



Financial Management System Request For Proposals

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UMOS Request For Proposals: Financial Management System

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Introduction

About UMOS

Nearly 60 years ago, UMOS was founded by community and faith leaders who recognized the unmet needs and aspirations of migrant and seasonal farmworkers. While never forgetting its origins and initial population, UMOS has expanded its programs and services to assist people of all ethnic, racial, and linguistic backgrounds who struggle to meet their needs and dream of a better life for themselves and their families.

Today, because of the generous support of individual and institutional philanthropists as well as federal, state, and local government agencies, UMOS employs 1,000 human services professionals and invests annual revenues of up to \$70 million from 47 grants to serve thousands of families every day across 65 locations in Wisconsin, Texas, Missouri, Illinois, Arkansas, Florida, and Minnesota.

A tax-exempt entity, UMOS operates on a July 1-June 30 fiscal year.

Purpose of RFP

UMOS has grown rapidly over the last quarter-century. Over that time, the mission-driven organization has managed its financial accounting across a combination of manual and electronic tools. The purpose of this Request For Proposals is to identify and implement a financial management system that will automate more functions, improve organizational efficiency, and provide greater support for financial analysis and planning.

UMOS seeks to select one vendor with experience:

1. supporting highly diversified, multi-jurisdictional nonprofit organizations operating governmentally and privately funded programs and services, and
2. providing such organizations with a SaaS or Cloud-hosted financial management system.

One of UMOS' primary project goals is to contract with the successful vendor and transition to a new or expanded financial management system by July 1, 2024. The nonprofit greatly desires to avoid operating two financial management systems in a single fiscal year.

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Current Financial Management Systems Environment

As mentioned, UMOS presently uses a combination of manual and electronic tools to manage its finances. The financial tools being utilized are as follows:

Table I: Current Infrastructure	
Category	Tool
Accounting	Sage 300
Human Resources	UKG
Payroll	UKG
Time & Attendance	UKG
Grants Management	Sage 300
Procurement/Purchasing	Older Proprietary Application/Manual
Cost Allocations	Excel
Reporting	Sage 300, Excel & BI
Budgeting	Sage 300 & Excel [single year budgeting]
Fixed Assets	Asset Tiger
In-Kind Contributions	Excel
Employee Travel/Expense Reimbursement	Older Proprietary Application/Manual
Contracts Management	ContractWorks

After using Sage 300 for years, UMOS has determined that platform is no longer optimal for the nonprofit's future financial management. The organization is open to considering any financial management system designed to support highly diversified, multi-jurisdictional nonprofits, including Sage products other than Sage 300.

A goal of the project is to consolidate functionality within the selected financial management system. Please note that not all above-mentioned software packages are slated to be replaced, or subsumed, however. While UMOS looks forward to consolidating all other functionality referenced in the table into a comprehensive financial management system, the nonprofit is committed to operating for the foreseeable future its human resources, time & attendance, and payroll functions through software provided by UKG, and its contracts management software through ContractWorks.

The selected financial management system vendor will need to demonstrate its ability to integrate seamlessly with the software operating the human resources, time & attendance, and payroll functions.

Table II: Current User Counts	
Category	Number
High-Volume System Users	Up to 20
Accounts Payable/Workflow-related Users	Up to 250
Financial Reporting Users	Up to 60

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Project Bid & Implementation Timeline

As mentioned earlier, UMOS operates on a July 1-June 30 fiscal year. The following table of project milestones reflects an aggressive timeline, the principal reason for which is to avoid operating two financial management systems simultaneously in the new fiscal year starting July 1, 2024. UMOS reserves the right to modify the schedule at its sole discretion.

Table III: Deadlines & Other Timeline-related Milestones	
Date	Activity
February 26, 2024	RFP Issuance
March 8, 2024	Potential Bidder RFP Questions
March 12, 2024	UMOS RFP Questions & Answers Response Distribution
March 17, 2024	Potential Bidder RFP Response Submission Deadline
March 18, 2024	RFP Response Submission – Initial Review
March 20, 2024	RFP Response Review Completion
March 21-22, 2024	Finalist Vendors Interviews
March 27, 2024	Finalist Selections
March 28, 2024	Contracts Initiation
April 1, 2024	Vendors’ Project Kickoff
April 8, 2024	Contracts Full Execution
April 1-June 21, 2024	Financial Accounting System Implementation
June 24-28, 2024	Systems Documentation Delivery
June 24-28, 2024	Systems Training
July 1, 2024	New Fiscal Year
July 1, 2024	New Financial Management System Launch

All proposals in response to this RFP may be submitted by **no later than 11:59 p.m. [Central] on Sunday, March 17, 2024**. Proposals must be submitted electronically via email.

