RFP #20160727
PROFESSIONAL, TECHNICAL, EXPERT SERVICES AND SOFTWARE

Issued by North Texas Behavioral Health Authority (NTBHA)

Release date: July 27, 2016

Request for Proposals for:

Financial-Accounting Software and Services

NOTICE TO ALL BIDDERS

PROPOSALS DUE: August 19, 2016 by 12:00 noon CDT

COMMUNICATIONS REGARDING THE RFP

All questions regarding this RFP are to be submitted in writing to Christina Gonzales, North Texas Behavioral Health Authority, via e-mail to cgonzales@ntbha.org or via mail to North Texas Behavioral Health Authority ("NTBHA"), Attention: Christina Gonzales, 1201 Richardson Drive, Suite 270, Richardson, Texas, 75080.

All questions, comments and requests for clarification must reference the RFP number on all correspondence to NTBHA. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon NTBHA. NTBHA reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

Questions are to be submitted in writing by 5:00 p.m. (CDT), August 12, 2016. Staff will collect questions, prepare answers, and post them to NTBHA's website at the following location: **http://www.ntbha.org**.

All addendums and/or any other correspondence (general information, questions and responses) to this RFP will be made available *exclusively* through the NTBHA website for retrieval. Vendors are solely responsible for frequently checking this website for updates to this RFP. Addendums to this RFP can be located at the following web address: http://www.ntbha.org (go to the appropriate RFP #, click on the appropriate hyperlink for viewing and/or downloading.)

Upon release of the proposal, firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with NTBHA employees, including elected officials. Such contact may result in the

vendor being disqualified. All communications regarding this solicitation must be coordinated through Christina Gonzales, Project Lead NTBHA.

Proposal(s) shall be sealed and clearly marked on the package cover with the RFP #, Project Title and Company name.

Please see PART II - PROPOSAL PREPARATION AND SUBMITTAL, Section IIB - Proposal Submission and Section IIC - Proposal Content and Format

Submit one (1) original electronic version and/or one (1) complete paper copies of the Proposal to:

NTBHA – Attention: Christina Gonzales
1201 Richardson Drive, Suite 270
Richardson, TX 75080
214.366.9407
cgonzales@ntbha.org

General Terms and Conditions

ADMINISTRATIVE REQUIREMENTS – Contractors shall comply with all management and administrative requirements established by Texas Administrative Code (TAC.

ALL proposals submitted become the property of NTBHA. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. NTBHA has the right to reject or accept proprietary information.

AUTHORSHIP – Applicants must identify any assistance provided by agencies or individuals outside the Proposer's own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

CANCELLATION OF AWARD – NTBHA reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases, where negotiation of contract activities is necessary, NTBHA reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST – All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of NTBHA or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES – Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

COST OF PROPOSAL & AWARD – The contract award will not be final until NTBHA and the prospective Contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. NTBHA is not responsible for any costs incurred prior to the effective date of the contract.

NTBHA reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

DISPUTES: NTBHA encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Transition Director, NTBHA, 1201 Richardson Drive, Suite 270, Richardson, TX 75080.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS – It is the policy of NTBHA to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. NTBHA is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective Contractor must agree to provide equal opportunity in the administration of the contract and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION – The prospective Contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

LIMITATION – This RFP does not commit NTBHA to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

LATE PROPOSALS – A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS – An oral presentation may be required of those prospective Contractors whose proposals are under consideration. Prospective Contractors may be informed that an oral presentation is desired and will be notified of the date, time, and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS – In addition, auditing or monitoring for the following purposes will be conducted at the discretion of NTBHA: fund accountability, contract compliance, and program performance.

PRICE WARRANT – The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual or entity for the same services performed by the prospective Contractor.

PROTESTS must be submitted to the Transition Director, NTBHA.

PUBLIC SAFETY may require limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The Successful Proposer’s employees and agents shall carry sufficient identification to show by whom they are employed and display it upon request to security personnel. NTBHA project managers have discretion to require the Successful Proposer’s employees and agents to be escorted to and from any public office, facility, or work site if national or local security appears to require it.

REJECTION OF PROPOSALS – NTBHA reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective Contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of NTBHA to do so.

SUBCONTRACTING – No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of NTBHA. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the Contractor is held responsible for the satisfactory accomplishment of the services or activities included in a subcontract.

VERBAL PROPOSALS – Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

WORKERS' COMPENSATION INSURANCE – Workers' Compensation: insurance or self-insured employee coverage in the amount as required by the law of the State of Texas or federal law, meeting the acceptability requirements as established by the Texas Workers Compensation Act, Title 5, Subtitle A, Texas Labor Code. In the event that any work is sublet Contractor shall require the subcontractors similarly to provide Workers' Compensation Insurance for all the latter employees unless such employees are afforded protection by the Contractor. In case any class of employee engaged in hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor shall provide and shall cause each sub-contractor to provide adequate and suitable insurance for the protection of its employees not otherwise protected.

For additional Insurance Requirements, please see Section 1.1.8

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1 PART I - PROPOSAL REQUIREMENTS

SECTION IA - GENERAL INFORMATION

1.1.1 Introduction

NTBHA, a multi-county local behavioral health authority (LBHA), is seeking proposals for professional services to design, develop, and implement Financial-Accounting software supporting the business operations of the North Texas Behavioral Health Authority (NTBHA).

This RFP is not a commitment by NTBHA to fund any development, to lease or purchase any equipment, products, services or any other materials from any Proposer. NTBHA will not be liable for any direct or indirect costs that any Proposer may incur in the preparation or production of a response to this RFP, or for any subsequent sales, due diligence, or negotiation costs. NTBHA reserves the right at its sole and exclusive discretion to cancel the selection process at any time, add, modify, or delete any items in this RFP, negotiate additional items to be included in the proposal response or delete items from such response, or to award all or part of the services to one or more Proposer.

The materials and information included in this RFP are intended to assist the Proposer in the formulation of responses. NTBHA's desire is to provide the Proposer with relevant information known at the time of the production of this RFP. However, NTBHA makes no representation as to the accuracy and completeness of such materials and information. The Proposer understands and agrees that NTBHA nor any of its agents, advisors, or representatives make any representation as to the accuracy and completeness of such materials and information and shall have no liability to the Proposer resulting from the use of said materials and information.

NTBHA shall not be bound by any language in the Proposer's bid indicating confidentiality or any other restriction on its use or disclosure.

1.1.2 Background

NTBHA is implementing new Financial-Accounting software to manage Accounts Receivable, Accounts Payable, General Ledger, Fixed Asset, and associated reporting. NTBHA does not currently have a system in place, so no migration effort is expected.

As an existing entity that is standing up a new Financial-Accounting solution, NTBHA expects to go-live and begin full operations on January 1, 2017.

1.1.3 Scope of Project

The successful applicant will contract with NTBHA to provide professional resources including project management, system analysis and design, implementation, configuration, and training of the selected Financial-Accounting software package.

The contract resulting from this RFP is intended to result in the design, installation, implementation of a fully-functional production Financial-Accounting software system, and provide on-going support and maintenance. It is expected that the solution will be implemented, tested, and released in a production environment no later than November 1, 2016. Proposers should prepare project estimates (hours and dollars) based on their responses to the following questionnaire:

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
General					
Provide custom user-specific startup screens based on user rights / preferences, including ability to store user-specific tasks on startup screen					
Ability to integrate with Microsoft Office Suite for copying, pasting and export functionality					
Provide a way to customize data elements or tables, i.e., custom fields					
Online Lookups / Screens					
Provide an easy to use and navigate client (e.g., uses features found in web browsers such as hyperlinks, favorites/ bookmarks, forwards/backwards).					
Provide the ability to search the database by a wide variety of fields (virtually any field in the database) as part of the standard on-line look-up capabilities. If only a limited number of fields are provided, please list them. Also, needs to retrieve similar spellings of word when searches are done.					
Allow the standard search to be customized by our institution (customization of fields one can search by).					
Provide a drill-down system with summarized information at the highest level and detail available at lower levels.					
Provide view-only capabilities to department managers without the ability to write to the database.					
Allow user-specific dashboards with drill-down capability.					
Data Entry					
Provide a document management system that allows the attachment of					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
images, text and/or documents (e.g. word processing documents, email messages) to each account.					
Provide standard import/export capabilities.					
Provide a document scanning process so that a document (be it accounts payable, journal voucher, W-9, endowment MOU related) can be scanned in via a 3rd party scanner, indexed by the system and posted to all related records quickly and efficiently.					
Be able to retain the first, last or all versions/amendments of an endowment agreement.					
Security					
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.					
Allow for segregation of duties based on security settings, i.e., tasks assigned to individuals.					
General Ledger/Reporting					
Provide a flexible user definable chart of accounts structure that allows easy clustering of types of accounts (i.e. via account segment) which can be changed over time.					
Provide a chart of accounts and trial balance reports based on user request.					
Provide a way to handle modified accrual accounting					
Provide a way to attach additional data (i.e. attributes) to account/project code that					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
changes periodically (unit, department, purpose of account).					
Keep unlimited years of transaction data easily accessible.					
Prevent out-of-balance transactions from being assigned a transaction number or being posted to the general ledger.					
Be able to key in large journal entries into excel or comma delineated format and import into general ledger.					
Automatically post interfund entries for journal entries.					
Allow posting (primarily journal entries) to future periods.					
Allow for subsidiary companies and should automatically record consolidating entries.					
Allow user to run a journal entry report and view on screen prior to posting with the ability to edit the entry.					
Not allow editing of transactions already posted.					
Create an audit trail of all activities indicating the name of the user and the change being made.					
Have ability to correct transactions without compromising the resulting audit trail.					
Adjustments should link/tie back to the original transaction.					
Have ability to drill down from transactional detail to original source documents in subsidiary ledgers.					
When drilling down into detail, must be able to quickly see posting date, reference,					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
source of transaction and other pertinent information.					
Be able to view activity and balances online (vs. printing reports).					
Accept a feed from our gift processing system. The data must be by individual donor, not batched. Gift data will be posted to multiple accounts (both revenue and cash) within one batch.					
Allow metric-driven budgeting, i.e., formula where user only inputs one piece and the system calculates the rest.					
Report writer feature that allows the creation of custom reports by users, incorporating data from multiple modules.					
Be able to filter information for reports using both account segments and/or attributes information.					
Generates internal financial statements that provide monthly financial status (budget to actual comparison for the month), year-to-date budget to actual analysis with comparative data for same period in the prior year.					
Generate financial statements without manual involvement that are in full compliance with the standards set forth by the Financial Accounting Standards Board (FASB), generally accepted accounting principles (GAAP) for nonprofit organizations and other authoritative guidance/bodies.					
Allow for the preparation of periodic trend analysis comparing financial results for a number of years.					
Allow cross fiscal year reporting with online queries and reports.					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
Allow for the customization of “canned” financial reports to quickly and easily satisfy ad hoc requests for information.					
Provide a customizable user/role based dashboard that includes business intelligence.					
Produce a statement of revenues and expenditures and a balance sheet for each fund, even though only 1 checking account is maintained for multiple funds.					
Maintain separate principal and income balances for each of the foundation’s endowment projects.					
Automatically calculate and distribute income earned from the endowment investments, allocating amounts to the income account of each endowment project.					
Have the capability of some audit reporting such as subsequent receipts and disbursements reports.					
Have a simplified monthly close process. Once a month is closed there must be a way to reopen to post audit or other entries to that period. Adequate system controls over this process must exist.					
Be able to keep multiple years open at the same time.					
If foundation wanted to charge a fee on certain types of gifts flowing from fundraising system or miscellaneous cash receipts function, system should be able to distinguish which transactions would have a fee, calculate and post the fee against multiple accounts.					
