
Request for Proposal

RFP # 23-024

Financial Reporting Software



Wake County, North Carolina
Procurement Services
Wake County Justice Center, 2nd Floor - Room 2900
301 S. McDowell Street
Raleigh, North Carolina 27601

Proposals are due Thursday, March 9, 2023

Before 3:00 pm Eastern



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1.0 Introduction

1.1 Overview

Wake County, North Carolina (“The County”) is seeking proposals and implementation services from qualified vendors for a robust cloud-based financial reporting software solution. The primary use for this technology will be to automate the production of the Annual Comprehensive Financial Report (ACFR), ensure compliance with Governmental Accounting Standards Board (GASB) and other authoritative entities that allows users to collaboratively merge financial data with analysis in an auditable environment. The County has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the past 38 years.

Beyond ACFR report, the County would also like to utilize this software to prepare other periodic reports prepared by the Finance Department, which includes complex grant/contract reporting and to assist with the preparation of yearly work papers required by our external audit firm.

Responding vendors will offer Finance a commercial off-the-shelf application to adequately meet business requirements. The County is seeking a “turn-key” solution; all services, design and equipment should be included within a single contract, to fulfill the scope and requirements of the Financial Reporting software.

The preliminary goal would be to have a contract in place by June 1, with full implementation by January 31, 2024. The FY2023 Annual Comprehensive Financial Report would utilize the current process, with a parallel draft created in the new software. Ultimately, this software would be fully utilized for FY2024 reporting.

1.2 County Background

Wake County is the most populous County in North Carolina. The County consists of twelve municipalities and includes Raleigh, the County seat and State capital. A unique mix of urban and rural small towns distinguishes Wake County from other counties and provides something for every lifestyle. The County has a population of over 1.1 million residents. The County’s FY 2024 General Fund adopted budget is currently \$1.7 billion and the County employs approximately 4,300 employees. The County has a seven-year capital plan totaling \$4 billion.

Wake County serves as a host for numerous events including the North Carolina State Fair, government receptions, and special events. Furthermore, the County encompasses part of one of the largest research parks in the United States with over 120 companies, including such international powerhouses as Cisco, Biogen, IBM, GlaxoSmithKline, and NetApp in a 32 square mile park. In addition, Wake County has numerous State and Federal government buildings and several universities such as, North Carolina State University, William Peace University, Shaw University, and others.

Wake County proper has an area of 857 square miles, of which 467 square miles lies within a municipal planning area. The remaining 390 square miles is the jurisdiction of the County. Wake County’s population reached 1 million in 2015.

For more information about Wake County in general, please visit the County web site at: wake.gov

1.3 Project Scope

1.3.1 Background

The Enterprise Resource Planning (ERP) system is used to manage our Budget, Finance and Human Resources. There is a report writing tool that extracts the data into report format. These reports are used to produce the ACFR but they are static reports, so when there are changes in the Financial System the reports must be rerun.

The County is looking to find a software solution to automate the preparation of the Annual Comprehensive Financial Report (ACFR). In addition to the ACFR, the County would also like to be able to use the functionality of the system to automate several other reporting requirements throughout the County. We would also prefer the software solution to assist with workpaper preparation for the year-end annual audit that would allow auditor read-only access.

Preference may be given to vendors whose solutions are cloud base and can connect directly with the County's ERP software and allow for real time refreshing of data.

1.3.2 Overview

Wake County seeks to work with a vendor and solution that can:

1. Comply with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GASB) and other Federal and State reporting requirements
2. Include full implementation, connection to source data in ERP, robust training, and assistance with setup to run a parallel version of the ACFR for FY2023.
3. Provide real time refreshment of data from the ERP without loading reports.
4. Produce a press-ready, text searchable PDF version of the ACFR and house all aspects including cover, introduction, management's discussion and analysis, financial statements, notes, required supplementary information and statistical section.
5. Easily extract data from the ERP to use for reports other than the ACFR. The use of system is not limited to ACFR, and the County can create other reports all within the scope of services.
6. Update software to reflect changes in GASB reporting requirements and best practices.
7. Allow options to workflow the production, review, and approval of the financial statements, while maintaining version control. Can view previous versions and revert if necessary. Track changes and progress, showing areas still needing work (whether manual or automated)
8. Allow notes and analysis throughout production of the document that exists only within the system. This function would serve to provide internal analysis to assist with reporting to other stakeholders.
9. Have multiple users to have access to the solution concurrently allowing for collaboration.
10. Allow for the creation of charts and graphs within the solutions and loading of images.
11. Provide links between financial statements and other sections of the ACFR (Notes of Financial Statements) so any references point to source data in the financial statements. This should also include comparative data for prior years and the ability to produce calculated information.
12. Add manual adjustments for presentation purposes
13. Alert user when statements are out of balance or have a verification feature.
14. Ensure the County's data is available in real-time with adequate backup and recovery solutions.
15. Provide single-sign-on and meet security requirements included in the technical questionnaire.

1.3.3 Scope of Work

The Contractor will provide a off the shelf web-based solution tool to at minimum create the County's ACFR and first-year implementation services including producing a proof of FY 2023 ACFR. The data should be imported through interfaces and data extracted to map to the proper location in the financial statements.

- A. Import data through interfaces or data extracts and map data from financial accounting software and/or as needed other sources (example MS Excel).
- B. Produce financial statements from imported raw data that is not formatted or grouped before import. Grouping of accounts, funds or other data should be captured within the tool and should allow for the users to make necessary changes as appropriate without the need for technical assistance.
- C. Produce financial statements (all required financial statements) on the modified accrual and full accrual basis of accounting including the conversion from the modified accrual basis to the accrual basis and government-wide statements and reconciliations in accordance with GASB guidance.
- D. Produce financial statements that auto-calculate, link, foot, and cross-foot.
- E. Ability to create journal entries and track adjustments for the ACFR that dynamically update data across the statements via the journal preparation feature. Allow for posting to government-wide and by specific funds.
- F. Systematically handle data rounding to ensure balanced statements.
- G. Provide for multiple users to access the software solution simultaneously without overriding or creating conflicting versions. Ability to assign tasks, version control and review check-off capabilities. Software should accommodate a minimum of five+ concurrent users. This should include a read-only user for auditor review, which may include multiple levels of auditor users.
- H. Link numbers in the financial statements/software solution to the transmittal letter, management's discussion and analysis, footnotes, and statistical schedules.
- I. Automatic pagination and linked Table of Contents.
- J. Drill down (at all mapping levels) to see the items making up a specific amount.
- K. Customizable, secure access by user, including workflow.
- L. Ability to archive multiple years of the ACFR.
- M. Ability to attach and save internally prepared work papers within the software, if desired by the end user.
- N. Provide for a complete audit trail (distinguishing source systems and transactions).
- O. Software updates to accommodate new ACFR reporting requirements including changes in generally accepted accounting principles, Governmental Accounting Standards Board standards and Government Finance Officers Association requirements whenever such changes occur.
- P. The Contractor is to provide full first-year implementation for the project (proof of concept) including detailed project plan.
- Q. The Contractor shall provide maintenance and support year-round. End user and technical support for all components of the system available at a minimum of 8:00 a.m. – 5:00 p.m. EST, Monday – Friday.

Additional reports may include the following:

- Annual Financial Report (AFIR) for the NC Department of State Treasurer
- Popular Annual Financial Report (PAFR)
- Schedule of Expenditures of Federal and State Awards (Single Audit)
- EMS Medicaid Cost Report
- Monthly Interim Financial Reports
- 1571 Monthly Report
- Public Health Cost Settlement
- Other various grant reporting

1.4 General Proposal Requirements

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

1.4.1 The County reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP. The County reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select Proposers at any time to gather additional information.

1.4.2 Proposals will be received by Wake County Government at the time noted on the cover page of this document. At that point, Wake County will close the receipt of proposals and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.

Wake County, solely at its option, may disclose the name(s) of any firms or companies being considered or elevated during the process. Proposers are not to contact any county staff or elected official in reference to the process due to the nature of a competitive environment and to protect the integrity of the RFP process. As information becomes available and is relevant for release, that information will be shared with respondents.