UMOS acknowledges the project timeline likely will not allow for a complete transition by July 1, 2024 from all relevant software applications identified in Table I for consolidation to a new financial management system. At a minimum, UMOS will require the successful vendor to launch by July 1, 2024 the following functionality:

Table IV: Minimum Required Functionality by July 1, 2024	
Functionality	Description
Accounts Payable	The ability to pay invoices, which may also require importing data regarding pending transactions
Payroll/Human Resources	Integration with UKG’s software applications for payroll, time & attendance, and other human resources capabilities
Reporting	The ability to run at least initial reporting

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Contact Person, Limitations on Contacts & Email Instructions

In an effort to ensure the procurement process is transparent and free from any appearance of undue interaction or influence, all vendors seeking to be considered under this RFP are prohibited from contacting any UMOS Board Directors, management, or staff prior to the conclusion of this RFP process other than the designated contact person. Similarly, third-party agents are prohibited from contacting UMOS Board Directors, management, or staff on behalf of one of more potential vendors prior to the conclusion of this RFP process. Any violation may result in disqualification.

The contact person for all communications regarding the RFP is:

Kaye Hartmann
Vice President for Planning & Resource Development
Kaye.Hartmann@umos.org

Any inquiries must be related to seeking clarification regarding the RFP, and such inquiries must be made in writing and emailed to the above-mentioned email address provided for Kaye Hartmann.

All emailed inquiries must be clearly titled, “**Financial Management System RFP Inquiry**”. Similarly, when submitting the vendor’s proposal responding to the RFP, the submission must be sent to Kaye Hartmann at the email address provided. The email to submit the proposal responding to the RFP must be clearly titled, “**Financial Management System RFP Response**”.

Please note, UMOS will respond only to those questions it considers appropriate and of interest to the broader cohort of vendors actively considering submitting a proposal in response to this RFP. The nonprofit reserves the right to not respond to any question(s) as it sees fit.

General Terms & Conditions

RFP Modifications & Responses to Inquiries

Interested parties are encouraged to visit the Procurement page of UMOS’ website, which can be found at <https://www.umos.org/about-us/procurement/>. The RFP itself, any formal modifications of the RFP UMOS determines to make, and any responses to inquiries will be posted on the Procurement page. So, prospective vendors are encouraged to check the page often during the procurement process.

Rejections, Waivers & Withdrawals

This RFP does not commit UMOS to award a contract to a given vendor, or any vendor whatsoever. The nonprofit reserves the right to reject any and all proposals or to waive any

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irregularity or nonconformance in any proposal or in the RFP process itself. UMOS further reserves the right to modify any aspect of this RFP at any time and without prior notice. Additionally, the organization, at its sole discretion, may withdraw this RFP at any time without prior notice.

Compensation for Pre-Contractual Expenses

UMOS will not compensate any vendor for any individual cost, or combined costs, incurred prior to the award of a contract. Non-reimbursable costs may include, but not be limited to, those costs associated with:

- Submitting one or more inquiries regarding the RFP
- Preparing a proposal for submission in response to the RFP
- Preparing in a finalist interview
- Negotiating with the nonprofit or its agents on any matter related to the RFP or submissions
- Incurring any other expenses incurred by a vendor, or its third-party agents, prior to the date of an award of any agreement

In any event, UMOS shall not be liable for any precontractual expenses incurred by any vendor, including the selected vendor. UMOS shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.

Confidentiality

Proposals submitted to UMOS shall be held in confidence by UMOS Board Directors, management, and staff as well as any third-party consultants assisting the nonprofit in the RFP process, and shall not be available for public view.

Withdrawals & Proposal Ownership

Any vendor may withdraw from consideration under this RFP at any time by notifying Kaye Hartmann. Any proposal submitted shall be considered the property of UMOS, once submitted.

Equal Employment Opportunity

In connection with the performance of the contract, the successful vendor shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of gender, sexual orientation, race, color, ancestry, religion, religious creed, national origin, physical disability [including HIV and AIDS], mental disability, medical condition, age, marital status, or veteran status. Such action shall include, but not be limited to, the following:

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employment, upgrading, demotion, transfer, recruitment, layoff, termination, rates of pay, other forms of compensation, and selection for training, including apprenticeship.

Scope of Financial Management System

This section provides a high-level outline of the features UMOS is seeking to transition a new financial management system. In certain of the subsections below, the organization has delineated between essential functionality and other desired capabilities.

