

# **Economic Growth Region 7**

## **Request for Proposals For Financial Software System**

**Western Indiana Workforce Development Board, Inc.**

|                                      |  |
|--------------------------------------|--|
| <b>RFP Release Date:</b>             | <b>November 9, 2021</b>  |
| <b>Proposal Submission Deadline:</b> | <b>12:00 PM (Noon), local<br/>Wednesday, November 24, 2021</b> |
| <b>Award Notification:</b>           | <b>No later than December 15, 2021</b>                         |
| <b>Contract Effective Date:</b>      | <b>Immediate</b>   |

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## **Section I: General Information and Purpose of this Proposal**

### **Part A. General Information**

Western Indiana Workforce Development Board, Inc. is a 501(c) (3) corporation authorized by the Indiana Department of Workforce Development to provide administration and oversight of WorkOne Western Indiana services including the Workforce Innovation and Opportunity Act (WIOA) and other workforce development services in Economic Growth Region 7 (hereinafter referred to as EGR 7) which includes the counties of Clay, Parke, Putnam, Sullivan, Vermillion and Vigo Counties in Indiana. Western Indiana Workforce Development Board, Inc. (hereinafter referred to as WIWDB) also serves as the fiscal agent for Workforce Innovation and Opportunity Act funds for EGR 7.

There is a WorkOne office in each county in the EGR. Within this group, there is one comprehensive center, located in Terre Haute. The vision of the Governor's Workforce Cabinet is to create a talent system that affords all Hoosiers equitable opportunities for lifelong learning and increased personal economic mobility and provides employers the talent to grow and diversify their workforce. The WDB is actively promoting this vision by reinforcing the importance of lifelong learning for all Hoosiers, and by offering relevant in-demand training opportunities to the citizens of EGR 7 that will result in the attainment of the skills needed to successfully perform high demand, high wage occupations.

Information on office locations, current services and offerings may be found at the WorkOne Western Indiana website at [www.workonewest.com](http://www.workonewest.com).

Specific business sectors have been identified as priority areas for the region. These sectors represent those business sectors in EGR 7 where there is a demand for jobs that require a high skill level, and in turn, pay higher wages. As priority areas, these sectors will be presented as premier career paths to our customers, will be highlighted in local workforce development stories and career profiles, and will be the focus, as possible, in the application for additional grant funding to the region. These sectors include:

- Advanced Manufacturing
- Healthcare
- Construction
- Logistics
- Information Technology and Business Services

Current services provided to customers include, but are not limited to:  
Employer Services:

- Candidate screening
- Access to thousands of job seekers through Indiana Career Connect.
- Job fairs and other recruitment services (customized and general).
- Workshops.

- Labor market information.
- Information on grants, WorkKeys, and tax credits.

#### Job Seeker Services

- Access to the State of Indiana's job matching system: Indiana Career Connect.
- Assessment tools to identify skills and interests.
- Training programs and workshops; including but not limited to, digital literacy, HSE, on-line resources, on-the-job training.
- Scholarship funding to attend occupational skills training.
- Special services for veterans and job seekers over 55 or people with disabilities.
- Registration for unemployment insurance.

#### Youth Services

- Career development services: work experience, job shadowing, mentoring.
- Jobs for America's Graduates in-school programs.
- Training programs and workshops; including but not limited to, digital literacy, HSE, on-line resources, on-the-job training.
- Scholarship funding to attend occupational skills training.

### **Part B. Purpose of this Solicitation**

The Western Indiana Workforce Development Board, Inc. is seeking proposals from organizations to provide a Financial Software System to the Board. The region receives funds including WIOA Adult, Dislocated Worker and Youth, as well as state reserve WIOA and other federal funds allocated to the local workforce area. WIWDB is soliciting responses from qualified vendors offering proven, integrated solutions to replace the Board's current Financial Software System (Fundware 7.70). A list of functional requirements is included in section II Scope of Work. The Board seeks a qualified Proposer who can demonstrate organizational, functional, and technical capabilities, as well as the experience, expertise, and qualifications necessary to provide and support a fully integrated and proven Financial Software System to include both implementation and ongoing maintenance and support.

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## **Section II: Proposal Statement of Work**

### **Part A. Statement of Work Financial Services Provider**

#### **Background Information**

The Western Indiana Workforce Development Board, Inc. (WIWDB) intends to replace its existing Financial Software System (Fundware 7.70). The Proposer is expected to provide best practices guidance, system configuration, testing and training to ensure a successful implementation in a timely and professional manner. The selected vendor or consulting team will be expected to perform all technical and other analyses necessary to complete the scope of work. The selected vendor will work with the Board's Financial Service Provider and WIWDB staff to complete the Scope of Work.

