

**REQUEST FOR PROPOSALS**  
**FOR**  
**FINANCIAL INFORMATION SYSTEM (FIS) AND INTEGRATED HUMAN RESOURCE**  
**MANAGEMENT SYSTEM (HRMS)**

**RFP Posted August 15, 2012**

**Summary**

A Request for Proposals (RFP) was issued August 15, 2012 for a Financial Information System (FIS) and Integrated Human Resource Management System (HRMS). The financial software, Axiom, currently in use by Maricopa Association of Governments (MAG) will not be supported as of July 1, 2013. The Axiom software has been in use at MAG since 1999. The RFP outlines functional and technical requirements for both the FIS and the HRMS, as well as desired functionality for both systems. A pre-proposal conference was held on August 21, 2012 at the MAG offices at 1:00 p.m. Mountain Standard Time. Numerous questions were asked and responses made during the conference. These questions and answers are described below:

**Questions and Answers**

- Q: Will licensing for the SQL Server be provided, as well as software and hardware?  
A: The intention of the RFP is to have the systems run on the existing SQL Server.
- Q: Will the FIS and HRMS require outside web accessibility?  
A: This function will be provided by the MAG virtual private network (VPN).
- Q: Would the HRMS applicant tracking be web based or internally operated?  
A: Applicant tracking could be web based, however onboarding employees would be internally operated.
- Q: Does MAG require online application functionality for the HRMS?  
A: MAG would prefer online application functionality.
- Q: Would the HRMS system be integrated with the FIS?  
A: Yes, some components of the HRMS will need to be integrated with the FIS, in particular Payroll and employee benefit information (sick leave, vacation time, etc.).
- Q: Is MAG interested in processing Payroll internally?  
A: At this time MAG would like to retain operations with a third party Payroll vendor. However, MAG would prefer having the capability to bring Payroll in-house at any time.
- Q: Does MAG operate under a standard chart of accounts?  
A: Yes. MAG has a standard chart of accounts that is differentiated by funds number only.
- Q: Is a realtime FIS required?  
A: No. A real time system is not a requirement, however it is desired.
- Q: What components of the Payroll system would MAG like to control?

A: MAG requires maintenance and access to base Payroll records. MAG generates reports based on the payroll information maintained. MAG also keeps Payroll records and records of the gross Payroll on site because it provides a check and balances system with our third party vendor. It is important for MAG to retain the Payroll module with the ability to maintain full functionality of a payroll system for processing payroll in-house in the FIS.

Q: Do employees enter time sheet information electronically?

A: Yes. Employees manually enter time sheet information electronically through Timetrax. Information included in the electronic time sheet include: project number, funding source, activity, and time spent on each project (down to 15 minute intervals). Manager and Accounting approval are also completed electronically in Timetrax. A file of this information is then sent to the Payroll vendor, as well as uploaded to the current automated Payroll system. The ability for employees to enter time by project and funding source is critical because of bills which are generated by funding source and project.

Q: How much of the time sheet information is done in Timetrax vs. Axium?

A: Timetrax is a component of the Axium system. The time sheet information is entered into Timetrax which is then posted to the Axium Payroll module.

Q: Is MAG willing to contemplate other solutions to electronic time sheets?

A: Yes, if another solution is part of the new system we would use the new systems and not keep timetrax.

Q: Are project numbers and general ledger account numbers the same?

A: No, however the project number and the general ledger account number are linked.

Q: Does MAG experience intercompany transactions?

A: Yes. MAG performs intercompany transactions.

Q: Does MAG experience multiple company transactions?

A: Yes. MAG is considered a 501(c)(4) and there are two 501(c)(3) organizations that are related component units. These three organizational transactions are considered blended component units in which their financial reporting is blended as well. The differing organizations are differentiated by fund in the General Ledger.

Q: Are FIS transactions differentiated by fund or organization type?

A: Transactions are differentiated by fund. MAG would prefer to have the capability of setting up different types of funds.

Q: Does MAG participate in electronic banking?

A: MAG is currently not heavily involved in electronic banking.

Q: Is MAG interested in Project Management System software, in which managers could track project progress?

A: MAG project managers currently have the ability to check project status electronically through the accounting system, however most project managers prefer their personal databases and methods for project management. Project managers may be interested in Project Management System software if it was detailed in nature.