Financial Management System Design

Essential Functionality

- a. The SaaS or Cloud-hosted system will be a long-term, stable, scalable solution for UMOS' current and future needs. It will provide a browser-based user interface and stays current with new browser technology.
- b. The system will assist UMOS to administer multiple contract/grants/programs all with differing contract periods, while at the same time maintaining the agency's fiscal period of July 1- June 30.
- c. The system will provide each end-user with a dashboard of pertinent reports, graphs, charts, and analytical tools that are both informative and provide the ability to drill down and/or across into the details (transactions) of the information being provided.
- d. The system will provide easy access to information across modules. Modules shall be integrated in a way where when shared or like data is modified in one module, it will update automatically the information in all other modules.
- e. The system will maximize the efficiency of business operations through automated and customizable workflows, notifications, and flagging.
- f. The system is scalable, and will be able to support up to 400 users. These will be split between administrative users, IT users, full-access users, limited users, and reporting-only users.
- g. The system must be designed to support UMOS in its adherence to FASB, GASB & GAAP and OMB 200, at a minimum.
- h. The system must allow for multiple periods to be open at the same time.
- i. The system must have an option to provide auditors with read-only access.
- j. The system will allow for the scanning and/or uploading of all supporting documentation, at the origination point of the activity, and then allows for the drill down/across capabilities to of all uploaded source data and documents, at all stages, up to and including the end reporting stage. This should provide the ability to create, store and retrieve electronic images or copies of all uploaded documentation.

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Other Desired Capabilities

- k. Provides search functions that reach across all applications and attachments.
- l. Integrates with UKG

Administrator-level Authority

Essential Functionality

- a. Allows for a minimum of 2 administrator users, who will have the role of setting up all other roles and users within the system, managing the opening & closing of periods, archiving years, assigning user access, managing the framework of the Chart of Accounts, and all other system settings.
- b. Allows a period to be closed and reopened by the administrator.
- c. Allows for the administrator to create posting restrictions, by user. The administrator can pick from a number of parameters to limit a user, including but not limited to; accounts, projects, programs, departments, closed periods, journals, actual activity or budget entry.

Workflow

Essential Functionality

- a. Provides integrated workflow management including generation, routing, notification, and multi-level approval of forms, reports, other documents, and processes for all modules. (e.g., accounts receivable, cash management, accounts payable processing, purchase orders, check requisitions, journal entries, budgeting, fixed asset management, inventory, etc.)
- b. Allows for the ability to establish multiple approval levels based on administrative and user-defined criteria. (e.g., dollar amounts, types of items purchased, document types, etc.)
- c. Provides multiple attributes to define which users participate in which steps of the workflow process. (e.g., GL number segments, unique groupings, project codes, spending category codes, roles within the organization, etc.)
- d. Provides the ability to support retention policies with respect to all financial data, including images, documents, and uploads managed by the system.
- e. Provides fields to record type of grant, grantor information, terms, grant periods and drawdown instructions.
- f. Provides Optical Character Recognition (OCR) within the scanning of documents, with the ability to search in a way that reach across all applications and attachments.

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Other Desired Capabilities

- g. Integrates with the email system (Outlook 365) to notify system users of all comments, request of approvals, rejections, and corrections. These approvals should be allowed through/from emails and within the system itself.

Reporting & Analysis

Essential Functionality

- a. Provides “Query”/BI capabilities for creating non-standard reports, both in the system and export to Excel. This will include the ability to get sortable transaction data out to Excel.
- b. Provides the ability to report by entire agency, division/department, program/grant, project, or the ability to combine for consolidating reports based on multiple parameters.
- c. Is capable of reporting in real-time where transactions are immediately available for both inquiry and reporting.
- d. Provides reporting options for all modules.
- e. Is capable of providing copy, customize and save standard reports.
- f. Allows for multiple output options when publishing reports. (e.g., PDF, CSV, XLSX, email, etc.)
- g. Allows users to define “from/to” dates across multiple fiscal years, as well as individual month-end reporting.
- h. Provides the ability to generate printable financial/accounting reports. (e.g., Statement of Activities, Statement of Financial Position, Statement of Functional Expenses, Statement of Cash Flow, General Ledger, Revenue/Expenditure Comparison Reports, etc.)

Other Desired Capabilities

- i. Provides modeling tools to do “what if” analysis and forecasting. (e.g., analysis of revenue/expenditure trends, forecasts and projections)
- j. In exporting to Microsoft Excel the system allows users to export reports that include all formulas, and are in a usable, presentable format.
- k. Provides the ability to create report notification groups to inform and alert others, of the availability of a new report.

General Ledger Accounting

Essential Functionality

- a. Maintains accounts for transactions to post, via fund, location, project/grant, or account number. Must also have the ability to group accounts within certain segments of activity type.
- b. Ensures all transactions post either individually or within a batch to the general ledger,

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regardless of the transaction source, ensuring each entry is balanced and auditable, providing warning messages if the transaction is not balanced, and preventing it from posting.

- c. Supports accrual, modified accrual, and cash accounting methods.
- d. Creates appropriate end of period entries for the purpose of opening new periods, both month and year-end. (e.g., rolling forward account balances or auto reversing certain year-end entries).
- e. Provides the ability to add long descriptions or notes to transactions, up to 60 characters.
- f. Captures multiples dates for every transaction. (e.g., transaction date, posting date, entry date, etc.)
- g. Captures username/ID for every transaction.
- h. Enforces rules set by administrator for entry validation based on roles of user, held within the organization, to prevent incorrect account coding.
- i. Generates report of the General Ledger listing all journal entries for approval/review that includes the following information on each line: transaction date, posting date, batch number, journal type, account number, project/grant number, location, fund, amount, description, vendor names, etc.
- j. Allows for customization, storage and retrieval of all reports, within the program.
- k. Provides audit trail report of changes in setup.

