



# ACCUFUND ACCOUNTING SUITE PROPOSAL

PREPARED FOR



**May 10, 2024**

**In Response to the  
RFQ for Government Accounting Fund-Based System  
Issued April 16<sup>th</sup> 2024**



*Specialists in Not-For-Profit Financial Software Solutions*

May 10, 2024

City of Angels  
P.O. Box 667  
200 Monte Verda Street, Suite B  
Angels Camp, CA 95222

ATTN: Michelle Gonzalez, Finance Director

Dear Ms. Gonzalez:

I submit herewith a proposal for the AccuFund Accounting Suite in response to the City of Angel's Request for Qualifications for Government Accounting Fund-Based System issued April 16, 2024.

This response has been submitted by:

ComputerWorks NFP Solutions  
2002 Iowa Ave., Suite 105  
Riverside, CA 92507  
(909) 599-2000 – Office  
(909) 599-2500 – Fax

For questions related to this RFQ response, please contact Jeff Durante at the address and phone number listed above or via email at [jeff@cwnfps.com](mailto:jeff@cwnfps.com).

This response has been submitted in accordance with the guidelines set forth in the original RFQ released April 16, 2024. We are not aware of any addendums or amendments issued prior to the completion of this response.

Your consideration of this proposal is greatly appreciated. We look forward to the opportunity to be of service to the City of Angels.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey R. Durante".

Jeffrey R. Durante  
President

# TABLE OF CONTENTS

<b>1.0 – Executive Summary</b>	<b>3</b>
<b>2.0 – Company Background</b>	<b>4</b>
<b>2.1 - ComputerWorks NFP Solutions (Value-Added Reseller &amp; Consultant)</b>	<b>4</b>
<b>2.2 - AccuFund, Inc (Software Vendor)</b>	<b>4</b>
<b>3.0 – Company Qualifications</b>	<b>5</b>
<b>4.0 – Proposed Solution</b>	<b>6</b>
<b>4.1 – Essential &amp; Optional Modules</b>	<b>6</b>
<b>4.2 – AccuFund Platforms</b>	<b>8</b>
<b>4.3 – System Requirements</b>	<b>9</b>
<b>5.0 – Implementation &amp; Training</b>	<b>11</b>
<b>5.1 – Approach</b>	<b>11</b>
<b>5.2 – Implementation/Training</b>	<b>13</b>
<b>6.0 – Maintenance &amp; Support</b>	<b>14</b>
<b>6.1 – AccuFund Software Maintenance &amp; Technical Support</b>	<b>14</b>
<b>6.2 – ComputerWorks NFP Solutions Services &amp; Support</b>	<b>15</b>
<b>7.0 – Pricing</b>	<b>16</b>
<b>7.1 - Software Costs</b>	<b>16</b>
<b>7.2 - Service Costs</b>	<b>20</b>
<b>8.0 – References</b>	<b>24</b>
<b>9.0 – AccuFund Success Story – Mojave Desert AQMD</b>	<b>25</b>

## 1.0 – Executive Summary

The City of Angels, made famous by Mark Twain in his story “The Celebrated Jumping Frog of Calaveras” is the sole incorporated City in Calaveras County. The City has just under 3,900 residents and approximately 49 employees.

The City is currently using Springbrook’s hosted Enterprise suite for all major accounting functions, including Human Resources, Payroll, Project Management and Utility Billing. The City has not had the best service relationship with Springbrook. Data inconsistencies and comprehensive reporting from the system is an ongoing challenge causing the staff to spend a lot of extraneous time checking/manipulating data and managing reports outside of the system. The City additionally utilizes Selectron Outbound as its IVR solution for utility billing and iWorq for work order, code compliance, business license, and permit administration/management and, it is our understanding, plans to continue using these systems for the majority of these functions.

The City is looking to replace Springbrook with a new, fully integrated, off-the-shelf, fund accounting based governmental financial management system that resolves these issues and meets their goals and objectives for streamlined processing, ease of use, compliance, and improved reporting and access to data across their departments.

ComputerWorks NFP Solutions focuses on applications created specifically for this unique market space. That, coupled with our long-term experience with not-for-profit organizations and governmental agencies over the last 35 years, gives us insights into the challenges faced by the City and allows us to bring those valuable insights and experience to the implementation process to ensure the highest level of success.

Based upon the objectives discussed during our discovery call and listed in the RFQ, we are recommending the AccuFund Accounting Suite, as the proposed solution for the City’s financial management system.

AccuFund offers a fully integrated solution capable of meeting the City’s objectives with many features typically found only in higher tier systems at a fraction of the cost, while maintaining a user-friendly and intuitive interface.

In short, ComputerWorks NFP Solution’s experience and expertise, coupled with the powerful functionality of AccuFund, offers a solution that will enable the City of Angels to effectively manage their projects and operations with greater efficiency and reduced resources.

## 2.0 – Company Background

### **2.1 - ComputerWorks NFP Solutions (Value-Added Reseller & Consultant)**

ComputerWorks NFP Solutions is a full-service consulting firm that has specialized exclusively in financial software solutions for the unique needs of not-for-profit organizations and governmental agencies for over 35 years. We are a certified reseller of top industry-leading solutions ranging from small to enterprise level applications, which allows us to recommend and provide solutions to our clients based upon their specific organizational needs.

Our consultation services include procedural/compliance reviews, financial systems assessment, needs analysis, software recommendation, sales, system planning, implementation, project management, training and support. Our staff is committed to providing the best professional services possible to our clients. We strive to establish long-term relationships with our clients and have built a reputation on being there for them long after the installation is complete.

Our corporate office is located in Riverside, California. Our normal hours of operation are Monday through Friday from 8:30am to 5:00pm with after-hours and weekend services available by appointment.

We currently maintain a staff of 2 full-time consultants, 2 contract consultants and a client relations/office manager.

### **2.2 - AccuFund, Inc (Software Vendor)**

AccuFund, Inc. was incorporated in 2001 and is a wholly owned subsidiary of i3 Verticals, a publicly traded company on NASDAQ. AccuFund has significant experience in the accounting software industry, specifically marketing a complete line of software and modules developed exclusively for government and nonprofit organizations. In addition, i3Verticals has a wide range of Public Sector offerings that complement and extend AccuFund's reach and coverage in the market.

