

**Issued On:**  
**August 19, 2024**



**Lathrop - Manteca Fire Protection District  
REQUEST FOR PROPOSAL (RFP)**

Governmental Accounting Software

**PROPOSAL DUE**  
September 13, 2024  
12:00PM PDT

For Questions Please Contact:  
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## Organization

The Lathrop Manteca Fire District provides fire protection and emergency services for the City of Lathrop, rural Lathrop and rural Manteca. Within the rural boundaries, also includes the Raymus Village Development, Oakwood Shores Development, and the communities of Nile Garden and New Haven.

The District is a duly created and empowered Independent Special District. The District is organized under the State of California, Health and Safety Code Section 13800, known as the Fire Protection District Law of 1987. A five member Board of Directors who are elected at-large to serve a four-year term governs the District.

The District has five strategically located fire stations with five staffed companies. One Battalion Chief is responsible for oversight of the on-duty companies. All stations are staffed with career personnel. The District is a proactive fire & emergency response organization that covers almost 100 square miles and over 42,000 residents. In the calendar year of 2023, the District responded to 4,278 calls for service. The District serves the fastest per capita growing city in the State of California and has received national attention for its growth statistics.



An Administrative team of 1 Fire Chief, 1 Division Chief, 3 Battalion Chiefs, 1 Administrative Assistant, 1 Financial Analyst, and 1 Executive Assistant provide essential internal service functions for payroll, organizational oversight, human resources, accounts payables, accounts receivables, and a full service Fire Prevention Bureau. The Fire Prevention Bureau is staffed with 1 Deputy Fire Marshal, 2 Fire Inspectors, and 1 Administrative Assistant. Financially the District accomplished its fifth consecutive year of clean audits, with no findings, and no disagreement on management's internal controls. In 2023, the District processed approximately 2,500 invoices for payment and collected over \$1.3 million in Fire Prevention fees.

The Lathrop Manteca Fire District is an "All Risk" organization that has responded to the emergency needs of our community since before 1936.



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## Project Overview & Objectives

### Overview & Objectives

The Lathrop Manteca Fire District (District) requests proposals from qualified firms to replace and enhance its current accounting software, provide input to streamline accounting and budgeting procedures, assist in training personnel, maintenance of proposed software, integrate other software sources for efficiency, and engage in expanded supportive functions where deemed beneficial to the fire district. The District's current solution is a cloud-based software as a service (SaaS) and the District will most likely desire to maintain this method of access or some close variation. Accessibility to the current software is provided through third-party networked infrastructure via an agreement for services with the City of Lathrop. The city also assists in providing supportive functions to the District with configuration of user terminals, user profiles and accessibility to the internet. The District does manage and is solely responsible for its own finances. These process are independent of the city relationship. The District's treasury is predominately held by the San Joaquin Treasury Office. The District has seven (7) funds with various accounts and sub-account level accounting:

- **General Fund (49001)**  
Used for "unrestricted expenses" that are appropriated for general operations and maintenance. The fund covers personnel expenses, various operating expenses, and is a source of funds for future replacement of historic capital equipment or software licensing. This fund also provides for general professional services such as legal counsel and other expenditures.

#### **Of Interest:**

Historically this fund has been reimbursed by the Measure C Fund for a portion of personnel related costs such as overtime use for fire stations within the City of Lathrop and personnel positions funded in accordance with Measure C approvals. The District would like to have clarity as to how it could better provide reporting and accounting for personnel expenses that are appropriated from the Measure C Fund when more appropriate.

Within the General Fund is the District's unassigned financial resources. These unassigned financial resources act as the District's "reserve funds" or "rainy day" sources. Unassigned revenues are identified and outlined as per policy 0.20 Reserve Fund Policy. Essentially the cash rollover position from end of fiscal year to the new fiscal year has been considered this "Rainy Day Reserve." The District would like to view opportunities to better present (report) its reserves so that it has more clarity to the public and our governing board.

- **Measure C Fund (49081)**  
On November 6, 2012, over 77% of the City of Lathrop passed Measure C, which provides funding for Public Safety within the boundaries of the City of Lathrop. An agreement was formalized between the City of Lathrop and the Lathrop - Manteca Fire District that the District would receive 40% of those revenues to augment and provide enhanced fire services for the City of Lathrop. This fund is used to maintain separation in accounting between the Districts other revenues. The Measure C Fund is currently used to deposit all income received from the City of Lathrop. The fund is meant to serve the public and stakeholders by providing clear transparent accounting for all Measure C revenues in accordance to the approved budget appropriations for Measure C. The District currently must transfer personnel expenses to the General Fund to fund the appropriate personnel expenses.