Chart of Accounts

Essential Functionality

- a. Allows for a flexible chart of accounts structure with room for growth within each field and segment, along with the ability to deactivate components for posting yet preserving the integrity of prior transactions.
- b. Provides the use of multiple segments, including account, project/grant, location, fund.
- c. Provides the ability to group the numbering structure to fully support various reporting requirements.

Note: Our current structure is reflected in the table:

Account	Project/Grant	Location	Fund
XXXXX	XXXX	XXX	XX

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Allocations

Essential Functionality

- a. Provides allocation processes that allow for both direct allocations and indirect allocations.
- b. Provides multiple employee benefit allocation options, depending on wage types and transaction month.
- c. Within the direct allocation process, allow for either/both the ability to choose an allocation method at the point of entry, or allow for the pooling of items to allocate by a set of parameters, and then allocate the pool at month end.
- d. Allocation process has the ability to assign both multiple sources (project where data is pulled from) and destinations (projects where data is allocated to), having multiple types of basis to choose from upon set-up.
- e. Indirect allocation process that allows for processing indirect allocations on demand, based on approved rate which will allow the processing of indirect allocations to multiple projects/grants.
- f. Ability for indirect allocations to calculate and post by transaction month.

Journal Processing

Essential Functionality

- a. Supports multiple journal processing capabilities, including one-time, standing, recurring, accruals, corrections, and automatic reversals based on date identified at the time of entry, etc.
- b. Manages and balance “due to/due from” transactions automatically.
- c. Allows for transfers between funds to be simple, concise, and in a traceable manner.
- d. Allows for unposted items to be saved while in process and returned to at a later date/time, to complete and post.
- e. Allows for transactions to be uploaded by CSV file into a journal entry, with data more than 14,000+ rows. Compatible with UKG formatting without a great deal of manipulation.
- f. Ability to attach scans supporting the journal entry transactions.
- g. Workflow for journal approval based on preset workflow parameters.

Other Desired Capabilities

- h. Provides the ability to search in posted journals by date, period, keyword, creator, amount, etc.

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Budgeting

Essential Functionality

- a. Provides assistance with forecasting based on historical data. This could include monthly/quarterly spending patterns, vendor payment patterns, etc.
- b. Allows agency to build multiple budget versions, including budgets at the level of each individual project/program/grant with varying grant periods (e.g., months to multiple years), and combine them to build department and agencywide budgets for reporting and analysis purposes.
- c. Offers the ability to generate budget-to-actual reports with the option of including or excluding unposted transactions.
- d. Supports multi department and project/program summary reporting by category, budget vs actual.
- e. Maintains multiple years of data to allow for year-to-year comparisons in actual/budget/variance formats.
- f. Supports multiple mid-year budget revisions and amendments. Tracks various budget versions. (e.g., original, proposed, approved, amended, cycles, etc.)
- g. Offers the ability to easily record a modification in budget, between accounts, and have it immediately reflected within reports.
- h. Provides status tracking on all program budget approvals.
- i. Allows for contra revenue/expenses to be entered within a budget scenario.

Other Desired Capabilities

- j. Provides the assistance to build a budget from the bottom up (calculating the budget by building it from the individual details of expected expenses) or from the top down (examining historical activity with examiner making adjustments as needed), based on trends with other like projects or programs.
- k. Allows users to change key underlying assumptions to impact forecasting. (This would primarily be used if the module has a bottom-up budgeting capability.)
- l. Provides modeling for “what if” scenarios and forecasting, for revenue, expenses or cash flow projections out to 5 years.
- m. Offer the ability to see a budget based on multiple parameters or combinations, tracking budget to actuals in real-time with drill-down capabilities for authorized staff.
- n. Allows for the copying over of a budget from one year to the next and then allows for manipulation to the new budget, with increasing/decreasing factors.
- o. Provides the ability to process mass changes to various accounts and projects/programs/grant budgets, based on \$, %'s, or both. (e.g., change all utilities across all projects, or apply a COLA increase mid-year, apply expected benefit increases, etc.)

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- p. Provides automated notification when a budget is outside of a predetermined spending range.

Bank Account Management/Reconciliation

Essential Functionality

- a. Ability to manage and automate reconciling of multiple bank accounts, with the ability to either upload a copy of a bank statement, or have the bank account automatically integrated, and the system matches bank entries to journal entries.
- b. Provides a cash management component or module that can be used to assess day to day cash flow.
- c. Is capable of interfacing with banking software.

