



## MCDONOUGH COUNTY, ILLINOIS

### REQUEST FOR PROPOSAL FOR FINANCIAL MANAGEMENT SYSTEM

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#### REQUEST FOR PROPOSALS

Vendors shall submit one (1) original and two (2) copies of the proposal to McDonough County, Attn: Jeremy Benson, 1 Courthouse Square, Macomb, IL 61455. Proposals must be received no later than 11:00 AM (CST) on March 23, 2026. The envelope containing the proposal shall be sealed and clearly marked **“Software Proposal for Financial Management System.”**

Proposals may be mailed or hand delivered. Proposals in transit but not received by the County by the date and time specified will not be considered. All vendor inquiries shall be directed to the Point of Contact identified below.

**Point of Contact:**

Jeremy Benson  
County Clerk & Recorder  
1 Courthouse Square  
Macomb, IL 61455  
(309) 833-2474  
[jbenson@mcdonoughcountyclerk.org](mailto:jbenson@mcdonoughcountyclerk.org)

**RFP Schedule**

February 19, 2026 - RFP Released  
March 23, 2026 @ 11:00 AM (CST) - RFP Responses Due  
March 23 – 25, 2026 – Evaluation of Vendor Proposals  
March 25 – 30, 2026 – Vendor Presentations or Clarification Meetings (at the County’s discretion)  
March 31, 2026 – Vendor Selection (Pending Board Approval)

**CONDITIONS APPLICABLE TO REQUESTS FOR PROPOSALS**

McDonough County (County) reserves the right to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, and to make an award in any manner, consistent with law, deemed in the best interest of the County.

This Request for Proposal does not obligate the County to a commitment of funds or resources related to the response from any vendor.

1. Applicable Laws: State statutes, as they apply to the laws of competitive bidding, contracts, and purchases will be followed.
2. Taxes: The County is exempt from Federal Excise and State Sales Tax. Prices should not include tax. Exemption forms will be furnished where necessary and requested.
3. If a bidder cannot meet the specifications for services, materials, and/or equipment as specifically set forth, any and all exceptions or deviations must be spelled out clearly and completely in writing and submitted with the proposal.
4. The County reserves the right to alter quantities specified, within reasonable limits.
5. The County reserves the right to reject any and all responses for any and all items covered in the Request for Proposal; to waive informalities or defects in responses, as it shall deem to be in the best interest of the County.
6. Specific response requirements are that all costs, both specific and implied, must be included in the RFP response. Any cost which the County may have to incur to install the system must be provided. Failure to indicate all related costs may result in disqualification of the proposal. All responses should be brief and concise. Boiler plate manuals and standard responses should not be included in the proposal; they may, however, be provided in a separate document if so desired.
7. The vendor shall provide a copy of its standard contract for their system for review. In addition, any legal restrictions or provisions enforced by the vendor or its parent company, which are not in line with the industry's standard, should be pointed out.
8. Demonstrations of software will be made available upon request to help with the evaluation of the proposal. The County is not interested in being a beta site for the vendor. Proposed software must be running in a production environment.
9. The final award of the proposal or contract will be made by the McDonough County Board.

## GENERAL BACKGROUND

### Purpose

This information was developed to facilitate responses to the County's need for cloud-based software for Financial Management, Accounting, Accounts Payable, Accounts Receivable, Project/Grant Tracking, Cash Receipting, Bank Reconciliations, Payroll/HR, Employee Self-Service Portal, Budgeting, Personnel Budgeting, and Software Conversion.

The County has been using Harris for some of these purposes for many years and is wanting to invest in a more updated platform.

The County's goal is to implement an integrated enterprise resource planning system utilizing best practices, automated workflow, project management tools, and other suitable applications. The County wants to minimize duplicate data entry and increase overall efficiency within the office. Also, the County wants to improve the availability of real time data to County leadership for better overall decision making.

The Harris system is running on a server that was purchased several years ago. The County wants to implement the new system as a cloud-based solution. By utilizing cloud-based services, County staff will have flexibility to access the system from anywhere with an internet connection. It will also allow for more robust data protection, backups and allow the system to grow with the County without having to purchase a new server every few years.

The final decision will be based on a number of evaluation criteria, primarily how well the proposed solution will meet the County's need for better management of accounting, budgeting, and payroll. A major evaluation criterium will also be the experience of the proposing vendor to implement such a system with major emphasis on conversion and providing as little disruption to County staff during the transition as possible. The County shall choose a provider whose response is evaluated to be the "lowest and best" to meet the County's needs.