#### **Scope of Work**

Required and Desired Components of a new Financial System are:

- General Ledger
  1. Maintains accounts for transactions via elements or dimensions such as fund, department, division, program, project, object, or any other elements/dimensions needed to meet the needs of the Board.
  2. Ensures all transactions post individually to the general ledger, regardless of the transaction source ensuring each entry is balanced and auditable and provides a message/warning if transactions are not balanced.
  3. Creates appropriate entries needed at the end of the period (month or year) and for purposes of opening a new period (i.e., rolling forward account balances or auto reversing certain year-end entries).
  4. Enforces rules for entry validation based on roles at departmental/user level to prevent incorrect account coding.
  5. Captures multiple dates (e.g., transactional, posting, data entry, etc.).
- Chart of Accounts
  1. Supports a flexible COA structure with room for growth within each field and expanded use of segments.
  2. Provides ability to reclassify the COA as necessary in support of organizational changes without having to create an entirely new COA or losing historical data.
  3. Allows for object code category.
  4. Provides an option for re-organization to have data/history move (all data rewritten to new account, electronic reference, crosswalk, etc.).
  5. Provides the ability to support reporting, analysis, and differing views or organizational performance related to all levels within the organization.

6. Provides the ability to adapt the COA to support modern financial concepts such as workflow, reporting, security design, and internal controls.
- Accounts Payable
    1. Supports payments to various entities including, but not limited to, vendors for services or goods, employees' expenses, and retirees.
    2. Provides and applies appropriate controls over all payments.
    3. Supports tracking of grant payments for reporting and reimbursement requests.
    4. Provides a Positive pay report that can be electronically submitted to the Board's financial institution.
    5. Provides templates/forms to assist in the payment of large vendor bills with dozens of lines on a bill.
    6. Provides an aging payable report, with columns for date ranges that are customizable, at the absolute minimum a 30-day interval for 30, 60, 90 and 120 or more.
  - Check Generation
    1. Provides the ability to generate multiple checks for a single vendor during a check process.
    2. Generates multiple page checks.
    3. Generates on demand manual checks.
    4. Allows reprinting checks without void and reissue, and without having to re-enter data, if an error occurs during check printing.
  - Bank Reconciliation
  - Grant Management
    1. Supports establishing grant budgets and recording expenditures against the grants.
    2. Provides fields to record the type of grant (local, state, and federal), grantor information, match terms, grant begin and end date, and grant draw-down activity.
    3. Allows users to establish budgets, track activities, and manage reimbursements/billings related to CIP grants (specific items that are or are not to be billed to a grant) and to associate those grants with project categories as appropriate.
    4. Allows real-time access to grant costing details.
    5. Ensures overhead percent allocations are consistently and accurately applied.
    6. Supports cost allocations.
    7. Tracks grants over multiple (State and Federal) fiscal years.
    8. Supports grant application and funding request processes.

9. Provides reporting on grant activity by period and over the life of the grant award.
  10. Provides alerts when expenses are close to twenty percent (20%) threshold of budget.
- Product Technology
    1. Provides a production, training, test, and development environment.
    2. Provides the ability to configure workflows, report parameters, and other elements to meet specific business needs using configuration and operating parameters provided by the Board and without the assistance of the software vendor.
    3. Provides for upgrades to accommodate changes in laws, regulations, best practices, and new technology.
    4. Provides an Audit Trail with metadata, user, date, and time stamp throughout all modules, including field level change tracking (before/after values) as well as record level activity, including creation, viewing, editing, deletion and exporting (where applicable).
  - System Security
    1. Allows the system administrator to:
    2. Define a minimum length password,
    3. Define a password expiration timeframe,
    4. Prohibit reusing of passwords,
    5. Configure control access to the application, modules, transactions, data and reports,
    6. Define access rights (e.g., create, read, update, delete) by user ID or functional role,
    7. Define functional access rights (e.g., processes, screens, fields, and reports) by user ID or functional role,
    8. Restrict access to sensitive data elements (e.g., social security numbers, banking data, etc.) by user ID, user groups or functional role.

