

Memorandum

DATE: **October 15, 2025**

FROM: **Ted Williams, Finance Director**

TO: **Prospective ERP Software System Vendors**

SUBJECT: **Enterprise Resource Planning (ERP Software System Request for Proposal (RFP))**

Summary

The Town of Loomis is evaluating new software to satisfy its financial, human resources, and permitting information management application needs.

The Town appreciates a proposal response to include all costs associated with training, implementation, hardware specifications/hosting costs (if applicable), interface estimates, data conversion assistance, annual maintenance, and support.

- **Questions** related to this information request are to be directed, **by email** to Ted Williams, Finance Director at twilliams@loomis.ca.gov no later than **Wednesday, October 29, 2025**. Only written questions submitted by email by the stated date will be accepted.
 - ♦ All questions and responses will be compiled and submitted electronically in one general response email on **Wednesday, November 5, 2025**.
- Vendor **responses are requested by 3:00 p.m. PT on Wednesday, November 19, 2025**. Submit electronic responses to Ted Williams, Finance Director by email to twilliams@loomis.ca.gov.

Thank you for your participation. We look forward to reviewing your response.

Ted Williams
Finance Director
Town of Loomis
3665 Taylor Road
PO Box 1330
Loomis, CA 95650

1. New System Scope Requirements

The Town is looking for an integrated system, which is to include the following primary functionality (modules). This list is not intended to be all-inclusive/exclusive.

Financial Management

- General Ledger
- Bank Reconciliations
- Budgeting (General, Salary, and Capital)
- Project Accounting
- Purchasing
- Accounts Payable
- Accounts Receivable and Miscellaneous Billing
- Fixed Assets
- Financial Reporting

Human Management

- Human Resources
- Time & Attendance
- Payroll

Other

- Reporting – Ad Hoc
- Integrations (please reference **Appendix H** for specific requirements)

2. Current Environment

The Town seeks to install the system utilizing the vendor to provide all services, including software, installation, process discovery, training, project management, interfaces, conversion assistance, maintenance, and support. If applicable, hardware specifications with sizing documentation should also be provided.

The Town looks to replace the following existing systems:

- Financial Management
 - ♦ Microsoft Dynamics Great Plains
 - Accounts payable (vendor payment history)
 - Accounts receivable
 - Cashiering
 - General ledger
 - Bank reconciliation
 - ♦ Bill.com
 - Accounts payable (invoice entry/payment)
 - ♦ Microsoft Excel
 - Budgeting
 - Project accounting
 - Fixed assets
 - Financial and ad hoc reporting
- Human Resources Management as follows:

- ♦ Microsoft Dynamics Great Plains
 - Human Resources
 - Payroll
- ♦ Microsoft Excel
 - Employee leave balance tracking
- ♦ Paper-based
 - Employee timesheets

3. Background

The Town is looking for the best overall solution to meet its current and future needs. It is understood that there are no perfect solutions, and that the applicable vendor may vary in its capability to meet the Town's overall system needs.

Loomis was incorporated in 1984 and has a population of 6,743 citizens. It provides or contracts for public safety (Police), highways and streets, public improvements, planning and zoning, and general administrative services.

Some statistics regarding the Town are identified in the table that follows:

General Fund Budget	\$6,962,800
Capital Projects Budget (total)	\$3,597,995
Number of Employees	21