Their corporate offices are located in Castle Rock, Colorado, and Nashville, Tennessee. Their normal hours of operation are Monday through Friday from 8:30 am to 7 pm EST.

AccuFund has over 1,000 clients utilizing a variety of modules. Governmental agencies account for approximately 50-60% of AccuFund's clients.

Their goal is to provide a complete solution for each organization so that they do not have to look to multiple software vendors to meet the organization's needs.

## 3.0 – Company Qualifications

ComputerWorks NFP Solutions has specialized exclusively in public sector financial management software and agencies since 1986. As such, we research and select to represent the “best of breed”, off-the-shelf accounting solutions designed specifically for this unique market space. We have been an authorized and certified value-added reseller of the AccuFund Accounting Suite for over 22 years and have received an AccuFund Partner Leadership Award for the last nine years running.

We continually evaluate products in the market. As a result, we occasionally add and remove products from our offering based upon what is the best fit for small to large Not-for-Profit Organizations and Government Agencies with the most features and flexibility, while still at a very competitive price.

Through this evaluation process, we have selected and worked with several public sector accounting products over the years. Given its overall functionality, flexibility, scalability and price point, AccuFund has become our primary recommended product of choice over any of the systems we have previously worked with.

Today, we have Not-for-Profit, Governmental, and Tribal Government clients throughout California, Arizona, Nevada, Oregon, Washington and Alaska.

AccuFund has a large base of governmental clients nationwide. Some of our personal governmental clients using AccuFund in California include:

- Town of Yucca Valley
- City of Twentynine Palms
- Alameda County Transportation Commission
- Stanislaus Regional Transit Authority
- Mojave Desert Air Quality Management District
- Antelope Valley Air Quality Management District
- Municipal Water District of Orange County
- Ranch-Simi Recreation & Park District
- Chino Basin Desalter Authority

We also have city clients in Oregon and Alaska including:

- City of Adak, AK
- City of Dillingham, AK
- City of Seward, AK
- City of Tangent, OR

## 4.0 – Proposed Solution

### **4.1 – Essential & Optional Modules**

AccuFund is a modular system offering a suite of fully integrated standard and municipal accounting modules that can be selected based upon the organization's current needs and expanded as future need dictates.

The Core Suite includes the basic accounting modules required by all organizations as well as extended functionality not available, or available at additional costs, in other comparable solutions.

AccuFund's Core Suite is comprised of:

- General Ledger
- Accounts Payable
- Bank Reconciliation
- Cash Receipts
- Budget Reporting
- Dashboards
- Financial Report Writer
- Reports and Forms Designer
- GL Allocations
- Excel Export
- PDF Document and Image Storage
- Cash Drawer Security
- EFT/ACH Payments & Receipts
- Import/Export
- Expense Control
- Business Rules
- Enhanced Security restrictions for
  - o Departments
  - o Bank Access
  - o Account Access
  - o Payroll & HR Items
  - o Forms & Reports
  - o Organizations
  - o Clients
  - o Grants

The following optional modules are currently available for organizations requiring specialized and/or expanded functionality:

- Accounts Receivable w/Inventory
- Automations Workbench
- Budget Development
- Client Accounting
- Client Invoicing
- Entity Consolidator
- Fixed Assets
- Grants Management
- Loan Tracking
- Payment Portal
- Program Management
- Purchasing w/Inventory
- Requisitions w/Electronic Approvals
- Travel Management
- Work Orders
- Payroll
- Human Resources
- Position Control & Encumbrance
- Employee Web Portal (with options for)
  - o Employee Timesheet Entry
  - o Employee Self-Service
  - o Leave/Resources Requests
  - o Web Time Clock
  - o Soft Clock App
  - o Manager Financial Reporting & Dashboards
- Integrated Proximity/Biometric Time Clocks

The following optional government specific modules are currently available:

- Court Fines Management
- Fees, Taxes & Licenses
- Permits & Inspections
- Personal & Property Taxes
- Utility Billing

In addition, AccuFund maintains an aggressive development schedule with new features and functionality continually being added to the product.



## **4.2 – AccuFund Platforms**

The AccuFund Accounting Suite is available as an onsite, purchased license model as well as an online (SaaS) fee-based model.

AccuFund’s flagship product is its Windows based, on-premise system offering the greatest breadth of modules and functionality with a user friendly, modern, and intuitive interface. This solution is compatible with the latest versions of Microsoft server and workstation operating systems and utilizes Microsoft SQL Server as its back-end database. Depending on client size, they can choose to use Microsoft SQL Express at no cost or may need to purchase Microsoft SQL Standard for larger implementations. This product is compatible with VM environments and 3<sup>rd</sup> party cloud hosting options are available if the client would prefer to not install and manage the software in-house. Web deployment tools are also available for clients who want to provide remote web access to their on-premise system. This version gives the client the most control over their software and environment.

“AccuFund Anywhere” is AccuFund’s browser native, cloud, Software-as-a-Service (SaaS) solution based upon its flagship Windows product. It is compatible with all major browsers and does not require any local software to be installed on the client’s machine. As expected of a SaaS environment, all software maintenance, updates, backups, etc. are handled by AccuFund.

The online platform is reliant on a stable, consistent internet connection and access to the financial management system would not be available during internet outages.

Both platforms are actively enhanced and maintained. Based upon preference, specific differences in features and functionality between the two offerings will be discussed during the vendor interview and/or demo process.

### **4.3 – System Requirements**

The system requirements defined below are categorized as minimum and recommended system requirements. Adding additional hardware will usually improve system performance and user satisfaction.

