



TOWN OF ALLENSTOWN
REQUEST FOR PROPOSALS FOR
ACCOUNTING SOFTWARE

Issued: March 12, 2015
Finance Director
Town of Allenstown
16 School Street
Allenstown, NH 03275

**TOWN OF ALLENSTOWN, NH
REQUEST FOR PROPOSALS FOR
Accounting Software**

I. REQUEST FOR PROPOSALS

The Town of Allenstown, NH is soliciting proposals for municipal accounting software for both the town and the Allenstown Sewer Department (separate programs). Proposals should include the modules with support specified in the performance requirements listed below.

II. BACKGROUND

The Town of Allenstown needs to be operating on the new system by January 1, 2016. We will need to convert the GL information into the new system but not historical data. We will run dual systems until the 2015 financial year has been closed out. The Town of Allenstown uses Avitar software for its tax collections, building and assessing programs. Interware software for Town Clerk and miscellaneous revenues. The ability to import from these programs would be ideal but can be done manually. We will be using Seamlessdocs which has API capabilities to download check requests into the accounts payable program. The Town of Allenstown is currently using BMSI for its accounting software. We operate on a calendar year. The budget for the Town of Allenstown is \$3,847,352. We have a population of about 4300 residents. The Allenstown Sewer Commission is currently using Quickbook for its accounting software.

III. PERFORMANCE REQUIREMENTS

Provide software/web service for the Town of Allenstown and Allenstown Sewer Commission for the following modules:

- General Ledger.
- Budgeting- This includes importing and exporting files. Creating custom reports by department, account # or Fund.
- Accounts Payable- This includes creating ACH payments and exporting files to TDBank. Create a Positive Pay file to export to the bank. Utilizing API to import information from Seamlessdocs to create a payment.
- Accounts Receivable- Invoicing.
- Fixed Assets-Create fixed assets from the A/P program.
- Bank Reconciliation- Import bank statement to clear checks and reconcile cash on monthly basis.
- Purchase Order-Create and post PO until payment has been completed.
- Document Storage
- Provide separate pricing for other possible modules not specified in this RFP-Public Works, HR, etc...
- Provide support staff to assist Town of Allenstown employees as needed. How will the support be provided to the town?

IV. ADDITIONAL REQUIREMENTS

- 1). Provide the Town of Allenstown information on security of data if the program is web based.
- 2). Provide the Town of Allenstown a three year proposed contract for services.
- 3). The proposal and any subsequent contract must have provisions that allow the Town of Allenstown to access historical data upon termination of contract.

V. INSURANCE SPECIFICATIONS

N/A

VI. EVALUATION OF PROPOSALS

Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the town's determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are required to submit supporting information or references, demonstrating how they have shown their performance to be in terms of quality and timeliness in tasks performed for other clients or the Town of Allenstown and how responsive they will be in terms of cost efficiency to the Town of Allenstown.

VII. PROPOSAL DEADLINE

Contact Diane Demers, (603) 485-4276 ext. 120 to schedule a demonstration of your product and services along with submitting your proposal.

VIII. SELECTION PROCESS

The town may engage in individual discussions with bidders deemed fully qualified, responsible and suitable based on initial responses and with emphasis on professional competence, to provide the required service. These bidders will be required to make an oral presentation or webinar to explain their proposal and answer questions.

IX. PROPOSAL REQUIREMENTS

The Town of Allenstown reserves the right to reject all proposals and to make a selection in the best interests of the Town.

To be deemed qualified, the Proposer(s) must demonstrate product capability and resources necessary to successfully perform services requested in the Request for Proposals. All questions about this Request for Proposals should be submitted to:

Diane Demers
Finance Director
Town of Allenstown
16 School Street, Allenstown, NH 03275
Tel: (603) 485-4276 x 120
ddemers@allenstownnh.gov

Proposal Preparation: Proposals that do not contain the required information, may be considered as invalid proposals. Additional detailed information may be annexed to the proposal.

Format of Proposal: Proposals should include the following:

1. Executive Summary to include understanding of the project and scope of work;
2. Brief organization profile, including background and experience of the firm;
3. Previous project summaries, including reference contact information for a minimum of three (3) projects, which are similar in scope to the project described herein that demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included (the Town reserves the right to contact any references provided by the proposer or otherwise obtained);
4. Approach to work – a detailed outline of the proposed services for executing the requirements of the Proposed Scope of Services and availability to the Town as needed;
5. Proposed schedule to meet the needs outlined in the RFP;
6. Contract cost to municipality given the scope of work described in the RFP.