4. Organizational Chart

TOWN OF LOOMIS AUTHORIZED PERSONNEL YEAR ENDING JUNE 30, 2026

Position	Town Council	Town Clerk	Finance	Treasurer	Administration	CD Planning	Library	CD Building	PW Admin/ Engineering	PW Facilities/ Drainage	Transportation	Solid Waste	Total
Elected Positions													
Town Council	5.00												5.00
Town Treasurer				1.00									1.00
Total Elected Positions	5.00	-	-	1.00	-	-	-	-	-	-	-	-	6.00
Commissioners													
Planning Commission					5.00								5.00
Total Commissioned Positions	-	-	-	-	5.00	-	-	-	-	-	-	-	5.00
TOTAL ELECTED AND COMMISSIONED POSITIONS	5.00	-	-	1.00	-	5.00	-	-	-	-	-	-	11.00
Exempt Personnel													
Town Manager				1.00									1.00
Town Clerk		0.75		0.25	-								1.00
Town Engineer								0.40	0.50		0.10		1.00
Public Works Director								0.075	0.52	0.33	0.075		1.00
Finance Director			1.00										1.00
Library Director						1.00							1.00
Community Development Director					0.50		0.50						1.00
Town Planner					1.00								1.00
Total Exempt Personnel	-	0.75	1.00	-	1.25	1.50	1.00	0.50	0.475	1.02	0.33	0.175	8.00
Non Exempt Personnel													
Senior Engineer								0.40	0.50		0.10		1.00
Associate Planner													-
Planning Assistant					1.00								1.00
Permit Technician							1.00						1.00
Admin Assistant				1.00									1.00
Accounting Technician			1.00										1.00
Librarian						1.00							1.00
Library Assistant II						1.00							1.00
Library Assistant I						2.00							2.00
Operations Manager								0.075	0.52	0.33	0.075		1.00
Maintenance Worker								0.225	1.56	0.99	0.225		3.00
Total Non Exempt Personnel	-	-	1.00	-	1.00	1.00	4.00	1.00	0.70	2.58	1.32	0.40	13.00
TOTAL EXEMPT AND NON-EXEMPT PERSONNEL	-	0.75	2.00	-	2.25	2.50	5.00	1.50	1.175	3.60	1.65	0.575	21.00

5. Process and Schedule

The process is for the Town to review the responses, evaluate and demonstrate the proposed solutions, check references, conduct site visits, and finalize a project scope of work.

Selection Process	Target Dates
Release and Issuance of the Request for Proposal (RFP)	Wednesday, October 15, 2025
Vendor Questions Due	Wednesday, October 29, 2025
Date for the District to Provide Answers to Vendor Questions	Wednesday, November 5, 2025
Vendor Proposal Responses Due	Wednesday, November 19, 2025
Decision on Vendor Finalists (Short-List)	December 2025
Demonstrations by Vendor Finalists	January 2025
Reference Checks	January – February 2025

Final Vendor Selection	March 2025
Contract Negotiations	March – April 2025
Implementation Start	May – June 2025

6. Evaluation Criteria

The Town reserves the right to select the vendor who best meets the overall needs, which is based primarily on the following criteria (not listed in any order of importance):

- The overall capability to provide the required software features and capabilities
- The amount of vendor support that will be available for implementation, conversion, training, ongoing modifications, and software support
- The total costs of the system implementation and ongoing support
- The vendor's performance record to date in meeting the requirements of its existing customers, as well as the availability of users similar to the Town, to allow reference investigations
- The financial stability, longevity, and strength of the vendor
- Ease and intuitive use of software

7. User License Information

Description ¹	Quantity
Concurrent Users	15
Unique Full-User ID Licenses	23

8. Volumes

The tables below summarize the estimated volumes of transactions and records associated with the application processing requirements and preliminary conversion requirements discussed in **Section 10**.

Volumes Information

Volume Description	Quantity / Estimate Transactions
General Ledger	
No. of Funds	40
No. of GL Accounts	160
No. of Bank Accounts	1
Budgeting	
No. of Budget Transfers/Amendments (Annually)	10
No. of Budget Units/Cost Centers	40
No. of Budget Levels/Versions	4

Volume Description	Quantity / Estimate Transactions
Annual or Biennial Budget	Biennial
Current Year General Fund Budget	\$6,692,800
Current Year Capital Improvement Plan (CIP) Budget	\$3,091,995
Project Accounting	
No. of Projects (Active)	20
Requisitions & Purchasing	
No. of Requisitions Processed (Annually)	0 (new functionality)
No. of Purchase Orders Issued (Annually)	0 (new functionality)
Accounts Payable	
No. of Vendors (Active)	1,315
No. of A/P Invoices (Annually)	1,920
No. of A/P Checks (Annually)	985
No. of Employee-use Procurement/Credit Cards	5
Check Run Frequency	Weekly
Accounts Receivable	
No. of Master Customer Records (Active)	1,000
No. of A/R Invoices	1,100
Average Number of Line Items Per Invoice	3
Fixed Assets	
No. of Fixed Assets	150
No. of Annual Additions	10
No. of Annual Retirements	10
Human Resources	
No. of Full-Time Employees	20
No. of Permanent Part-Time Employees	1
No. of Seasonal Employees	12
No. of Retirees (benefits only)	8
No. of Personnel Actions (e.g., new hires, terminations, salary, etc.)	18
No. of Benefit Plans	8
No. of Unions/Memorandum of Understandings	1 (Public Works)
Pay Period Frequency	Bi-weekly

9. Integration/Interface Capabilities

The Town is expecting to expand its integration and interfaces with key systems. Please include an estimated range of costs for the integrations below, if available. Costs for proposed integrations are to be included in **Appendix H**. A screenshot is provided below.

Interfaces/Integrations Name	Description	Interface Direction(s) (One-way or Two-way)	Third-Party Software (Vendor Name, Product Name, & Version)	Frequency / Real-Time Active (As Needed, Scheduled or Real-time)	Integration Type (Import or Export)
General Ledger					
Bank Statement File	Ability to import a downloaded bank statement file in Bank Administration Institute (BAI) file format.	One-way	Wells Fargo	As Needed	Import
Import Journal Entries File	Ability to import a journal entries file. Please comment on the acceptable file formats.	One-way	Microsoft Excel	As Needed	Import
Budgeting					
Microsoft Excel Budget Import	Provide the ability to import detailed budgets into the Budget modules from Microsoft Excel.	One-way	Microsoft Excel	As Needed	Import
Microsoft Excel Budget Export	Provide the ability to export detailed budgets from the Budget modules into Microsoft Excel.	One-way	Microsoft Excel	As Needed	Export
Accounts Payable					
1099 Forms To IRS	Ability to electronically submit 1099 forms to the IRS.	One-way	IRS	As Needed	Export
1096 Forms To IRS	Ability to electronically submit form 1096 to the IRS.	One-way	IRS	As Needed	Export
Purchasing Cards (transaction details associated with GL accounts)	Ability to download purchasing card transaction file to post transaction detail to general ledger by general ledger account	One-way	US Bank (CalCards)	As Needed	Import
Positive Pay	Provide the ability to integrate with financial institutions for positive pay on accounts payable checks.	One-way	Wells Fargo	As Needed	Export
Electronic Payments (Accounts Payable Checks)	Ability to export a file for a third-party to generate Accounts Payable checks.	One-way	TBD	As Needed	Export
Electronic Payments (ACH/Direct Deposit/Wires)	Ability for electronic payments to be made to vendors via ACH/Direct Deposit and wire transfers (Push Pay).	One-way	Wells Fargo	As Needed	Export
Human Resources					
EEO-4 Survey File Upload	Ability to electronically submit the EEO-4 Survey to the Equal Employment Opportunity Commission.	One-way	EEOC	As Needed	Export
Affordable Care Act (ACA) information File Upload	Ability to upload Affordable Care Act (ACA) information.	One-way	IRS	As Needed	Export
Payroll					
Direct Deposit File	Report and data file for transmission to bank.	One-way	Wells Fargo	As Needed	Export
Electronic Federal and State Files	Generate electronic file and all related forms (including W-2 reporting) for annual reporting to federal and state agencies.	One-way	N/A	As Needed	Export
myCalPERS	Ability to export a file to be uploaded to myCalPERS.	One-way	N/A	As Needed	Export
Others					
Email Integration	Ability to send emails from system utilizing standard SMTP protocols.	One-way	Microsoft Outlook	As Needed	Export
Ad Hoc Third-Party Report Writers	Ability to integrate with third party report writers.	One-way	N/A	As Needed	Export
Rest API	Provide a REST API interface to facilitate querying data and integration.	Two-way	N/A	As Needed	Bi-directional

10. Data Conversion Information

The Town anticipates electronic data conversions, depending on cost. Please include an estimated range of costs for data conversions for each application, if available, and a description of data that would be typically converted. Costs for proposed data conversion are to be included in **Appendix I**. A screenshot is provided below:

Conversions	Description	Number of Records (Estimated)	No. of Years Of Data	Existing Software Product		
				Software Application	Version	Database
Financial Management						
General Ledger Accounts Balances (Summary level)	Summary level actuals account balances	1,000	5	Microsoft Dynamics - Great Plains	18.7.1765	SQL
Budgeting (Adopted Budgets)	Budget account balances for adopted budgets	15,000	5	Microsoft Excel	N/A	N/A
Budgeting (Amended Budgets)	Budget account balances for amended budgets	15,000	5	Microsoft Excel	N/A	N/A
Open Projects	Project Master records including expenditure/ funding accounts	500	3	Microsoft Dynamics - Great Plains	18.7.1765	SQL
Project Actuals	Project actuals account balances	100	3	Microsoft Dynamics - Great Plains	18.7.1765	SQL
Project Budgets	Project budget data	100	3	Microsoft Dynamics - Great Plains	18.7.1765	SQL
Customer Master Records (Accounts Receivable)	Customer demographic data	1,000	N/A	Microsoft Excel	18.7.1765	SQL
Invoices (Accounts Receivable)	History of all receivables open and closed	2,500	5	Microsoft Excel	18.7.1765	SQL
Vendor Master Records (Accounts Payable)	Vendor master data including names, addresses, SSN/FID, etc.	1,315	N/A	Microsoft Dynamics - Great Plains	18.7.1765	SQL
Vendor Address Records (Accounts Payable)	Additional vendor remit addresses	1,315	N/A	Microsoft Dynamics - Great Plains	18.7.1765	SQL
Accounts Payable Check History	Vendor payment history, including check number, date, amount, etc.	3,000	3	Microsoft Dynamics - Great Plains	18.7.1765	SQL
Accounts Payable Invoices	Vendor invoice detail	6,000	3	Microsoft Dynamics - Great Plains	18.7.1765	SQL
Fixed Assets	Master fixed asset data including asset description, depreciation, location, etc.	150	N/A	Microsoft Excel	N/A	N/A
People Management						
Employee Earnings & Deduction History	Employee transaction level earnings and deductions data	10,000	3	Microsoft Dynamics - Great Plains	18.7.1765	SQL
Employee Payment History	Amounts for earnings and deductions with check number and date	10,000	3	Microsoft Dynamics - Great Plains	18.7.1765	SQL

11. Specific Proposal Information Request

The following is a list of the Town's specific concerns and information request items. Please provide a detailed response explaining how the proposed solution satisfies each issue *in the order listed below*.

A. Cover Letter

The Cover Letter shall be on company letterhead, signed by a duly authorized officer, employee, or agent of the vendor. Please include a brief general statement of intent to provide the products and services requested and willingness to enter into a contract with the Town.

B. Executive Summary/Project Understanding

Please include a summary of the proposal and confirm that all elements of the RFP have been reviewed and understood.

C. Software Company Background and Qualifications

Please provide information related to your company as requested in **Appendix B**. In addition, specifically address the following issues:

- If you are a software reseller/partner, please provide the same company and reference information for your specific company in addition to the software vendor's information in **Appendices B and C**.
- If your proposed solution belongs to a parent/consolidation company, only provide references for the proposed solution in **Appendix C**.

D. Software Company Contractual Requirements and Exceptions to RFP

Please describe any exceptions to the RFP, listed on an item-by-item basis and cross-referenced with the RFP document. If there are no exceptions, proposer must expressly state that no exceptions are taken.

E. User Base and References

Please provide the total number of customers (software provider and reseller, if applicable) for the applications in **Appendix D**. Additionally, please provide an organization-name list of all active customers within the state of California. Contact information is not necessary.

Please provide references for ten (10) completed projects of similar scope and nature to the Town, **preferably within the same region**. A reference worksheet is provided in **Appendix E**.

F. Software System Architecture

Please describe the programming languages, operating systems, user interface, and database management system used for your application (**Appendix F**).

G. Cost Considerations

Initial one-time costs for hardware (if applicable), implementation, training, software licensing, travel, and related costs, etc., must be included with the price proposal. See electronic price proposal forms (**Appendix G-J**).

Recurring annual costs should be described in the proposal, clearly stating what is included (e.g., application upgrades, state and/or federal reporting requirements, hours of support, etc.) (**Appendix G-J**). The Town prefers unlimited telephone support. If after-hours support is only available at an hourly rate, this should clearly be indicated.

The objective is to have **no hidden or unexpected costs**.

H. Implementation Methodology

Please describe your implementation methodology with milestones and timeframes. Include a preliminary implementation schedule for all applications/functionality, including the required time for onboarding, planning, configuration system and application training and program testing. Please include how you expect to sequence the installation of the various applications or application groupings.

I. Training and Education

Please provide consulting and training options, including classroom (on-site and off-site), online (group and self-paced), training videos, and manuals. Include training for all required staff and users. Include ongoing training and user support group training.

J. Project Management

The Town will provide a designated project manager and expects the vendor to do the same. Please include recommended vendor project management costs (**Appendix G**) in the response and **describe, in detail, services to be provided.**

K. Customer Implementation Responsibilities

Please describe and/or provide a list of the typical customer implementation responsibilities.