Accounts Payable

Essential Functionality

- a. Provides purchase order and check request process, with the ability of the users to enter the requests, upload invoice and other documentation, submit for multiple levels of approvals by entering workflow prior to the item coming to AP for payment.
- b. Ability of user to save a transaction in process to return to later for completing.
- c. The AP department should have the ability to track outstanding requests.
- d. The system enforces a set of purchasing policy parameters, set up by the administrator, for general purchases.
- e. Allows the ability to copy a previous requisition or PO to a new one.
- f. Provides the ability to have a single PO to assign expense to multiple departments and/or funding sources.
- g. Allows for multiple line items per PO, with the option assigning multiple accounts and projects/programs, within the PO.
- h. Ability for the AP department to make payments via multiple payment methods including check, wire, ACH, EFT or via payroll.
- i. Allows payments to be scheduled and paid over a time period, with associated tracking of payment terms, without the need to re-enter information.
- j. Provides the ability for the AP department to exclude/hold invoices out of a check run.
- k. Provides the ability to maintain and view vendor information and changes, to process payments in a timely fashion.
- l. Prevents duplicate entry of vendor entry and invoices.
- m. Prevents a PO from being issued to an inactive vendor.

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- n. Assists in managing vendor invoice credits. This would provide a clear audit trail of what invoice the credit is from, ensuring it applies against the same account as the original expense, what invoice payment it is applied against, at the point of credit recognition, and the balances remaining.
- o. Allows for easy final approval process, which allows for editing, prior to running checks.
- p. Allows for reprinting checks without void and reissuance, and having to re-enter data, if an error occurs during check printing.
- q. Is capable of processing 1099s.
- r. Ability to set up parameters to identify 1099-eligible items.
- s. Interfaces with banks for automating of AP payments, so reoccurring payments can be scheduled for a vendor, via EFT or ACH.
- t. Provides an aging payable report that ties to general ledger trial balance report.

Other Desired Capabilities

- u. Ability of AP department to see pending, unsubmitted requests.
- v. Alerts regarding budget overage possibilities, at the point of Purchase Order, check requisition and invoice processing.
- w. Supports multiple electronic approvals, based on levels of authority, and has the flexibility to route automatically thru the different levels in the approval process.
- x. Emails or alerts within the system, to approvers, when there are items to approve.
- y. Allows for reminders/alerts to be sent for outstanding needed approvals.
- z. Maintains a listing of questions, notes and comments made by approvers kept with the PO/Requisition/Invoice, throughout the process.
- aa. Automates matching PO to invoices.
- bb. Provides alerts for expiring invoices that could accrue penalty charges for late payments.
- cc. Supports multiple remittance addresses for a vendor.
- dd. Supports the purchase of recurring services by automatically generating a requisition/PO based on pre-established criteria (e.g., health insurance, janitorial services, regular grounds maintenance, etc.)
- ee. Notifies staff if insurance, or other vendor contract term requirements are near/past expiration. This process would require a system that provides the ability to specify Vendor Contract terms.

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Fixed Assets/Inventories

Essential Functionality

- a. Provides the option for a fixed asset management module, which will maintain information on fixed assets and allows the option of generating depreciation entries automatically.
- b. Allows multiple funding sources per asset.
- c. Supports various asset depreciation options and schedules.
- d. Allows for amount thresholds on expenses in specified accounts, where an automatic notification goes to the asset manager for investigation of whether it is capitalizable.
- e. Ability to track and maintain construction in progress
- f. Tracks asset disposal and salvage value.
- g. Ability to notify decision makers when asset is nearing full depreciation.

Other Desired Capabilities

- h. Provides the option of an inventory module to track supply inventory.
- i. Tracks non-capitalized assets as well.

Accounts Receivable

Essential Functionality

- a. Supports invoicing various entities and grant related organizations.
- b. Provides functionality to record receivable and payment against funder accounts.
- c. Provides aging reports on outstanding receivables, with the ability to run based on user set parameters and administrator permissions.
- d. Assists in cross-referencing payments to the open balances they should be applied towards.

Other Desired Capabilities

- e. Provide customizable invoices with multiple template options.

Content/Document Management

Essential Functionality

- a. Supports multiple media formats (e.g., image, etc.) and file types (e.g., Excel, Word, PDF, etc.).
- b. Provides Optical Character Recognition (OCR).
- c. Provides the ability to support retention policies with respect to images, documents, and/or uploads managed by the system.

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- d. Offers drill-down/drill-across features for users to view documents and transactions.
- e. Provides the ability to create, store, and retrieve electronic images or copies (e.g., purchase orders, payroll checks, accounts payable invoices, etc.) that are attached to the appropriate transaction record for all modules.
- f. Supports document scanning and attachment, and makes documents accessible throughout all modules (i.e., requisition, purchase order, packing slips, accounts payable, budget, etc.).

Closing

Essential Functionality

- a. Supports period end soft close processes (i.e., secures new entries to a closed accounting period for specific modules).
- b. Provides automated year-end closing of revenue and expenditure accounts and the automated roll forward of balance sheet accounts, as appropriate, to establish subsequent year beginning balances.
- c. Allows multiple year-end closing periods (i.e., period 13, period 14, etc.).
- d. Supports period end hard close processes.

