1. Is it possible to allow for single spaced? As we began to create our response, the double spaced requirement restricts the ability to provide adequate formal responses to the required questions. RESPONSE: Thank you for your interest in the Accounting Software Application ASA620222 RFP. Modifications cannot be made to the page restrictions in the RFP. Please include direct information that supports your answers. Paring down your RFP responses to meet page limit requirements is essential in the bid process.

2. In order to provide pricing, we need to understand the number and types of users. Can you please indicate how many Full, Manager and Employee Users will be required based on the user descriptions?
    RESPONSE: 5

3. Is there a preference for a cloud solution?
    RESPONSE: No preference, more concerned with functionality.

4. Can the 3 references be from any location within North America - namely Canada and/or the US?
    RESPONSE: Yes

5. What is the current budgeting strategy - top down, bottom up or a combo of both? Are you budgeting in excel or using budgeting software? How many people participate in the budgeting process?
    RESPONSE: Budgeting strategy is based on the projected needs of the agency for the upcoming fiscal year. Budgeting is performed within the existing accounting software application. Two – three individuals participate in the budget process.

6. You have indicated you are looking for Purchase Orders. How are you managing purchases today? Do you use Purchase Requisitions? If yes, how many people can submit a purchase requisitions?
    RESPONSE: Currently, the agency uses a purchase order application that is not integrated with the existing accounting software application. Yes, purchase requisitions are used by all 45 staff members.

7. What are the top 3 project drivers for this new software?
    RESPONSE: Integrity, functionality, and integrations.

8. What are you using to manage your finances today? Or, what are the legacy systems you are replacing?
    RESPONSE: Abila MIP Software.

9. Why are you looking at changing your systems now?

RESPONSE: Not happy with the existing application.

10. Have you viewed any software solutions prior to releasing this RFP? If so, which ones?
RESPONSE: Yes, Munis.

11. What is your timeline to implement? Do you have a target go-live date?
RESPONSE: This is mentioned in the RFP. Implementation within 6 months after signing a contract.

12. Do you use Active Directory today?
RESPONSE: Not familiar with Active Directory.

13. What is the current email system in place? Office 365? Gmail? Other?
RESPONSE: Office 365

14. Submission of the RFP: On page 5 it indicates to email the proposal to accountingrfp@ctserc.org, however on page 6 it indicates to submit responses at www.ctserc.org/accountingrfp; please advise which is the correct method.
RESPONSE: Responses should be submitted to www.ctserc.org/accountingrfp.

15. Which time zone is the submission deadline of 4:00 pm on Friday, July 22nd referring to?
RESPONSE: Eastern Standard Time

16. Currently what is the accounting system being used for SERC to manage accounting and budgeting management of the organization. Does the current solution have the capacity to handle fund accounting currently, if not how is fund accounting being managed and is it being managed outside of the current accounting solution being used.
RESPONSE: MIP Yes, the system handles Fund accounting.

17. How many users have access to the current accounting solution? Are there various levels of access per user capabilities, how many users will need access and what are the access level requirements.
RESPONSE: 5 Yes, there are various levels of access. 2 users will need full access, 3 users will have limited access based upon their roles in the Agency.

18. Will it be required to implement existing accounting data and G/L accounts with current transactions into the new accounting system that will be selected? Has it been determined how much historical financial data will be implemented into the new accounting system?

RESPONSE: It will be required to implement the existing accounting history into the new system. A minimum of three years historical data will need to be implemented into the new accounting system.

19. Does the current accounting system have the capability to manage multiple budgets? Are you currently managing multiple budgets in the current system, if not how are budgets being managed and how are budges vs. actuals being managed and reported?
    RESPONSE: We do not use multiple budgets. The budget is entered into the existing application and can provide reports for budget vs actual data.

20. Can you indicate what type of excel imports are required to be utilized in the current account system and what additional capabilities regarding imports are required?
    RESPONSE: Imports currently being performed in excel are for the biweekly payroll activity.

21. Can you indicate what level or implemented data from ADP Workforce is needed? Will there be a requirement for G/L import for payroll data only be needed? What other data from ADP Workforce will require integration with the new accounting system?
    RESPONSE: Yes Payroll tax and benefit data.

22. Will SERC require Human Capital Management in the new accounting/ERP solution that will need to integrate with ADP Workforce
    RESPONSE: Yes

23. What type of automation is SERC seeking to manage with the new accounting system, such as invoice automation, payment automation (electronic payments-ACH, merchant services, etc), Report automation, accounts payable automation, etc.
    RESPONSE: All modules need to be fully automated.

24. How are contracts currently being managed in the current accounting system, if not in the accounting system, how are contracts being managed
    RESPONSE: Contracts are being managed in excel and the existing accounting system.

25. How are projects and grants currently being managed? If they are not being managed through the current accounting system, how are they being managed? How are projects and grants closed out for completion? Do you currently manage restricted and un-restricted grants and what are you using to report and track funding and expenditures.
    RESPONSE: Grants and projects are managed in MIP and Excel. Restricted and unrestricted is an option in the existing accounting application to track expenditures.

26. Is there currently capability for a report writer, is this a current requirement. What reports are required that are currently done manually but would like to automate and create.
RESPONSE: Currently all reports are being prepared in the existing accounting application. If additional information needs adding, the report is exported to excel and modified.

27. Full Users Required:
RESPONSE: Confirmed – there will be 5 users. The Agency needs the ability to add more if necessary.

28. Manager Users Required:
RESPONSE: The Agency has 45 employees that will need the ability to create purchase requisitions.

29. Employee Users: Do you intend to use [the awardee's] employee expense, or purchase-card functionality (i.e. when a company gives employees a credit card to use for company expenses)? If yes, are there than any employees beyond the 50 (5+45) that would need access to submit expenses?
RESPONSE: Yes, the intention is to obtain a fully integrated accounting application. The maximum at this time would be 50. That number could increase if we hire more staff members.