## VENDOR INSTRUCTIONS

### 1. INTRODUCTION

Vendors are invited to provide a written proposal to provide a comprehensive, fully integrated system for Financial Management, Accounting, Accounts Payable, Accounts Receivable, Project/Grant Tracking, Cash Receipting, Bank Reconciliations, Payroll/HR, Employee Self-Service Portal, Budgeting, Personnel Budgeting, and Software Conversion. This request for proposal states the overall scope of products and services desired, specific software functionality, technology foundation as well as desired vendor qualifications.

### 2. RESPONSE INSTRUCTIONS

The submitted proposal must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in rejection of a proposal.

### **3. CONTACT WITH COUNTY EMPLOYEES**

To ensure a fair and objective evaluation of all proposals, vendors are required to submit all inquiries to the Point of Contact noted on the cover of this RFP. Vendors who directly contact other County employees without prior authorization from the Point of Contact may be subject to disqualification.

### **4. ASSESS RFP DOCUMENTS**

Before submitting a proposal, vendors shall examine the specifications in order to understand all existing conditions and limitations. The vendor shall indicate in the proposal the total sum to cover the cost of all items included in the RFP.

### **5. COSTS OF RFP PREPARATION AND SUBMISSION**

Each vendor shall bear the responsibility for all costs incurred in order to prepare and submit their response to this RFP.

### **6. PROPOSAL REVIEW**

All applicable information will be subject to public disclosure in accordance with the Freedom of Information Act, at award of contract, cancellation of this RFP, or within 180 days, whichever shall occur first.

### **7. PROPOSAL FORM**

Each proposal will be prepared in the format described below and be submitted in a sealed envelope bearing the title of work and the name of the vendor.

The proposal must be prepared in the following format:

#### **Section 1 – Cover Letter**

Vendors shall submit a cover letter that summarizes the vendor's understanding of the County's needs and highlights key aspects of the proposed solution. The cover letter should identify the primary point of contact and acknowledge receipt of all RFP addenda, if any.

#### **Section 2 – Executive Summary**

Provide a brief narrative highlighting the bidder's proposal. Summary should contain as little technical jargon as possible, should be oriented toward non-technical personnel, and be no more than 5 pages in length.

**Section 3 – Company Background**

Vendors shall provide a brief overview of their company, including its history, number of years providing software to local governments, ownership structure, headquarters location, and the products and services offered. Vendors should also indicate the percentage of clients served in county governments and may highlight company awards or other qualifications that demonstrate their ability to successfully provide the proposed solution.

**Section 4 – Software Requirements**

The core software modules anticipated to meet the requirements of this RFP are listed below. Vendors should indicate for each module whether it is included in the proposed pricing by marking (Yes/No). Vendors may include this section directly in their proposal.

- | Yes                      | No                       |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Accounting</u></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | General Ledger   |
| <input type="checkbox"/> | <input type="checkbox"/> | Accounts Payable   |
| <input type="checkbox"/> | <input type="checkbox"/> | Accounts Receivable  |
| <input type="checkbox"/> | <input type="checkbox"/> | Purchasing   |
| <input type="checkbox"/> | <input type="checkbox"/> | Project Accounting   |
| <input type="checkbox"/> | <input type="checkbox"/> | Cash Based Accounting  |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget Management  |
| <input type="checkbox"/> | <input type="checkbox"/> | Cash Receipting/Cashiering   |
| <input type="checkbox"/> | <input type="checkbox"/> | County-Wide Purchase Requisitioning System Including:                        |
|                          |                          | <b>Yes No</b>  |
|                          |                          | <input type="checkbox"/> <input type="checkbox"/> Requisitions               |
|                          |                          | <input type="checkbox"/> <input type="checkbox"/> Invoice Approval Routing   |
|                          |                          | <input type="checkbox"/> <input type="checkbox"/> Purchase Order Adjustments |
| <input type="checkbox"/> | <input type="checkbox"/> | County-Wide Web-Based Dashboard Capability                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | County-Wide Web-Based Budget Preparation & Forecasting                       |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Payroll – with State of Illinois Reporting Requirements</u></b>        |
| <input type="checkbox"/> | <input type="checkbox"/> | Personnel Management/Human Resource Tracking                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Employee Portal – Employee Self-Service                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Budgeting &amp; Reporting Tool</u></b>                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Ability to Budget Personnel costs (wages/benefits, etc.)                     |
| <input type="checkbox"/> | <input type="checkbox"/> | Automated Report Delivery  |
| <input type="checkbox"/> | <input type="checkbox"/> | Position Budgeting   |
| <input type="checkbox"/> | <input type="checkbox"/> | <b><u>Conversion Services for Accounting and Payroll</u></b>                 |

- Up to 5 years in conversion history & historical views

**Yes No**

- Content Management – Digital Images within ERP & Workflows**

- Technical Specs Including:**

- Cloud-Based System
- Browser-based (Google Chrome, Edge, etc.)
- Microsoft SQL Database
- Integration to leverage desktop tools such as Microsoft Office 365, etc.