Cash Receipts

Essential Functionality

- a. Provides a centralized cashiering model to collect and manage transactions daily (e.g., cash, checks, credit cards, electronic payments, etc.).
- b. Provides ability to access transaction detail in sub-accounts.
- c. Provides for verification of cash and validates checks.
- d. Supports the ability for staff to scan supporting documentation and attach it to receipts.

Other Desired Capabilities

- e. Supports the ability for staff to scan checks for deposit.

In-Kind Contributions

Essential Functionality

- a. Supports tracking of non-federal share, including volunteer hours, special pricing, and other forms of donations and match.
- b. Allows scanning and/or attachment of materials documenting in-kind contributions.
- c. Provides ability to record the value of in-kind contributions as well as descriptions of said in-kind contributions.

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Vendor Management

Essential Functionality

- a. Supports decentralized vendor entry with workflow to approve vendor prior to availability for use.
- b. Provides the ability to maintain vendor information to process payments.
- c. Provides the ability to view changes to vendor records (i.e., address, name, phone, etc.).
- d. Prevents duplicate entry of vendor record.
- e. Notifies staff if insurance requirements are near/past expiration.
- f. Supports multiple remittance addresses for a vendor.
- g. Provides the ability to attach documents for each vendor record.

Other Desired Capabilities

- h. Provides a vendor self-service portal with functions that include:
 - Access to online vendor-related forms
 - Check on invoice/payment status
 - View appropriate transactional history associated with purchase orders
 - Make changes to address, phone, primary contact, etc.
 - Upload IRS Form W-9
 - Download 1099

Procurement/Purchasing

Essential Functionality

Requisitions

- a. Enforces the purchasing policy rules for general purchases.
- b. Performs budget checking during requisition, PO creation, and invoice processing.
- c. Support electronic approval of requisitions based on levels of authority and has flexible routing that can be administered without Proposer/Vendor assistance.
- d. Supports the purchase of recurring services by automatically generating a requisition/PO based on pre-established criteria (e.g., health insurance, cleaning services, and leased vehicles).
- e. Provides the ability to initiate an electronic purchase requisition and attach supporting documentation (i.e., quotes, bids, contracts, agreements).
- f. Provides ability to e-mail purchase order.
- g. Supports the ability to copy a previous requisition for a new requisition.

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Purchase Orders (PO)

- a. Provides the ability to have a single PO associated with multiple departments and/or funding sources (i.e., cross department PO's).
- b. Supports W-9 needed notification.
- c. Supports recurring/routine departmental PO's based on dollar limits.
- d. Supports annual, blanket, and multi-department PO types.
- e. Supports multiple line items per PO with the option of associating different GL strings with each line.
- f. Provides the ability to issue Purchase Order for Non-Inventory items.
- g. Captures internal or external justifications, notes, or comments on POs. internal comments must only be visible to staff.
- h. Limits which users are authorized to override established PO limits.
- i. Provides real-time expense tracking on all PO's including blanket PO's.
- j. Prevents a PO from being issued to an inactive vendor.
- k. Provides options for distributing the PO (e.g., print-mail, email, etc.).
- l. Provides the ability to re-open a purchase order that has been closed including recording the encumbrance.
- m. Provides the ability to configure alerts (percentage/dollar-based) when an invoice (or combination of invoices) is on the verge of exceeding the approved PO amount.

Year-End

- a. Defines close and roll-over dates at system and module level.
- b. Supports the maintenance of open POs over multiple years.
- c. Supports year-end activities such as conditional PO closure and the ability to roll purchase orders to the new fiscal year.
- d. Automates PO rollover process for individual or groups of POs including appropriate treatment of carryover budget amounts.
- e. Allows users to enter POs for the new fiscal year prior to the start of that fiscal year.
- f. Provides real-time access to PO information related to encumbrances, balances, adjustments, and postings.
- g. Provides a report or dashboard alert of POs with no activity for a user defined period.
- h. At year-end, provides the ability to print list of POs with outstanding balances.

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Integrations/Interfaces

Essential Functionality

- a. Provides an Application Program Interface (API), or other emerging industry standard, to enable the exchange of information (both inbound and outbound) with other business applications using a variety of protocols.
- b. Provides security and auditing of data exported and imported via any interfaces.
- c. Provides the ability to specify the editing criteria (including both field validation and consistency edits) to be applied to inbound transactions and ensures that transactions submitted via the interface are subject to the same business rules as transactions submitted via the user interface.
- d. Provides the ability to specify whether outbound interface transactions should be sent immediately or stored and forwarded at a specific time or at specific intervals.
- e. Provides a notification to users of transactions that fail edits and provides a way for users to view, update, delete, and automatically resubmit transactions for processing or to be returned to the originating applications.
- f. Provides the ability to schedule and encrypt files as necessary for data transfers.

