Request for Proposal

Enterprise Resource Planning System Software and Implementation for Recreation District #1 of St. Tammany Parish

Inquiries and proposals should be directed to:
Scott Goodwill
Chief Financial Officer
Recreation District #1 of St. Tammany Parish
63350 Pelican Drive
Mandeville, LA 70448

Submission Deadline:
2:00 p.m. on October 15, 2025

ERP Specifications

PURPOSE OF RFP

Recreation District #1 of St. Tammany Parish (the District) has issued this Request for Proposals (RFP) to solicit responses from qualified firms (Proposers) offering systems that provide the features and functionality identified herein to replace the District's current systems.

The District seeks a Proposer who can demonstrate organizational, functional, and technical capabilities, as well as the experience, expertise, and qualifications necessary to implement and support a fully integrated and proven ERP system. Note that the District would prefer Software as a Service (SaaS) solution.

PROPOSAL SUBMISSION

Recreation District #1 of St. Tammany will accept proposals for ERP software and implementation until **2:00 p.m. CST, October 15, 2025**. All proposals shall be submitted as follows.

Recreation District #1 of St. Tammany Parish
Attn: Scott Goodwill, Chief Financial Officer
63350 Pelican Dr.
Mandeville, LA 70448

All proposals must bear the name of the entity making the proposal and must have the following clearly written or typed on the face of the envelope or package: "**Request for Proposal - ERP**". Proposals can be submitted electronically to the following email address: scottgoodwill@pelicanpark.com by the closing submission date and time noted above. Please add your proposal as an "attached file." In the subject area, you should label: "**Request for Proposal - ERP**".

All questions relative to this Request for Proposals should be directed to Scott Goodwill, Chief Financial Officer, via email at scottgoodwill@pelicanpark.com. See the "Inquiries" section for more information.

DISTRICT DESCRIPTION & BACKGROUND INFORMATION

Recreation District #1 of St. Tammany Parish (the District) is a local governmental organization created by the St. Tammany Parish Council (the Council) in 1986. The District provides recreation opportunities and facilities to the residents of the area that includes the greater Mandeville, Louisiana area. It is governed by a seven-member volunteer Board of Directors. Administrative offices are located at 63350 Pelican Drive in the Castine Center in Mandeville, Louisiana.

Relevant statistics for the District:

- FY 2025 operating budget is $6.7 million
- Five funds, including four governmental funds and one proprietary fund
- 48 full-time employees, and 50+ part-time/seasonal employees
- Approximately $24 million in capital assets

SCOPE OF SERVICE REQUIRED

The District is seeking to implement a fully integrated ERP solution that combines HRIS and Accounting functionalities. The selected vendor(s) will be expected to deliver a system that meets the criteria specified in this document.

CURRENT SOFTWARE AND SERVICES

The District uses QuickBooks Enterprise to maintain its general ledger; each fund is in a separate company file in QuickBooks Desktop Enterprise. There are twenty users in QuickBooks, including three accounting staff with the ability to post transactions to the general ledger.

Payroll and HR services are provided by Netchex; services include payroll processing, direct deposit, check printing/signing and preparation and filing of all quarterly and annual payroll federal and state reports, as well as benefits administration, recruiting, and onboarding workflows.

The District's concessions operations use Toast as a POS solution, with xtraCHEF providing additional capabilities regarding inventory tracking and analytics. The District uses RecDesk for its program registrations and registration payments, along with a corresponding payment gateway, Authorize.net.

FUNCTIONAL REQUIREMENTS

All proposers should fulfill each of the following functional requirements. Responses should be included as part of the proposal narrative (with examples as appropriate), as well part of the attached form. If a requirement is not met, please explain, and if applicable, provide an alternative feature that might accomplish the same purpose.

Please note, failure to fulfill these requirements, or provide a substitute for them, may result in disqualification of the proposal. If there are questions regarding a particular requirement, please contact the District using the method described in the "Inquiries" section below.

