



REQUEST FOR PROPOSAL

RFP Name: Accounting System Migration RFP for LAS
Date Issued: June 3, 2024
Company Name: Legal Aid Society of Middle Tennessee and the Cumberland (LAS)
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Due Date: June 30, 2024

PROJECT TITLE: Accounting System Migration

PURPOSE: LAS is soliciting a request for proposal for the services and systems needed to migrate and host all accounting functions in a cloud-based Enterprise Resource Planning (ERP) System that interfaces with our current Case Management system (Legal Server), our payroll system (Paylocity) and our donor management system (Blackbaud's Raiser's Edge). The ERP should facilitate the automation of current processes and have an open Application Programming Interface (API).

Please submit responses via email only to rfp@las.org and put the project title in the subject line of the email. Proposals submitted after the due date will not be considered. Respondents accept all risks of late delivery or spam submittals regardless of fault.

LAS reserves the right to reject all submittals and informalities in the submittal and evaluation process. The RFP does not obligate LAS to pay any costs incurred by respondents in preparing their proposals. Furthermore, the RFP does not obligate LAS to accept or contract for any expressed or implied services.

General Information

BACKGROUND: We are Tennessee's largest non-profit law firm, whose mission is to enforce, advance and defend the legal rights of low income and vulnerable people in order to obtain for them the basic necessities of life.

SCOPE OF WORK: Vendors shall provide a scope of work (SOW) and project proposal in accordance with the information provided in this request. The proposal should be prepared based on a timeline that allows the system to be fully operational on or before January 1, 2025, and that includes plans to:

- Design and install the accounting software system.
- Transfer of all data, both financial and transactional data.
- Implement new chart of accounts and map old general ledger account numbers to capture historical financial data.
- Guide change management.

- Map our current processes.
- Build reports and dashboards of key performance indicators.
- Train staff to use the software effectively.
- Provide a test environment one month before the go-live date.
- Offer ongoing support for the new system.

PROJECT OBJECTIVE

Our project objective for this Request for Proposal (RFP) is to identify and evaluate bidders on their ability to enter into a long-term agreement with LAS to meet the ongoing accounting system requirements and evaluation criteria set forth in this RFP. LAS is requesting that the vendors propose the best and most cost-effective solutions to meet these requirements while ensuring a high level of service and ongoing support to LAS. LAS is seeking functional and technical features with system abilities conducive to the accounting needs of our firm.

ITEMS TO BE DELIVERED TO LAS BY SELECTED VENDOR

The expected deliverables include product specifications, software implementation, timelines, workflow automation, reports, and documentation of completion.

- Kick-Off Meeting
- Project Plan and Timeline
- Communications Plan
- Meeting Notes
- Performance Reports
- Ongoing Support

REQUIREMENTS: The nonprofit fund-based accounting system must have the following features and capabilities:

- True Cloud-Based System
- *Transactions Features: Financial and Purchasing
- **Inquiry Features: Financial and Purchasing
- ***Report Features: Financial and Purchasing
- Purchase Orders, Invoice and Payment Automation
- Invoice Processing, Approvals and Check Signer Approvals
- Grant Tracking and Billing Features
- General Ledger Outlier Detection
- Automated Budget and Report Creation
- Automated Bank and Credit Card Reconciliations
- Document storage for Grants, Contracts and Donor Agreements
- View of Current Financial Activity and Position
- Interactive Reporting Tools
- AI-Driven AP Automation

- Open API capability

Details of Above * Features:

*Transactions Features:

Financial: General, Clearing, Quick Journal, Budget Transactions, Batches, Series Post, Bank Deposits, Bank Transactions, Miscellaneous Checks, Bank Transfers, Reconcile Bank Statements, Transaction Matching, Transaction Matching Groups

Purchasing: Returns Transaction Entry, Transaction Entry, Scheduled Payments, Manual Payments, Build Payment Batch, Edit Payment Batch, Create and Edit Vendor Information and Payments, Print Payments, Post Payments, Process Remittance, Apply Payables Documents, Void Historical Transactions, Void Open Transactions, Edit Transaction Information, Holds, Series Post, Batches, Edit 1099 Transaction Information, Import Payables Invoices

** Inquiry Features:

Financial: Summary, Detail, Account Setup, Journal Entry Inquiry, Budget Summary, Budget vs. Actual, Budget Journal Entry Inquiry, Budget Transaction Summary, Net Change, Checkbook Register, Checkbook Balance, Transaction Match by Account, Transaction Matching Groups

Purchasing: Transaction by Vendor, Transaction by Document, Payables Summary, Purchasing All-in-One View, Vendor, Vendor Credit, Vendor Yearly, Vendor Period, Vendor 1099 Details

*** Report Features:

Financial: Financial Statements, Quick Financial, Advanced Financial, Trial Balance, Cross-Reference, Budget, Account, Setup, Groups, Prior Period Adjustments, Checkbook, Bank Posting Journals, Bank History, Transaction Matching

Purchasing: Trial Balance, History, Analysis, Check Information, Posting Journals, Setups/Lists, Groups

SUMMITAL REQUIREMENTS: Responses to this RFP must include the following information:

- Detailed steps and specifications to address the above-mentioned scope of services.
- Indication if third-party service providers are used for any or all of the installation and ongoing support; and if so, include details and pricing in the response to this RFP.
- Respondents should propose the best and most cost-effective solution to meet the requirements.

PROPRIETARY PROPOSAL MATERIAL: Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below:

- Qualifications and experience of your organization and staff
- Approach on the implementation process
- Method of performing the implementation: on-site at LAS or remotely
- References from other non-profit customers (minimum of 2)
- Options and cost for ongoing User Support
- Ability to integrate with our existing systems
- Total cost for implementation, including costs for necessary customizations (July 2024 – December 2024). Provide estimates for Year 1 (2025), Year 2 (2026), and Year 3 (2027) costs.

QUESTIONS/INQUIRIES: Questions or inquiries regarding this project should be submitted to email rfp@las.org.

CONTRACT NEGOTIATION: LAS reserves the right to negotiate all aspects of the submittals, proposals, terms, and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract.