

WEST VIRGINIA WATER DEVELOPMENT AUTHORITY

Accounting Software Application RFP

West Virginia Water Development Authority
1009 Bullitt Street
Charleston, WV 25301

05/28/2025



Due Date and Time: July 9th, 2025 @ 2:00pm

RFP No.: ACCT-RFP

WEST VIRGINIA WATER DEVELOPMENT AUTHORITY 05/28/2025

Accounting Software Application

1. Invitation:

The West Virginia Water Development Authority (WDA) is seeking competitive proposals from qualified and interested organizations for the implementation of an accounting software application that will record the Agency's financial activity and examine its financial position. With it, WDA can record transactions, generate reports, manage entities and vendor contacts, invoice customers, monitor account balances, and prepare financial statements.

2. Overview and Purpose:

The WDA is an agency of the State of West Virginia. The WDA maintains a variety of programs to provide long-term, short-term and private-activity financing at favorable interest rates for design, construction and/or acquisition of wastewater and/or water systems. Generally, the Authority's programs are funded with proceeds from water development bonds issued by the Authority. Moneys in the various programs are loaned to municipalities, public service districts and other political subdivisions through the purchase of revenue bonds or notes issued by these local governmental agencies. The loans are repaid from the revenues of the wastewater and/or water systems or other permanent financing.

The WDA provides financial management for three separate entities, WDA, the Infrastructure and Jobs Development Council (IJDC), and the Drinking Water Treatment Revolving Fund (DWTRF). This includes managing more than 900 loans among the three entities. The agency, in order to provide portions of the fundings for various projects through bond sales. The bond sales and debt service are managed by a corporate Trustee. As part of these loan and bond programs, WDA holds close to 70 outside bank accounts which are reconciled on a monthly basis. WDA is required to have an annual audit of all three audits for each fiscal year ending on June 30th. The audit in draft form is due to the State Financial and Reporting Section (FARS) by September 15th, with the final version due on October 15th of each year.

The WDA currently relies on Great Plains (GP) Microsoft Dynamics for daily accounting needs. However, the WDA is requesting proposals for a replacement system. WDA is also looking to expand the system to upload grant and loan documentation. Therefore, WDA needs an accounting software system that utilizes a fund accounting structure, a user-

friendly system, provides accurate features, functionality, implementation service and strong support needs.

WDA is looking for an accounting software provider that can offer comprehensive modules and support to streamline and automate key financial processes. The ideal solution should provide seamless functionality across all core financial operations, including accounts payable, accounts receivable, cash receipting, general ledger, bank reconciliations, financial reporting, and budget management. Additionally, the software must ensure compliance with local, state, and federal financial regulations, safeguarding the integrity of financial data and reporting.

The chosen vendor should provide a comprehensive implementation plan, detailed technical specifications and a support plan that outlines response time and service level.

3. Scope of Service:

The following Scope of Work provides an overview of the project requirements. The WDA is seeking a software application for its accounting needs that utilizes a fund accounting structure that is user-friendly, supports multiple users and provides accurate and timely financial information. The accounting software solution should include the following features:

- Accounts Payable/Accounts Receivable
- Cash Receipting
- Bank Reconciliation
- General Ledger
- Fixed Assets
- Financial Reporting
- Budget Management
- Chart of Accounts
- Compliance/Security
- Training and Support
- Data Backup and Recovery
- Maintenance and Enhancements
- Module for Loan management
- Compatible with Multiple Entities
- Update/Upgrade policy
- Access to user manuals and online support forums
- Support hours
- Cloud/Web based access

- Role based access
- Two Factor Authentication
- SOC 1 and SOC 2

4. Implementation and Training:

- Provide a detailed implementation plan including:
- Timeline and milestones
- Data migration support
- Training resources for staff and administrators
- Possibility to import/upload transactions

5. Price Structure:

Include a detailed cost breakdown for:

- Software licensing (user based or enterprise)
- Implementation services
- Training and support
- Agreement for ongoing Training/Support after implementation
- Optional features or add-ons
- Multi-year pricing

6. Bid Schedule:

- The RFP will be issued on May 28, 2025.
- All proposals shall be submitted to the WDA by 2:00 pm (Eastern prevailing time) on July 9th, 2025 (the submission deadline). Proposals received before that time will not be opened or reviewed until after the submission deadline.
- Proposals received after the submission deadline will not be accepted.
- Questions due by June 10, 2025
- Finalist Demonstrations (Tentative dates July 14th through July 16th)

7. Response Guidelines:

- Shall be printed on standard letterhead 8.5" x 11" paper, single sided.
- Shall contain the title "Accounting Software Application RFP".
- Shall identify the project team members and experiences.
- Shall include at least three (3) references of projects of a similar nature, including their contact information.