L. Workflow Capabilities

Please provide information on your system's workflow capabilities. Describe the integration level with all systems. If you have no workflow capabilities, please indicate.

M. Mobile Field Computing

Please describe your solution's mobile field computing options, including full application access through wireless VPN connectivity (i.e., no vendor software required), mobile field application for use with laptops or mobile field applications with use of tablets (e.g., iPads, Surface, etc.).

N. Reporting Capabilities

Please provide information on overall system/solution reporting capabilities (e.g., canned reports, ad hoc reporting, executive dashboard, etc.).

12. Proposal Submittal Format

Interested vendors are requested to submit the information described in **Section 11 Proposal Information Request** (above), consisting of three electronic files, indexed in the manner described below.

A. Vendor Proposal File (PDF)

- Cover Letter
- Executive Summary/Project Understanding
- Software Company Background and Qualifications
- Software Company Contractual Requirements and Exceptions to RFP
- Specific Proposal Information Requirements
 - Maintenance and Support
 - Software Upgrades
 - References and User Base
 - Software System Architecture
 - Cost Considerations
 - Implementation Methodology
 - Training and Education
 - Project Management
 - Customer Implementation Responsibilities
 - Workflow Capabilities
 - Mobile Field Computing
 - Reporting Capabilities
- Appendix A
 - Appendix A1 – Financial Management Feature/Function Workbook Tabs
 - Appendix A2 – Human Capital Management Feature/Function Workbook Tabs
 - Appendix A3 – Other Feature/Function Workbook Tabs

- Appendix B – Vendor Profile
- Appendix C – Vendor Software Support
- Appendix D – Vendor Customer Base
- Appendix E – Vendor References
- Appendix F – Vendor General System
- Appendix G – Project Costs
- Appendix H – Interface Costs
- Appendix I – Conversion Costs
- Appendix J – Modification Costs

B. Vendor Electronic Response Files (Excel)

The multi-tab Excel spreadsheet files contain all the appendices listed below. *Appendices* must be filled in and submitted using these electronic forms (multi-tab Excel files) and must also be printed and included in your proposal.

- Appendix A
 - Appendix A1 – Financial Management Feature/Function Workbook Tabs
 - Appendix A2 – Human Capital Management Feature/Function Workbook Tabs
 - Appendix A3 – Other Feature/Function Workbook Tabs
- Appendices B-J
 - Appendix B – Vendor Profile
 - Appendix C – Vendor Software Support
 - Appendix D – Vendor Customer Base
 - Appendix E – Vendor References
 - Appendix F – Vendor General System
 - Appendix G – Project Costs
 - Appendix H – Interface Costs
 - Appendix I – Conversion Costs
 - Appendix J – Modification Costs

13. Proposal Submittal Checklist

Interested vendors are requested to submit the information described in **Section 11 Proposal Information Request** (above) using the following format, indexed in the manner described below. Appendices must be filled in and submitted using the three separate files listed below.

Vendors are encouraged to use this table as a checklist to ensure all components are included in your proposal.

	File/Format	Contents
☐	Vendor Proposal (PDF)	• Cover Letter • Executive Summary/Project Understanding • Software Company Background and Qualifications • Software Company Contractual Requirements and Exceptions to RFP • Specific Proposal Information Requirements (see Sections 11 and 12) • Appendix A – Feature/Function Workbook Tabs • Appendix B – Vendor Profile

		• Appendix C – Vendor Software Support • Appendix D – Vendor Customer Base • Appendix E – Vendor References • Appendix F – Vendor General System • Appendix G – Project Costs • Appendix H – Interface Costs • Appendix I – Conversion Costs • Appendix J – Modification Costs
☐	Appendix A Feature/Function Workbook Tabs (Excel)	• Appendix A1 – Financial Management Feature/Function Workbook Tabs • Appendix A2 – Human Capital Management Feature/Function Workbook Tabs • Appendix A3 – Other Feature/Function Workbook Tabs
☐	Appendices B-J Workbook Tabs (Excel)	• Appendix B – Vendor Profile • Appendix C – Vendor Software Support • Appendix D – Vendor Customer Base • Appendix E – Vendor References • Appendix F – Vendor General System • Appendix G – Project Costs • Appendix H – Interface Costs • Appendix I – Conversion Costs • Appendix J – Modification Costs