

BOARD OF TRUSTEES OF THE ST. LOUIS COUNTY LIBRARY DISTRICT

REQUEST FOR PROPOSAL
Accounting Software

ADDENDUM #1
ISSUE DATE: June 6, 2024

The following Questions have been received regarding the St. Louis County Library District's RFP for Accounting Software, dated May 17, 2024 (the "RFP"):

1. What is the current accounting software being used?

The Library District uses MIP Fund Accounting software (2024).

2. How many employees does the District have?

We have approximately 600 employees.

3. What do you like about your current software?

We are able to track multiple funds.

4. What made us look for something new?

We would like a cloud based solution, as well as an enhanced solution to track our grants and other restricted funds.

5. Can you share if you are looking for a low-end solution, a mid-market solution or a high-end solution?

We are interested in both mid-market and high-end solutions.

6. How many accounting staff will be using your new solution?

We have five (5) people that will use the new solution.

7. How many managers will be reviewing reports from your solution?

There will be approximately forty (40) people that will review reports. However, they will not need access as the reports will be emailed.

8. Are there others who may need to have access to your solution in a minor way (such as purchase requests, personal expenses or time on projects)?

Yes, we would like to utilize a PO system, as well as online invoice submission to AP from internal departments.

9. We noticed your organization uses Google Docs and Workspace. Is this a long-term commitment or are you open to exploring Microsoft Office software in a different phase?

At this time we are not interested in Microsoft Office.

10. We noticed that your preference is to work with Missouri-based vendors and Missouri produced products. Can you give more detail on that?

We are largely funded by tax payer dollars from residents of the State of Missouri.

11. There was no mention of data conversion for this project. How many years would you like to keep in the new solution and would that be summarized data or transactional history?

The answer to this depends on the cost and how much time it adds to implementation. Please provide pricing and timing for the various choices and what most organizations choose to do.

12. How many general users would you anticipate for your organization (access to all modules, restricted by permissions)?

We have five (5) people that will use the new solution.

13. How many self-service users do you anticipate for your organization (enter/view expense reports, enter/view PO's)?

For the PO system we will have approximately twenty-five (25) users.

At this time, we don't plan to use the system to enter/view expense reports, but may consider that in the future.

14. How many planning and budgeting users do you anticipate for your organization (full access to planning and budgeting, department level budgeting)?

We anticipate having forty (40) users.

15. What is the number of integrations, API vs. CSV?

Please provide pricing for both API and CSV.

16. Functionality Required?

Projects - **No**

Grants - **Yes**

Planning and Budgeting - **Yes**

Accounts Receivable - **Yes**

Fixed Assets - **Yes**

Inventory - **No**

Banking – Positive Pay - **Yes**

Banking – Reconciliation - **Yes**

Bill Capture (OCR) – **Maybe**

17. What are your challenges with the current solution?

We don't have a good way to track detailed information about grants and other restricted money (other than the dollar amount). Our PO system is a third party product and we would like something that is an actual module of the accounting system. We would also like the ability to have internal departments scan vendor invoices and request payment. In addition, we would like a cloud based solution so our IT department is not responsible for upgrades.

18. What do you currently use for budgeting?

We use Excel and then upload the information into our accounting software so we can reflect the budget on our financial statements. We would like a more robust system to replace using Excel.

19. How many entities do you have?

We have three separate entities that we track using separate fund numbers. The financial statements are done separately (not consolidated) and we do not do eliminating entries.

20. What are the key functions or features that are important to the organization (such as AP automation, self-service dashboard)?

We are interested in learning more about AP automation but will not rule out a software solution if this feature is not available. Of course we would like a solution that is user-friendly and secure. We are not interested in payroll as we have a separate application for that.

21. Aside from Google, are you using any other third party systems that you would like interfaced with the accounting system?

We currently have a third party PO system but would like to get rid of it and have one that is a part of the accounting software.

22. Are there any ERP solutions you are most interested in evaluating?

We are interested in both mid-market and high-end accounting software solutions.

23. What are the key features you would like to see in the demo?

Once we get to the point of narrowing down what demos we would like to see, we will communicate this information.

----- End of Questions -----

Pursuant to the terms of the RFP, all terms and conditions of the RFP which are not hereby modified, remain unchanged. Responder shall acknowledge receipt of this Addendum #1 by signing below and returning the Addendum #1. This acknowledgement must be received by the Library by the time specified for receipt of RFP responses (2:00 PM June 14, 2024), delivered by email to:

Laura Taylor
ltaylor@slcl.org

[Signature Page to Follow]

End of Addendum #1

I hereby acknowledge receipt of Addendum #1 to the Board of Trustees of the St. Louis County Library District's RFP for Accounting Software dated May 17, 2024.

Company

Signature

Title

Date