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# KLAMATH TRIBAL HEALTH & FAMILY SERVICES

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## REQUEST FOR PROPOSAL

**Project Name:** Financial Management Software Solution

Klamath Tribal Health & Family Services  
3949 South Sixth Street  
Klamath Falls, OR 97603

### **A. INTRODUCTION**

Klamath Tribal Health & Family Services (KTHFS) is a department of The Klamath Tribes, a federally recognized sovereign Indian tribe located in South Central Oregon. KTHFS advances the overall mission of The Klamath Tribes, and the trust responsibilities of the United States government, by providing quality, comprehensive, patient-focused health care in a culturally sensitive manner while eliminating disparities and barriers to health.

### **B. GENERAL INFORMATION**

KTHFS is seeking a supplier of a cloud-based financial management solution that will provide accurate recording and reporting of financial activity within the organization.

### **C. SCOPE OF WORK**

The party selected will offer licensing and ongoing support for a cloud-based financial management solution and will partner with the KTHFS in implementation and training.

The financial management solution should be:

- Cloud based
- User friendly
- Multi-user system with ability to assign specific permissions for access to information for approximately 200 individual users (200 for payroll related functionality, 20 for financial staff)
- Allow robust, flexible, and customizable reporting including dashboards
- Integration between modules
- System set-up to maintain standard recommended internal controls.

System functionality should include:

- General Ledger (core financial data)
- Cash Management
- Accounts Payable
- Accounts Receivable
- Purchasing
- Payroll (including current tax and hour reporting)

- Timekeeping and expense reporting
- Financial reporting system - customizable reporting
- Budgeting/Forecasting
- Fund Accounting / Grants Tracking and Billing
- Fixed Assets

Additional Requirements:

- Training
- Installation/Implementation
- System Support and Upgrades

## **D. PROPOSAL REQUIREMENTS**

### **Training**

Total cost of recommended and required training.

### **Installation**

Schedule of installation including a time-frame for data conversion (if applicable).

### **System Support and Upgrades**

Provide a copy of your software maintenance contract, the warranty, and the maintenance service provided under the warranty. Provide costs for the next three (3) years.

### **References**

Provide a list of five (5) customers who use your proposed software. Provide the company's name, individual's name, and phone number to allow us to contact them regarding the use of your product.

### **Contract**

Briefly describe your various plans and the advantages of each. Include a sample of your and cloud-based contracts. Be sure to include warranty. Also, is there a trial period for the proposed software? If so, what are the time periods and the requirements to return the product if we are not satisfied?

### **Cost**

List modules proposed with costs for each.

Data conversion costs

Costs for adding additional users

### **Miscellaneous**

Software must be HIPAA compliant

Does system have ability to interface with other software? We use NexGen for our practice management and Pioneer for our Pharmacy.

### **Bidding**

Proposals will be accepted by mail until December 15, 2022. Proposals received after this time will not be accepted. Faxes and e-mail bids will not be received.

### **Right to Reject Any and All Bids**

This advertisement for bids does not commit the owner to award a contract nor pay any costs incurred in the preparation of bids or the procurement of supplies. Klamath Tribal Health & Family Services reserves the right to reject any and all bids, to waive any informalities or irregularities and to re-advertise when it is in the best interest of the owner.

### **E. EVALUATION FACTORS AND SCORING**

1. Selection Procedures: The Klamath Tribes' Administration utilizes this formal advertising of Request for Proposals to award to the most highly rated proposal subject to negotiation of fair and equitable compensation. All timely responses to this RFP will be considered. Klamath Tribes' Administration reserves the right to reject any and all proposals based on documented reasons including determining any or all proposals to be non-responsive.
2. Method of Review: The Klamath Tribes' Administration and its authorized representatives will review all proposals received and may contact the party to request further information. The Klamath Tribes' Administration may accept any given RFP as submitted or may negotiate with the party to establish terms most advantageous to the Tribes. The decision of the Klamath Tribes' Administration shall be final and not subject to appeal.
3. Method of Scoring: All proposals received on time will be evaluated and scored as follows:
  - a. (0-55 points) Proposal Preparation and Requirements. The RFP must fully demonstrate ability to carry out each requirement listed in Sections A-C.
  - b. (0-35 points) Cost: Cost will be determined by formula method.
  - c. (0-10 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
  - d. Indian preference: At minimum 15% of the evaluation points shall be granted to bidders who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders when using Method #3 of the Klamath Tribes Procurement Policy.
  - e. In the case of duplicate proposals, the earliest postmarked envelope will be awarded unless otherwise advised in writing by the applicant that the later proposal is the appropriate one to review.

**100 TOTAL POINTS POSSIBLE** (without Indian Preference)

### **F. INSTRUCTIONS FOR SUBMITTING PROPOSALS**

1. Return proposal in an envelope clearly marked according to the following instructions below. One original and three (3) copies must be submitted. Alternate proposals will not be accepted.
2. Proposals can be submitted in person, through US Postal Service, or by ground delivery to:

Klamath Tribal Health & Family Services  
Administration Office

**Attention: Rebecca Jackson, Executive Assistant**  
3949 South Sixth St.  
Klamath Falls, OR 97603

3. Do not submit RFP by email or Fax.
4. On outside of sealed envelope write:  
**“Financial Management Software Solution RFP #KTHFS-2022-001”**
5. Questions on the RFP can be directed to Chanda K. Aloysius Yates, Health General Manager
6. Schedule of RFP activities:
  - 11/15/22 Direct Solicitation of RFP #KTHFS 2022-001
  - 11/30/22 5 pm PST - Deadline for questions regarding RFP.
  - 12/15/22 5 pm PST - Closing Date for RFP to be submitted via method outlined above.
  - 12/16/22 1 pm -3 pm PST - Opening and review of RFP’s submitted on time.

**G. CLOSING/OPENING DATE AND TIME and METHOD OF SOLICITATION**

1. Proposals will be opened **January 3<sup>rd</sup>, 2023** at the KTHFS Administration office, 3949 S. 6<sup>th</sup> St., Klamath Falls, Oregon. If, at the time of the scheduled opening date, KTHFS Administration is closed due to uncontrolled events or administrative closures, RFP’s will be opened at 10 a.m. on the next normal business day.
2. Proposals will be accepted at the address above up to **December 15, 2022**. All timely responses to this RFP will be considered. The Klamath Tribes - KTHFS reserve the right to reject any and all proposals including those proposals received after the closing date and time. If, at the time of the scheduled closing date, KTHFS Administration is closed due to uncontrolled events or administrative closures, RFP’s will be accepted until 4 p.m. on the next normal business day.
3. This RFP has been published by:

	Publication in a Newspaper of general circulation
<b>X</b>	Direct solicitation of proposals from an adequate number of known sources
	<a href="http://klamathtribalhealth.org">klamathtribalhealth.org</a>

**Bid Questions:** All questions pertaining to this project should be addressed to:

Chanda K. Aloysius Yates, HGM  
Klamath Tribal Health & Family Services  
3949 South Sixth Street  
Klamath Falls, OR 97603