1.4.3 All proposers submitting proposals agree that their pricing is valid for a minimum of one year after proposal submission to the County. Pricing must be submitted on a "firm-fixed-price" basis. Proposals which do not submit pricing on a "firm-fixed-price" basis may be eliminated from further consideration. A "firm-fixed-price" proposal requires delivery of a product or services at a specified price, fixed at the time of contract award. Payment will be tied to agreed-upon milestones. For implementation services under a fixed fee arrangement, the County compensates the vendor based on a final negotiated ceiling amount. If the implementation cost ceiling is exceeded, the vendor is to finish the work at no additional compensation, unless the County does not meet specific assumptions outlined in the contract. Proposers are to provide all work effort needed to meet the detailed functional requirements as part of their proposal. Proposers must submit pricing that includes, but is not limited to, the cost of all software licenses, database licenses, user licenses, seats, implementation services, training services, and rates for customizations. Finally, the County reserves the right to ask Proposers to resubmit proposal pricing on either a not-to-exceed or a combination of fixed and not-to-exceed basis.

- 1.4.4 The County prefers that licenses for software be "perpetual" (i.e., the County purchases and retains the license to use the software forever) and of a "fixed" price nature (i.e., license fees, maintenance, and support cost schedule for first three years are presented).
- 1.4.5 Proposals will be received by Wake County at the time and place so stated in this document. At that point, Wake County will close the receipt of proposals and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.
- 1.4.6 Wake County, solely at its option, may disclose the name(s) of any firms or companies being considered or elevated during the process. Realizing the nature of a competitive environment and protecting the integrity of the process, respondents are not to contact any county staff or elected official in reference to the process. As information becomes available and is relevant for release, that information will be shared with respondents. Any and all information submitted in conjunction with this RFP and the evaluation process will not be returned to the respondent.

The project proposal must be "turn-key". All services, design, equipment, etc. should be in a single contract.

2.0 General Submittal Requirements

2.1 Proposal Contact

This RFP and any subsequent action taken as a result thereof is issued by the Wake County Procurement Services in accordance with North Carolina General Statutes on behalf of the County. Proposal responses should be directed to Procurement Services, specifically to the Purchasing Director, as outlined below. In regards to this RFP and subsequent procurement process, vendors shall make NO CONTACTS, either written or verbal, with any Wake County employee, staff member, or Board of Commissioner members during the period beginning with the issuance of this document through approval of award unless authorized by the proposal contact. ***Any attempt by a Proposer to contact or influence a member or members of the aforementioned will result in the immediate disqualification of the Proposer from award for items or services on this RFP.***

Proposal Contact:
Melissa England
Wake County Procurement Services
Melissa.England@wakegov.com
919-856-6153

2.2 Proposal Submittal Requirements

Proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. Each proposer is required to submit its proposal in a sealed package.

One (1) hard copy and one USB drive with an electronic copy in PDF format on each must be submitted containing the entire contents of your proposal to the address shown below.

**Mailing Address:**

Melissa England
Wake County Finance / Procurement Services
Wake County Justice Center, 2nd Floor - Room 2900
301 S. McDowell Street
Raleigh, North Carolina 27601

The County must receive proposals no later than **3:00 pm, March 9, 2023**. *The Proposer's name, RFP number, and proposal closing time and date must be marked clearly on the proposal submission.* The time of receipt shall be determined by the time clock in the Wake County Procurement Services office. The County will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Proposer's responsibility to: (1) Ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) Ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. Fax or email responses will not be accepted.

2.3 Proposer Expenses

The County will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Wake County and/or its representatives. Further, the County shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Proposer even if the Board of Commissioners has formally accepted a recommendation.

2.4 Proposer's Offer

The proposer offers to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the software and services described herein and in any applicable related documents (e.g., Notification of Solicitation, Request for Information, Addenda, Contract, Bonds, Insurance, Plans, etc.).

2.5 Interpretations, Discrepancies, and Omissions

Should any Proposer find discrepancies, omissions or ambiguities in this RFP, the Proposer must at once request in writing an interpretation from proposal contact listed in Section 2.1. The deadline for submitting questions is February 21, 2023 by 5:00 PM. All questions will be answered to the extent possible in the form of addenda to the specifications. The addenda will be available by February 24, 2023. All written requests for clarification should be addressed to the attention Melissa England.

