

City of St. Louis Treasurer's Office



Fiscal Request for Quote

Full-Service Fund Accounting System

Quote due no later than 3:00pm March 31, 2017

Quote must be valid to April 14, 2017

1) Opening Statement

The **City of St. Louis Treasurer's Office, Fiscal Department** is looking to implement a full-service Fund Accounting System with a go-live date of **July 1, 2017**.

Currently, the Fiscal Department is performing all daily accounting functions via Microsoft Excel. The Treasurer's Office is looking for a full-service Fund Accounting System that will integrate all daily functions to create financial functionality, to improve efficiencies and to create reporting/analytical options for business reviews.

2) Scope of Services

a) City of St. Louis Treasurer's Office - Fiscal Department Accounting System Structure

Currently, the Fiscal Department does not have a defined accounting system in place. All transactions are performed in Excel. However, the expectations for a full-service Fund Accounting System includes the following functions:

- General Ledger
- Cash Management
- Accounts Payable
- Accounts Receivable
- Online Approval for Requisitions/Purchase Orders
- Budgeting
- Fixed Assets
- Data Import/Export Capabilities
- Customizable Reports
- Annual Maintenance and Support
- Provide for a minimum of 4 Core Users, 2 Executive View Users and 5 Requisition Users

b) Form Accommodations for the Comptroller's Office

As a City department, the Comptroller's Office currently processes vendor payments, receipts and journal entries for the City of St. Louis Treasurer's Office - Fiscal Department. The full-service Accounting System needs to provide an option to populate three specific form requirements for the Comptroller's Office without duplication of effort. They are as follows:

- Voucher Form – payment of vendors
- Receipt Coding Form – recording of receipts
- Adjustment Coding Form - journal entry preparation

3) Quote Format

Each vendor submitting a quotation shall provide a minimum of the following information:

- a) Name, address, and phone number of the vendor.
- b) Specifications of goods or services being quoted on.
- c) Implementation schedule and training requirements.
- d) Warranty terms and conditions.
- e) Procedures, responsibilities and requirements for software upgrades.
- f) Price and period of validity.

As well as:

- Detailed product recommendation
- Limitations must be identified
- Recommended configuration utilizing your product
- All product terms and warranties must be clearly identified
- Minimum of three references utilizing your product.

4) Proposal Due Date and Location

RFQ submittals are due no later than **3:00 PM on March 31, 2017** and should be emailed to smartm@stltreasurer.org :

Late quotes may not be accepted.

Public access to quotes shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021), and regulations adopted pursuant thereto.

5) Department Contact / Requests for Clarification

Prospective responders may direct questions to:

Michelle J. Smart
Chief Fiscal Officer
City of St. Louis Treasurer Office
E-mail: smartm@stltreasurer.org