#### **On-Premise Solution Requirements:**

##### **Client Workstation :**

- **Operating System**  
Windows 10 or 11
- **CPU**  
Minimum: Intel Core i3 or equivalent  
Recommended: Intel Core i5 or equivalent
- **Memory**  
Minimum: 1 GB  
Recommended: 2 GB
- **Local Disc Space**  
Minimum: 150MB

##### **Server Requirements:**

- **Operating System**  
Windows Server 2012 or later
- **CPU**  
Minimum: 1.5 Ghz for small office running just AccuFund on the server  
Recommended: Dual Core 2.0 Ghz or higher  
Server sizing depends on number and mix of uses, and number of user processes.  
Server sizing should be done in conjunction with hardware provider and full understanding of server utilization.
- **Memory**  
Minimum: 4 GB  
Recommended 8 GB
- **Disk Space**  
Disk usage on the server will depend on size of the organization, which modules are utilized, usage of document/image attachment functionality, and database back up location. Utilization of document storage capabilities will significantly increase storage requirements.

## **Database Server**

By default, AccuFund utilizes the Microsoft SQL Server database engine for the AccuFund Accounting Suite. The system uses a client/server technology with the data being provided from the server, and most computation activity happening on the client workstation.

AccuFund supports versions of Microsoft SQL Server 2014 and above. For Microsoft SQL Express, AccuFund will work fine within the database size restrictions of this version and it is available to clients free of charge.

For clients preferring, or larger clients requiring, full Microsoft SQL Server versions, they are responsible for acquiring the software.

The database provides multi-user control at the record level, transaction framing with rollback to protect the data in case of a network or hardware failure and "check-point" backups to insure that all records are written to the database before backups.

## 5.0 – Implementation & Training

### **5.1 – Approach**

Utilizing our experience in working with clients like the City, we collaboratively develop an implementation plan that ensures rapid deployment with the highest level of success.

The City will be responsible for designating an internal project manager who will be the primary point of contact for our project manager in order to streamline communications. The internal project manager will need the authority to ensure that all necessary staff are present for scheduled meetings and that all client deliverables are completed according to a mutually agreed upon schedule that will be developed during the project planning process.

ComputerWorks NFP Solutions breaks the implementation/migration down into 6 phases.

- 1) Planning – During this phase we meet with the project team and staff to identify all the critical elements, requirements and potential problem areas pertinent to the project. During this phase we examine internal processes to identify areas where efficiencies may be gained by “unfreezing” the client from “because that is the way we have always done it” scenarios. During this phase, planning and design documents are created as well as the formalization of the project timeline and milestones. At the conclusion of planning, the project team will be very clear on the intended course of action as well as the associated timeline and responsibilities.
- 2) Setup – The Setup phase encompasses all the components necessary to make the software operational and configure it to the specifications identified during the planning phase. This phase includes: software installation, configuration and data input, data conversion/migration/import (if deemed necessary during the planning phase), testing, and client sign-offs. The client plays an active role in the Setup Phase, which helps create a deeper understanding of how the system works and helps identify potential issues as they arise.
- 3) Training – It is during this phase that the majority of the “end-user” training occurs as the staff are prepared to “go-live” on the new system. Some portions of training occur during the setup phase. However, the majority of training is typically done as part of actual data entry so that the staff person is applying what they are learning as they learn it. This helps invoke all of the training styles to ensure the best level of success in learning and retention and avoids the risk of knowledge loss by training too far in advance and while the staff are still actively ingrained in the old accounting system on a daily basis.

- 4) Testing/Parallel - We do not recommend running parallel (except for payroll) for off-the-shelf systems that do not have programmatic customizations. However, if it is determined during the planning phase that the client feels it is necessary this is the time that we will create a test database for the purpose of inputting test transactions or begin the parallel process based upon the previously agreed upon timeline.
- 5) Go-Live – This is the point that the client begins processing live transactions into the new accounting system. We are on-site for the critical go-live processes such as the first A/P check run, P/R check run, etc.
- 6) Project Review – After the go-live is completed, we sit down with the client to take an assessment of the project overall and ensure that everything is operating as expected. This is the time when we determine if any additional training reinforcement is necessary and make any final adjustments to the system before completion and sign-off of the project

## **5.2 – Implementation/Training**

### **Implementation**

The Implementation Planning document is a collaborative process document developed with the client during the course of the initial Implementation Planning meeting to ensure that the milestone and deliverable timelines are realistic and feasible based upon the client's desired goals and available resources.

Based upon the scope of modules being implemented, we typically recommend a minimum of 120-180 days for implementation in a multi-phased approach.

### **Training**

We schedule interactive web meetings or to be on-site for the go-live training and critical go-live processes based upon the client's preference. It is during this phase that the majority of the end-user training occurs as the staff are prepared to go-live on the new system. Some portions of training occur during the setup phase. However, the majority of training is typically done as part of actual data entry so that the staff person is applying what they are learning as they learn it. This helps invoke all of the training styles to ensure the best level of success in learning and retention and avoids the risk of knowledge loss by training too far in advance and while the staff are still actively ingrained in the old accounting system on a daily basis.

After the go-live phase, we continue to provide assistance and support via phone, e-mail, and remote sessions with the client via the internet to help reinforce their new skill sets and assist with any issues that arise during the go-live stabilization period.

Once the system implementation and training has been completed, ComputerWorks NFP Solutions is available to provide on-going services such as training for new employees, assistance with additional system enhancement or modifications, technical support, etc. In addition to on-site training, we also offer training classes in our office classroom and web-based training for year-end functions such as 1099 and W2 processing. These services may be purchased, on an as needed basis, according to our then current fee schedule. For clients requiring regular on-going services, pre-paid blocks of time may be purchased at a discounted rate and placed on account.

AccuFund, Inc. also offers on-line, and occasionally regional, training classes throughout the year, which are published on their website.

## 6.0 – Maintenance & Support

### **6.1 – AccuFund Software Maintenance & Technical Support**

Annual Maintenance and Support is included in AccuFund Anywhere’s monthly software fees. For on-premise/purchased software clients, this fee is billed annually by AccuFund.

#### **Support**

Telephone and Web Support is available directly from AccuFund, Inc. Support is designed to assist you when there is a problem with your system or a user is unsure why something happened and needs assistance diagnosing the incident and correcting it if necessary. AccuFund telephone and web support is available to assist you in these instances. Telephone Support is available Monday through Friday from 9 AM to 7 PM Eastern Time. While support personnel will try to assist an organization with use and set-up questions, it is not a substitute for training. The Support Agreement does not provide for unlimited telephone training.

#### **Maintenance & Enhancements**

AccuFund continues to enhance the functionality available in each module based on feedback from clients, resellers and their own staff. The Maintenance and Improvements Agreement provides users with access to these enhancements as they are released. While AccuFund strives to provide error free software, it is software and may occasionally not operate to specification. Clients have access to software corrections through their M&I Agreement. With each release, a list of enhancements and maintenance changes are documented. When installing an upgrade, AccuFund products are self-updating. The system will sense a change and all required database changes are installed automatically, the first time the system is run after the upgrade. As a practical matter we recommend the software administrator invoke the software immediately after installing the upgrade, so that other users are not surprised by the displayed messages.

AccuFund customarily releases two enhancement updates per year in the spring and fall. Additional hot-fix builds are released during the interim as necessary.

Major updates, which are classified by a change in the version number before the first decimal, are released as deemed appropriate: typically, when there are major changes to system design or architecture.

## **6.2 – ComputerWorks NFP Solutions Services & Support**

ComputerWorks NFP Solutions provides all services related to the sale, implementation and training of AccuFund. We are also available to provide first or second level support in addition to your maintenance and support agreement with AccuFund, Inc. if you desire. ComputerWorks NFP Solutions support services are not covered by your monthly software fees or annual renewal fee paid to AccuFund and are billed according to our then current fee schedule.

Our normal office hours are Monday through Friday from 8:30am to 5:00pm, however, ComputerWorks NFP Solutions staff are commonly available after-hours by appointment and we can provide emergency contact numbers for extreme scenarios requiring immediate attention.



## 7.0 – Pricing

### **7.1 - Software Costs**

The software purchase costs for the On-Premise version have been detailed on the following proposal page.

A second software proposal page has been provided based on the Enterprise Suite, which includes 25 full-user licenses and all currently available modules listed in section 4.1 (excluding government specific modules). The Enterprise Suite includes licensing for future released modules and offers the ability to expand into additional system functionality without additional software costs, which may be preferable to stand-alone pricing.

A third software proposal page has been provided for AccuFund Anywhere.

Additionally, a 5-year cost comparison of the proposed solutions has also been included after the software proposal pages for your consideration.

Based upon our discussions and the objectives of the RFQ, we believe the AccuFund On-Premise system would provide the best financial management solution, in terms of overall features and functionality, for the City at this time with the Enterprise Suite providing the best fiscal advantage over time.

#### **Software Upgrade Costs (On-Premise Only)**

As long as a client remains current on their annual maintenance agreement with AccuFund, there is no cost to obtain updates and upgrades to the software.

Additionally, if a client purchases the Enterprise Suite, there are not any additional costs to utilize additional or newly released modules, as they are all currently included in the Enterprise License.

#### **Annual Maintenance & Support Costs (On-Premise Only)**

The Annual Maintenance Cost is twenty-five percent (25%) of the SRP of all licensed software.

After the first year, clients who do not use AccuFund's support services frequently or who wish to utilize ComputerWorks NFP Solutions for their first line support, have the option of selecting Maintenance & Enhancements Only, which reduces the annual renewal to fifteen percent (15%) of the SRP of all licensed software.

# ACCUFUND ON-PREMISE ACCOUNTING SYSTEM PROPOSAL (Purchase)

for

## City of Angels

Prepared May 10, 2024

*This quote is valid for 60 days*

### SOFTWARE COSTS: Based Upon Client Purchase

Professional Edition Enterprise Suite Core w/3 Concurrent User Licenses		\$9,495.00
<small>(Includes: General Ledger, Accounts Payable, Cash Receipting, Bank Reconciliation, G/L Allocations, Budget Reporting, Dashboards, Account Reconciliation, Financial Report Writer, Reports and Forms Designer, Report/Task Scheduling, Export to Excel/PDF/Other, Import from Excel/Other, PDF and Image Storage, ACH Payments/Receipts, Cash Drawer Security Organization Items, Business Rules, Enhanced Security which provides additional restrictions for: Departments, Bank Access, Account Access, Payroll Items, H/R Items, Forms and Reports, Organizations, Organization Items, Programs, Clients, Grants)</small>		
3 - Additional Concurrent Full Access Licenses		\$3,585.00
3 - Concurrent Query Only Licenses		\$675.00
Accounts Receivable w/Inventory		\$1,695.00
Requisitions w/Electronic Approvals		\$1,695.00
Purchasing w/Inventory		\$1,695.00
Fixed Assets		\$1,695.00
Grants Management		\$1,695.00
Program/Contract Management		\$1,695.00
Fees/Taxes/Licenses		\$1,695.00
Utility Billing		\$3,495.00
Work Orders		\$1,695.00
Automations Work Bench		\$1,995.00
Pay Portal		\$1,995.00
Human Resources		\$1,695.00
Payroll		\$2,495.00
Employee Web Portal - up to 50 Active Employees		\$1,595.00
Employee Self-Service (requires Web Portal)		\$1,695.00
Online Leave/Resource Requests (requires Web Portal)		\$1,895.00
Employee Time Entry (requires Web Portal)		\$1,695.00
Calendar Time Entry (requires Employee Time Entry)		\$749.00
Web Clock (requires Web Portal)		\$1,695.00
Soft Clock		\$1,695.00
Portal Access - Requisition Entry/Approval & Reporting (requires Web Portal)		\$1,695.00
<b>Total Software (SRP)</b>		<b>\$51,704.00</b>
Discount on Additional Modules Purchased with Core		(\$6,754.00)
<b>Software (subject to CA sales tax)</b>		<b>\$44,950.00</b>
California Sales Tax	7.75%	\$3,483.63
Shipping		N/C
1st Year Maintenance & Support (provided by AccuFund)	25% of SRP	\$12,926.00
<b>Tax, Shipping &amp; Support</b>		<b>\$16,409.63</b>
<b>Total Software Cost Due Upon Order</b>		<b>\$61,359.63</b>