**Section 5 – General Vendor Qualifications and Functional Requirements**

Vendors shall answer the questions below and include the responses in their proposal submission. Responses should be clear, concise, and address each question fully.

	<b>Item</b>	<b>Response</b>
1.	Is an annual fee (maintenance/service) required to continue using the software? If so, please include Year 2 costs detailing this annual fee.	
2.	Does your contract specify the purchase of the software or does the County pay an annual renewal license for the right to use the software therefore never owning software?	
3.	Does the support plan include software for life, therefore never paying additional license fees for future upgrade versions of the software including new platforms? If not, what is the average upgrade license cost for a similar sized customer?	
4.	If the County ends the relationship with your company does the County keep the software and the data amassed?	
5.	Is your system Cash Basis Accounting or Accrual Basis?	
6.	Does your software offer the ability to export user generated reports from the system, while retaining mathematical data formulas?	
7.	Are custom alerts available to monitor data elements for situations that may fall outside of acceptable parameters?	
8.	Are there automated notifications available for custom alerts?	
9.	Have you ever successfully converted Harris software?	
10.	Can you provide employee self-service for W-2s, check stubs, leave accrual/usage lookup, etc.?	
11.	Can your system integrally produce and print W2, 1099, and 1094/1095 forms without the use of third-party software?	
12.	Do you offer project/grant tracking?	

13.	Will we be required to contract with our current vendor for data conversion? What will be your costs of the system conversion services?	
14.	Does your proposal include costs we may incur from our current vendor for data file extractions?	
15.	Will the project include a non-live database with our converted data for practice exercises for initial training and future training of new staff?	
16.	Do you offer a cloud version of the software?	
17.	Do you run your system parallel with our current system?	
18.	How often are system backups saved?	
19.	What do you offer regarding disaster recovery?	
20.	Does training take place virtually or in-person?	
21.	Do you provide a module allowing for transparency of financial reports to citizens?	

**Accounting, Receivables/Receipting, Budgeting & Reporting**

	Item	Response
1.	Does your system include a workflow process for purchasing (requisitions, Pos, Budget Transfers, etc.)?	
2.	Does your system include expense and revenue budgeting capabilities?	
3.	Monthly budgeting capability with variances?	
4.	Can you do 10-year budget forecasting in the system?	
5.	Does budgeting offer personnel budgeting including all costs associated with an employee?	
6.	Does the budget preparation process include workflow capability?	
7.	Do departments have the ability to input their own budgets?	
8.	Can departments set up their own customized dashboards?	
9.	Does the budgeting system have a report scheduler that can auto generate reports to be sent via email?	
10.	Does the system offer an alert system notifying the recipient of information in the system on pre-defined criteria?	
11.	Does the system have the ability to report on object levels (personnel, materials, services)?	
12.	Ability to do Cash Receipting of multiple County services.	
13.	Ability to track Miscellaneous Receivables and receipting.	
14.	Ability for Purchase Orders and Invoices to be approved by users via web for workflow routing.	

**Payroll & Human Resources**

	<b>Item</b>	<b>Response</b>
1.	Does your system allow for importing of timesheet data? Is there an additional fee for this feature?	
2.	Does your system email pay stubs to the employee?	
3.	If you can email pay stubs, are the forms secured to ensure employee privacy? Explain.	
4.	Does your system support direct deposit with the option to send deposits to multiple banking institutions per employee?	
5.	Does the system allow payroll data to be dynamically used for budgeting purposes?	
6.	Does the system allow for multiple pay rates per job?	
7.	Does the system produce W2 forms on plain paper without the use of 3 <sup>rd</sup> party software?	
8.	Does the system create all required pension reporting for the State of Illinois?	
9.	Does the system allow you to accumulate and use accruals? Can they be set up to adhere to bargaining unit requirements?	
10.	Does the system have the ability to automatically create matching deductions for things like pensions, health insurance, etc.?	
11.	Does the system allow for imports of the current tax rates? Or do tax rate changes need to be done manually?	
12.	Does the system create the accounting distribution for payroll expenses?	
13.	Does the payroll system have an automated process to post payroll expense data to the general ledger?	
14.	Ability to track Human Resource Requirements for Employees.	