- Q: What budgets does MAG maintain with regard to projects?  
A: MAG maintains project budgets, grant budgets, and general ledger base account (i.e., line item) budgets.
- Q: With regard to Grant Management, does MAG track submit date, award date, grant requirements, etc?  
A: MAG is currently tracking grant financial information with the Axium contract module. A notes section is also used in the Axium system. Insurance, grant award date, and expiration date of contract are three of the grant categories tracked.
- Q: In level of importance, what components of the FIS and HRMS are required?  
A: Assuming that Payroll and time keeping components are included, the other important requirements include: billing, grant management, project costing, and basic financial management components which would include general ledger, financial reporting, accounts payable, and accounts receivable. An encumbrance system and a cash management system are highly desirable, but not required. The HRMS will need to either integrate or interface with the FIS.
- Q: Do the three related MAG entities have different tax Ids?  
A: Yes. The three entities require reporting on a consolidated basis with regard to financial statements. MAG also has a required financial audit and single audit every year.
- Q: Does MAG require an electronic approval encumbrance process as a new feature in the new system?  
A: The key component is that MAG can encumber. Project management and control is handled exclusively by fiscal services. An electronic approval encumbrance process would not be necessary at this time.
- Q: Does MAG utilize Sharepoint?  
A: MAG does not heavily utilize Sharepoint.
- Q: Are there any issues with the current FIS that MAG would like to address?  
A: The current system does not allow MAG the ability to encumber. MAG also performs frequent manual changes for work in progress (WIP) for labor billings, streamlining this process would be beneficial. Another key component is the ability to keep the FIS data open for up to six months at any given time with the ability to bill during this month period. Keeping the periods open for at least six (6) months is critical as well.
- Q: Is consultant work processed through Payroll or accounts payable?  
A: Consultant contracts are processed through accounts payable.
- Q: Is October 30, 2012 a hard date for MAG in terms of the RFP decision?  
A: October 30, 2012 is not a hard date, however October 30, 2012 is preferred based on the implementation date of the project and the scheduled deadlines.
- Q: Does MAG prefer on-site training of the new system?  
A: Yes, MAG would prefer on-site training.
- Q: How much data from the Axium system is to be converted to the new FIS?

A: MAG is looking to convert two years of data, depending on system type and information, into the new system. More conversion activity after system implementation would be desirable.

Q: What format does MAG expect to deliver the converted data?

A: The most efficient way for MAG to deliver information is-text file.

Q: What information will MAG be looking to import into the new system on an ongoing basis?

A: MAG currently imports journal entries, budget information, and project setup, among other components. MAG generally creates text files when exporting information.

Q: Is it important for MAG to create custom reports with the FIS?

A: Yes, MAG would require flexibility in custom reporting for both the FIS and HRMS.

Q: Does MAG utilize SQL?

A: MAG does not operate any Fiscal Services databases using SQL. However, MAG does have SQL server implementations and will support SQL server as the database platform for a proposed solution.

Q: Will the questions and attendance of the Pre-Proposal Conference be posted?

A: Yes.

Q: Has MAG seen software demonstrations of FIS and HRMS systems?

A: State contracting has allowed MAG to view a few systems. MAG has viewed Microsoft Dynamix SL and Sage.

Q: Is the RFP contract a fixed Cost contract?

A: The contract budget amount is fixed, not to exceed \$600,000.

Q: How many active employees does MAG employ?

A: The current MAG budget employs 94 full time employees and several interns. The proposal would be based on an employee count of 105 employees.

Q: How would MAG prefer the response to RFP Appendix L?

A: The response can be given as a list of exceptions from the expected functionality. Requirements that cannot be met will need to be clarified.

Q: Will the RFP Questions and Answers from the Pre-Proposal Conference be posted online?

A: Yes, the Question and Answers from the Pre-Proposal Conference will be posted online.

## **Attendance**

Becky L. Wittmer, BW Consulting Inc.  
Glen Kroe, Serenic Software  
Jim Auer, McGladrey LLP  
Bryan Koo, McGladrey LLP  
Nelly Abdelmessih, McGladrey LLP  
Craig Dixon, Tyler Technologies  
David Stewart, Microsoft Corporation  
Stacey Fleming, Axium  
Caroline Wharton, Axium  
Ronald Gabriel, Springbook Software  
Rebecca Kimbrough, Maricopa Association of Governments  
Audrey Skidmore, Maricopa Association of Governments  
Veronica Martinez, Maricopa Association of Governments  
Farhana Baki, Maricopa Association of Governments  
Imelda Worley, Maricopa Association of Governments  
Sarah Daily, Maricopa Association of Governments  
Russell Miles, Maricopa Association of Governments  
Kara Johnson, Maricopa Association of Governments