### ON-GOING ANNUAL SOFTWARE COSTS (based on current SRP)

<b>Software Maintenance/Enhancements and Unlimited Support Option</b>		
Years 2+ Maintenance & Support - AccuFund		\$12,926.00
<b>Software Maintenance/Enhancements w/Pay Per Use Support Option</b>		
Years 2+ Maintenance Only - AccuFund		\$7,755.60

# ACCUFUND ON-PREMISE ENTERPRISE SUITE PROPOSAL (Purchase)

## for City of Angels

Prepared May 10, 2024

*This quote is valid for 60 days*

### SOFTWARE COSTS: Based Upon Client Purchase

Professional Edition Enterprise Suite Core w/25 Concurrent User Licenses	\$42,995.00
(Includes: General Ledger, Accounts Payable, Cash Receipting, Bank Reconciliation, G/L Allocations, Budget Reporting, Dashboards, Account Reconciliation, Financial Report Writer, Reports and Forms Designer, Report/Task Scheduling, Export to Excel/PDF/Other, Import from Excel/Other, PDF and Image Storage, ACH Payments/Receipts, Cash Drawer Security Organization Items, Business Rules, Enhanced Security which provides additional restrictions for: Departments, Bank Access, Account Access, Payroll Items, H/R Items, Forms and Reports, Organizations, Organization Items, Programs, Clients, Grants, Funds, and Investment Pools)	

The Enterprise Suite also includes all additional non government modules currently available:  
 (Account Receivable, Automation Workbench, Budget Development, Client Accounting, Client Invoicing, Endowment Funds, Entity Consolidator, Fixed Assets, Grants Management, Investment Pools for Endowment, Loan Tracking, Program Management, Purchasing w/Inventory, Requisitions w/Electronic Approvals, Travel Management, Work Orders, Pay Portal, Human Resources, Payroll, Position Control, Web Portal (10 Employees per License), Employee Timesheet Entry w/Calendar, Employee Self-Service, Leave Requests, Web Clock, Soft Clock, Portal Access (Requisitions/Dashboards/Reporting))

***Purchase of the Enterprise Suite includes future released non government modules at no cost as long as the client remains current on their Maintenance & Enhancement agreement with AccuFund. Maintenance & Support will always be based upon the then current SRP of the Enterprise Suite.***

Fees/Taxes/Licenses	\$1,695.00
Utility Billing	\$3,495.00

Total Software (SRP)	\$48,185.00
Discount on Additional Modules Purchased with Core Software (subject to CA sales tax)	(\$790.00)
	<b>\$47,395.00</b>

California Sales Tax	7.750%	\$3,673.11
Shipping		N/C
1st Year Maintenance & Support (provided by AccuFund)	25% of SRP	\$12,046.25

<b>Tax, Shipping &amp; Support</b>	<b>\$15,719.36</b>
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<b>Total Software Cost Due Upon Order</b>	<b>\$63,114.36</b>
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### ON-GOING ANNUAL SOFTWARE COSTS (based on current SRP)

<b>Software Maintenance/Enhancements and Unlimited Support Option</b>	
Years 2+ Maintenance & Support - AccuFund	\$12,046.25
<b>Software Maintenance/Enhancements w/Pay Per Use Support Option</b>	
Years 2+ Maintenance Only - AccuFund	\$7,227.75

**ACCUFUND ANYWHERE CLOUD ACCOUNTING SYSTEM PROPOSAL (SaaS)**

for

**City of Angels**

Prepared May 10, 2024

*This quote is valid for 60 days*

**ACCUFUND ANYWHERE SOFTWARE FEES & TERMS: 12 MONTH CONTRACT MINIMUM**

The online contract will be provided directly from AccuFund. All online services are billed directly by AccuFund on a quarterly basis. The initial billing will be for 3 to 6 months to prorate to next full calendar quarter.

AccuFund Anywhere Includes the Following Services:

- Access to licensed software
- Nightly backup of databases
- Installation of all updates
- Access to webinar training on updates
- Disaster recovery support on backup server
- Telephone support directly with AccuFund

**Professional Edition Core System w/1st Named Full User Licenses** **\$225.00**

(Includes: General Ledger, Accounts Payable, Cash Receipting, Bank Reconciliation, G/L Allocations, Budget Reporting, Dashboards, Account Reconciliation, Financial Report Writer, Reports and Forms Designer, Report/Task Scheduling, Export to Excel/PDF/Other, Import from Excel/Other, PDF and Image Storage, ACH Payments/Receipts, Cash Drawer Security Organization Items, Business Rules, Enhanced Security which provides additional restrictions for: Departments, Bank Access, Account Access, Payroll Items, H/R Items, Forms and Reports, Organizations, Organization Items, Programs, Clients, Grants, Funds, and Investment Pools)

6 - Additional Named Full Users (\$85 each)	\$510.00
3 - Named Access Users (Requisitions / Reporting / Queries)	\$75.00
Accounts Receivable w/Inventory	\$75.00
Requisitions w/Electronic Approvals	\$75.00
Purchasing w/Inventory	\$75.00
Fixed Assets	\$75.00
Grants Management	\$75.00
Program/Contract Management	\$75.00
Fees/Taxes/Licenses	\$90.00
Utility Billing	\$150.00
Work Orders	\$75.00
Automations Work Bench	\$90.00
Pay Portal	\$0.00
Human Resources & Payroll	\$150.00
Employee Web Portal - up to 50 Active Employees	\$60.00
Employee Self-Service (requires Web Portal)	\$75.00
Online Leave/Resource Requests (requires Web Portal)	\$75.00
Employee Time Entry (requires Web Portal)	\$75.00
Calendar Time Entry (requires Employee Time Entry)	\$34.00
Web Clock (requires Web Portal)	\$75.00
Soft Clock	\$75.00
Portal Access - Requisition Entry/Approval & Reporting (requires Web Portal)	\$75.00

**On-Going Monthly Software Fee** **\$2,359.00**

**Initial Online Billing (Estimated at 6 Months)** **\$14,154.00**

**ESTIMATED ANNUAL SOFTWARE FEES (based on current pricing)** **\$28,308.00**

**Other Potential Monthly Fees:**

Additional Database (each)	\$20.00
Excess Storage Over 10GB (each additional 10GB's)	\$45.00
Additional Named Full User (each)	\$85.00
Additional Reporting/Query Only Named Users (block of 10)	\$120.00

