. In addition, each offeror should include an electronic copy of their proposal on a USB flash drive.

B. Presentations and Negotiations

Any offeror may be requested to make an oral presentation of its proposal to SLRCOG after the proposal opening. Such presentations provide an opportunity for the offeror to clarify its proposal and to ensure mutual understanding. Any presentations will be determined and scheduled solely by SLRCOG.

C. Confidential Information

No documents relating to this procurement will be presented or made otherwise available to any other person, agency or organization until after award. Commercial or financial information obtained in response to this RFP, which is privileged and confidential and is clearly marked as such, will not be disclosed at any time. Such privileged and confidential information includes information that, if disclosed, might cause harm to the competitive position of the offeror supplying the information. All offerors therefore must visibly mark as "Confidential" each part of their proposal which they consider to contain proprietary information. Simply marking the entire proposal as confidential is not acceptable.

E. Affirmative Action

The contractor shall take all necessary affirmative steps to assure compliance with all federal and state requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard to discrimination by reason of race, color, religion, age, sex, national origin or physical disabilities. The contractor will indemnify and hold SLRCOG harmless from all claims for damages from violations of state or federal law, and all cost and expenses, including Attorney's fees, arising from or relating to such claims.

E. Format for Proposal

Proposals are to be prepared in a manner designed to provide SLRCOG with a straightforward presentation of the offeror's capability to satisfy the requirements of this RFP. Offerors must address the technical and logistical factors associated with the proposal. For more specific information on the required format, see Part 5, Organization of Proposal Documents.

F. Contract Award

A contract shall be awarded to the responsive offeror whose proposal is determined to be most advantageous, taking into consideration the evaluation factors set forth hereinafter. However, the right is reserved to reject any and all proposals received, and in all cases SLRCOG will be the sole judge as to whether an offeror's proposal has or has not satisfactorily met the requirements of this RFP. SLRCOG may require Best & Final Offerors selected to participate in negotiations, technical revisions or other revisions to their proposals prior to contract finalization. There may be a preliminary selection for Best and Final Offerors. Terms and conditions that are included in this RFP will be a part of all Contracts awarded.

G. Notice of Award

Notice of “Intent to Award Contract” will be emailed to offerors, informing them of the success, or lack thereof, of their proposal to receive an award.

**PART 3: SCOPE OF SERVICES**

The system requirements included in this RFP are identified in detail in the Attachment to the RFP. Each section of the Attachment must be completed by the offeror and included as part of the proposal.

SLRCOG is seeking an Accounting System that includes the following modules/features (details in the Attachment): General/Fund Ledger, Accounts Payable, Payroll, Bank Reconciliation, Cost Allocations, and Accounts Receivable. The system must be able to accommodate a complex account structure that includes hundreds of funds and thousands of account numbers.

SLRCOG would like the following data converted at the implementation date:

- Chart of accounts
- General ledger detail for July 1, 2022 through June 30, 2023
- General ledger detail for July 1, 2023 through June 30, 2024
- General ledger detail for July 1, 2024 through June 30, 2025
- Current payroll information (employees and payroll deductions)
- Payroll history for July 1, 2022 through June 30, 2023
- Payroll history for July 1, 2023 through June 30, 2024
- Payroll history for July 1, 2024 through June 30, 2025

The current account structure is fund-function-object-modifier (xxxx-xxx-xxxx-xxx). SLRCOG is looking to modify/refine its account structure to enhance the organization of financial information in the new fund accounting system.

SLRCOG has three (3) active users that need to be able to access the system concurrently. There are seven (7) additional users that will need view-only access.

**Please specify any hardware needs as part of the vendor response.**

Must provide:

- a. Cost per module and total costs
- b. Cost for training—on site or web based
- c. Cost for support, if not included in cost of system
- d. Cost to convert data and what is necessary for conversion preparation
- e. Proposed timeline for full implementation

Support Information:

- Does the cost of the system include support?
- Who provides support?
- What is the turnaround time for a support call?

- Does the vendor have the ability to do desktop streaming or some type of remote desktop access?
- How often is the system updated?
- Are updates included in the cost of support?

Other Pertinent Questions:

- Can more than one entity be setup and have distinct and separate general ledgers? If not, what is the offeror's recommended alternative approach?
- Is there an additional cost for additional entities? If so, what would be the cost or how would that cost be determined?
- What other programs can the system integrate with?
- What other modules are available with the system?
- How easy is it to learn and operate the system?

## **PART 4: EVALUATION CRITERIA**

SLRCOG will take into consideration the following information in determining acceptance and approval of proposals. The proposal will be reviewed based on the following criteria.

### A. Coverage of Requirements

- What requirements are in the core system proposed?
- What requirements need to be developed to provide the system requested?
- What requirements are not available?

### B. Customer Support, Ease of Use, and Additional Features

### C. Organization Capability and Experience

- General summary of Organization's history
- Number of years working with Non-Profits and Local Governments
- Number of customers providing like systems
- History of the proposed system
- Services available
- Three references with addresses and contacts
- Include summary resumes of key staff to be involved in conversion and setup.
- Other

### D. Cost Considerations

### E. Timelines for Setup/Conversion

The criteria listed above will be used to evaluate proposals. Submit a narrative that addresses each criterion. Submit additional information as desired. Failure to submit all information as required by this RFP may cause your proposal to be disqualified.



## **PART 5: ORGANIZATION OF PROPOSAL DOCUMENTS**

Proposals must be organized as follows:

1. Signed cover letter from organization transmitting the proposal package.
2. Summary information sheet that includes the following, at a minimum:
  - a. Organization's Name
  - b. Address
  - c. Contact Person
  - d. Contact Phone
  - e. Contact Email
  - f. Business License #
  - g. Federal Tax ID #
  - h. Three References
  - i. Total Estimated Cost
3. Specific information addressing each item in the Scope of Services.
4. Completed System Requirements lists (RFP Attachment).