



**REQUEST FOR PROPOSAL**  
**For an Accounting and Purchasing Software**  
**October 9, 2018**

<b>Proposal deadline and time</b>	Wednesday, October 31, 2018 4:00 p.m.
<b>Contact:</b>	Finance Department Annette Gracia, Finance Director (520) 670-3731 <a href="mailto:AnnetteG@elrio.org">AnnetteG@elrio.org</a>
<b>CC:</b>	Purchasing Department Scherri O’Connor, Purchasing Manager (520) 205-4915 <a href="mailto:ScherriOO@elrio.org">ScherriOO@elrio.org</a>
<b>Submit a hard copy of proposal to:</b>	El Rio Health 450 W. Paseo Redondo, Bldg. #2 Tucson, AZ 85701 Attn: Annette Gracia, Finance Director or via e-mail at Or via e-mail at: <a href="mailto:AnnetteG@elrio.org">AnnetteG@elrio.org</a> ; <a href="mailto:ScherriOO@elrio.org">ScherriOO@elrio.org</a> ;

**OVERVIEW OF EL RIO AND DESIRED SOLUTION**

El Rio Community Health Center is pleased to announce our RFP for an Accounting and Purchasing Software Solution. Listed below you will find a brief description of our organization, what we are looking for in a solution and a breakdown of what we have listed to be our minimal requirements to deliver a smooth Accounting and Purchasing process.

**ABOUT EL RIO COMMUNITY HEALTH CENTER:**

El Rio began in 1970, we have grown to be one of the largest, non-profit community health centers in the United States. We focus on positive health outcomes, treating the whole person and prevention. Our health care is delivered by compassionate, professionally trained integrated health teams who give from their hearts to provide you with caring, high quality, world-class care. Additionally, El Rio is a Federally Qualified Health Center with Non-Profit, Tax Exempt, and Charity status, recognized as a 501(c)3. El Rio serves over 100K patients a year and employs nearly 1300 individuals.

**SECTION A. OVERVIEW OF PROPOSAL**

**I. Summary of what we are looking for:**

- a) Provide a detailed implementation strategy that includes a timeline and resource requirements.
- b) Provide a demonstration to Accounting Management for all aspects of your software.
- c) Detail how your solution meets or exceeds each section within the “Objectives and Solution Requirements.”

- d) 80-90% of your product should support our objective/requirements with out of the box capabilities.
- e) Provide tiered pricing for a 1, 3 and 5-year solution to include but not limited to: license costs (e.g. users, technicians, roles, assets), training costs, support costs, annual costs.
- f) Provide 3 reference customers, preferably our size and in our industry.

## **SECTION B. OBJECTIVES AND SOLUTIONS REQUIRMENTS**

### **II. Accounting and Purchasing Software to include:**

- a) Automation of document routing via trackable workflows
- b) Replace physical signatures with e-signatures
- c) Automated reminders and/or customizable alerts
- d) Extensive searching capabilities
- e) Ability to add notes to invoices (GL numbers/Vendor Codes)
- f) Ability to see where an invoice is in the approval process
- g) Ability to set up stock levels and auto reminders and/or alerts for low stock levels
- h) Scanning of all stock into inventory and out when it is requested.
- i) Scanning for receiving non-stock orders.
- j) When products leave our dock, we would like tracking with POD signatures when delivered.
- k) Three way matching with PO/packing slip/invoicing to be electronic for the approval process.
- l) Asset management program would be able to assign the tag number with the appropriate depreciation code, etc.
- m) Automatic reporting at the end of month.
- n) Invoices must be entered in the document management system and managers will be alerted and approve the invoices in the system and then alert the A/P team.
- o) The A/P team should be able to export the data and import in accounting software.
- p) The system should be able to perform invoice match.
- q) The system should be capable to send emails to managers i.e. alerts.
- r) The system should recognize the invoice and put it in the system without the staff having to key in every field.

- s) Ability for the system to integrate with NextGen and track pharmaceuticals from the Pharmacy to the medication rooms and then into the patient record when administered.
- t) The system must include accounting modules that have general ledger, accounts payable, bank reconciliation, purchasing and inventory at the minimum.
- u) The system should be able to integrate to Ceridian payroll system and export into Adaptive Insights.

