Mid-Continent Public Library Request for Proposal (RFP)
2024-002 Fund Accounting Software
Responses to Questions from JMT Consulting

1. *Q: How many years of comparison do your monthly financial reports show? Two-year, three years comparative?*

   A: Currently our system can show up to five years.

2. *Q: How many assets do you have?*

   A: We have 790 assets recorded in our financial system, Blackbaud.

3. *Q: You have requested Fixed Asset functionality, how many assets do you have? How many depreciation book(s) are required? Do you have any Construction in Progress requirements?*

   A: We have 790 assets recorded in our financial system, Blackbaud. However, only 319 have a dollar amount listed available for depreciation. We do need to have Construction in Progress functionality.

4. *Q: Do you do billing? Can we get a copy of the invoice?*

   A: We do not currently do a significant amount of billing. We have attached a copy of an invoice per your request.

5. *Q: Training for our engagement is a combination of pre-recorded training and in person training. The in-person training is conducted remotely via Zoom. All our training is recorded. Would you like us to come onsite for training? If yes, would that be for all end user training?*

   A: We are fine with vendor hosted zoom training sessions for all end users.

6. *Q: What data is entered by the 15 Department manager and by the 20 department data entry people. This helps us determine if the users would be considered business users vs employee users. Sage Intacct (the solution we are proposing) is based on name user license and not concurrent user license as mentioned in the RFP. Below are the definitions of the business and employee users. Based on these definitions, please confirm the number of business and employee users.*

A: Currently, we only have data entry in the Finance Department. We are interested in exploring software that would allow each department to enter their own requisitions/invoices, etc. and have each department approve their information via workflow in the software, with Finance making final approval before payment for internal controls.

7. *Q: What other ERP solutions are you evaluating besides Sage Intacct?*

   A: We sent the RFP to the following vendors, as well as posted it to several websites. At this point in time, we have not received any responses for evaluation.

   Sage
   BSA
   Oracle
   Equalis
   OpenGov

8. *Q: We understand the Library considers all accounting records to be essential data. There are other ways of maintaining the data from your current system without pushing all the data into Sage Intacct. One option would be to export the data into flat files such as Excel and breakdown the file by year and by module. There is risk and costs associated with data migration and we are very careful with our clients when addressing this task. What type of detailed historical data does the Library require?*

   A: At this time, we are looking to see if it would be more cost effective to export the data from Blackbaud into a stand-alone database, or have it converted into our new financial system. We have attached our record retention policy to help you scope a fee for conversion of data.

9. *Q: We noticed that property taxes represent 97% of revenues for the Library and that there is an interest in Grants Management functionality. Can you tell me the amount and types of Grants that the Library receives or issues? We would like to know if you are also a grantor.*

   A: MCPL manages approximately 10 active grants on a consistent basis from a variety of funding sources. Most grants received by MCPL are awarded through the Missouri State Library and approximately 50% of grants are awarded through private foundations. At any given time, MCPL typically manages one active federal grant through the Institute of Museum and Library Services (IMLS), National Endowment for the Humanities (NEH), and/or National Endowment for the Arts (NEA). Grant award amounts range from $3,000 to $250,000. In 2023, MCPL

received $270,000 in grant awards. In 2024 thus far, MCPL has received $45,935 in grant funds. Grant periods range from a few months to 24 months. MPCL is not a grantor currently.

10. *Q: The pricing model proposed, based on a "milestone" basis, greatly differs from how we usually collect payment. We propose a pricing structure where we collect 50% of the services costs due at the time of contract execution, and the remaining 50% of the services costs due 60 days after contract execution. Would the Library accept this structure?*

A: We believe that milestone billing offers incentives and advantages to both parties to keep the project moving on time, having stated that, we are willing to look at other offers. Please make a note of any changes to the terms you are proposing in your response.

INVOICE

Date: June 2, 2022
Invoice # [GVRM062022]

Mid-Continent Public Library
15616 E. US Highway 24
Independence, MO 64050
Tel. 816-836-5200
Fax: 816-521-7253

TO: Jackson County Health Department
315 S Liberty Street
Independence, MO 64050

PROJECT		PAYMENT TERMS	DUE DATE
Room Rental		Due on Receipt	

DATE	DESCRIPTION	RATE	LINE TOTAL
6/8/2022	Community Room Rental at the MCPL Grandview Branch		40.00
6/9/2022	Includes Room Fee, AV Fee & Food Fee		40.00
6/22/2022			40.00
6/23/2022			40.00
		Subtotal	160.00
		Total	160.00

Financial Records Retention Schedule

	Minimum Retention	State Requirement
Audit Report and Annual Financial statements including all related work papers	Permanent	Permanent, Microfilm to archive

Adopted Budget
  Including financial summaries, previous actual and
  budgeted amounts, and related data
	Permanent	Permanent, Microfilm to archive

Budget Preparation Records
  Including correspondence, budget requests, worksheets,
  and other related materials
	5 years	Completion of audit

General Ledgers
  Including interest and tax receivable, amounts due to/from
  other funds, prepays, encumbrances, and other data
	Permanent	Permanent, Microfilm to archive

Accounts Payable Records
  including correspondence, invoices, purchase orders, receipt
  records, service orders, voided checks, 1099, travel expenses reports,
  and others
	7 years	Completion of audit
		(County Clerks must keep for 5 years)

Accounts Receivable Records
  including daily deposit records, logs, bankruptcy notes,
  bank slips, bad checks and others
	5 years
	1 years for branch records
		Completion of audit

Vendor Files including contact information, w-9, and others	Retain until superseded or obsolete	Retain till superseded or obsolete

Capital Assets
  including acquisition/disposal records, improvement,
  depreciation/amortization, deeds, and others
	Retain until superseded plus 3 years
	Permanent if construction and real
	estate related
		Retain until superseded.
		Retain superseded through completion
		of audit

Banking Records
  including bank statements, canceled checks, and other
  related information
	5 years	completion of audit plus 1 year

Grant Records
  including applications, activities, budgets, award notifications,
  progress reports, and other related documentation
	$5,000 and above: permanently
	Other awarded: 5 years after submission
	  of final report or payment, whichever is longer
	Unsuccessful grant applications: 1 year
	  after rejection or withdrawal
		Significant grants: permanently
		others: 3 years after final report

Tax Revenue Records
  including assessment, levy certification, public notice
  and other related materials
	permanent	

Insurance Policy Records
  including bonds on public officials, liabilities, property, workers'
  compensation, agent of record, rate change, endorsements,
  and other related documents.
	6 years after canceled or expired or settled.	6 years after canceled or expired or settled.

Contracts, leases, and agreements
  including exhibits, bids, change orders, correspondence,
  certificate of insurance, and other materials
	Construction/capital improvement: 10 years after
	  completion
	Others: 3 years after expiration
		Construction/capital improvement: 10 years after
		  completion
		Others: 3 years after expiration

All other records not being covered above	5 years	