## 5-Year AccuFund Purchase versus AccuFund Anywhere (SaaS) Software Cost Comparison City of Angels

	Yearly Costs					Cumulative Costs				
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 1	Year 2	Year 3	Year 4	Year 5
<b><u>AccuFund Onsite (Software Purchase)</u></b>										
One-Time Software Costs	51,704.00					51,704.00	51,704.00	51,704.00	51,704.00	51,704.00
Discounts	- 6,754.00					- 6,754.00	- 6,754.00	- 6,754.00	- 6,754.00	- 6,754.00
CA Sales Tax	3,483.63					3,483.63	3,483.63	3,483.63	3,483.63	3,483.63
AccuFund Annual Maintenance & Support	12,926.00	7,755.60	7,755.60	7,755.60	7,755.60	12,926.00	20,681.60	28,437.20	36,192.80	43,948.40
<b>Software Total</b>	<b>61,359.63</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61,359.63</b>	<b>69,115.23</b>	<b>76,870.83</b>	<b>84,626.43</b>	<b>92,382.03</b>
<b><u>AccuFund Onsite Enterprise Suite (Software Purchase)</u></b>										
One-Time Software Costs	48,185.00					48,185.00	48,185.00	48,185.00	48,185.00	48,185.00
Discounts	- 790.00					- 790.00	- 790.00	- 790.00	- 790.00	- 790.00
CA Sales Tax	3,673.11					3,673.11	3,673.11	3,673.11	3,673.11	3,673.11
AccuFund Annual Maintenance & Support	12,046.25	7,227.75	7,227.75	7,227.75	7,227.75	12,046.25	19,274.00	26,501.75	33,729.50	40,957.25
<b>Software Total</b>	<b>63,114.36</b>	<b>7,227.75</b>	<b>7,227.75</b>	<b>7,227.75</b>	<b>7,227.75</b>	<b>63,114.36</b>	<b>70,342.11</b>	<b>77,569.86</b>	<b>84,797.61</b>	<b>92,025.36</b>
<b><u>AccuFund Anywhere (Software-as-a-Service)</u></b>										
Annual Software Fees	21,288.00	21,288.00	21,288.00	21,288.00	21,288.00	21,288.00	42,576.00	63,864.00	85,152.00	106,440.00
0 Additional Databases (\$20 Each)										
6 Additional Named Full User - \$1,020/user/year	6,120.00	6,120.00	6,120.00	6,120.00	6,120.00	6,120.00	12,240.00	18,360.00	24,480.00	30,600.00
3 Named Access Query Users - \$25/user/year	900.00	900.00	900.00	900.00	900.00	900.00	1,800.00	2,700.00	3,600.00	4,500.00
<b>Software Total</b>	<b>28,308.00</b>	<b>28,308.00</b>	<b>28,308.00</b>	<b>28,308.00</b>	<b>28,308.00</b>	<b>28,308.00</b>	<b>56,616.00</b>	<b>84,924.00</b>	<b>113,232.00</b>	<b>141,540.00</b>

\*\*\*Comparison is a projected estimate based upon current software and hosted pricing and quoted licenses/modules and is not a guarantee of actual costs.

## **7.2 - Service Costs**

ComputerWorks NFP Solutions provides all services related to the sale, implementation and training of AccuFund.

Please note that the service cost estimates are based upon the projected maximum number of system design, setup, implementation, and training hours likely required for your project and the other terms outlined in the proposal based upon the information we have thus far. However, the City understands that billing will be based upon actual time in accordance with the, then current, fee schedule at the time services are rendered and may vary from those quoted with the exception of Data Conversion, which is quoted as a flat fee.

The hourly estimated services costs have been quoted using our special pre-paid rate as outlined in our attached Fee Schedule. This special rate requires that you pre-purchase 20 or more hours each time your pre-paid account balance is exhausted. If you opt to not pre-purchase a new block of hours, you will automatically be switched to "pay as you go" billing at our then current Standard Rate for any services rendered.

# COMPUTERWORKS NFP SOLUTIONS SERVICES PROPOSAL

for

## City of Angels

Prepared May 10, 2024

This quote is valid for 60 days

### IMPLEMENTATION, SETUP & TRAINING ESTIMATE:

System Design & Planning	40 @ 150.00 Pre-Paid Rate	\$6,000.00
Core System	80 @ 150.00 Pre-Paid Rate	\$12,000.00
Accounts Receivable w/Inventory	8 @ 150.00 Pre-Paid Rate	\$1,200.00
Requisitions w/Electronic Approvals	12 @ 150.00 Pre-Paid Rate	\$1,800.00
Purchasing w/Inventory	8 @ 150.00 Pre-Paid Rate	\$1,200.00
Fixed Assets	8 @ 150.00 Pre-Paid Rate	\$1,200.00
Grants Management	12 @ 150.00 Pre-Paid Rate	\$1,800.00
Program/Contract Management	12 @ 150.00 Pre-Paid Rate	\$1,800.00
Fees/Taxes/Licenses	12 @ 150.00 Pre-Paid Rate	\$1,800.00
Utility Billing	40 @ 150.00 Pre-Paid Rate	\$6,000.00
Work Orders	8 @ 150.00 Pre-Paid Rate	\$1,200.00
Automations Workbench	12 @ 150.00 Pre-Paid Rate	\$1,800.00
Pay Portal	4 @ 150.00 Pre-Paid Rate	\$600.00
Human Resources	20 @ 150.00 Pre-Paid Rate	\$3,000.00
Payroll	60 @ 150.00 Pre-Paid Rate	\$9,000.00
Employee Web Portal	4 @ 150.00 Pre-Paid Rate	\$600.00
Employee Self-Service	2 @ 150.00 Pre-Paid Rate	\$300.00
Online Leave Requests	4 @ 150.00 Pre-Paid Rate	\$600.00
Employee Time Entry	4 @ 150.00 Pre-Paid Rate	\$600.00
Calendar Time Entry	2 @ 150.00 Pre-Paid Rate	\$300.00
Web Clock	4 @ 150.00 Pre-Paid Rate	\$600.00
Soft Clock	2 @ 150.00 Pre-Paid Rate	\$300.00
Portal Access	2 @ 150.00 Pre-Paid Rate	\$300.00
Form/Report Setup & Customization	16 @ 150.00 Pre-Paid Rate	\$2,400.00
Remote Access Premium Service Plan	1 @ 500 per year	\$500.00

