



**CITY OF SAINT PAUL, ALASKA**

**REQUEST FOR PROPOSALS FOR GOVERNMENT ACCOUNTING SOFTWARE**

**Final Submittal Deadline: March 20, 2026**

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## OVERVIEW

The City of Saint Paul, Alaska was incorporated in 1971 as a second-class city. The City operates under a council-manager form of government and performs municipal duties allowed by Alaska statutes, and as directed by its residents.

The City of Saint Paul, Alaska (“City”) is hereby issuing a Request for Proposals (“RFP”) to supply, install and support a new governmental accounting software system. Minimum requirements include but are not necessarily limited to General Ledger, Accounts Payable, Accounts Receivable, Sales and Other Tax Management. The City tentatively plans to have implementation finalized by October 31, 2026.

The primary reason for this RFP is to replace the existing financial software of the City (MOMsoftware, owned by Corbin Willits Systems) which has the following limitations:

- It is utilized by few municipalities in Alaska.
- Technical support is slow and increasingly expensive.
- Issues with end of the year close out.
- Inefficient internal processes.
- Paper intensive operations.
- Accounts receivable payments post one fund, requiring vendor correction which has resulted in audit findings.
- Limited remote accessibility.
- Difficult or impossible third-party integrations.
- Outdated and non-user-friendly interface.
- Limited and not customizable reporting functions.

Overall goals for the new software will include better cost-effectiveness, greater integration and simplification with user-friendlier technologies and tools for greater efficiency. While some transaction numbers are limited, the complexity of the City’s accounting operations comes as a result of functions and operations similar to a larger municipality than our own, as well as providing all the major utilities to our community. In addition, receipt of federal grants and other assets encompassing millions of dollars in addition to asset segregation require an evolution into implementation of fund accounting principles.

MOMs is currently used primarily for the general ledger, sales tax compliance, accounts payable, accounts receivable, utility billing functions (electric, water, wastewater, garbage, heating fuel) and associated reporting functions, a combination of Microsoft Office 365, Adobe Acrobat and paper processes and records retention to complete most other tasks including but not limited to expense/purchase requisitioning, grant reporting, fixed assets, budgeting, cash receipts, and other common municipal finance related tasks. Additionally, the City utilized Bellwether for requisitioning, Pay Northwest for timekeeping and HR, and MuniRevs for sales tax management and reporting. These systems are not currently integrated with MOMs with entries having to be manually entered into MOMs. The City expects to eliminate the use of Bellwether and Pay Northwest.

The primary active users of the software will be the City’s Finance Department staff which is made up of four (4) permanent employees in addition to one (1) remote contracted employee in Juneau, Alaska. We also anticipate providing access to our four (4) Administrative staff including the City Manager, City Clerk, Public Works Administrative Assistant, and Grants Coordinator for certain tasks, such as requisitioning, work orders, budgeting, reporting, and HR. The City currently uses MOMs housed and running on a Dell PowerEdge SC1420 server. We have one (1) primary location, the main

office in Saint Paul Island, Alaska located at the City Hall. We have one (1) remote employee working from home in Bellingham, Washington, and one (1) contractor working for the Alaska Municipal League in Juneau, Alaska and the satellite office in Anchorage, Alaska. We employ A Sharp MX-6071 copier and scanner for cloud storage for documentation transmission.

The following estimates some of the transaction volumes related to the current system and needs of the City:

<b>Current Activity Levels</b>	
<b>Activity</b>	<b>Estimated Number</b>
Sales Tax Accounts	1
Utility Accounts	184
Enterprise Funds (utilities & harbor)	6
Special Use Funds	19
Full-time permanent employees	16
Average active employees (FT, PT, seasonal)	24
Maximum active employees, (FT, PT, seasonal)	28
Credit card charges per year	Varies
Checks written per year	13,700
ACH payments per year	34
Wire transfers per year	16

## **SECTION 1 INSTRUCTIONS**

1.1 Invitation to Submit Proposal - Your firm is hereby invited to submit a proposal for the supply, installation and support of a municipal accounting software system as set forth in this document. This RFP does not commit the City to award a contract or pay any costs incurred in the preparation of the proposal or attendance at a meeting with City staff, nor does it imply that the City will proceed beyond this RFP process.

Description: Governmental Accounting Software System

Date Issued: February 2, 2026

Closing Date: March 20, 2026

Closing Time: 4:00 p.m.

