KIPDA Regional Planning & Development Agency
Accounting/Human Resources Software
Request for Proposal (RFP)
RFP #KIPDA 2025-1

Question & Answer Document

Question: At first glance, we aren't seeing an employee count to base the pricing on. Is there a number we can go by?

Answer: On page 5 of KIPDA's Request for Proposal we have indicated that '*the agency employes approximately 90 individuals.*' KIPDA is hoping to grow in the future, so if there is a threshold that your solution can support we would appreciate that information as well.

Question: "All Inclusive Software" While we are an all inclusive offering, we do not specialize in HRIS, WFM, AND ERP/ We are not a fund accounting system. Rather, we typically partner with SAP, Netsuite, etc. (depending on the company size and financial needs) for a full integration. This is true for most HCM providers as well. **Would this disqualify us?**

Answer: KIPDA is asking for an 'all inclusive software' because we would like all the data to be available under a single software login, and the solution paid with a single invoice. If your solution utilizes multiple software companies, as long as they communicate it would still be a solution KIPDA would consider.

Question: For your budgeting needs, what are you looking for the system to do?

Answer: KIPDA is looking for a solution that will allow us to input a starting fiscal year budget by general ledger code and will track remaining balances based on activity that occurs within the system throughout the fiscal year, this budget by general ledger code would be adjusted at mid-year as well. KIPDA would also like to have access to pull reports including this information and have the capability to build custom reports including this data.

Question: I see you have 90 employees at your location. How many of them are going to need access to the system for finance related tasks?

Answer: At a minimum KIPDA would need,

- Two full access users that could serve as an administrative role.
- Three restricted access users.
    - One would need access to on board new employees and full access to the Human Resources portal.
    - Two would need access to only specific general ledger accounts and reports regarding their specific programs.
- Two read only users that can access accounts payable payment history and reporting.