## **Pricing**

The WIWDB seeks a clear and comprehensive understanding of all costs associated with the software, implementation services, and ongoing maintenance of the proposed Financial System Software. The Proposer must identify all costs required to go live these costs include, but are not limited to, software licensing costs, implementation services, project management, software configuration, support, maintenance, training, and documentation.

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## **SECTION III: General Instructions**

### **1. Proposal initially on most favorable terms.**

Offerors are cautioned to submit their proposals initially on the most favorable basis since an award may be based on the price and terms of the proposal as initially submitted, although Western Indiana Workforce Development Board, Inc. reserves the right to negotiate with an offeror(s).

### **2. No Disclosure**

Except as to serve notice to unsuccessful offerors of the final awards by Western Indiana Workforce Development Board, Inc for the services covered by this RFP, no use or disclosure of the price, terms or techniques contained in the proposal shall be made, except on a "need to know" basis for evaluation purposes. In the event of an award, the proposal submitted pursuant to the requirements of this agreement by the sub-recipient receiving the award may be disclosed, reproduced, etc., at the Western Indiana Workforce Development Board, Inc. option.

### **3. Right to Reject**

Western Indiana Workforce Development Board, Inc reserves the right to reject any or all proposals received through this RFP, and to readvertise for any or all of the listed services at its discretion, or cancel this RFP in part, or in its entirety, at any time Western Indiana Workforce Development Board, Inc will not pay for costs incurred in the preparation of bids.

### **4. Requirements**

It is required that bidders not be on a debarment list. Additionally, successful bidders must have proof of insurance. All RFP's must contain a clear outline of all the following elements:

1. Understanding of Need
2. Qualifications of the organization and key staff to deliver described services;
3. A clear description of the services to be provided; planning, processes, Implementation and security provisions to guard software; and,
4. A line item budget of the services to be provided.

### **5. Questions and Answers**

To be considered for funding, each bidder must submit an offer (proposal) and other supporting documentation in strict accordance with these instructions.

When evaluating a proposal, the WIWIB will consider how well the bidder complied with these instructions and provided the information outlined in the Request for Proposals. Therefore, the Board encourages bidders to contact the Board contact by email during **the technical assistance period, which ends Monday, November 15, 2021 at noon local time**, to request any additional clarification that may be needed to comply with these instructions. **Phone calls will not be accepted.** The email to submit bidder questions is [lisalee@workforcenet.org](mailto:lisalee@workforcenet.org). The subject line for such emails should be: "Region 7 Financial Software System RFP" The official Board response to all questions pertaining to this RFP will be in writing and made available to all potential bidders. All written questions will be answered in a question and answer publication that will be posted at the Board's website at [www.workonewest.com](http://www.workonewest.com). Answers will be posted on an ongoing basis, within three (3) business days after receipt of the question. Therefore, bidders are encouraged to view the website frequently to ensure they are fully aware of the most current information, including any new questions and answers, changes to the RFP, or any additional information. All answers issued become part of the RFP and the RFP process. Should you wish to submit a question or encounter a problem with the website, contact the Authorized Board Contact immediately. The Authorized Board Contact is Lisa Lee. Her email address is [lisalee@workforcenet.org](mailto:lisalee@workforcenet.org) and the fax number is (812) 238-2466.

## 6. Contract Requirements

Specific requirements for conversion of the proposal into a contract will be discussed after the contract award decision. However, to be considered, proposals must include the following special assurances:

### Special Assurances

1. If awarded a contract, the bidder assures that it will abide by the specifications and requirements of the RFP in the provision of its services, unless the specifications and requirements are amended in writing by a Western Indiana Workforce Development Board, Inc representative who is specifically authorized to do so.
2. If awarded a contract, the bidder will neither accept nor permit any of its staff to accept gratuities of any kind from any individual involved in any way with the services to be provided by the contractor.
3. The bidder assures that, if awarded a contract, it will not subcontract any of these services without the specific, written prior approval from the Western Indiana Workforce Development Board, Inc.
4. The bidder acknowledges that it will fully comply with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Innovation and Opportunity Act;



Title VI of the Civil Rights Act of 1964, as amended; affirmative action reporting requirements of 41CFR 60-1.7; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; the Title IX of the Education Amendments of 1972, as amended. The bidder also assures that it will comply with 29CFR part 37 and all other regulations implementing the laws listed above. The bidder understands that the United States government has the right to seek judicial enforcement of this assurance. This program is an equal opportunity employer/program. Auxiliary aids and services will be made available upon request for individuals with disabilities.