- General Accounting Features
    - Supports GAAP and GASB standards/principles
    - Ability to create and post manual journal entries
    - Ability to support a 13th accounting period for audit adjustments
    - Supports accrual, modified accrual, and cash accounting methods
    - Multiple funds for fund accounting
- Accounts Payable

    - Provides an approval workflow for A/P from the initial purchase order through the authorization of payment. Multi-step approvals are necessary, as any given purchase will involve several employees.
    - Provides the ability to print to physical checks when in-house checks are necessary.
    - Provides the ability to maintain vendor profile information such as name, DBA, email, address, phone, primary contact
    - Provides the ability to attach documents (COI, W-9) to each vendor record and purchase order.
    - Allows the tracking of changes to vendor profiles including name, DBA, address, phone, as well as changes made to purchase orders.
    - Supports processing of 1099's and 1099 reporting requirements
- Accounts Receivable
    - Ability to create invoices for customers (including businesses, governments, and individuals) and email those invoices to customers directly from the system.
    - Accounts receivable automation capabilities with the ability to for customers to make payments to their invoices through a payment platform. The ability for customers to make online payments must be included as part of the invoicing process.
    - Ability to track invoices associated with events for a customer. (The District contains an event venue, which sometimes involves multiple invoices for a single event; in such cases, the invoices need to be grouped together for easy tracking.)
    - Ability to distinguish between different types of invoices, particularly for rental invoices which could be for security deposits, rental fees, or some combination of the two.
    - Allows tracking of invoices past due and provides A/R aging reports.
    - Allows customizable invoices that can be formatted to meet the District's needs.
    - Displays customer history, including previous invoices and payments.
    - Ability to track changes made to invoices and customer profiles.
    - Provides ability to write-off balances, revise and edit invoices (including the amount) and record adjustments to the general ledger
- Reports
    - Ability to run reports by classes/dimensions (e.g., by division or department)
    - Fund based reporting, with trial balances, balance sheets, and other financial statements segregated by fund.
    - Ability to make custom tags or other method of identifying transactions (e.g., by project, grant, or program).
    - Ability to define report from/to dates across multiple fiscal years, including reports that cover the previous twelve months.
    - Ability to export reports into common formats, including Excel, CSV, and PDF.
    - Ability to create, save and publish ad hoc reports for use by others
    - Drill-down capability for detailed transaction-level data
    - Provides standard out of the box reports (please list in the proposal, and provide examples)
- Budget
    - Ability to generate an annual budget within the system
    - Ability to build multiple budget types (proposed, original, amended) and conduct comparative analysis between each type

    - Budget development to include entry of justifications or other background data related to budget requests
    - Budget reporting, including on demand, monthly budget vs. actual reports, and YTD budget vs. actual
    - Ability to forecast revenues and expenditures five years or more into the future based on various assumptions
    - Ability to warn users about purchases that exceed budget.
- Fixed Assets
    - Track various classifications of assets, such as land, buildings and building improvements, equipment, motor vehicles, roads, and other infrastructure.
    - Calculate depreciation expense, and determine current book values of capital assets, consistent with the District's useful life and depreciation schedule.
    - Track asset disposal and salvage value; reports on assets nearing full depreciation
    - Ability to electronically attach supporting documentation (invoices, bids, plans, etc.) to asset records.
    - Ability to extract and report on asset information based on various data fields including classification, location, funding source, condition status, disposal date.
- HRIS
    - Ability to assist with recruitment/hiring, and pre-employment/onboarding activities
    - Provides for employee database with detailed employee information including pay history and position titles
    - Ability to enter and track employee training and certifications, and facilitate learning and development.
    - Provides role-based access controls, audit trails, and secure authentication protocols
    - Provides benefits administration capabilities for various employee insurances
    - Time and attendance capabilities for employees
    - Additional time and attendance capabilities for unpaid volunteers
    - Includes the ability to track FMLA and other types of leave.
    - Ability to run bi-weekly payroll from different funds and checking accounts
    - Multi-state payroll capabilities for employees living outside of Louisiana
    - Payroll tracking for various departments
    - Provides performance management capabilities
    - Provides employee self-service and mobile access capabilities
- Integrations
    - Ability to either integrate with or import data from third party software currently used by the District, including RecDesk (program registrations and payments), Toast/xtraCHEF (concessions sales and inventory), and Square (other POS service).
    - Ability to integrate with employee benefits providers, such as BlueCross and BlueShield, Mutual of Omaha, and Aflac, and ability to import background check information from the District's background check provider, Checkr.

<u>OTHER REQUIREMENTS</u>

All proposers should respond to each of the following additional requirements.