Failure to request an interpretation will be considered evidence that the Proposer understands the provision of the RFP.

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by the County. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect. It is the County's intent not to issue any addenda after February 24, 2023.

2.6 Tentative Schedule

Date	Event
February 13, 2023	RFP Issued
February 21, 2023	Questions Due by 5pm
February 24, 2023	Addenda Issued – Response to Questions
March 9, 2023	Responses Due by 3:00pm
March/April 2023	Evaluation
April 2023	Interviews/Software Demonstrations
April/May 2023	Vendor Notification & Selection
June 1, 2023	Contract Begins

2.7 Preproposal Questions/Addenda

The County will also make a good faith effort to provide other data or attachments, if the request will further clarify the project's scope. All requests for further information shall be received by the County **by February 21, 2023 before 5:00 PM EST**. A copy of all answers and further clarifications provided by the County to those making inquiries will be posted as an addendum to the RFP on the County's website by February 24, 2023.

2.8 Finalists and Interviews

From the proposals received, County staff may identify a short-list of finalists. The finalists will be expected to make a presentation to and respond to questions. Additional information regarding the content of the presentation will be provided to the selected finalists.

2.9 Award

Wake County reserves the right to award a contract, based on initial offers received from Proposers, without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by the County shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties. The County may also, at its sole discretion, have discussions with those Proposers that it deems to fall within a competitive range. The County may enter into negotiations separately with such Proposers. Negotiations with a Proposer may continue with a Proposer that the County has tentatively selected to award a contract to. The County shall not be deemed to have finally selected a Proposer until a contract has been successfully negotiated and signed by both parties.

2.10 Non-disclosure of County Information

The Proposer and its agents shall treat all data and information gathered by the Proposer and its agents, including this RFP and all reports, recommendations, specifications, and data as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the County.

2.11 Retention of Proposer Material

Any and all information submitted in conjunction with this RFP and the evaluation process will not be returned to the respondent.

3.0 General Terms and Conditions

3.1 Certification

The Proposer hereby certifies that it has carefully examined this Request for Proposal and the Proposer certifies that it understands the scope of the work to be done and that the Proposer has knowledge and expertise to provide the scope of the work. By signature on the response to the RFP, the Proposer certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all vendors. Further, the Proposer certifies that it understands that collusive bidding/proposing is a violation of Federal law and can result in fines, prison sentences, and civil damage awards.

3.2 Conflict of Interest

By submission of a response, the Proposer agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Wake County. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

3.3 Assignment

No assignment of the Proposer's obligations or the Proposer's right to receive payment hereunder shall be permitted without prior consent of the County. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from the County.

3.4 Indemnification

The Consultant will indemnify and hold the County harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the County to the extent it is caused by the negligence of Consultant, its sub-consultants, or their employees or agents, while performing duties under this Agreement, provided that the County gives the Consultant prompt, written notice of any such claim or suit. The County shall cooperate with Consultant in its defense or settlement of such claim or suit. This section sets forth the full extent of the Consultant's general indemnification of the County from liabilities that are in any way related to Consultant's performance under this Agreement.

3.5 Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

3.6 Payment

Payment for the services rendered pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in the Agreement and shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by the County. Prior to payment, the Consultant must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for expenses as allowed in the Agreement that are included in the invoice(s) must be supported with attached original billings for such expenses.

3.7 Insurance

Proposers shall obtain, at their sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County's Finance Department.

Workers' Compensation Insurance, with limits for Coverage A: Statutory for State of North Carolina, and Coverage B - Employers Liability: \$500,000 each accident/disease each employee/disease policy limit.

Commercial General Liability, with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

Commercial Automobile Liability, with limits not less than \$1,000,000 per accident for bodily injury and property damage applicable to any vehicle used during performance of services, including coverage for owned, hired, and non-owned vehicles. Evidence of commercial automobile coverage is only required if vehicles are used in the provision of services under this Agreement.

Professional Liability (Errors and Omissions), with limits not less than \$1,000,000 per claim and \$2,000,000 aggregate.

