

**REQUEST FOR PROPOSAL #1316**

**FOR**

**INCOME TAX SOFTWARE**

**FOR**

**CITY OF PIQUA  
PIQUA, OHIO**

PROPOSAL TO BE RECEIVED AT THE

FINANCE OFFICE  
201 W WATER STREET  
PIQUA, OHIO 45356

UNTIL 2:00 P.M., E.S.T., THURSDAY, APRIL 10, 2014

INVITATION TO SUBMIT  
REQUEST FOR PROPOSAL(RFP) #1316  
INCOME TAX SOFTWARE

The City of Piqua invites your firm to submit a sealed proposal for the INCOME TAX SOFTWARE as described in the accompanying specifications.

One original and two copies of the proposal must be submitted in a sealed envelope to Beverly Yount, CPPB, Purchasing Analyst, 201 W. Water Street, Piqua, Ohio 45356, **no later than 2:00 P.M. EST, THURSDAY, APRIL 10, 2014.** Any proposal received after that time shall be rejected.

**Deliver sealed proposals to:**

City of Piqua  
Beverly Yount, CPPB, Purchasing Analyst  
“RFP #1316 – Income Tax Software”  
201 W. Water St.  
Piqua, OH 45356

**Refer questions to:**

Lisa Cavender, Accounting & Income Tax Manager  
Phone: (937) 778-2069  
Fax: (937) 778-1130  
Email: [lcavender@piquaoh.org](mailto:lcavender@piquaoh.org)

Questions shall be submitted in writing to Lisa Cavender by email no later than March 28, 2014 at 2:00 p.m. Questions and responses will be posted on the City’s web site at [www.piquaoh.org](http://www.piquaoh.org).

The City reserves the right to reject any and all proposals, to waive irregularities, and to award that proposal or proposals which is deemed to be in the best interests of the City of Piqua. The City of Piqua reserves the right to accept a part or parts of a proposal unless otherwise restricted in the proposal.

Beverly Yount, CPPB  
Purchasing Analyst  
City of Piqua

**Income Tax Software  
Request for Proposal #1316 for the City of Piqua**

**Scope of Project**

The City of Piqua is looking for a company to provide Income Tax computer software according to the specifications listed beginning on page 5. As part of your proposal, you must include your pricing in Table A (page 7), the year your company began business and at least three references for similar clients served. References should include the company name & address, contact person, their title, phone number and email address. Your company must be registered with the Secretary of State within which you were organized. Proof of this may be requested.

We recently changed our Accounting/Financial Software and Utility Billing Software to Springbrook Software. We would like to have a system that can integrate with Springbrook; however, this is not a requirement.

**Criteria for Award of Proposal**

The criteria for award of this proposal will be based on a complete analysis of each proposer's response. Specifically, each proposal will be judged on its overall ability to meet the requirements as outlined in this RFP. Further, the proposer's proven ability to service a request of this size and proven references of a similar company or department will also be part of the evaluation process. And finally, the overall price performance will be evaluated.

The City reserves the right to reject any and all proposals, to waive irregularities, and to award that proposal which is deemed to be in the best interests of the City of Piqua. The City of Piqua reserves the right to accept a part or parts of a proposal unless otherwise restricted in the proposal. During the evaluation process, the City has the right to request additional information and presentations for clarification in order to understand the Vendor's approach to the scope of work. The City further reserves the right to make an award without further clarification of the proposals reviewed. Any changes to a submitted proposal made before executing the contract will become part of the final vendor contract.

**RFP Schedule**

RFP Issued:	March 17, 2014
Deadline for submission of Written questions	March 28, 2014 at 2:00 p.m.
RFP due:	April 10, 2014 at 2:00 p.m.
Vendor Demonstrations:	Likely to be the week of April 28, 2014
Recommendation by:	May 16, 2014

The City reserves the right to make adjustments to the above noted schedule as necessary.

**Questions**

There will not be a required pre-submittal meeting for this request; however, vendors may contact the City for clarification and information pertaining to this request for proposal. Any requests for information or clarification must be submitted in writing by email to Lisa Cavender at [lcavender@piquaoh.org](mailto:lcavender@piquaoh.org) before March 28, 2014 at 2:00 p.m. No oral questions will be answered.

Written responses to all questions will be posted on the City web site for this RFP as well as being sent directly to the person making the inquiry.

**Submittal**

One original and two copies of your proposal must be received by the Purchasing Department no later than 2:00 p.m. on Thursday, April 10, 2014. Proposals shall be sealed and addressed to:

City of Piqua  
Beverly Yount, CPPB, Purchasing Analyst  
“RFP #1316- Income Tax Software”  
201 W. Water St.  
Piqua, OH 45356

The outside of the sealed envelope must be identified as “RFP #1316 – Income Tax Software.”

Late proposals and proposals sent by facsimile or email will not be accepted. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time, postmarks will not be accepted.

City of Piqua income tax functions much like the federal income tax: employers file withholding filings and payments for the deductions they take out for City of Piqua residents who work in Piqua firms: self employed residents file estimated forms and payments quarterly: the City sends out notices to about 12,000 residents informing them about the tax filing requirements: the City needs a system that can maintain the taxpayer information: and provide for tax, penalty and interest calculations as well as generation of quarterly billings for estimated payments, monthly delinquent invoices and maintenance of updated data.

