



CITY OF OAK GROVE, KENTUCKY

Request for Bid Proposal: Accounting Software System

Introduction: The City of Oak Grove seeks proposals from qualified vendors to procure and implement an advanced accounting software system. This system intends to modernize financial operations, improve reporting capabilities, and expand overall efficiency within the city's administrative processes.

Scope of Work:

System Requirements:

- Comprehensive general ledger management
- Accounts receivable and payable modules
- Budgeting and forecasting functionalities
- Financial reporting tools with customizable templates
- Integration capabilities with existing city systems (if applicable)
- Security features are compliant with industry standards and local regulations
- Bank reconciliation
- Fixed assets
- Capital projects/Grant Accounting
- H.R./Payroll/Time and Attendance
- Business License/Permits/Taxes
- Code Enforcement and Permitting
- Utility-Billing/Scheduling/Reporting
- Payment Integration Systems
- Essential additional hardware

Implementation Services:

- Installation, configuration, and testing of the software
- Data movement from existing systems
- Training sessions for city staff on software usage and administration

Support and Maintenance:

- Technical support services
- Routine software updates
- Resolutions for problems

Proposal Requirements: Interested vendors are requested to submit comprehensive proposals addressing the following:

- Company profile and experience in providing similar solutions to public sector clients.
- Detailed description of the proposed software solution, including features, modules, and scalability.
- Implementation timeline and methodology
- Cost breakdown, including licensing, implementation, and ongoing support/maintenance fees.

Form of Proposal:

- Proposals must be legible, written in ink, or typed. Any changes, erasures, overwriting, whiteouts, cross-outs, or strikeouts will be initialed, or the city will reject the proposal.
- Proposals must be sealed in an envelope and addressed either by postal service (postmarked before the deadline) to "City of Oak Grove, Attn: City Clerk Office, P.O. Box 250 Oak Grove, Kentucky 42262" or by hand delivery to Oak Grove City Hall, 8505 Pembroke Oak Grove Rd, Oak Grove, Kentucky 42262, Attn: City Clerk Office, no later than 4:30 PM CST on October 16, 2024.
- PROPOSALS WILL NOT BE ACCEPTED VIA EMAIL OR FACSIMILE. Adjustments to a submitted proposal by email, facsimile, letter, or otherwise are permitted, provided they do not reveal the value or details of the original proposal.

*It is the proponent's responsibility to clarify any details before submitting a proposal. The city assumes no responsibility for any oral instructions or suggestions.

Cost of Preparation of a Proposal:

- Proponents are solely responsible for their expenses in preparing and submitting a proposal and any subsequent negotiations or clarifications with the city.

Submission Guidelines:

- **Sealed Bid Submission Deadline:** Sealed bids will be accepted until 4:30 PM CST on October 16, 2024.

Submission Address:

City of Oak Grove
Attn: City Clerk Office
8505 Pembroke Oak Grove Rd
P.O. Box 250
Oak Grove, KY 42262

Evaluation Criteria: Proposals will be evaluated based on:

- Compliance with specified requirements.
- Technical capabilities and features of the proposed software.

- Cost-effectiveness

After the submission deadline, the city council will evaluate the proposals, and the City of Oak Grove will notify the selected vendor.

Contact Information: For questions regarding this RFP, please contact Matt Egbert, Finance Director, at 270.436.4646 or matt.egbert@oakgroveky.org

*By KRS 424.260, the City of Oak Grove, Kentucky, is not required to accept the lowest or best bid, nor is it required to receive bids in public or open or announce bids in public.