

UPPER CUMBERLAND LOCAL WORKFORCE DEVELOPMENT BOARD, INC.

REQUEST FOR

ACCOUNTING SOFTWARE REQUEST FOR SEALED BIDS

The Upper Cumberland Local Workforce Development Inc., (UCLWDB, Inc.) is soliciting sealed bids for a financial and accounting software system. Sealed bids will be evaluated based on:

- Microsoft Compatibility with Dell
- Number of Years Accounting Software Experience - minimum of 20 years
- Experience Working with Non-Profit Organizations
- Current Customer References – minimum of 3
- Training and Support – remote assistance, email, phone, and in-person
- Project Duration – Project must begin no later than 5 business days after award notification. Upon commencement the project must be completed no later than 30 days.
- Price

The following components must be included in the sealed software bid:

- General Ledger
- Cash and Disbursement Journals
- Bank Reconciliations
- Accounts Payable
- Financial Reporting
- Payroll

Bids must itemize the following:

- Software cost
- Installation and Configuration
- Software Maintenance
- Training Costs

Sealed bids must be addressed to Bobby Scott 580 South Jefferson Avenue, Suite A, Cookeville, TN 38501 and **must be received no later than Friday, May 10, 2019 at close of business (4:30 pm Central Standard Time)**. Questions/Comments should be sent to: Bobby Scott at [bscott@ucworkforce.org](mailto:bscott@ucworkforce.org) or by phone at (931) 520-9513.

Sealed bids will be opened on May 13, 2019 at 9 am Central Standard Time at the American Job Center, 580 S Jefferson Avenue, Cookeville, TN 38501. Price will not be the sole determining factor in awarding the bid.