**Technology**

	<b>Item</b>	<b>Response</b>
1.	Is your base ERP system cloud-based with ability to use either Google Chrome or Microsoft Edge?	
2.	Does the system utilize Microsoft SQL Database? If not, what database system does it run on?  Who is responsible for purchasing, installing and maintaining the database?	

3.	Does licensing provide for a concurrent licensing model?	
4.	Is a concurrent license a global license allowing user to get to all applications such as Accounting, Payroll, and Budgeting etc. or do concurrent licenses need to be purchased for each application?	
5.	Is security set up as role based?	
6.	Does system allow user to have multiple browser tabs open on multiple monitors with just the one concurrent license?	
7.	Does system allow for email alerts based on pre-defined user settings?	
8.	Do you offer both a cloud-based solution and on-premises?	
9.	Do you provide an on-line learning management system to allow County staff to self-train on demand?	

**Section 6 – County References**

Please provide at least three (3) county references for the requested system currently running the proposed solution in live operations. References should reflect a similar scope of work and include the population served for each county.

**Section 7 – Implementation and Support**

Answer the following questions and/or provide the necessary documentation for each item listed below.

1. The County is interested in pursuing a Software for Life (Evergreen) type of agreement if available. Describe your process when a new version of your software becomes available in the future.
2. If you do not offer a Software for Life (Evergreen) agreement can this, be added to the agreement, and if so, what is the added costs to add this to the agreement? Please list it here and in your quote as well.
3. Describe the approach and resources needed to implement the proposed software. Attach a proposed implementation schedule with key dates, activities, and milestones.
4. Describe your overall user training approach.
5. Describe your company’s service & support philosophy, how it is carried out and how success is measured.
6. Describe ongoing services and support, such as a toll-free customer service number, annual training classes, online customer service website and remote software maintenance.

7. How do you service and troubleshoot problems for your current clients?
8. Identify provisions and associated costs with providing software updates and enhancements on a regular basis.

#### **Section 8 – Cost Information**

Please review the specific software applications described in Software Requirements. The following costs associated with these applications must be included in your response:

- Application software license fees
- Implementation, Training, Conversion and Support Services Costs
- Other anticipated costs (i.e., travel, data file conversions, etc.)
- Ongoing support costs, whether hourly or annual blanket coverage
- Change Order process and costs

#### **Section 9 – License Agreement**

Provide a sample of the proposed License Agreement.

#### **Section 10 – Hardware Requirements**

If you do not provide a cloud-based solution or provide both cloud and on premise, please provide hardware requirements needed to run the proposed system on site, including, but not limited to PC and Server needs.

#### **Section 11 - DEMONSTRATIONS AND PRESENTATIONS**

Vendors may be required to provide detailed demonstrations of proposed application software. Vendors may also be required to make presentations and/or provide written clarifications of their responses at the request of the County.

#### **Section 12 - RIGHT OF REFUSAL**

The County reserves the right to reject all RFPs in their entirety. The County reserves the right to award the contract in such manner deemed to be in the best interest of its citizens.

#### **Section 13 - EVALUATIONS**

The primary criteria for vendor evaluation and consideration are:

- **Market Focus** – Demonstrated experience and proven success delivering solutions for organizations of similar type, size, and operational complexity.
- **Proposal Responsiveness** – Adherence to the requested proposal format, completeness of responses, and clarity of information provided.

- **Vendor Stability** – Financial viability, organizational stability, and demonstrated business longevity.
- **Customer Service and Support** – Quality and accessibility of customer support services, reference feedback, customer retention rates, and measurable service performance levels.
- **Solution Fit and Integration** – Ability to provide a comprehensive, fully integrated solution that meets the functional and technical requirements outlined in this RFP.
- **Scalability and Future Growth** – Ability of the solution to scale over time and support the addition of future modules, users, and functionality without significant reimplementation or disruption.
- **Training Methodology and Knowledge Transfer** – Effectiveness of the vendor’s training approach, including delivery methods, documentation, role-based training, and ongoing education.
- **Relevant Customer References** – Successful implementation and ongoing use at customer sites of similar size and scope.
- **Data Conversion and Implementation Experience** – Demonstrated experience in successfully converting legacy data and managing system implementations with minimal disruption.

Evaluations of proposals on a variety of quantitative and qualitative criteria. The proposal selected shall provide the most cost-effective approach that meets the stated requirements. The lowest priced proposal will not necessarily be selected. The final selection will be made based on a “lowest and best” approach. Selected vendors may be invited to make oral presentations to the evaluation team.

The County reserves the right to a) reject any or all proposals, or to make no award, b) require modifications to initial proposals or c) to make partial awards. The County reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to the County.