1.2 Inquiries, Errors or Omissions - Should any errors or omissions be discovered in this document, or if you have any inquiries pertaining to the content, they should be directed in writing to Phillip A. Zavadil, City Manager, via email at [pazavadil@stpaulak.com](mailto:pazavadil@stpaulak.com) no later than 4:00 p.m. on February 20, 2026. To ensure equal disclosure during the process, please be advised that any such inquiries and the responses thereto will be communicated to all involved vendors in writing as an addendum to this RFP. Identities of those vendors/individuals inquiring will not be disclosed. See also Section 5.2 – Confidentiality. The City will not be responsible for verbal instructions.

1.3 Submission Closing Date - Proposals shall be received via email at [pazavadil@stpaulak.com](mailto:pazavadil@stpaulak.com) no later than 4:00 p.m. on March 20, 2026 with the following in the Subject line: "Governmental Accounting Software System Proposal". Any proposal received after the closing date and time will be considered disqualified. Vendors will be timely notified confirming receipt of their submitted proposal by electronic mail. Proposals received by mail,

telephone, or facsimile (fax) will not be considered.

- 1.4 Executive Summary - Include an Executive Summary highlighting your proposal with brief narratives. Include as little technical jargon as possible, orienting the summary toward non-technical personnel, and include in the overview a general schedule and costs of the project. This section should be no more than five (5) pages.
- 1.5 Company Profile - Include a brief company profile identifying how long the company has been in business, recent or current leadership structure changes, description of company size and the organization in general, and summary of percentage of local governmental clients compared to non-profit or other client organizations. If any resellers or sub-bidders are proposed for implementation, training and/or support, please provide company profiles for both the software provider and the reseller/sub-bidder. Finally, because this is considered a long-term investment for the City, please speak to any factors affecting the likelihood the company or software will be able to operate and be maintained over the course of the near and intermediate future.
- 1.6 Response to Requirements - Vendors are required to detail their organization's ability to satisfy, at a minimum, all aspects of the requirements as outlined in the "Scope of Work" section below. Vendors are also required to review, in detail, Section 3.0 – Awarding of Contract, to ensure that obligations and requirements required under this section can be met.
- 1.7 Certification - Vendors responding to this RFP are required to sign the certification under Section 5. Failure to complete, sign and submit the certification may disqualify the proposal as described under Section 3.0 – Awarding of Contract.
- 1.8 References - Vendors shall include a list of five (5) references with their RFP, including the name, contact person with title, and phone number including area code. Municipal clients, particularly Alaska municipal clients, are preferred. Preference should also be given to clients with similar demographics and software requirements.
- 1.9 Pricing - Vendors shall provide itemized pricing for the proposal. If certain modules or functionalities are offered as a bundle or package, are additional items but required or highly recommended, or are optional based on client preference, please clearly indicate this. If any third-party vendors, modules, or services are needed or highly recommended, please clearly identify as such including vendor name and contact information and indicate if this is encompassed by the proposal or if the City will need to contract separately for this. Please also delineate all costs related to conversion/implementation, training, and ongoing support.
- 1.10 Timeline

Event	Date
1. RFP Issued to Selected Vendors	February 2, 2026
2. Vendor questions due	February 20, 2026
3. Responses to vendors provided	February 27, 2026
4. Final Proposals due from vendors	March 20, 2026
5. Finalists selected and notified	March 27, 2026
6. Finalist interviews/demonstrations	March 31, 2026
7. Vendor selection & notification	April 3, 2026

8. Executed agreement	April 17, 2026
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## SECTION 2 EVALUATION AND SELECTION CRITERIA