### Total Estimated Implementation and Training

**\$56,900.00**

### DATA CONVERSION ESTIMATE:

*(The import of Master Records such as Vendors, Customers, Employees is included in the quoted services.*

*The client may be responsible for extracting the master records from the existing system for import.*

*Data conversion quoted here relates to transactional record history. Where appropriate, such as in the G/L, the conversion of summary balances by month is less expensive than Transactional Detail.)*

1 Prior Fiscal Year	G/L Detail Transactions	\$1,800.00
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*(The data conversion cost estimate is based on the conversion of "Detail" for one database and the years indicated. The client may be responsible for extracting the transactional data from the existing system in a text or excel format and for providing a mapping table from the historical account structure to the new account structure established during the System Design & Planning phase. The conversion requirements and feasibility will be discussed and evaluated during this phase and this estimate may be adjusted based upon determined necessity, feasibility, or requested changes in regards to the data to be converted.)*

### ESTIMATED REIMBURSABLE TRAVEL COSTS:

Travel costs are not typically quoted due to their unpredictable nature.

This estimate is included for budgetary purposes, however, billing will be based upon actual costs according to our fee schedule. Travel costs can be minimized by utilizing web-based/remote services when feasible.

Estimated Travel for Budgetary Purposes (if on-site services are desired)

**\$10,250.00**



# ComputerWorks NFP Solutions Fee Schedule

(Rates are not guaranteed and are subject to change with a 30-day notice)

## Service and Travel Rates

### Standard Service Rates (pay-as-you-go)

Our standard service rate is \$175 per hour, billed in 15-minute increments, with a six-hour minimum per day for on-site appointments. The standard service rate for services provided outside of normal weekday operating hours, on weekends, or during company holidays is \$200 per hour.

### Premium Service Rates (pre-paid)

Qualified clients may be eligible to save money on large projects or on-going service needs by purchasing pre-paid blocks of 20+ hours at the current premium service rate. Our premium service rate is \$150 per hour, billed in 15-minute increments, with a six-hour minimum for on-site appointments. The premium service rate for services provided outside of normal weekday operating hours, on weekends, or during company holidays is \$175 per hour. Billing against pre-paid time will be at the currently effective and applicable premium service rate. Pre-paid blocks are non-refundable.

### Travel Time Rates

The travel time rate is 50% of the applicable service rate. For clients located within a 60-mile radius of our offices, travel time is billed at a minute per mile rounded to the nearest quarter hour. For clients located further than 60 miles from one of our offices, travel time is billed as follows:

61 – 100 Miles	\$ 1.50 per mile
101+ Miles	\$ 1.25 per mile (plus Travel Costs for multiple-day appointments)
CONUS Air Travel	4 hours of travel time each way plus Travel Costs
AK & HI Air Travel	8 hours of travel time each way plus Travel Costs
International Air Travel	16 hours of travel time each way plus Travel Costs

### Travel Costs

All travel costs (i.e. airfare, lodging, meals, etc.) are billed as reimbursable expenses. Airfare and Car Rentals are billed on actual costs. Lodging, Meals and Incidental costs are billed according to the U.S. General Services Administration published Per Diem rates for U.S. domestic travel and the U.S. Department of State published rates for non-continental U.S. and international travel.

## Telephone/Email and Remote Access Services

### Standard Telephone/Email Support

As a "value-added" service to our clients, ComputerWorks NFP Solutions is happy to address simple questions and issues via telephone and email. These are issues that are resolved within ten minutes. Issues exceeding 10 minutes are billed in 15-minute increments at the applicable service rate.

### Remote Access Services

Remote Access is a secure, Internet based service that allows us to interact with you and your data as if we were on-site. Via remote access, we can provide technical support, training, system updates, or even step you through a procedure like posting and rolling balances at year-end without ever leaving our office, saving you time, money and frustration. Remote Access sessions are billed from the start of the session in 15-minute increments at the applicable service rate.

### Remote Access Premium Service Plan

This plan is billed annually at a cost of \$500. It includes our secure AccuFund server client for unattended/after-hours services and up to 15 minutes of service per incident (one incident may include several sessions). Additional time will be billed in 15-minute increments at the applicable service rate. With the service plan, pre-planned/pre-scheduled after-hour sessions are billed at our normal operating hours rate for additional cost savings.



## 8.0 – References

**We respect our on-going relationship with our clients and appreciate the time they are willing to take out of their day to speak with new prospective AccuFund clients. As such, we kindly request that you e-mail each reference first to schedule a mutually convenient time for a call. We maintain on-going service relationships with all of these clients.**

<b>Laquita Cole, Fiscal Manager</b>
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Mojave Desert Air Quality Management District
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(760)245-1661 x5615
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<b>Anita Fuller, Finance Director</b>
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City of Dillingham
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(907)842-1450
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<a href="mailto:Anita.Fuller@dillinghamak.us">Anita.Fuller@dillinghamak.us</a>
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<b>Abigail Hernandez Conde, Finance Director</b>
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City of Twentynine Palms
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<a href="mailto:ahernandez@29palms.org">ahernandez@29palms.org</a>
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<b>Jordan Gumbish, Finance Manager</b>
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Town of Yucca Valley
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57090 29 Palms Highway, Yucca Valley, CA 92284
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### **Mojave Desert Air Quality Management District**

#### *Success Story*

### **For This Government Entity, a New Accounting System Was a Breath of Fresh Air**

MOJAVE DESERT AIR QUALITY MANAGEMENT DISTRICT (MDAQMD), CALIFORNIA - MDAQMD is one of California's 35 air districts and geographically the second largest, with jurisdiction over the desert portion of San Bernardino County and the northeast portion of Riverside County. Their mission is to attain and maintain a healthful environment for the more than 500,000 residents within its boundaries, while supporting strong and sustainable economic growth.