5. The bidder assures that it will comply with the Americans with Disabilities Act (ADA) in serving individuals with disabilities. The bidder agrees to make the necessary arrangements, as appropriate, to provide services to individuals with a disability at the expense of the bidder, not Western Indiana Workforce Development Board, Inc.
6. In accordance with P.L. 101-333, Section 508, the bidder is hereby notified that all projects that are funded as a result of this RFP will be 100% funded by federal funds. There will be no non-government funds available to finance these proposed services. All commitments made by the Western Indiana Workforce Development Board, Inc. are contingent upon the availability of funds and the Western Indiana Workforce Development Board, Inc. reserves the right to award an amount less than the total funds available for bid.
7. The bidder assures that it will procure an audit and will provide an audit report of all funds contracted with the Western Indiana Workforce Development Board, Inc if requested by the Western Indiana Workforce Development Board, Inc.

## 2. Subcontracting

Bidders may subcontract part of the services to be provided by the Service Provider, but the intention to subcontract must be clearly stated in the response to this RFP and approved by the Regional Operator.

## 3. Contract Negotiations

Successful respondent to this RFP will be expected to participate in contract negotiations to establish exact services to be provided and payment and terms of those services. Cost and services will be based on information contained in this RFP and in the proposal selected for negotiations.

#### 4. Authorized Contact

The authorized contact person for this procurement is:

Lisa Lee

630 Wabash Avenue, Suite 205

Terre Haute, IN 47807

[lisalee@workforcenet.org](mailto:lisalee@workforcenet.org)

Fax (812) 238-2466

#### 7. Late Proposals

A. Proposals and modifications received at the Western Indiana Workforce Development Board, Inc. office designated in the RFP after 12:00 NOON, local time, on the date specified therein shall not be considered unless:

1. They are received before award is made; and either,
2. They are sent by registered mail, or be certified mail for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained, and it is determined by Western Indiana Workforce Development Board, Inc. that the late receipt was due solely to delay in the mail, for which offeror was not responsible; or,
3. It is determined by Western Indiana Workforce Development Board, Inc. that the late receipt was due solely to mishandling by Western Indiana Workforce Development Board, Inc. after receipt at the Administrative Office: Provided, that timely receipt at such office is established upon examination of an appropriate date or time stamp (if any) of such office or other documenting evidence or receipt (if readily available) with the control of such office serving it. However, a modification of a proposal, which makes the terms of an otherwise successful proposal more favorable to, Western Indiana Workforce Development Board, Inc shall be considered at any time it is received and may thereafter be accepted.

B. Offerors using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible, dated postmark and to retain such receipt against the chance that it shall be required as evidence that a late proposal was mailed in a timely fashion.

C. The time of mailing late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown on the postmark on the registered mail receipt or registered mail wrapper or on the Receipt of Certified Mail unless the offeror furnished evidence from the post office station of mailing which established an earlier time. In the case of Certified Mail, the only acceptable evidence is as follows:

1. Where the Receipt of Certified Mail identifies the post office station of mailing, evidence furnished by the offeror which establishes that the business day of that station ended at an earlier time in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or,
2. An entry in ink on the Receipt for Certified Mail showing the time of mailing and the initials of the postal employee receiving the item and making the entry, with appropriate written verification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown in the entry. If the postmark on the original Receipt for Certified Mail does not show a date, the offeror shall not be considered.

## **8. Envelope for Proposals**

It is important that the proposal be mailed in an envelope clearly marked in the lower left corner with the following information:

PROPOSAL RFP: Region 7 Financial Software System RFP

## **9. Alternate Proposals**

Alternate proposals may be submitted provided that all deviations are clearly specified. The offeror should be prepared to discuss such deviations to ascertain the general acceptability by Western Indiana Workforce Development Board, Inc.

## **10. Time Period of Contract**

It is the desire of the Western Indiana Workforce Development Board, Inc. to replace current financial software upon selection of the successful bidder. Period of such services will be negotiated based upon items such as, but not necessarily limited to, the terms and maintenance schedule of selected software.

## **11. Procedures**

Complaint, grievance, mediation procedures of Western Indiana Workforce Development Board, Inc. are available to bidders from the office at 630 Wabash Avenue, Suite 205, Terre Haute, IN 47807, upon request.

## **12. Proposals Received**

Proposals should be received in a "ready to copy" format and, therefore, should not, in any way, be bound, stapled, three-hole punched, or in any manner that prevents ease of copy.