Allow end users to run any reports provided by the system as long as they have the proper security credentials.					
Perform all necessary general ledger processing and					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
reporting: asset, liability, revenue, and expense accounts Source and Uses of Funds (Cash Flow statement).					
Provide for automatic accruals and reversals.					
Allow forward posting and automatic reversal.					
Allow for flexible fiscal year processing.					
Allow for posting of statistical amounts.					
Report writers for custom reports, including graph and charts.					
Flexible account structure.					
13 accounting periods (13th for yearend audit).					
Prohibit posting to specific accounts or departments without deleting so that history can still be viewed.					
Drill down from Cost Center/Account to A/P distribution or payroll for detail.					
Allow for recurring journal entry batches.					
Allow copying of prior batches for journal entry creation.					
Project Tracking					
Allow project revenue and expense tracking across multiple years.					
Provide monitoring reports to show project to-date expenditures by month against budgets by defined category.					
Track an event/program across fiscal years without exporting data.					
Allow event tracking with ability to assign expenses to an event, resulting in financial statements by event.					
Endowment Tracking					
Provide access to up-to-the-minute fund balance for each project with cost/income data.					
View year-by-year summary of budgeted and actual					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
income and expenses.					
For each year of a fund's existence, drill down to see activity for each associated account.					
Allow drill-down to see detailed information on the individual transactions that were distributed to each account in a given year.					
Distribute transactions among funds using a spreadsheet-style journal entry facility.					
Track budgets that are associated with, but separate from, account budgets for each fund.					
Determine where fund money is coming from and going to.					
Allow unlimited pre-set budget distributions.					
Produce project-specific cost/income statements required by funding sources.					
Report project activity on a detailed or summary level.					
Budgeting					
Allow for the entering of budget data and reporting of that data.					
Allow for detailed budgeting at the line-item level, i.e., individual salary level.					
Provide real-time budget to actual query capabilities for budget managers.					
Be able to maintain multiple versions of budgets for the same period to be used for what if analysis.					
Allow a 'budget copy feature' which would allow budget to be build based on prior periods actual expenditures.					
Support the budget creation process by allowing budget workbooks to be provided to departmental managers for input.					
Allow budgets to be loaded from a predefined data file, i.e., spreadsheet.					
Provide budget forecasting functions					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
Allow collaboration between multiple users in budgeting and provide the ability to track changes.					
Allow budget updates on an as needed basis with appropriate approval					
Accounts Payable					
Be fully integrated with general ledger and other system modules.					
Provide automated writing of checks.					
Provide adequate controls to prevent unauthorized check writing.					
Be able to edit invoices prior to posting.					
Not be able to change posted invoices.					
Have an option to void an invoice that would automatically reverse the invoice posting, with the adjustments being linked.					
Have ability to issue one check for multiple invoice to the same vendor, or separate checks for the same vendor in the same batch (i.e. we can select which option we want).					
Generate a register of checks written.					
Provide check renumbering capability in case checks are spoiled in printing.					
Allow selection of invoice to approve or pay based on criteria we define.					
Provide an option for manually issuing checks.					
Provide the capability to record and report on manual checks written. The system should accept payment information, generate required journal entries with a different source code than regular checks, and enter check on check register and outstanding check file.					
Be able to make partial payments on open invoices.					
Allow multiple bank account					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
disbursement capability.					
Permit payment distribution to multiple accounts, including distribution to different cost centers, funds, programs, projects and grants.					
Allow distribution tables to be established and reused for invoice distribution.					
Flag apparent duplicate payments based on vendor and voucher amount and/or invoice number.					
Automatically check that general ledger account numbers entered are valid in the system chart of accounts.					
Notify accounts payable clerk if invoice is creating a negative balance for a project account.					
Provide for the encumbrance of monies in individual projects through the use of basic purchase orders. The encumbered amount must be considered when allowing invoices to be paid by a certain project.					
Maintain open accounts payable records. Summary reporting of accounts payable by fund and account number, due-date, vendor address or any other user-defined attribute is required.					
Allow for date-to-date check registers. In addition, invoice registers must be able to be run based both on due date and on entry date.					
Provide for easy management of vendor data including vendors with multiple addresses, EIN's numbers etc.					
Have ability to generate reports on vendor data and vendors by account.					
Provide user with a simple method of handling 'one-time' vendors.					
Maintain vendor records for					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
multiple fiscal years with ability to compress or backup and purge old records by invoice numbers or fiscal years.					
Notify accounts payable clerk of similar vendors already in system when new vendor is being created to minimize risk of duplicate vendors in system.					
Accept bank file for cash account to automate reconciliation.					