Cyber Liability Insurance, with limits not less than \$3,000,000 per claim. Coverage shall be sufficiently broad to respond to the duties and obligations undertaken by Provider in this Agreement regarding sensitive information in any form in Provider's care, custody, or control, or for which Provider is legally responsible, and shall include but not be limited to third party liability coverage for loss resulting from denial of service, unauthorized access, security failure, system failure, extortion, or any failure to prevent disclosure of sensitive information, including but not limited to personal identifying information or protected health information. Breach/crisis response cost coverage must include actions required by federal and/or state statutes, and include but not be limited to notification, call center costs, regulatory fines and penalties, investigation, and identity theft and credit monitoring services, with limits sufficient to respond to these obligations.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better; or have reasonable equivalent financial strength to the satisfaction of Wake County's Finance Department. If any required insurance policy expires during the term of this Agreement, Proposer must provide a certificate of insurance to the Wake County Finance Department as evidence of policy renewal prior to such policy expiration. Proposer shall be responsible for providing the Wake County Finance Department with 30-day notice of insurance policy cancellation or non-renewal during the term of this Agreement and for three years subsequent for any claims made coverage.

Response to this RFP indicates the ability to procure the coverages specified above. If Provider does not meet the insurance requirements specified above, alternate insurance coverage satisfactory to Wake County may be considered. Any request for consideration of alternate coverage must be presented within Proposer's response to this RFP.

3.8 Governing Law

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract be in conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.

3.9 Confidential Information/Public Records Law

INFORMATION SUBMITTED IN RESPONSE TO REQUESTS FOR BIDS, PROPOSALS, AND OTHER PROCUREMENT METHODS SUBJECT TO PUBLIC RECORDS LAW

Wake County is subject to North Carolina's Public Records Act located in Chapter 132 of the North Carolina General Statutes. As a result, information submitted to and received by Wake County in response to a Request for Proposal/Request For Bid/Request For Quote/Request for Qualifications, or any other procurement method (collectively "Procurement Process"), is considered public record and may be released for public inspection after the contract award, or as otherwise permitted under NCGS § 143, without further notice to the proposer. The County does not intend to elicit confidential or trade secret information in response to a Procurement Process and assumes no responsibility for the submission of such information. Wake County reserves the right to share any information submitted in response to a Procurement Process with any person(s) or firm(s) involved in the review and evaluation phase of the Procurement Process.

CONFIDENTIAL OR TRADE SECRET INFORMATION

If a proposer nonetheless submits information in a bid proposal or other response to a Procurement Process and it considers such information to be confidential, then all four requirements of [NCGS 132-1.2](#) "Confidential Information" must be met for the County to consider withholding the information from public inspection in response to a public records request. **Among other legal requirements, information deemed to be "confidential" or "trade secret" by proposer must be clearly marked as such on the face of the document(s) at the time of the initial disclosure/submittal of RFP.** In addition, although not required by law, Wake County requests that any proposer who submits a proposal or response containing any such designation of confidentiality also submit a second copy of the proposal or response with the respective page(s) or section(s) redacted. The County will not agree to withhold an entire proposal or response from public inspection, thus proposers should refrain from including blanket restrictions on disclosure or all-encompassing claims of confidentiality.

When a public records request is made for information contained in or attached to a proposal or response that has been clearly marked as "trade secret" or "confidential" upon its submission, Wake County may, in its discretion and without further notice, release the redacted copy of the proposal or response to the requester if one has been previously submitted. Otherwise, the proposer will be notified of the request and

given an opportunity to provide within a reasonable period a written explanation of the basis for claiming protection under N.C.G.S. 66-152 and N.C.G.S. 132-1 and/or a redacted proposal or response. The County shall make the final determination on release of the information. Should any civil action be brought against the County in an effort to compel or prevent the disclosure of information contained in a proposal or response that is deemed confidential by a proposer, the proposer may participate at its own expense; and by deeming any information in a proposal or response confidential, proposer further agrees to indemnify and hold harmless the County for and against any costs incurred by the County as a result of such litigation, including but not limited to fees or expenses arising out of N.C.G.S. 66-153 and N.C.G.S. 132-9.