- Shall submit three (3) bound copies of the proposal for consideration and one (1) electronic copy. The bound copies must be either hand-delivered or sent by courier or postal services to the WDA's offices at 1009 Bullitt Street, Charleston, WV 25301, and must be received by the WDA prior to the submission deadline. The address for the electronic copy, which must also be received by the Authority prior to the 2:00 deadline is Brock Jarrett, bjarrett@wvwda.org
- Shall include a completed Services Proposal Form (attached).
- Shall be enclosed in a sealed envelope, with the identification of the RFP No. ACCT-RFP (shown on the cover sheet). It is the proponent's responsibility to the address indicated before the closing date and time. Any and all proposals received after the closing date and time will not be considered.

8. Proponent Credentials, Proposal, and Costs:

- Shall include a descriptive summary of accounting software specification.
- Shall include a description of how existing system support and maintenance will be provided. This should include communication methods, response times, and issues, etc.
- Shall include a list of the team members, their project responsibilities and their credentials.
- Shall include a description of the cost details, broken out by each work item set forth in Section 5 of this RFP.
- Shall include a list of projects completed of a similar nature and value.
- Shall include (3) references of similar nature.
- Shall include copies of current State and City (if required) Business Licenses shall be provided with the proposal.
- Shall include certification/documentation verifying the sell/support of the product.

9. Proponent's Agreements:

The following shall be included in the agreement with the successful proposer (sometimes referred to herein as the "Vendor"):

- Vendor must be available for communication and consultation between the hours of 8:00AM to 5:00PM EST.
- Vendor agrees to permit the WDA to inspect any and all documentation and tests at any point during the project.
- At the termination or expiration of this contract resulting from this RFP, Vendor will transfer possession of all deliverables and artifacts developed under such contract to the WDA and will destroy all copies in the Vendor's possession.

- To complete all work in a timely manner.
- Employees of the Vendor should always conduct themselves in a businesslike and professional manner.
- The Vendor shall be responsible for all supervision required to satisfactorily fulfill the requirements of the contract and shall not engage or use services or sub-contractors without prior written approval from the WDA.
- To communicate all work activities to the WDA designee.
- Shall provide all labor, tools, equipment, supplies and services necessary to perform the project scope.
- Shall comply with all safety instructions regarding operation of equipment, and to supply and wear protective equipment where and when necessary.
- To maintain all information as confidential, and not to release any information to any third party. Any and all such information request shall be directed to the WDA who will respond accordingly.
- Comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulations (29 CFR Part 3).
- Comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5).
- The Vendor shall be required to abide by all Federal, State, and/or local regulations with regard to equal employment opportunity.
- The Vendor shall be required to abide by all applicable regulations established by the Department of Labor, with regard to payment of employees, work hours, and all other pertinent regulations governing employees.
- Although the WDA personnel will cooperate with the Vendor in implementing the desired software improvements and in maintaining the system, the parties acknowledge and agree that the WDA is relying on the expertise of the Vendor, which shall be solely responsible for the efficient, effective, and accurate operation of the system improved and maintained by it.
- The Vendor shall indemnify and hold harmless the WDA, its employees and agents for and against any and all liabilities, claims, demands, costs and expenses of every kind and nature, including attorney's fees, arising from injury, death or damage of any person, property or business sustained for any reason resulting or arising from the performance of this contract or the operation of the system improved and maintained by the Vendor.

10. Communications During RFP Period:

Address all communications to the WVWDA designee(s) identified as:

Brock Jarrett, (CFO)

West Virginia Water Development Authority

1009 Bullit Street

Charleston, WV 25301

Phone (304) 414-6500, Ext 105

Email: bjarrett@wvwda.org

- All questions shall be in writing and/or email and are subject to review before responses are issued.
- Any and all questions shall be received by June 10th, 2025, and addressed a minimum of 48 hours in advance of the submission date.
- All communications may be subject to posting to all proponents.
- The proponent has the right and responsibility at all times to notify the WDA by email or writing of any ambiguity, divergence, error, omission, oversight or contradiction contained within the RFP as it is discovered, or to request an instruction, decision or direction which may be required to prepare its proposal.
- All addendums, if necessary, will be issued in writing to the proponents.