Provide capability to clear checks paid by the bank on a daily basis and generate an outstanding check register.					
Provide a status report on checks written (paid, outstanding, reconciled, voided).					
Provide reports (in addition to reports discussed above), including vendor activity reports, vendor year-to-date reports, aged accounts payable reports, cash disbursement journals and transaction registers.					
Provide 1099 reporting capabilities, including the ability to change coding after check is run.					
Maintain general information on each vendor, such as:					
• Vendor name and address					
• Federal Tax Identification or Social Security number					
• Telephone, fax, usual default general ledger posting numbers, normal terms					
• 1099 information					
• Insurance required tracking (expiration dates and reporting)					
Produce accounts payable vendor payments and supporting reports.					
Allow payments by check and					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
debit entries.					
Allow vendor payments from various bank accounts					
Specify bank account on invoice data entry. (Default to operating account)					
Print different checks based on specified bank account					
Allow term codes for discount percent or override discount amount at time of invoice data entry.					
Distribute each vendor payment over general ledger account(s).					
Track payment and invoice history for each vendor or check.					
Compile and produce 1099s for each vendor.					
Allow manual checks.					
Reporting by vendor, check history, aged invoice, open invoice, trial balance, etc.					
Allow corrections to vendor invoices prior to and after payment.					
Drill down from invoice or check to see detail and general ledger distribution.					
Automatically check for duplicate payments (i.e. invoice number, amount, and payee number).					
Allow paying vendor with third party payment, i.e., American Express, and track the vendor purchased from.					
Provide a way to import Accounts Payable invoices into the system.					
Provide a way to process ACH/Direct Deposit payments to vendor in addition to checks.					
Provide a way to handle multiple check designs. How are check designs handled in the system?					
Allow multiple types of check stock. Can we use blank check stock?					
Interface with General Ledger, Bank Reconciliation,					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
Fixed Assets, and Project Tracking.					
Miscellaneous Cash Receipts					
Be fully integrated with general ledger and other system modules, allowing easy distribution of cash receipts across multiple accounts/projects.					
Allow for the identification of where the cash receipts originate.					
Have the ability to correct transactions (coding, amounts, etc.) prior to final posting of the batch.					
Allow for the printing of a deposit slip.					
Assign a session number to each receivable batch and a receipt number to each entry.					
Be able to produce reports which detail miscellaneous cash receipts activity.					
Track all receipts by bank deposit, in order to allow easy reconciliation and a strong audit trail.					
Cash Receipts					
Account for cash receipts based on a cash and/or check deposit.					
Distribute an individual cash receipt across multiple projects and general ledger numbers.					
Allow deposits to various bank accounts.					
Track cash receipts by name, date, amount, and general ledger number.					
Allow for processing of bank adjustments and electronic transactions.					
Produce cash receipt reports for each deposit that show the amount and distribution of each cash receipt.					
Produce cash receipt reports for specified criteria (date ranges, YTD, monthly, etc.)					
Bank Reconciliation					
Allow processing of multiple bank accounts.					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
Accept paid check data from bank download.					
Reconcile various checking accounts with bank statements.					
Interface with Cash Receipts, Accounts Payable, and General Ledger.					
Fixed Assets					
Maintain general information on assets:					
Description					
Location					
Original date of purchase and price					
Asset general ledger account					
General ledger depreciation expense account					
Accumulated depreciation account					
Life of asset					
Status					
Disposal information					
Ability to tie multiple assets to a project.					
Print reports by department, project, in-service date, type of asset, etc.					
Allow multiple methods of depreciation for each asset.					
Interface with General Ledger and Accounts Payable.					
Accounts Receivable					
Interface with General Ledger.					
Allow importing of billing data from Electronic Health Record automatically on a nightly basis.					
Provide a way to print statements in groups, i.e., 30 days past due, 60 days past due, 90 days past due, etc.					
Allow posting payments received to multiple points in the system, i.e., client accounts, service, etc.					
Provide a way to import credit card payments received and					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
apply them to the client account as well as the appropriate service account.					
Purchasing					
Integrated with General Ledger, Accounts Payable, and Budget Modules.					
Tracking funds/grants. Show encumbered funds when creating Purchase Orders and check against budgets.					
Provide a way to track purchase orders in the system.					
Provide a way for staff to electronically create purchase orders, send them for approval, then once approved the purchase order be sent for payment.					
Limit access to purchase order creation to specific users.					
Provide a built in process to attach documents to purchase orders and other records, i.e., invoices, packing slips, etc.					
Provide a self-serve portal to approve and create purchase orders.					
Human Resources					
Integrated with Payroll system or module.					
Payroll Processing					
Integrated with HR system or module					
Technology and Implementation					
Describe your software development cycle including frequency of releases (software versions, patches, etc.)					
What is the process for testing new releases of your software? What roll back options are available?					
What is the recommended process for backing up data and disaster recovery?					
Describe the technology used to develop the system. i.e., technology stack, database,					