System Security

Essential Functionality

- a. Allows the system administrator to:
 - Define a minimum length password
 - Define a password expiration timeframe
 - Prohibit reuse of passwords
 - Configure control access to the application, modules, transactions, data, and reports
 - Define access rights (e.g., create, read, update, delete, etc.) by user ID or functional role
 - Define functional rights (e.g., processes, screens, fields, and reports, etc.) by user ID or functional role
 - Restrict access to sensitive data elements (e.g., social security numbers, banking data, etc.) by user ID, user groups, or functional role

Hosted/SaaS-Specific System Requirements

Essential Functionality

- a. Provides system availability year-round, 24 hours a day (excluding scheduled downtime).
- b. Provides system uptime of 99.9%.
- c. Ensures UMOS is notified at least 7 days in advance of scheduled downtime.

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- d. Provides hosting facility that is at least SSAE-18-certified.
- e. Stores data in the continental United States of America.
- f. Provides for continuous backup of data and transactions to ensure that UMOS does not suffer data loss in the event of a disaster or catastrophic failure.
- g. Provides for scheduled, periodic backup of live data to the test/training environment.
- h. In the event of a disaster or catastrophic failure, informs UMOS:
 - Within 1 hour
 - The scale and quantity of the data loss
 - Actions the vendor has taken to recover the data and mitigate any effect of the data loss
 - Corrective actions the vendor has taken to prevent future data loss

Data Access & Security Breaches

Essential Functionality

- a. Maintains audit logging to record access activity:
 - Login/logout attempts b user and workstation
 - User-submitted transactions
 - Initiated processes
 - System overrides
 - Additions, changes, or deletions to application-maintained data
- b. Notifies UMOS, upon discovery or reasonable belief of any data breach, via the most rapid means available, and in writing within 24 hours. Notification would include:
 - The nature of the breach
 - The data accessed, used, and/or disclosed
 - The person(s) who accessed, used, disclosed, and/or received data, if known
 - Actions taken to quarantine and mitigate the breach
 - Corrective actions taken to prevent future breaches
- c. Provides daily updates regarding findings and actions performed until the breach has been effectively resolved to UMOS' satisfaction.
- d. Provides a report containing the results of the investigation of the breach.

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Scope of Project Services

In addition to ensuring that the software application is capable of meeting the essential functionality outlined under the Scope of Financial Management System, the successful vendor will be expected to achieve the tasks under this Scope of Project Services.

Senior Project Management

- a. Will dedicate one executive, in addition to the overall implementation team, who will serve as UMOS' Project Manager throughout the project.
- b. Will assign the executive to work directly with UMOS' Chief Financial Officer and Deputy Chief Financial Officer to assist them in managing the project, expediting through any bottlenecks between UMOS and the successful vendor, and serving as a liaison.

Implementation

- a. Will provide leadership and technical support for a phased implementation with prioritization for accounts payable, reporting.
- b. Will provide sufficient virtual and onsite staff to support the implementation's successful completion

Data Migration

- a. Will complete full data migration from Sage 300 to the new financial management system.
- b. Will support accomplishing at least 3 years of data migration from each financial management software application UMOS is currently using, excepting those UKG applications for payroll, time & attendance, and human resources and the ContractWorks application.

Documentation

- a. Provide materials fully documenting the new financial management system.
- b. Supply updated documentation as the new financial management system experiences upgrades.

Training

- a. Facilitate training for all UMOS Finance Team members across the financial management system's features and functionality.
- b. Provide at least two training sessions to instruct other relevant UMOS staff on the use of the new financial management system; one session may be recorded for future training use.

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Vendor Bid Submission Items

In order to be considered for this project, the firm must provide the following at a minimum:

Cover Letter

Brief, high-level overview of bidder's interest in, and capabilities associated with, completing the project. The cover letter must be signed by an authorized executive of the applicant firm capable of binding the applicant contractually, identify the proposed Senior Project Leader and team members who will be engaged in accomplishing the project, and affirm the content of the response being submitted is true and accurate. The cover letter should also indicate the length of time for which the bid is valid, including pricing.

Bidder Overview

Brief narrative including name, legal structure, principal headquarters, size (e.g., FTE), years of experience with similar projects. Describe the firm and its relevant experience in providing financial management software solutions for nonprofit organizations and assisting mission-driven organizations in transitioning successfully to such financial management solutions. Identify the number of relevant projects the firm has implemented in the past 24 months. Lastly, make sure to address when Customer Service & Technical Support are available and in what forms they are made available.

Financial Management System Overview

Brief narrative including the name of the software application being recommended, the entity that designed the software, years offered, number of nonprofit organizations currently using the software, etc. Indicate the IT systems requirements to operate the software application.