SOFTWARE SPECIFICATIONS	Current system	Modifications		
		Vender will Modify	Fixed cost to modify \$	Annual Cost to modify \$
Questions to be answered	Yes or no			
<b>A. City of Piqua Income Tax</b>				
<b>1. Capabilities</b>				
a. Enter tax information and calculate tax liability due				
b. Provide for year-end reconciliation for employers				
c. Generate tax forms & annual notices with tax due date				
d. Process multiple city recordings of tax information:				
Individual				
Business Returns				
Employers				
e. Provide for electronic filing of W-2's for employers				
f. Track and notify tax delinquencies with invoices or letters				
g. Can assess late fees, penalties and interest, or override				
h. Ability to collect payments on-line or in person and to post the appropriate payments to the correct GL accounts				
i. Process transfers of tax history when transferring to new federal tax ID #				
j. Generate non-licensed reporting from certain data sets (employer, current employment, phone #, date moved in or out of City, marital status, DOB etc.)-Data Queries				
k. Provide a facsimile of the actual income tax completed form on screen				
l. Provide a complete master list of all taxpayers				
m. Provide on-line web enabled tax from data entry				
n. Provide PDF storage of federal tax forms				
o. Provide PDF or digital download and storage of W-2's				
p. Provide on-line payment with credit card or ACH of taxes due				
q. Ohio business gateway access for paying City tax returns				
r. Bar code or OCR coding for entry of customer payments				
<b>B. City of Piqua Income Tax</b>				
<b>1. Outputs and reports</b>				
Print Revenue based on any or all of the following:				
s. Print Monthly Receipt, Refund, & Credits Cash Report				
t. Print Income Tax Return forms & Delinquency Reports				
u. Print Tax Audit Notice or Amended Letter				
v. Ability to bar code application forms with social security number				
w. Track historical statistical data as needed for Annual CAFR filling?				
x. Print out an alphabetical street report				
y. Print labels by user-definable information				
z. Print user-definable reports-Queries				
aa. Track audit payments				
Inquiry by:				
Business				
DBA name				
Corporate Name				
Owners name				
Mailing Address				
Location				
Tax type				
Account number				
Social security number				

SOFTWARE SPECIFICATIONS	Current system	Modifications		
		Vender will Modify	Fixed cost to modify \$	Annual Cost to modify \$
Questions to be answered	Yes or no			
<b>C. City of Piqua Income Tax</b>				
<b>1. Special Features</b>				
bb. Integration with other modules: General Ledger? Accounts Receivable? with other software: Springbrook Software?				
cc. Generate Tax forms and quarterly estimated taxes				
dd. Track and notify tax delinquencies by letter or email				
ee. Unique receipt numbering system for taxes				
ff. Can assess late fees for taxes				
gg. Can assess penalties on taxes				
hh. Can provide adjustments to accounts				
ii. Can provide a credit on taxes paid to another city				
jj. On-line, real time collection of tax audit payments				
kk. Full integration with tax cash drawer				
ll. Ability to scan billing for customer name, account #, \$ amount				
mm. Print receipts on validation printer				
nn. Supports web-enabled payment processing taxes				
oo. Monthly Invoices printed alphabetically				
pp. Postcard notices printed in zip code sequence				
qq. Print separate reports for each tax year				
rr. Link accounts to allow for single or joint filing for each tax year				
ss. Supports credit card payments				
tt. Supports ACH bank draft payments				
uu. Permits multiple tender payments				
vv. Supports coding alerts for No Checks, NSF, Bankruptcy, etc.				
ww. Supports multiple accounts paid by one check				
xx. Supports cross reference business accounts with individual accounts				
yy. Renewal forms are populated with previous years relevant info				
zz. Delete inactive accounts in a storage batch				
aaa. Support paperless filing of tax forms via scanning or imaging				
bbb. Electronic process of returns or payments				
ccc. ACH for withholders and individual monthly or quarterly accounts				
ddd. Generate mail merge letter for past due accounts, missing documents, errors, etc.				
eee. Coding system to allow for tracking of past due accounts, collections or court activity				
fff. Ability to retain online at least 7 years of tax account history				
ggg. Ability to review report before actually printing				
hhh. Ability to pull in W-2 info to individual return from employer W-2 filing				
iii. Ability to issue refunds and integrate with Springbrook				

Please answer the following questions: Attach a separate sheet if necessary.

1. Please provide a written explanation of how your company handles software support calls on a daily basis?
2. Please provide info on the version we would be purchasing and when the release date was for this version?  
Also, when do you expect the next upgrade to be for this version?
3. Please provide an estimated training/implementation schedule if your company is selected on May 16th to provide the income tax software?
4. Please provide any additional information you think would be helpful in allowing us to make our determination of what system best fits our needs.

**TABLE "A" – PRICING**  
**(should be completed and submitted with your proposal)**

Your income tax software pricing should be detailed as a base package with annual support priced separately. Additional or optional modules and their pricing should be listed below by module with annual support priced separately.

	Base Purchase Price	Annual Support Fee
Income Tax Software Base Package	\$	\$
List Optional Modules Below:	Purchase Price for Individual Module	Annual Support Fee for Individual Module
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

**Proposer's List RFP # 1316:**

Software Solutions, Inc.  
420 E. Main St.  
Lebanon, OH 45036

(CMI) Creative Microsystems Inc.  
52 Hillside Ct.  
Englewood, OH 45322

Innovative Software Services Inc.  
P.O. Box 70  
East Rapids, MI 48827

(MITS) Municipal Income Tax Solutions LLC  
7550 Lucerne Dr., Suite 306  
Cleveland, OH 44130

Governmental Systems  
5918 Sharon Woods Blvd., Suite 180  
Columbus, OH 43229

Government Accounting Solutions Inc.  
P.O. Box 453  
Delaware, OH 43015