- 2.1 The City reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The City reserves the right to accept a submission other than the lowest price submission without stating reasons. By the act of submitting a response to this RFP, the vendor waives any right to contest in any legal proceedings or against the right of the City to award the work to any vendor at its sole discretion.
- 2.2 A selection committee will be established, and all submissions will first be reviewed to ensure that submission criteria set forth herein are met. The next step will consist of a comprehensive evaluation of the RFP based on the criteria contained herein, and vendors may be contacted at that time to provide further information or address any questions or issues that may have arisen in the evaluation.
- 2.3 The evaluation by the selection committee will assess for the ability of the vendor and software to address key requirements and priorities outlined in the RFP, including the following:
  - 2.3.1 Functionality and flexibility of the software to enable the department to complete important tasks common to municipal government finance departments
  - 2.3.2 Level of integration with other modules or elements of the software as well as commonly used fluidly with other commonly used computer programs and applications such as Microsoft Office programs, Adobe Acrobat, etc.
  - 2.3.3 Robust report generating/writing capabilities, including drill-down functionality and integrated electronic documentation/imaging
  - 2.3.4 Knowledge and experience with municipal government applications
  - 2.3.5 Scope, depth and availability of support and help desk services
  - 2.3.6 Total upfront and ongoing cost of the proposal including licensing, maintenance, and annual or ongoing support services
  - 2.3.7 Projected maintenance and support costs for a minimum five (5) year term
  - 2.3.8 Scope and variety of training options and offerings
  - 2.3.9 Ability to provide data conversion services as needed
  - 2.3.10 Quality of references
- 2.4 Upon completion of the evaluation, the City may elect to request further interviews or demonstrations to better understand the capabilities of the proposed software.
- 2.5 Evaluation Criteria - Proposals shall be evaluated by using the following criteria:

Element	Weighting
Overall strength of proposal and experience	20
Project Understanding / Approach	40
Quality of References	20
Fee Proposal	20

## SECTION 3 AWARDING OF CONTRACT

- 3.1 This RFP should not be construed as a contract to purchase goods or services. Only written notice to the vendor of the acceptance of the proposal by the City and subsequent full execution of a written agreement shall constitute a contract for the supply, installation and implementation of the software system.
- 3.2 The City reserves the right to accept or reject, in whole or in part, all proposals received. The lowest or any proposal will not necessarily be accepted, as various criteria are used in the evaluation process. No act of the City, other than a notice in writing signed by the City Manager, or his designee, shall constitute acceptance of a proposal. The City also has the right, in the interest of the City, to waive any informality, insufficiency or irregularity in any proposal responses received, and to accept the proposal that is deemed most favorable to the interests of the City.
- 3.3 Method of Payment - All charges for work shall be itemized on a monthly invoice. The awarded party will submit invoices to: City of Saint Paul, PO Box 901, Saint Paul Island, Alaska 99660, [ap@stpaulak.com](mailto:ap@stpaulak.com).

## SECTION 4 SCOPE OF WORK

- 4.1 Essential Modules - The City requires a fully integrated software solution for the following list of modules, functions or capabilities, in order of priority or need to the Administration:
  - 4.1.1 General Ledger
  - 4.1.2 Accounts Payable
  - 4.1.3 Sales and Other Taxes
  - 4.1.4 Utility Management/Billing (electric, water, wastewater, sanitation, heating fuel)
  - 4.1.4 Accounts Receivable
  - 4.1.6 Cash Receipting
  - 4.1.7 Requisitioning and Purchase Orders (preferably with electronic capabilities)
  - 4.1.8 Work Orders
  - 4.1.9 Bank reconciliation
  - 4.1.10 Payroll and Human Resources
- 4.2 Other functionality may be offered, considered or identified as a preference or need related to the above functions. Vendors should include any informational materials available regarding the above modules or related applications.
- 4.3 Report Customization - Vendors shall include proposed costs associated with report

customization to support the above listed modules and/or any others offered. Costs associated with the creation of new reports, reports outside the scope of this project, and related training, if offered, should be included.