11. Conditions:

- Neither the WDA nor the agency's designee(s) identified assumes any responsibility or liability to the proponents for its involvement in the RFP process or the proponent's submission, including but not limited to reimbursement for expenses incurred.
- There is no legal obligation of the WDA or its agent(s) of any resulting or submitted proposal.
- Notwithstanding any custom, usage or agreement in the industry or trade or any other policy or practice to the contrary, WDA issuance of the RFP and the Proponents submission of a proposal in response does not act to create a contract between the proponent and the WDA.
- No proponent shall have any claim for any inconveniences or expense of any kind, or damages of any kind whatsoever from the WDA or its designee(s) as a result of participating in this RFP and by submitting a proposal each proponent shall be deemed to have agreed it has no such claim.

12. Confidentiality:

RFP documents, including any attachments and appendices, may not be used for any purpose other than the submission of a proposal. By submitting a proposal, the proponent agrees to public disclosure of its contents, subject to the provision of the West Virginia Freedom of Information Act.

13. Conflict of Interest:

The proposal must include a discussion of the Proponent's perception of "conflict of interest". This must include the Proponent's anticipation of any current or future projects which may contravene conflict or contradict this RFP proposal and work objectives having an impact on the proponent's ability to deliver the services requested and responded to, within the proponent's proposal submission.

No member, officer or employee of WDA, during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract that may be issued as a result of this contract.

14. Disqualification:

Proponents may be disqualified and will not receive any further consideration where:

- It is found at WDA sole discretion that the proponent's proposal contains substantially incomplete, false or misleading information or a conflict of interest.
- A proponent has failed to meet or has not submitted a proposal in accordance with the RFP instruction and procedural requirements.
- The proponent fails to cooperate in any attempt by the WDA to verify any information provided by the proponent.
- The proponent has tried to communicate or influence any of the WDA staff or affiliates to enhance or quantify or qualify the proponent's proposal.
- The proponent does not submit the proposal on time as noted.

15. Proposal Rejection:

The WDA reserves the right to accept or reject any and all proponent submissions or cancel or withdraw the RFP process at any time or for any reason, and may, in its sole and absolute discretion, waive any non-conformance or non-compliance with the requirements specified in this RFP.

16. Proposal Alteration:

Proposals submitted must be final and may not be altered by any subsequent offerings, discussions or commitments unless the proponent is expressly requested in writing to do so by the WDA.

17. Liability for Errors:

The WDA, its officers, directors, staff, agents or affiliates shall not be held liable or accountable for any error or omission in any part of this RFP or the proponent's response, or failure to respond.

18. Opening of the RFP Responses:

The WDA will receive sealed bids for Accounting Software Application until the submission deadline, at its office located at 1009 Bullitt Street, Charleston, West Virginia 25301, at which time and place all bids will be publicly opened and read aloud.

19. Selection Process:

The proposals will be evaluated on functionality (30%), Cost (20%), Vendor experience (15%), Technical capabilities (15%), Implementation plan (10%), and Support and Maintenance (10%). The WDA reserves the right to reject proposals for not complying with the terms of the RFP. The WDA reserves the right not to select any proposals.

20. Agreement and Award:

Following the evaluation process, a preferred proponent will be notified and shall be required to meet with the WDA regarding the details of the project.

Should, in the opinion of the WDA, negotiations fail to result in the execution of an agreement in a timely manner with the preferred proponent, the WDA reserves the right to negotiate with other proponents who submitted proposals in response to the RFP.

West Virginia Water Development Authority (WDA) Contact Information

All inquiries and submissions must be directed to:

Brock Jarrett, CFO
West Virginia Water Development Authority
1009 Bullitt Street
Charleston, WV 25301
Phone: (304) 414-6500, Ext. 105
Email: bjarrett@wwda.org

EVALUATION CRITERIA

All proposals will first be evaluated on their compliance with all sections of this Request for Proposal. Compliant proposals will be further evaluated based on the items identified in Section 19 of this RFP.

Schedule A – Proposal Form

West Virginia Water Development Authority

Accounting Software Application Proposal Form

LEGAL COMPANY NAME	
ADDRESS	
PHONE	
E-MAIL	
FAX	
NAME OF PERSON SIGNING FOR COMPANY	
POSITION OF PERSON SIGNING FOR COMPANY	

I/We, the undersigned, having examined the attached Request for Proposal for Software Development Services & System Maintenance, and having read, understood, and accepted the conditions outlined in the Request for Proposal, each and all of which form a part of this proposal, hereby offer to supply Software Development Services & System Maintenance in strict accordance with the conditions hereto attached and as outlined in this proposal.

AUTHORIZED SIGNATURE

DATE