Three (3) copies of the proposal(s), with one (1) copy designated as an original with original signatures and a copy of the complete, signed proposal on a data stick are to be submitted by certified mail, return receipt requested, or by hand-

delivery with a signed receipt. All proposals must be received by no later than noon local time on Wednesday, November 24, 2021

Proposals should be mailed to:

Western Indiana Workforce Development Board, Inc.  
ATTN: Region 7 Financial Software System RFP  
630 Wabash Avenue, Suite 205  
Terre Haute, IN 47807

Proposals sent by email, telegram, and facsimile (fax) will not be honored.

Proposals received by the deadline specified herein and meeting the requirements as stated shall be acted upon by the Board of Directors of the Western Indiana Workforce Development Board, Inc. It is the responsibility of the bidder to ensure delivery of the proposal by the required time and date.

Remainder of page intentionally left blank.

## SECTION IV: Proposal Package

1. **Proposal Cover Sheet (Attachment A)** includes the following areas which must be completed in the entirety:

- **Organization** - the legal entity submitting the proposal must be identified here.
- **Address** - the legal mailing address must be identified on this line.
- **Contact Person** - the individual who has authority to commit the organization to provide the proposed services should be recorded on this line. If other individuals will have responsibility for this project, they may be included here, but should be asterisked (\*) as a secondary contact.
- **Phone Number** - the phone number of the contact person should be recorded on this line.
- **Fax** - please identify the facsimile number where communications can be sent.
- **E-mail Address** - an e-mail address for the contact person should be included on this line.
- **Authorized Signature** - the signature of the primary contact person must be provided in ink. Secondary contacts need not sign the proposal.

### 2. **Proposal Statement of Work**

- A. Understanding of Need
- B. Experience/Qualifications
- C. Planning, Implementation, System Security, and Delivery of Services
- D. Budget

### 3. **Attachment B – Non-Collusion Affidavit**

### 4. **Attachment C - Assurances and Certifications**

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**PROPOSAL COVER SHEET**

|   |  |                                       |                                       |
|---|--|---------------------------------------|---------------------------------------|
| Organization's Legal Name:  |  |                                       |                                       |
| Contact Person:   |  |                                       |                                       |
| Address:  |  |                                       |                                       |
| Telephone:  |  | Fax:                                  |                                       |
| Email:  |  | Cell:                                 |                                       |
| Federal ID#:  |  |                                       |                                       |
| Number of years potential bidder has been in business under the corporate/business structure submitting the response to this Request for Proposals: <input style="width: 50px;" type="text"/> |  |                                       |                                       |
| Amount of Funds Requested:  | TOTAL FUNDS REQUESTED:<br><br>Grand Total (PY 22 and PY 23): | PY 2022<br>July 1, 2022-June 30, 2023 | PY 2023<br>July 1, 2023-June 30, 2024 |
|   |  | \$                                    | \$                                    |
|   |  | \$                                    |                                       |
|   |  |                                       |                                       |
| Signature: _____ Date: _____<br><br>Printed Name: _____   |  |                                       |                                       |
| <b>Check all applicable boxes:</b>  |  |                                       |                                       |
| For Profit Corporation:   |  | Sole Proprietorship:                  |                                       |
| Not-for-Profit Corporation:   |  | Faith-Based Organization:             |                                       |
| Partnership:  |  | State Agency:                         |                                       |
| Educational Institution:  |  | Labor Organization:                   |                                       |
| Business Association:   |  | Community Based Organization:         |                                       |
| Other Public Agency (Specify):  |  | Other:                                |                                       |

Attachment B

**Non-Collusion Affidavit**

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Western Indiana Workforce Development Board, Inc. whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

Subscribed and sworn to me this day \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of

Commission Expiration Date

Attachment C

**Assurances and Certifications**

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Workforce Investment Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, if requested.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date



Attachment D

**Western Indiana Workforce Development Board, Inc.**

**Financial Software System Scoring Criteria**

**Organization** \_\_\_\_\_

1. Understanding of Need                      Possible 20 points \_\_\_\_\_

2. Experience/Qualifications                      Possible 30 points \_\_\_\_\_

3. Planning, Implementation, System Security, and Delivery of Services                      Possible 30 points \_\_\_\_\_

4. Budget    Possible 20 points \_\_\_\_\_  
(Including cost of installation, estimated installation time, and cost system for the remainder of PY'21(thru 6-30-21))

TOTAL    \_\_\_\_\_