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Lathrop - Manteca Fire Protection District
(RFP) Addendum #1

Governmental Accounting Software

PROPOSAL DUE
September 13, 2024
12:00PM PDT

For Questions Please Contact:
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Addendum #1: Governmental Accounting Software

1. How many GL accounts do you have?

Response: Across all funds present day the District has 545 accounts. Staff does anticipate some additional increases to these accounts as the organization continues to grow. Staff believes that conservatively speaking this could change based upon new software implementation and new configuration.

2. How many bank accounts do you reconcile?

Response: Currently the District reconciles across five (5) accounts:

3- US Bank

1- San Joaquin County Treasury

1- Petty Cash (not typically an account per se, however still a reconciliation account)

Additionally, in the future the District may desire to add 2-3 additional accounts for reconciliation of payroll, investment, payment or credit card processing.

3. How many W2s did you process last year?

Response: Currently San Joaquin County payroll division processes W-2's for the District. However, should the District move to its own payroll processing then the District would process W-2's for 51 employees and 35 1099's for volunteers that are provided a financial stipend.

Additionally, the District will be experiencing growth and could easily contemplate hiring additional employees within the near future to accommodate expanding service delivery (1-10 years).

4. Estimate number of active vendors in AP?

Response: Currently the District has 578 vendors in its accounts payables. This list may see minor growth based on new purchasing needs. Typically this is about 10-15 or so vendors per year.

5. How many accounts do you have in AR?

Response: Accounts receivables for the District are at 2,351 present day. The District see's this list growing exponentially year over year due to the additions of development, growth, new builders, new business, etc.

6. Do you have a need for an integrated online electronic payment system?

Response: The District would like to see proposals where this service is included. It should be noted that the District may not initially use this service; however, a system that has the capability to expand to provide this service would be advantageous.

7. Item #16 in the project scope states: "Has extensive reporting capabilities that are visually appealing and digestible by lay citizens..." Could you please clarify the intent behind this? Are these reports intended to be accessed by citizens? Should citizens have online access to these reports?

Response: The intent of this item is for the District to offer a more transparent look into its finances. Item number 6 "Offer insight into better workflow or processes identified in this documents "Project Overview & Objectives" section takes a reverse look at pages 4, 5, and 6 of the RFP. In those pages the District is looking to increase visibility and transparency for the public into its finances.



We recognize not all software will have similar capabilities, however something offered that provides the following would be ideal:

A member of the general public goes to our website (lmfire.org) and views an internal page of the website titled “Financial Transparency”. At this page that member of the public is able to “run reports” that show what was expensed from the District’s Measure C Fund and compare those against what dollars were budgeted. Similar features across other funds (ex. General Fund) would also be inclusive in our intent. While this level of transparency may not be technically possible, the selection committee would like to understand how the District may brand reports for public consumption. This may include a budget that shares our logo with that of the new software firm, other external web based reporting, invoicing that includes, etc. In summary, what can your firm offer that is visually appealing to the public, presents a professional appearance, and increases transparency to the general public.

- 8. Item #17 states: “May be branded with the District’s logo...” Could you specify which modules you would like to have branded? Is this for your employee self-service portal? Or do you anticipate any part of the solution being accessible to the public or customers, such as a customer portal?**

Response: The entire response in question 7 is applicable. In addition, the district would like to see its logo present in some fashion for all modules.

- 9. In item #18, you mentioned that the application should include a list of features, including HR and Payroll. However, in item #15, you indicated a preference for a solution that integrates with ADP, and no HR-specific features were outlined in your scope of work. Could you please clarify your requirements? Are you looking for:**

- A finance-only solution that integrates with ADP.
- A finance + HR solution that integrates with ADP.
- A fully integrated solution that includes Finance, HR, and Payroll, which would eliminate the need for a system like ADP.

Response: The District is looking for all-inclusive options. No movement in a certain direction has been established by staff. Anticipation of capabilities will be reviewed in the proposals received. To provide some context, the District may initially maintain its contractual relationship with the county payroll division; or, if capable move to integrate with ADP as a part of this project. If ADP is not integrated, the District may still consider moving away from the payroll division and look to bring those functions internally. Those decision points have not been made and will most likely occur after proposal review. However, W-2 withholdings, time card/scheduling software sync with an HR module, and integrations that show accumulated leave balances would all be beneficial if a firms software could provide such.

- 10. To ensure accurate pricing, please specify the number of users for each of the following categories:**

Admin or full users: These are the daily Finance and HR/Payroll users who create, edit, and/or delete transactions.

Managers: These users may create, view, and approve requisitions, as well as view and approve purchases, payments, HR requests, expense claims, absences, vacations, employee timesheets, etc...



Response:

Administrator access- 2 user with overall responsibility for the program or software deletions

Full Users- 3 who create and edit, preferably not delete

Managers- 5-7

11. How many employees do you have?

Response: The District currently has 51 employee. However, the District will be looking to add employees to service its growing community. Ultimately, the District will most likely have under 100 employees.