Requirement	Available	Configuration	Customization	Not Available OR Third Party Required	Need more information / Comment / Response
etc.					
Provide an overview of the implementation methodology used for the proposed system.					
Describe the support levels available for the proposed system. What is the escalation procedure? What are the support service hours?					
Describe your current user base. What industries are you most familiar with? What are the percentages by industry of your customer base?					
Are there any user groups associated with the proposed system? Do you have an annual conference associated with proposed system?					
What type of learning or training opportunities are available for the proposed system? Are the trainings offered self-study or is instruction provided? What is the cost of training?					

Proposals should contain a description of the proposed solutions, including the software package, anticipated work efforts estimated in terms of hours and dollars, and a list of available consultant resources that could be utilized during this engagement. The proposal should define and separate costs as to initial cost for the software, any user licensing (including different levels, if applicable), configuration, implementation and training, and all ongoing support, maintenance, and any other costs. NTBHA's current environment utilizes Microsoft Server and Microsoft SQL Server in an Azure Cloud environment, and the Microsoft Office suite of tools, with preference given for a cloud-based solution. Additionally, the Proposer should include employee-specific biographical information, including names, job titles, related work experience, hourly billable rates, and skillset descriptions.

Anticipated event dates for this RFP:

1.1.4 Proposal Timeline

Event	Date
RFP Release	July 27, 2016
Deadline for Submitting Questions	August 12, 2016
Proposals Due	August 19, 2016 (by Noon CDT)
Proposal Evaluation Period	August 22, 2016 through September 6, 2016
Contract Negotiations Complete	September 7, 2016
NTBHA Governing Board Approval	September 14, 2016 Governing Board Meeting
Contract Execution	September 21, 2016
Contract Start Date	October 1, 2016

1.1.5 Important Factors

In addition to fulfilling resources for Financial-Accounting Software activities, the following are important criteria that will be considered in the overall evaluation of proposals:

Security
NTBHA business requires the extensive use of Protected Health Information (PHI) and individually identifiable personal information, which are subject to significant regulations, primarily HIPAA and HITECH Privacy and Security requirements. Proposers should indicate what experience they have related to handling PHI and summarize their experience with HIPAA.

Costs
The costs associated with developing production-ready software components (see section 1.1.13) will be factored into the evaluation of proposals.

Eligibility for Federal and State Funds
All proposing vendors must be eligible and meet requirements for use of federal and state funds.

1.1.6 Project Goal

The deliverable from this contract will be the purchase or lease of a Financial-Accounting Software package and engagement of a professional resources firm capable of providing professional resource services related to software development as Items described in Section 1.1.3. The proposal should include detailed estimates including the number of hours and dollars associated with implementing NTBHA's financial software solution and an indication of the ongoing support costs.

1.1.7 Schedule

Following contract execution, it is expected that the information system solution will be implemented and production ready by November 1, 2016. The awarded contract shall be through the period ending November 1, 2017.

1.1.8 Required Insurance

A. Commercial General Liability (CGL) Insurance

CGL shall be written under ISO Form CG0001 or its latest equivalent with minimum limits of $1,000,000 per occurrence and in the aggregate for each one-year policy period. This policy will renew annually. This coverage may be any combination of primary, umbrella, or excess liability coverage affording total liability limits of not less than $1,000,000 per occurrence and in the aggregate. However, if other policies are added they must be a follow-form policy in language, renewal date, and have no more exclusions than the underlying coverage. Products and Completed Operations coverage shall be provided for a period of three years following Substantial Completion of the Work. The deductible will not be more than $50,000 unless prior arrangements are made with NTBHA on a case-by-case basis; the criterion is the Contractor's liquidity and ability to pay from its own resources regardless of coverage status due to cancellation, reservation of rights, or other no-coverage-enforce reason. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, or Cross Liability.

B. Automobile

Liability insurance covering bodily injury and property damage shall be provided by the Successful Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of $500,000 per occurrence, combined single limit for bodily injury liability, and property damage liability with a $1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

C. Professional Liability (aka Errors and Omissions)

The Successful Proposer shall obtain, at Proposer's expense, and keep in force during the term of this contract, a Professional Liability insurance policy to protect against legal liability arising out-of-contract activity. Such insurance shall provide a minimum of $2,000,000. It should be an "Occurrence Form" policy. If the policy is "Claims Made," then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

D. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate of Liability Insurance, which the Successful Proposer shall provide to NTBHA. Each certificate will show the coverage, deductible and policy period.

E. Endorsements

Policies shall be endorsed to state that coverage will not be suspended, voided, canceled, or reduced without a 30-day written notice by mail. It is the Successful Proposer's responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have an A.M. Best's rating of A-VII or better.

1.1.8.1 INSURANCE LAPSES

In the event successful firm fails to maintain insurance as required by this contract, successful firm shall immediately cure such lapse in insurance coverage at successful firm's sole expense, and pay NTBHA in full for all costs and expenses incurred by NTBHA under this contract as a result of such failure to maintain insurance by successful firm, including costs and reasonable attorney's fees relating to NTBHA's attempt to cure such lapse in insurance coverage.