- 4.4 Future Expansion Options - The City may be interested in the future in adding modules or capabilities not initially implemented as the need or readiness to do so arise. Therefore, vendors should address the ability of the software or company to provide for additional modules or additional applications or processes to be added on or expanded at a later time. Please also provide information as to any modules or capacities currently in development but not yet available. Examples could include enhanced online transaction options, integration with other organizations software or modules, automated processes, etc.
- 4.5 Licensing and Maintenance Fees - Vendors shall provide a detailed listing of licensing and annual maintenance fees, along with their license management process.
- 4.6 Customer Support - Vendors shall provide both a list of their support packages available and a recommendation to the City on which plan would likely suit the City's needs. In addition, vendors should provide the following: 1) Methods of contact; 2) Hours of support; 3) Response time guarantee; 4) Follow up methods with client; 5) Details on any available self-serve support; and 6) Detailed listing of items not included within the annual support package. In addition to identifying costs for ongoing support agreements and costs, the vendor is requested to supply any and all sample annual support agreements and clearly identify all policies regarding support. Please identify your policy regarding software updates and enhancements as a result of ongoing system improvements and development as well as your policies regarding updates to the system as they pertain to legislative or other changes.
- 4.6 Implementation/Conversion Services - Vendors shall provide a detailed breakdown of all estimated costs associated with the conversion of both current and historical data and the implementation of these products. Details should also include timelines and any other milestones the vendor deems pertinent to the success of the project. Also include a documented "go-live" support and post-implementation support strategy. The City expects significant changes to data management with the new system and will keep data prior to CY2026 in MOMs. Please note any complications or process of making that future adjustment in the proposal.
- 4.7 Training Services - Proposals should specify pricing and a detailed training strategy and recommended training days required for the vendor's implementation team. It should identify users in various positions, departments or level of access and what training methods will be employed. Costs for additional training should also be identified. Any restrictions in terms of attendees and any additional costs such as out-of-pocket expenses, per diem, travel time or any such other costs associated with training must be identified. Video training is highly encouraged.
- 4.8 Travel and Per Diem Rates - Vendors shall identify necessary and estimated costs for travel, per diem, or other out-of-pocket expenses related to the project. Flight days to the island vary, but occur three times a week. Aleutian Airways is the airline that services the island. Travel to Saint Paul Island should be limited by the vendor to absolute critical visits.
- 4.9 Hardware and Third-Party Costs - Vendors should specify all minimum hardware requirements for the effective utilization of the proposed system. Hardware specifications shall include the primary server, operating systems, database requirements, schema, and network architecture and user workstation minimum requirements. Vendors may include sub-

contractors (subject to City approval not to be unreasonably withheld) in proposals to provide applications or services, but the vendor must assume total responsibility for the management of sub-contractors and for the work performed. The City employs Dell Optiplex workstations with Windows 11 Professional utilizing Active Directory on the domain network; Microsoft Office 365 and some have Adobe Acrobat Professional. Vendors should identify compatibility with Windows Server 2016 Essentials and/or SQL Server 2017 Express. As a separate part of the proposal, if the Vendor has an ability to quote the cost of a new server, provide said quote and specifications.

- 4.10 Hosted Option – Vendors should consider an online hosting option to allow for ease of access for remote workers.
- 4.11 Third Party Software Integrations – Vendors should consider integrations with third-party software used by the City which includes: MuniRevs used for sales tax collection and reporting, Tantalus TUNet for electric meter data collection and billing.
- 4.12 Projected Cost of Ownership Over a Five (5) Year Period - Vendors shall provide a 5-year projected cost of ownership that the City will be charged after the implementation year. This projection should include all charges and any anticipated rate charges such as maintenance, licensing, and support fees or related fee structures. Vendors must also indicate how they will notify the City if any proposed pricing changes as well as any policies relating to their fee structures part of their submission.

## SECTION 5 TERMS AND CONDITIONS

- 5.1 The City will not be liable for any costs incurred by any vendor in the preparation and/or submission of a proposal, in the facilitation of a presentation to support the proposal, or any other activities related to the creation of a proposal.
- 5.2 Notwithstanding Section 1.2 concerning inquiries and responses, vendor identities, pricing and other vendor-provided information will not be shared with the other vendors.
- 5.3 The City reserves the right to reject all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, all RFP project elements, requirements and schedules are subject to change and modification. The City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion all aspects of this RFP process, to obtain further information from all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.
- 5.4 This RFP does not commit the City to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.
- 5.5 By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the City, and all of their various agents, council members, consultants, attorneys, and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a

result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

- 5.6 By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.
- 5.7 Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

## **SECTION 6 – CERTIFICATION**

Failure to complete, sign and submit this certification, with the RFP package, may disqualify this submission.

We

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*(Legal Company Name)*

Of

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*(Business address)*

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*(Telephone Number)*

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*(Email Address)*

Having examined and read this Request for Proposal – For Government Accounting Software and Conversion From Prior System document as issued by the City of Saint Paul, Alaska, do hereby agree to provide the goods and services in accordance with the Request for Proposal document, and do hereby agree to accept the terms and conditions set out in this Request for Proposal.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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*(Signature of authorized representative)*

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*(Print or type) Name and status of authorized representative*