Formed July 1, 1993, MDAQMD is empowered to maintain a program of air quality management for stationary sources of air contaminants under the provisions of Division 26 of the California Health and Safety Code. As required by the California Clean Air Act and the Federal Clean Air Act and Amendments, the District is responsible for air monitoring, permitting, enforcement, long-range air quality planning, regulatory development, education and public information activities related to air pollution.

MDAQMD is governed by a 13 member Board and has an annual budget of \$8 million, of which \$7 million is the operating budget and approximately \$1 million is budgeted for pass-through grant monies.

### **An Outdated System Was Creating a Toxic Environment**

Since its inception, MDAQMD had been using a basic general accounting package for managing all of its financial matters as well as those of the Antelope Valley Air Quality Management District. One challenge the organization had with the package was that it didn't accommodate fund accounting and the different grants each District had. As a result, MDAQMD had to break out each District into three different companies in order to tie expenses to revenues as they should with fund accounting.

"When I joined the organization in 2012, my first objective was to get us onto a fund accounting system," said LaQuita Cole, Finance Manager at Mojave Desert Air Quality Management District. "I could see that the current accounting system could not enable job costing and allow us to perform true fund accounting."

MDAQMD also had separate software products for various finance functions --- for example, one for managing assets and one for storing documents --- and they were outsourcing their accounts payable, payroll and check printing. Budgeting had to be done in Excel.

MDAQMD also couldn't generate financial reports on a regular basis for its governing board. They could only provide them with a financial statement once a year at the audit and delivered a stack of Excel sheets in the interim.

"That doesn't provide the full picture of our finances that a statement of activities or a balance sheet would present," explained Cole. "It was a no brainer that we find a more robust accounting solution."



## **The AccuFund Solution Put New Wind in the Finance Team's Sails**

Cole and her staff researched fund accounting systems through Software Advice, an online service that assists buyers with selecting the right software for their needs based on user reviews. They looked at a total of 18 accounting systems, ultimately deciding to go with the AccuFund.

"We chose AccuFund because it is what I call a 'one-stop shop,'" said Cole. "It is very, very rare to find accounting software in which literally every function of the accounting, purchasing, and budgeting departments is accommodated, and for a great price. I had a check list of 365 features we were looking for and found that AccuFund had 357 of them. It's truly the Cadillac of accounting software."

Now, all of the functions that were performed in separate software packages or being outsourced are conducted in the AccuFund Accounting Suite. In addition, MDAQMD no longer has six different companies set up for the two organizations and job costing is performed with the click of a button. The finance department is able to print checks directly from their desks and, for the first time since 1993, they are able to regularly present real financial statements to the governing board.

"Overall, the finance staff feels relief that we have AccuFund, as we got away from using paper and having records in five different places," explained Cole. "There was a bit of resistance to the change at first, but that was gone once everyone got into the software and saw how user-friendly it is and how you just need to learn one module to understand how all of them work."

As far as the system and software set up and training, Cole added, "AccuFund provides more than a great accounting system. The customer service has been very hands on, helpful and responsive, which is very unique."



“We chose AccuFund because it is what I call a ‘one-stop shop,’” said Cole. “It is very, very rare to find accounting software in which literally every function of the accounting, purchasing, and budgeting departments is accommodated, and for a great price.”

## **Seeing Clearly With AccuFund**

A staff of four manages MDAQMD’s accounting, finance, budgeting and human resources activities. Using AccuFund in these areas, they have seen numerous process improvements as well as time and cost savings.

### *Budgeting*

With its previous system, MDAQMD had to start its budget development in January and work diligently until April to complete it. With AccuFund, the budget takes only two weeks “from beginning to end” --- a 75-80% reduction in processing time.

### *Payroll*

Prior to implementing AccuFund, MDAQMD outsourced its payroll at a cost of \$7200 per year. The payroll person still had to do some initial processing and, once the payroll was sent out for payment processing and check printing, the turnaround was nine days. Now, MDAQMD has full control of its payroll processing and can save both the cost and time involved with outsourcing it. They can process payroll one day and distribute it the next without relying on another company to print the checks.

### *Accounts Payable*

Before using AccuFund, MDAQMD was spending \$16,000 per year on outsourcing its payables, which included the cost of everything from having a courier pick up the payable documents to printing the checks. The entire process would take three weeks. Now, the cost is only \$1,100 per year and the process takes only three days.

### *Auditing*

MDAQMD used to rely on and pay the auditors to compile the information they could not retrieve from their old system. Now, AccuFund pulls all the audit information together and provides the auditors with more information than they were able to receive before, lowering MDAQMD’s auditing costs and reducing the audit time from two weeks to four days.

“Instead of having the auditors provide me with the financial statements, I now provide them with the financial statements and they audit them. AccuFund has relieved us of the pressure of getting these statements done,” explained Cole.

### *Billing/Receiving*

MDAQMD uses a compliance and permitting software for its billing and those invoices had to be manually entered one-by-one with its previous accounting system. There are 400 sources, some of which have 15 invoices, therefore keying all these invoices would take at least a week.

Jeff Durante at ComputerWorks NFP Solutions, the reseller from whom MDAQMD purchased the AccuFund Accounting Suite, enabled them to integrate AccuFund with the compliance and permitting software. He created an interface that can import and export the invoices --- a process that now takes only 10 minutes.

### *Human Resources*

MDAQMD's HR person used to manage all the information for the District's 42 employees in Excel spreadsheets, which was a tedious task. With AccuFund, HR is able to save time --- from hours to minutes --- with updating employee records and has reduced the number of Excel spreadsheets used by almost 70%.

"AccuFund has made us more efficient and productive," said Cole. "We've made extreme cuts in time and expenses with several tasks and processes by bringing all of them in-house and performing them in the AccuFund Accounting Suite. I get really excited talking about AccuFund. More organizations should consider getting it."