3.10 Compliance with Laws and Regulations

Proposer must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify Wake County at once, indicating in their letter the specific regulation which required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

3.11 Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

Furthermore, the County is not bound to accept a proposal on the basis of lowest price, and further, the County has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so. The County reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the County's best interest. Moreover, the County reserves the right to make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the County.

3.12 Additional Services

The County reserves the right to negotiate additional services with the Vendor at any time after initial contract award.

3.13 E-Verify

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

3.14 Iran Divestment Act

By signing this agreement; accepting this contract/purchase order; or submitting any bid, proposal, etc., vendors and contractors certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to [NCGS 147 Article 6E, Iran Divestment Act](#), Iran Divestment Act Certification. Vendors and contractors shall not utilize any subcontractor that is identified on the Final Divestment List. In addition, any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott

Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

3.15 Federal Uniform Guidance

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland “Anti-Kickback” Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324)

3.16 Anti-Discrimination

In consideration of signing this Agreement, the Parties hereby agree not to discriminate in any manner on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non-belief, age, or disability with reference to the subject matter of this Contract. The Parties agree to comply with the provisions and intent of Wake County Ordinance SL 2017-4. This anti-discrimination provision shall be binding on the successors and assigns of the Parties with reference to the subject matter of this Contract.

4.0 Detailed Submittal Requirements

4.1 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal in a sealed package. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer’s capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections with tabs for each section:

PROPOSAL	
<u>SECTION TITLE</u>	
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Scope of Services
3.0	Company Background and Relevant Experience
4.0	Client References for Similar Assignments
5.0	Cost Proposal
Attachment 1	Technical Questionnaire
Attachment 2	Cost Proposal Form

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only. Marketing and sales type information is not to be included.

4.2 Executive Summary

(Proposal Section 1.0) This section of the response should be limited to a brief narrative summarizing the Proposer's proposal. The executive summary shall, at a minimum, include an identification of the proposed project team, responsibilities of the project team, and a summary of the proposed services. This section should highlight aspects of the proposal that make it superior or unique in addressing the needs of the County. Please note that the executive summary should identify the primary engagement contact. Contact information should include a valid e-mail address, fax number, and a telephone number.

4.3 Scope of Services

(Proposal Section 2.0) This section of the response should include a general discussion of the Proposer's overall understanding of the project and the scope of work proposed as outlined in Sections 1.3.1 to 1.3.3.

Proposers are encouraged to provide examples of services provided to their clients and the impact of those services.

4.4 Company Background and Consultant Team Relevant Experience

(Proposal Section 3.0) Each proposal must provide the following information about the submitting Proposer's company, so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in response to the RFP. The County, at its option, may require a Proposer to provide additional support or clarify requested information.

4.3.1 Company Background

- How long the company has been in business. In what state(s) has the company worked?
- A brief description of the company size and organizational structure.
- How long the company has been providing services to clients similar to the County.
- Any material (including letters of support or endorsement from clients) indicative of the Proposer's capabilities.
- Identify any litigation or governmental or regulatory action pending against your organization that might have a bearing on your ability to provide services to the County.
- Describe your contractual relationships, if any, with other organizations that will provide services described in your proposal.

4.3.2 Consultant Team Experience

- Identify your proposed team indicating who is responsible for the key roles; provide an organizational chart showing lines of communication and levels of authority;
- Include the résumés of staff who will work on the engagement. If they are working on only certain portions of the project, please indicate this on their résumé;

- ❑ Given that the County will be evaluating several proposals, describe why you feel that your services, from a professional and technical perspective, are the best fit for the County environment. Describe the distinguishing features the County should know about your services and company.

4.5 Client References

(Proposal Section 4.0) The County considers references to be important in its decision to award a contract. Failure to provide this information will result in the proposal being considered non-responsive.

Please provide a comprehensive client listing with year(s) in which your firm provided services. Also provide at least three current clients who we may contact. References should be clients similar in size to the County. Please give their company name and mailing address, telephone, and email of the contact person.

	Reference #1	Reference #2	Reference #3
COMPANY			
Contact Name			
Contact Title			
Contact Phone			
Mailing Address			
Email			

4.6 Cost Proposal

(Proposal Section 5.0) Proposers should submit an estimate of costs, using Attachment 2 provided.