## **SECTION C. EVALUATION/SELECTION**

### **III. El Rio Community Health Center will grade the response based on the following criteria:**

- a) 50% - Each section outlined in the “*Objectives and Solution Requirements*” section will be graded on a points system. If the vendor is unable to meet the necessary requirements, they will not be asked to provide a demonstration of their product.
  - b) 25% - Vendor hosts a demonstration of their solution and reviews their implementation plan for success.
  - c) 25% - Pricing. We ask that all vendors submit their best pricing taken into consideration our Federal 501(c)3 status qualifying our organization as a Charity.
- a) Upon receipt and opening of proposals, and after the proposal deadline, the El Rio Finance Department will determine the responsiveness of each applicant prior to its evaluation by the **Finance Director**.
  - b) A contract awarded as a result of this solicitation shall be awarded to the responsible Offeror whose proposal represents the best value and is in the Health Center’s best interest.
  - c) All vendors who provided a demonstration will be notified whether they have or have not been awarded the selection.

## **SECTION C. GENERAL INFORMATION**

### **IV. Proposal Submittal Procedure:**

- a. All questions about the meaning or intent of this request will be submitted in writing (email is acceptable) to Annette Gracia, AnnetteG@elrio.org, Scherri O’Connor, ScherriOO@elrio.org
- b. A prompt e-mail response may be expected with copies of the query and answer forwarded to all Offerors responding to this RFP.

Questions received less than five (5) days prior to the date for opening of proposal may not be answered.

- c. Offerors shall provide a hard copy of their proposal in a sealed envelope marked with the project title and name and address of the Offeror. The “Signature Page” must also be included with the proposal. The sealed envelope must state “SEALED PROPOSAL ENCLOSED.” to the following address on or before the closing date in time for receipt of proposals.

El Rio Health  
450 W. Paseo Redondo, Bldg. #2  
Tucson, AZ 85701  
Attn: Annette Gracia, Finance Director  
Scherri O’Connor, Purchasing Manager

- d. Late submissions will not be considered unless it is determined that it was caused by El Rio Community Health Center mishandling of the documents. All other late submissions will be returned unopened.

Other Requirements:

- a. The Offeror and all subcontractors employed by Offeror shall have all certifications, licenses, insurance and/or registrations required under the laws of the State of Arizona. The selected Offeror will procure and maintain, during the life of the contract, liability insurance in an amount of not less than \$1,000,000 each occurrence. The selected firm will furnish copies of Certificates of Insurance to El Rio showing the coverage, limits of liability, covered operations, effective dates and dates of expiration naming El Rio Health, its agents and employees as additional named insured.
- b. The Offeror agrees if he/she is awarded the contract, that he/she will deliver the goods/services at the prices set forth in the submitted proposal.

Opening and Awarding of Contract Proposal:

- a. Proposal will be opened on the due date and time specified on the request cover sheet by the Finance Department. This is not a public opening and contractors are

not invited to attend. Proposals received on time will be opened in the presence of one or more witnesses and the name and address of Offeror will be recorded.

- b. All information is confidential and property of El Rio. Each Respondent's response to the RFP, including, without limitation, any and all work product and related documentation submitted with the response to the RFP shall be retained by El Rio Community Health Center.

II. Award of Contract:

- a. El Rio reserves the right to award this project and to accept the proposal that is in the best interest and provides the best value for El Rio. El Rio reserves the right to reject any and all proposal or any part thereof.
- b. The final agreement (Contract) will be signed by the El Rio Health and the successful Offeror and returned within an agreed timeframe after the date of the Notice of Award. No agreement will be effective until it has been fully executed by all of the parties thereto.

**SECTION D. PARTNERSHIP AGREEMENTS:**

V. The following policies are in place for contractors, visitors, patients and employees of El Rio Neighborhood Health Center. The contractor understands that any personnel provided to work on El Rio properties must comply with these policies.

- a. Do Not Touch any Bio-Hazardous Materials.
- b. No Smoking is allowed on any El Rio property.
- c. Security of the premises is required at all times. Doors shall not be propped open. The contractor's employees shall display identity badges at all times. The contractor's employees shall not allow admittance of visitors, or any non-staff persons.
- d. Any suspicious outside activity must be called in to Security at 520-631-5911.
- g. The contractor shall not leave the facility without being released by a member of the El Rio Accounting or Purchasing Team.

**SIGNATURE PAGE**

**SIGNATURE OF FIRM'S AUTHORIZED REPRESENTATIVE**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Arizona Tax ID: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_

Applicable Arizona License Number(s): \_\_\_\_\_

\_\_\_\_\_

Contact Person for Clarification  
of Proposal Response: \_\_\_\_\_

Name & Title of Individual

Authorized to Sign for Firm: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

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Signature of Authorized Individual and date.

(A completed copy of this page must be included with the proposal)