Such costs as attorney's fees, not to exceed fifteen hundred and 00/100 dollars ($1,500.00), shall be automatically deducted from monies or payments owed to successful firm by NTBHA. Moreover, NTBHA shall retain five percent (5%) of the value of the Contract that shall be placed into an account from monies or payments owed to Contractor by NTBHA to cover NTBHA's potential exposure to liability during the period of such lapse. The retainage shall be held by NTBHA until six (6) months after the term of the Contract has ended or has otherwise been terminated, cancelled or expired and shall be released if no claims are received or lawsuits filed against NTBHA for any matter that should have been covered by the required insurance.

SUCCESSFUL FIRM FURTHER AGREES TO INDEMNIFY NTBHA FOR ANY PENALTIES, FINES, JURY AWARDS, COURT COSTS, LITIGATION EXENSES, AND ATTORNEYS' FEES INCURRED BY NTBHA DUE TO SUCCESSFUL FIRM'S FAILURE TO MAINTAIN THE REQUIRED INSURANCE AT ALL TIMES DURING THE TERM OF THIS CONTRACT. SUCCESSFUL BIDDER(S), AT ITS OWN EXPENSE WITH COUNSEL OF NTBHA'S CHOICE, WILL DEFEND AND HOLD NTBHA HARMLESS IN ANY CLAIM OR ACTION AGAINST NTBHA THAT OCCURRED AS A DIRECT OR INDIRECT RESULT OF SUCCESSFUL FIRM'S FAILURE TO MAINTAIN INSURANCE AT ALL TIMES DURING THE TERM OF THIS CONTRACT. WITHOUT WAIVING ANY RIGHTS UNDER SOVEREIGN IMMUNITY, NTBHA SHALL COOPERATE WITH AND MAY MONITOR SUCCESSFUL BIDDER(S) IN THE DEFENSE OF ANY CLAIM, ACTION, OR PROCEEDING AND WILL, IF APPRORIATE, MAKE EMPLOYEES AVAILABLE AS SUCCESSFUL FIRM MAY REASONABLY REQUEST WITH REGARD TO SUCH DEFRENSE, SUBJECT TO THE REIMBURSEMENT BY SUCCESSFUL FIRM OF ALL COSTS AND EXPENSES OCCASIONED BY NTBHA'S COOPERATION IN SUCH DEFENSE. SUCCESSFUL FIRM AGREES NOT TO SETTLE ANY SUCH CLAIM WITHOUT THE COUNTY'S CONSENT, WHICH CONSENT WILL NOT BE UNREASONABLY WITHHELD OR DELAYED.

2 PART II - PROPOSAL PREPARATION AND SUBMITTAL

SECTION IIA – REQUESTS FOR INFORMATION

2.1.1 Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is August 12, 2016.

If a substantive clarification to this RFP is in order, an addendum will be issued no later than August 15, 2016 to all recorded holders.

All Questions & Answers/Clarifications will be available for review at the link below. Proposers are encouraged to review this document prior to submitting their proposal.

NTBHA RFP website: http://www.NTBHA.org

SECTION IIB - PROPOSAL SUBMISSION

2.1.2 Proposals Due

Sealed proposals must be received no later than the date and time specified at the location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

- RFP #
- TITLE OF RFP
- NAME AND ADDRESS OF PROPOSER

Responses received after submittal time will not be considered and will be returned, unopened, to the Proposer.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action and therefore may not be accepted.

2.1.3 Proposal Limits

Proposals must be clear, succinct, and:

- Be on white, 8 ½ by 11 paper,
- Be in a minimum of an 11 pt. font,
- Be single spaced, with a minimum of 1-inch margins
- Include a Table of Contents
- Have numbered pages

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered two pages. Color is acceptable, but black-and-white printing or copying should not lose content.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposers providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Section IIC - Proposal Content and Format

Proposals must be formatted as follows:

2.1.4 Cover Sheet

Proposer shall complete this form and use it as a proposal Cover Sheet.
(See Cover Sheet – Attachment A)

2.1.5 Executive Summary

Provide an Executive Summary, which gives in brief, concise terms a summation of the proposal.

2.1.6 Solution Description

Provide a detailed description for each type of software component being proposed and include estimates of the hours and total costs associated for each. A description of the type of resources the proposer anticipates using for each software component, and to manage the overall effort, should be provided including the position types and description of skillset for each position.

2.1.7 Experience

Proposer shall demonstrate that it has the necessary experience to satisfy all requirements that apply to the implementation of software for NTBHA, including relevant experience related to healthcare data and government funding programs. Relevant experience related to the Scope of Work (Section 1.1.3) should be included. Information regarding experience related to HIPAA and PHI should be included.

To be considered responsive to this solicitation, the proposal must clearly show that the Proposer meets the following requirements:

- At least five (5) years of experience providing installing and support of Financial-Accounting solutions equal or greater in size and scope than those specified in this RFP.

- Documented evidence of experience in providing Financial-Accounting solutions to at least one other firm in the healthcare industry.

2.1.8 References

Proposer shall submit the **names** of at least three (3) other clients/customers, one (1) of whom should be in the healthcare industry working with Protected Health Information (PHI), attesting to the Proposer’s ability to provide the services specified in this RFP.

The healthcare industry reference should be able to attest to HIPAA compliance status of the Proposer.

3 PART III - PROPOSAL EVALUATION & CONTRACT AWARD

SECTION IIIA - PROPOSAL REVIEW AND SELECTION

3.1.1 EVALUATION CRITERIA

A NTBHA evaluation team will evaluate the information provided by the proposing firms in response to the criteria established herein. NTBHA reserves the right to award this contract, based on LOWEST AND BEST OFFER in accordance with the laws of the State of Texas, for the proposal that is determined to be the best evaluated offer resulting from negotiations, taking into consideration the relative importance of price and the other evaluation factors set forth in the RFP; to waive any formality or irregularity; to make awards to more than one offeror; or to reject any or all proposals. All proposals are subject to negotiations by NTBHA with recommendation to the NTBHA governing body. Compliance with all requirements, delivery, and needs of involved departments/entities will be considered in evaluating proposals.

Pricing is NOT the only criteria for making a recommendation.

The following weighted criteria will be considered:

Each proposal received in response to this RFP will be objectively evaluated and rated according to the three-part scoring system detailed below. NTBHA is looking for the best value for providing professional services to assist the development of the IS solution. The following criteria will be used:

Criteria	**Maximum Allotted Points**
I. References, Healthcare Specific Experience, Experience with the State of Texas Public Behavioral Health Data, Company Profile (including but not limited to: financial stability, references, resumes, subcontractors, years of experience in similar field)	25
II. Cost	25
III. Technical/Methodology Approach, Implementation Plan, Staffing Approach and Timeline to Deliver Required Products and/or Services	50
TOTAL	100

Proposing firms are responsible for submitting all relevant, factual, and correct information for evaluation of the above criteria with their proposal. The evaluation committee will evaluate and score each proposal based on the data submitted.

SECTION IIIB - CONTRACT AWARD

3.1.2 Contract Award Decision

It is the intent of NTBHA to award a contract to the highest-scoring Proposer. Should NTBHA not reach a favorable agreement with the highest scoring Proposer, NTBHA reserves the right to terminate negotiations and commence negotiations with the second highest-scoring Proposer, and so on, until a favorable agreement is reached. If an inadequate number of satisfactory proposals are received in response to this RFP, NTBHA reserves the right to reject all proposals received and withdraw this RFP in its entirety.

3.1.3 Contract Development

The proposal and all responses provided by the Successful Proposer will become a part of the final contract.

3.1.4 Award Review

The public may view proposal documents after contract execution; however, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless NTBHA representative Attorney determines that disclosure is required. At this time, Proposers not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods utilized by the evaluation committee.

3.1.5 Contract Orientation Meeting

A contract orientation meeting will be held within seven days of contract execution. The contract start date is intended to be October 1, 2016.

4 ATTACHMENTS

ATTACHMENT A – COVER SHEET

General Information:

Legal Name of Applicant/Company/Agency____

Street Address____________________City ________________ State ____________ Zip ________

Contact Person ______________________________Title ______________________________

Phone ___________________________________Fax _________________________________

Location (if different than above) _________________________ Email address ____________________

Tax Identification Number ____

ADDENDUM:

Proposer shall insert number of each Addendum received. If no addendum received, please mark **"NONE."**

No. ______ Dated: ____________ No. ______ Dated: ____________ No. ______Dated: ____________.

NOTE: Failure to acknowledge receipt of Addendum may render the proposal non-responsive.

→ Does the proposal comply with the requirements contained within the RFP?
A "No" response may disqualify the proposal from further consideration.

☐ Yes ☐ No

→ Did outside individuals or agencies assist with preparation of this proposal?

☐ Yes ☐ No *(if yes, describe.)*

I certify that to the best of my knowledge, the information contained in this proposal is accurate and complete and that I have the legal authority to commit this agency to a contractual agreement. I realize that funding for any contract is based upon funding levels as well as final approval by the Governing Board of the North Texas Behavioral Health Authority.

____ ________________

Signature/Title
Representative of Applicant Agency

Date