Scope of Financial Management System Attestations & Exceptions

Provide a separate, brief statement for each subsection of the Scope of Financial Management System attesting whether the software application being recommended meets or exceeds, at a minimum, all items identified under that subsection's Essential Functionality and Other Desired Capabilities, if applicable. Highlight any strengths or benefits the software application offers in the particular subsection.

If there are functions the software application cannot provide, please identify the specific item under the subsection. For instance, if the firm reviews the "Fixed Assets/Inventories" subsection and the software application does not offer the "*option for a fixed asset management module*," please indicate in the firm's response "*Exceptions: Fixed Assets/Inventories Item a.*"

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Other Value-Added Features

Briefly describe any value-added functionality or features that are beyond those identified within the Scope of Financial Management System.

Staffing Plan

Provide the names and resumes of the firm's personnel to serve as the implementation team as well as a narrative indicating the relevant prior experience and expertise. Indicate the number of team members being proposed, whether the individuals work for the bidding firm, and the availability of each team member for the duration of the project. Make clear which individuals will be involved in the implementation, data migration, and training activities. UMOS is not interested in working with a vendor bidding members of a team who ultimately are not available to implement the project. The nonprofit expects the successful firm to notify UMOS' Chief Financial Officer in advance of any change in team personnel.

Additionally, provide the name and resume of the individual who will serve as the firm's Project Management executive and work directly with UMOS' Chief Financial Officer throughout the project. Describe the individual's prior experience and expertise. Indicate whether the individual has the authority to resolve project bottlenecks and other issues arising between UMOS and the successful vendor.

Implementation Plan

Describe the firm's approach to implementing the new financial management system. Provide a timeline for completing the transition, prioritizing in the implementation plan the transition of accounts payable; integration of payroll, time and attendance, and human resources; and reporting. UMOS is particularly interested in understanding how the firm will ensure timely accomplishment of milestones and keeping the project on track.

Data Migration Plan

Explain the firm's approach to accomplishing data migration. The approach should address the complete data associated with Sage 300 currently as well as at least 3 years of data from the relevant applications UMOS is seeking to retire.

Training Plan

Provide a plan, including a timeline, to train:

- the Finance team, which consists of UMOS' core, high-frequency financial management system users,
- limited scope users who may utilize a small number of functions and screens, and
- report-access-only users

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Security Plan, Protocols & Features

Security is of utmost concern to UMOS. Provide an overview of the firm's security plan and protocols. Explain the features of the software application designed to prevent breaches and other negative impacts.

Disaster Recovery Plan

Given that UMOS serves a variety of vulnerable populations on behalf of governmental agencies and private entities, the nonprofit cannot afford disruptions in service or systems. Provide an overview of the firm's disaster recovery plan and protocols. Explain the features of the software application designed to minimize the duration of any disruption and its negative impacts. Further describe how the vendor will work closely, and communicate clearly, with UMOS should a disruption occur.

Pricing

Provide pricing in three distinct parts:

- **Pricing for Financial Management Software**, making clear the number of users to be licensed to access the software and whether there is a price differential between high-frequency users, limited scope users, and report-access-only users
- **Pricing for Implementation, Data Migration, Documentation & Training**
- **Pricing for the Project Management Executive**, who will work directly with UMOS' Chief Financial Officer

Additionally, provide historical pricing for the financial management software from 2019 through 2023. [Note: *As an IRS-recognized 501(c)(3)-designated nonprofit, UMOS is exempt from state and federal taxes.*]

Insurance

While firms are not required to provide as part of the bid process, the successful vendor must provide UMOS with a certificate of insurance and required endorsement evidencing the insurance required. UMOS requires the following insurance coverages:

- **Professional Liability (Errors & Omissions) Insurance...** This is for liability arising out of, or in connection with, the performance of all required services under the proposed agreement with UMOS, with limits of not less than: \$1 million per occurrence, \$2 million aggregate, and the policy must contain an additional endorsement in favor of UMOS, its Board members, officers, employees, and volunteers.

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- **Workers Compensation Insurance...**The workers compensation insurance must have statutory limits and employer's liability insurance with limits of not less than \$1 million in favor of UMOS, its Board members, officers, employees, and volunteers.
- **Automobile Liability Insurance...**Automobile liability insurance coverage on an occurrence basis for bodily injury, including death of one or more persons, property damage, and personal injury, with limits of not less than \$1 million per occurrence, and the policy must provide coverage for owned and non-owned autos of the vendor.

References

Provide nonprofit names, principal headquarters, size (e.g., FTE), and a brief description of the entity for which the bidding firm provided services requested in this RFP. A minimum of three (3) references should be provided with the name, job title, and contact information for at least one executive employed by each reference organization.

Failure to supply all response items requested may result in the prospective firm being disqualified. UMOS, at its sole discretion, may reach out to the prospective firm to request that the applicant cure the deficiency.

UMOS recognizes this is a complex and dynamic project, and anticipated costs may change over the course of completion. As such, UMOS will consider change orders from the selected firm after contract award and may authorize changes in costs presented for approval prior to expenses being realized.