The County reserves the right to contact Proposers on cost and scope clarification at any time throughout the selection process and negotiation process. The County is asking Proposers to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated. Items that should be included in this cost section include:

- Cost of Services. Please state your fees for the key areas outlined in the Scope of Services, whether one time or on-going. Software maintenance, implementation and additional services should be broken out. Note whether training for both implementation and on-going needs is included.
- Provide your procedures for billing and collection of your fees. How do you reconcile the fee to the services received? Specify whether this is on a monthly, quarterly or as performed basis.
- Provide a listing of hourly rates by consultant team members which could be used as a basis for additional services.
- Provide pricing for up to 10 years. This will be an **annual contract with options to extend based on RFP pricing**.

5 Current Environment

5.1 Current Operations

Currently, the ACFR process utilizes several processes for the different sections mostly created within a third party cloud based system.

Statements/Schedules:

- Three reports are used from our financial system, which are downloaded to Excel.
- Several excel pivot tables are built with each report to summarize the information to then be uploaded.
- Most statements are automatically populated and simply require some rounding or mapping of new accounts to the proper display lines.
- The reconciliation to the Statement of Activities, reconciliation to the Statement of Net Position, Cash Flow for business-type activities are manually created documents with linked and static data to other parts of the financial statements.
- Each statement or schedule has automated checks and comparison to other parts of the financial statements. Inconsistencies or out of balance statements or schedules are displayed as such to be corrected.

Notes/Management's Discussion and Analysis (MD&A)/Transmittal Letter:

- Created and edited primarily in cloud-based system. Final formatting done in Microsoft Word.
- Manually rolled forward each year.
- New notes are manually added, and existing notes may need to be reformatted and/or renumbered. Tables are embedded in the program and allow for excel like editing.
- Within the program direct links to the financial statements are created to ensure accuracy and consistency.

Statistical Tables:

- Created in cloud-based system and rolled forward each year. Tables are both manually keyed and linked directly to the applicable financial statements or notes within the solution.
- After review is complete, all documents are printed to a PDF file and combined into one document.
- Formatting is slightly off between all the documents.
- Page numbers are added once the final document has been created using Adobe Acrobat.

The County intends to speed up the process with real time data or quicker loading of reports, as well as, the ability to manipulate structure of the statements by County staff.

The FY23 ACFR can be found on the County's website: [FY23 Annual Comprehensive Financial Report](#)

6.0 Evaluation Criteria

6.1 Selection Participants

Evaluation Team

The County evaluation team consists of subject matter experts from County departments that have deep knowledge of specific business processes. The County evaluation team will be responsible for the evaluation and rating of the proposals and demonstrations and for conducting interviews during the optional site visits. Specifically, the team will be responsible for evaluating software functionality, technology architecture, implementation capabilities, costs, and other selection criteria and making the recommendations for vendor selection to the County sponsors.

County Stakeholders

The County sponsors will play the main “governance” role on the project as well as serve as the organizational approval body for recommendations made by the evaluation team. The County sponsors are responsible for evaluating the final recommendations for vendor selection and approving the selection for elevation to the Board of Commissioners.

6.2 Evaluation of Proposals

Responses will be evaluated based on the following criteria plus any other criteria the selection committee deems appropriate.

1. Compliance to the RFP requirements; quality, clarity and completeness of services proposed in relation the scope of work the response
2. Respondent’s Proven, Knowledge, and Experience in producing an ACFR, reporting, ease of system use and implementation.
3. Client References
 - Capability of the Proposer to undertake and support services as described by this Request for Proposals based on reputation and customer references regarding the Vendor's performance for organizations with needs similar to the County's, particularly in the government sector.
4. Cost effectiveness and value of proposal
5. Other criteria deemed appropriated by the County Project Team

6.3 Evaluation Selection Process

A weighting analysis of the evaluation criteria will be utilized to determine the vendor that represents the best value solution for Wake County and its partners. Proposers should be prepared to conduct product demonstrations during the time designated in Section 2.7 of this RFP as part of the evaluation process.