**Of Interest:**

The District wants to identify methods that would allow for expense of finances directly from the Measure C Fund for payroll services. A potential integration may be requested with a contract vendor for payroll services. Additionally, the District would like to provide a public facing data portal where citizens could consume and view transparent income and expenses.

- Health Fund (49054)

The Health & Safety Fund is used as a reserve fund to account for the Other Pensionable Employment Benefits (OPEB) unfunded liability.

**Of Interest:**

The Fire District is considering using a separate firm to provide active financial asset management with deposited capital. It may be beneficial to have permissions granted for this fund that are not granted to other Funds under the purview of the District.

- Fire Facility Fee Fund (49090)

The Facility Fee Fund has revenues and expenditures based on the economic development in the District. These one-time impact fees are collected and expensed to meet the demands of the growth by funding capital purchases.

**Of Interest:**

The Fire District currently maintains a fixed asset excel spreadsheet that accounts for depreciation schedules and useful lifecycles in accordance with GASB 34 reporting requirements. It would be particularly helpful to find a software application that integrates efficiencies to assist in reporting necessary information for auditing purposes.

- Developer Fund (49083)

The Developer Account Fund was established to account for a separation of accounting for various development projects or development impact mitigation agreement. Extensive effort is exhausted when developers come to the District requesting clarity as to the separation of these funds and in this effort the fire district created this fund.

- Capital Outlay Fund (49091)

The Capital Outlay Fund is in effect, the District's "savings" account to manage for replacement of its capital assets.

**Of Interest:**

The District currently maintains a fixed asset excel spreadsheet that accounts for depreciation schedules and useful lifecycles in accordance with GASB 34 reporting requirements. It would be particularly helpful to find a software application that integrates efficiencies to assist in reporting necessary information for auditing purposes.

Currently the District is using county processes to handle the various functions of payroll. County payroll codes, and electronic forms are utilized. Ultimately the county either direct deposits or offers a paper payroll check for employee deposit. These processes do not provide an ideal situation to capture payroll expenses. The District is heavily involved with development agreements in where questions arise to the costs associated with staffing, payroll, and other expense costs as they relate to a specific asset (Ex., Fire Station). Inclusion of a payroll component to the new financial software that integrates with a third party service like ADP may be particularly helpful.



## Project Objectives

Objectives for the LMFD include:

- A GASB 34 compliant solution that is appropriate for municipal government use in the State of California.
- Migration to the fullest extent of existing records and data from our current provider (Quickbooks).
- Solutions for purchasing by project(s) or program as assigned to personnel
- Identify best practices for general workflow
- Maintain the highest security possible
- Better use of specific personnel funds (overtime, retirement benefits, wages, etc.) currently expensed from the General Fund that could give more transparent visibility to the District's Measure C Fund
- Provide representation clarity to the District's actual reserve funds
- Include a public facing integration to the District's website that would allow for public consumption of information based on their configurations by account and sub-account
- Efficiently process Purchase Orders and tracking with various levels of approvals up to actual issuance
- Integrate seamlessly with permits issuance to self-serve payment
- Assist in forecasting budgetary income and expenditures including "what if" situations
- Configuration of various user level permissions with a dual administrator possibility



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## Scope of Project

The Lathrop Manteca Fire District (District) requests from qualified firms to replace its governmental accounting software, the maintenance needed for use, the training to effectively use, and the potential migration of no less than 10 years of financial data at the Fund, Account, and Subaccount levels. To that end, the District is seeking to engage the services of qualified firms and software that:

1. Provide software and reporting in compliance with municipal industry best practices and statutes (Government Finance Officers Association (GFOA), GASB, GAAP, State of California: Auditor Controller, et el); and
2. Have experience with providing this type of software to municipal governments in California; and
3. Are experienced with transitioning or migrating existing data to their software from QuickBooks (SaaS); and
4. Can provide adequate training to ensure our workforce can fully utilize their software; and
5. Show a track record of providing ongoing support and software compliance maintenance with positive customer experiences; and,
6. Offer insight into better workflow or processes identified in this documents “Project Overview & Objectives” section; and,
7. Ensure user and data security; and,
8. Provide a minimum acceptable uptime of 99.5%; and,
9. Ensure full redundancy with backup files occurring no less than a cyclical 24 hours; and,
10. Is user friendly from an end user team perspective; and,
11. Can provide capital asset and lease management accounting to ensure compliance with GASB 34; and,
12. Are knowledgeable and offer general guidelines for proper or enhanced workflow; and,
13. Will provide integration with First Due Fire RMS (also known as Locality Media) software; and,
14. Will provide seamless integration with Microsoft Excel; and,
15. Will provide for integration with ADP payroll software; and,
16. Has extensive reporting capabilities that are visually appealing and digestible by lay citizen; and,
17. May be branded with the District’s logo; and,
18. At a minimum include applications for a: General Ledger, Departmental and Project Accounting, Budgeting, Forecasting, Active Financial Asset or Interest Management, Accounts Payable, Human Resource or Payroll, Purchasing and Requisition, and Accounts Receivables capabilities.

## Project Itinerary

Request for Proposal Release	August 19, 2024
Clarifying Questions Due	September 4, 2024
Addenda #1: Response to Clarification Questions	September 6, 2024 (12:00pm PST)
Completed Proposal Due	September 13, 2024 (12:00pm PST)
Finalist Notification	September 18-20, 2024
Finalist Demonstrations	September 25-27, 2024
Vendor Evaluations Completed ( <i>Tentatively</i> )	October 2, 2024
Contract Terms Completed ( <i>Tentatively</i> )	October 9, 2024
Fire Board Selection and Award ( <i>Tentatively</i> )	October 17, 2024



## Selection Process

The Lathrop Manteca Fire District (LMFD) has appointed two reviewers for the selection process that will form the selection committee. The selection committee will review each proposal for Proposal Cost, Proposal Completeness, Proposal References, and Proposal Contents. A vendor demonstration will be offered to 2 finalists. Finalists for a live demonstration will be selected by the outcome of their submitted proposal grading. Grading of all proposals will be according to the matrix below.

<b>Grading Schedule</b>		
	<b>Proposal Firm:</b>	<b>Total Score:</b>
<b>Section 1</b>	<p><b>Proposal Cost:</b> Proposals will ranked in two subcategories:</p> <ul style="list-style-type: none"> <li>• Initial Startup and Year 1 Costs</li> <li>• Total of subsequent 6 years</li> </ul> <p>Each proposal will be ranked in order of cost and assigned a point value commensurate with their ranking. Points will be based on the number of proposals received. Points will be assigned per category as identified by bullet point.</p>	
<b>Section 2</b>	<p><b>Proposal Completeness:</b> Did proposal follow the directions as identified in:</p> <ul style="list-style-type: none"> <li>• Required Contents of Proposal</li> </ul> <p>Each proposal will be rated for completeness and assigned a commensurate point value. Point values will be based on Complete (5), Incomplete (1), Mostly Complete (3).</p>	
<b>Section 3</b>	<p><b>References:</b> Reference Ratings:</p> <ul style="list-style-type: none"> <li>• Customer Support (5 points)</li> <li>• Implementation (5 points)</li> <li>• Training (5 points)</li> <li>• Ease of Use (5 points)</li> </ul> <p>The reviewer is free to call any listed or non-listed reference user of the vendor’s platform. A rating score of equal value will be used for each category identified above. Points will be assigned per category as identified by bullet point.</p>	
<b>Section 4</b>	<p><b>Proposal Contents:</b> Proposal content will be reviewed and assigned equal rating for:</p> <ul style="list-style-type: none"> <li>• Scope of Project completeness (5 points)</li> <li>• Required Contents of Proposal completeness (5 points)</li> </ul> <p>Reviewers will rate and assign an equal point value for each of the categories identified above.</p>	
	<p><b>Finalist Demo</b></p> <p>The reviewers will jointly identify one platform with the best fit, user interface, experience, and features.</p>	





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## Required Contents of Proposal

