Frequently Asked Questions
RFP 2023-140, Financial Software Systems

Date   November 21, 2022

Question 1:   Page 7, Item 3.01 provides a URL that houses Mountain Line's standard contract terms (https://mountainline.az.gov/services-programs/purchasing/). The RFP says, "Mountain Line has developed standard forms of Contracts and Task Orders, which can be found on our website…". Please clarify which contract will be used for this project.

Answer: The Professional Services Contract will be used and can be found at https://mountainline.az.gov/wp-content/uploads/2021/11/Mountain-Line-Contract-Professional-Services.pdf

Question 2:   Page 10, Instruction 5.06 Signature notes that the Response shall be submitted with an original ink signature by a person authorized to sign the offer. Given that this is an electronic submission, does it suffice to print and sign the transmittal letter with ink, scan it and then include it with our electronic submission? Or does a copy of the letter with the original ink signature need to be physically sent?

Answer: Electronic signatures will be accepted.

Question 3:   Is the transmittal/cover letter included in the page count?

Answer: The transmittal/cover letter is not included in the page count.

Question 4:   Page 18, Section 6 2.F (Attachment 6) (page 18) notes that three Past Performance Surveys (Attachment 6) are required attachments to be included with our bid. Should the survey forms be completed by our clients and emailed to purchasing@naipta.az.gov by the time of submission (per the instructions at the bottom of the attachment) or do we attach the completed survey forms with our proposal bid package?

Answer: The Past Performance Surveys should be completed by and sent in by the client.

Question 5:   Do you require the prospective vendor to provide a quote for the hosting service, or do you already have a hosting service (Azure, AWS, Google Cloud, etc.)?

Answer: Please include a hosting service and applicable fees.

Question 6:   If you already have a hosting service, what are you using?

Answer: See Question 5 answer.

Question 7:   Are cloud services available through S.A.V.E.?

Answer: See Question 5 answer.

Question 8: Are you looking for fund accounting software with auto-balancing by fund?

Answer: Helpful, but not necessary.

Question 9: If fund accounting, how many funds do you expect to use?

Answer: 5-10

Question 10: If fund accounting, how many separate fiscal years will you have among the various funds (state, federal, etc.)?

Answer: Two, local and federal

Question 11: If auto-balancing, how many account segments do you need to auto-balance (i.e. fund only, fund and department, etc.)?

Answer: Fund and program

Question 12: How many account segments/components/dimensions of fund, department, division, project, account/object, etc., do you expect to use, and what do you expect to be your account structure?

Answer: Unsure, this needs some work to streamline from current.

Question 13: How many fixed assets do you have, and what depreciation methods do you require?

Answer: ~400, straight-line depreciation

Question 14: Do you use Microsoft Office? If so, what version? If not, what product(s) do you use for word processing, spreadsheets, etc?

Answer: Yes, all current Office 365 applications.

Question 15: Do you require Quickbooks data to be imported for audit purposes, or do you plan to import historical data from Quickbooks into the new system?
If you are importing the data, how many years of data will you need to import?

Answer: Prefer to import 3-5 years if possible.

Question 16: Is there any third-party software (Payroll, Allocations, State Interface, etc.) not mentioned in the RFP that will also need to be interfaced, perhaps in a phase 2?

Answer: Payroll services with UKG. Any integration is welcome, but not necessary.