Questions Submitted for Financial Management Software RFP

(Metro Bus Response in RED)

How many fixed assets will be managed? Current estimate of 400.

How many grants are managed? Current estimate of around 50.

How many self-balancing funds are managed? Three. Federal, State, and Local.

We have 3 forms of user licenses –

Business: Full control and permissions

Limited: Limited to 50 transactions per month, but can do most of what a business user can

View only: Can only view reports/ system, approve or rejects transactions None.

How many will be required of each in your new system? Metro Bus will require an estimated five (5) simultaneous active Business user licenses. Additional Limited simultaneous licenses may be needed depending upon the overall capabilities of the software program (i.e. – creating requisitions and purchase orders).

Are Ai capabilities an area of interest? Not at this time.

Please list the 3-5 most important items you are looking from your new system.

1. **Public sector and transit-specific financial functionality**
   Support for fund accounting, grant and project accounting, and compliance with federal, state, and local transit funding requirements, including strong audit trails and transparency.
2. **Integrated, enterprise-wide solution**
   A fully integrated platform that connects finance, budgeting, procurement, payroll, asset management, and capital projects to reduce manual processes and improve data integrity.
3. **Real-time reporting and decision support**
   Configurable reporting and dashboards that provide timely insight into budget-to-actuals, grant balances, operating costs, and capital project performance.
4. **Strong internal controls, security, and governance**
   Role-based security, approval workflows, segregation of duties, and cybersecurity controls that support internal control requirements and risk management.
5. **Scalability, flexibility, and ease of use**
   A system that can scale with service expansion and evolving funding sources, is

configurable to changing business needs, and is intuitive for users across the organization.

Please list the 3-5 most important items you are looking from your implementor.

1. **Demonstrated public transit and government ERP experience**
Proven experience implementing ERP systems for public transit agencies or similar government entities, with a strong understanding of fund accounting, grant compliance, and audit requirements.
2. **Functional and technical expertise**
Deep knowledge of ERP financials, budgeting, procurement, payroll, grants, and capital project accounting, with the ability to configure the system to meet transit-specific needs.
3. **Clear communication and long-term partnership approach**
Transparent communication, responsiveness, and a collaborative mindset, with ongoing support beyond go-live to ensure continued success and system optimization.

Please list the must see items if we were to provide a demo.

1. **Reporting, dashboards, and audit readiness**
Real-time dashboards and standard reports relevant to transit agencies, including grant balances, capital project status, indirect cost allocation, and audit trail drill-down capabilities.
2. **Operating & capital budget to actuals**
Demonstrate budget creation, amendments, and real-time budget-to-actual reporting by fund, department, grant, and project, including variance analysis.
3. **Fixed Asset & Contract Management**
Demonstrate functionality, data input, and report capabilities.
4. **Demonstrate ability to integrate with existing Metro Bus software programs (i.e. – Vehicle Maintenance and Inventory tracking software).**
5. **Prepare to discuss data migration process from existing software to new software program.**

What is meant by the requirement for certificates of insurance?

All consultants, vendors, contractors, etc. who may be performing any type of work or services on Metro Buses property or premises must provide a copy of their organizations Certificate of Liability Insurance as proof of Workers Compensation, Commercial Auto, and Commercial General Liability Insurance coverages.

Who are the decision makers on this project?

Finance Department

What is the process of coming to a decision? Will a board be involved?

Board of Commissioners approval will not be required for this project.