The Firm shall submit a completed proposal. The proposal shall include, at a minimum, the contents in a manner which demonstrates the Firm's competence and qualifications for the satisfactory performance of the services requested in this document. The Proposer shall include four separate exhibits (Exhibit A, Exhibit B, etc.) at the conclusion of and in addition with their proposal. Exhibits to be included are:

- (A) Billing Rates with Positions & Key Interacting Personnel
- (B) Statement of Qualifications with Four (4) References
- (C) Sample Service Agreement Intended for the District to Sign
- (D) Disclosure Statement Completed & Signed

All Proposals should fully explain:

- General Ledger type Module and how it integrates into the other modules to provide a fully inclusive and functional user experience.
- Project/ Asset Management type Module and the integrations and features built into the module. This should also include purchase order issuance and approvals levels with budgetary accountability.
- Budgeting and Reporting Analytics type Module and should include easy to digest reports for the public. Reports should have capability to be branded by the District with their logo.
- Forecasting type Module should include a historical view with inputs for trending analysis. Fully describe any benefits of the modules integration with human resources and budgeting functions that would assist during labor negotiations.
- Financial Asset type Module and how the module can enhance the General Ledger accounting structure for expenditure tracking. Interface with other modules very desirable, particularly Accounts Payable/Purchasing.
- Accounts Payables/Receivables type Module and its integration with other software vendors the other in-product modules.
- Human Resources/Payroll type module that would integrate amongst the other in-product modules and with other software vendors. Permissions for the user should also be clearly articulated. Any functional third party (platform) integrations should also be included.
- Departmental Budgeting and Expense type Module that fully supports partial allocation of employees, assets, supplies, etc. in context to three Departments: Prevention, Suppression, and Administration.
- Documentation Repository type module and how this module interacts with the other various modules.

Proposals should be formatted to have the Exhibits at the end of the document and be referenced when appropriate in the main body of the proposal. Each module should fully explain the benefits of integration throughout the Firm's software. All integrations with major third party payroll service vendors, and other software products that may be as generally mentioned in this document shall be fully described at the integration and work flow level.

Funding for this project will include Federal Grant Funds and modifications to agreement language may be needed to comply with Federal Laws or Statutes.



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In your proposal also suggest or provide:

- Estimated number of hours, and by identifiable positions within the billing rate structure. Include the total hours of the project by breakdown through completion of the final document and Fire Board presentation
- The number of expected hours of participation from District Staff (training, meetings etc.)
- Billing Rates that the Proposer intends to charge for the project should additional time, materials, or expertise be needed to complete the project
- A list of any subcontractors that may be used for the project
- A summary of the approach and analysis that was conducted to arrive at your cost
- To what level are log files maintained and accessed
- Any reporting that would streamline reporting to external auditors, the Government Finance Officer's Association Awards Submittal, California State Auditor Controller's Office, etc.

## Clarifying Requests

The District will provide a limited one-time opportunity to ask clarifying questions with respect to this request for proposals. Those wishing to receive a copy of the addendum shall register by the due date and time for questions. Questions or requests to receive the addendum received after the due date and time will not be answered or published. An addendum will be emailed to all who made the request. Questions shall be pertinent to this request and will be accepted by the following manner:

Email: [Imadoski@Imfire.org](mailto:Imadoski@Imfire.org) and [nsolari@Imfire.org](mailto:nsolari@Imfire.org)  
Subject: RFP Accounting Addendum

Clarifying Questions & Addendum Receipt Request Due                      September 4, 2024 (12:00pm)  
Addenda #1 Sent: Response to Clarification Questions                      September 13, 2024 (12:00pm PST)



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## Proposal Submission

Completed Proposals are due: September 13, 2024 by 12:00pm PDT

The instructions for the submittal of proposals are generally set forth throughout this RFP and specifically in this space for submission. Each proposal shall be submitted with a cover letter, proposal, exhibits, and must include signature of principal member of the firm or someone empowered to do so. By signing the proposal, you and your firm authorize that you are empowered to do so under penalty of perjury to the fullest extent of the law. Completed Proposals should be in pdf file format, accessibility checked, indexed, and electronically searchable.

An authorized representative of the Proposer shall sign the proposal on the cover letter which:

1. Identifies this project by name (and number if applicable); and
2. Identifies the full legal name of the Proposer; and
3. Name of contact person, address, phone number, and e-mail address; and
4. Indicates Proposer's willingness to comply with the procedures identified in this RFP; and
5. Identifies the cost of the proposal in year one; and,
6. Identifies the total costs of the proposal for the next six subsequent years.

Completed proposals should be submitted to:

Larry Madoski

lmadoski@lmfire.org

Subject Line: Accounting Software RFP

The only attached document should be the completed proposal.

All submittals will be in pdf file form that has been fully accessibility checked and authored with searchable capabilities.

**The District reserves the right to reject any or all proposals, and to waive any irregularity.**



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## Proposals as Public Records

Each firm that submits a proposal should be aware that submitted proposals are considered property of the Lathrop Manteca Fire District and are therefore made available under the California Information Public Records Request Act. The District and its associate partners will consider each proposal subject to the public disclosure requirements of the California Public Records Act (California Government Code sections 6250, et seq.), unless there is a legal exception to public disclosure.

Unless otherwise compelled by a court order, the District will not disclose any proposal while the District conducts its deliberative process in accordance with the procedures identified in this Request for Proposals. After the award of an agreement that is entered into by both parties the District will make all proposals available for request.

If a proposer believes that any portion of its proposal is subject to a legal exception to public disclosure, the Proposer shall:

- clearly mark the relevant portions of its proposal "Confidential"; **and**
- upon request from the District, identify the legal basis for exception from disclosure under the Public Records Act; **and**
- the Proposer shall defend, indemnify, and hold harmless the District regarding any claim by any third party for the public disclosure of the "Confidential" portion of the proposal.

Submittal of a proposal indicates acceptance of the conditions contained in this Request for Proposal. The District reserves the right to accept or reject any or all proposals, to waive informalities, to negotiate changes in the scope of work or services to be provided, and to otherwise waive any technicalities.



## Please Complete: DISCLOSURE STATEMENT

The Vendor and each of its principal team members, if any, must submit a statement that discloses any past or present business, family, or personal relationship with any of the following individuals as defined in the District's attached policies. Members of the selection committee below are provided an (\*) annotation.

David A. Bramell:	Fire Chief, Lathrop Manteca Fire Protection District
Charles Garcia:	Board Member, Lathrop Manteca Fire Protection District
Jeremy Coe:	Board Member, Lathrop Manteca Fire Protection District
Gloryanna Rhodes:	Board Member, Lathrop Manteca Fire Protection District
Mark Elliott:	Board Member, Lathrop Manteca Fire Protection District
Steve Dresser:	Board Member, Lathrop Manteca Fire Protection District
Larry Madoski*	Division Chief, Lathrop Manteca Fire Protection District
Nicole Solari*	Financial Analyst, Lathrop Manteca Fire Protection District

Please identify any past or present business, family, or personal relationship in the space below. Use extra sheets if necessary.

This is to certify that, to the best of my knowledge and belief and after making reasonable inquiry, the above represents a full and accurate disclosure of any past or present business, familiar, or personal relationship with any of the individuals listed above. The undersigned acknowledges and understands that this Disclosure Statement is being submitted in accordance with knowledge to the False Claims Act and that failure to disclose a material relationship(s) may constitute sufficient grounds to disqualify the Vendor.

### Vendor Information

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



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## **1.04 Business Ethics and Conduct**

*Effective Date: 10/11/2005*

*Revision Date: 10/01/2008*

The successful business operation and reputation of the Lathrop-Manteca Fire District is built upon the principles of fair dealing, confidentiality and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the Lathrop-Manteca Fire District is dependent upon our citizen's trust and we are dedicated to preserving that trust. Employees owe a duty to the Lathrop-Manteca Fire District, and its citizens to act in a way that will merit the continued trust and confidence of the public.

The Lathrop-Manteca Fire District will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action the matter should be discussed openly with your immediate supervisor and, if necessary, with the Administration Office for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Lathrop-Manteca Fire District employee. Disregarding or failing to comply with this standard of confidentiality, business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.



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## **1.08 Conflicts of Interest**

*Effective Date: 10/11/2005*

*Revision Date: 10/01/2008*

All employees and agents of the Fire District have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the Lathrop-Manteca Fire District wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Administration Office for more information or questions about conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the Lathrop-Manteca Fire District. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Lathrop-Manteca Fire District's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of the Lathrop-Manteca Fire District as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Lathrop-Manteca Fire District does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Lathrop-Manteca Fire District.