- The system must have the ability to accommodate 20 users of the accounting portion of the system, including no fewer than three with the ability to post to the general ledger. All other users need the ability to enter and/or approve purchases, as well as run reports pertinent to their specific positions.
- The system should be able to accommodate approximately 100 employees (full-time and part-time combined), as well as timekeeping for approximately 300 volunteers.
- The system is required to be cloud-based, with users being able to access it through their workstations.
- The system must adhere to all federal, state, and local laws applicable to the District's jurisdiction.
- The system must allow browser-based login, and should offer multi-factor authentication as an option for users; also the system should have the ability to integrate with the District's existing Microsoft 365 Active Directory to facilitate single sign-on.
- The District must retain ownership of all data entered into the system.
- The system must be configured to import historical transactions from 2024 and 2025 from QuickBooks.
- System implementation must include:
    - Data migration assistance, for both accounting and HR data
    - Staff training for users of the system, as well as online documentation. Also, please describe any support for implementation-related issues after the go-live date.
    - Configuration of accounting system to meet the functional requirements described above
    - Establishment of integrations with third-party software such as appropriate.
- Ongoing support for issues related to maintenance and operations of the system. Please describe in detail how the Proposer would handle customer support for the system.
- Updates/upgrades should be provided on an ongoing basis.

OPTIONAL FEATURES

All Proposers should respond to each of the following additional requests. Additionally, Proposers may offer features/services not described in this document if the Proposer believes that such services may offer value to the District. Reponses will be taken into consideration when scoring the proposal.

- Transaction feeds from current bank (Gulf Coast Bank & Trust Company) and credit cards (Chase and Sam's Club).
- Integration with Microsoft SharePoint, which contains supporting documentation for transactions, as well as serves as a repository for the District's digital files.
- Integration with DocuSign, the system from which the District's contracts originate.

FEES AND PAYMENT

All fees should be broken out in as much detail as possible. At minimum, installation, configuration, and/or implementation fees should be broken out explicitly from recurring maintenance/licensing costs.

For the implementation, payment will be made when the District has determined that the total work effort has been satisfactorily completed. Progress payments will be allowed to the extent that the District can determine that satisfactory progress is being made regarding the agreed upon statement of work.

Recurring payments for the system (subscription, support, etc.) will be monthly and/or annually, as appropriate. If prices vary by year (e.g., Year 1, Year 2, etc.), prices should be specified by year as well.

REFERENCES

The proposer should provide references from no fewer than three existing clients with comparable financial structures and systems. Please include a summary of the software and services provided to the clients. References should be willing to be contacted by the District.

INQUIRIES

Proposers are encouraged to make inquiries as needed to clarify the requirements listed in this document, or to obtain additional information needed to produce the proposal. All questions should be provided in writing and emailed to District (scottgoodwill@pelicanpark.com) by no later than September 19. The District does not guarantee responses to inquiries, but effort will be made to accommodate Proposers' questions as deemed appropriate by the District. **All responses to questions will be publicly posted as an addendum to this RFP, rather than as individual responses to proposers**.

SCHEDULE OF EVENTS

The District anticipates following the schedule shown below for this RFP.

Procurement Schedule	
9/12/25	RFP released
9/19/25	Deadline for inquiries
10/15/25	Proposals due – 2:00 PM (CST)
10/22/25	Up to three proposers elevated and notified for software demonstrations.
10/27/25	Tentative date of demonstrations.
11/19/25	Award of contract by Board of Commissioners (if applicable)
11/20/25	Notification of the award

Procurement Schedule	
4/1/26	Tentative Implementation Date (negotiable)

DURATION AND TERMINATION

Any agreement resulting from this RFP is intended to be effective for a minimum of three years for the portion relating to ongoing services. Proposers may provide the District with different options for

The District has the right to immediately terminate any resulting agreement in accordance with law for any of the following:

- Failure of the timely complete the work, including implementation;
- Failure of the selected Proposer to supply products or services according to specification, terms and conditions of the resulting agreement;
- Conflict among the terms of any resulting agreement with local, State or Federal law; or
- Any other breach of the resulting agreement by the Proposer.

The anticipated term of the proposed contract is at least three years, with potential options to renew for additional year.

OBLIGATIONS

It should be specifically understood that this RFP does not create any obligation on the part of the District to enter into any contract or to undertake any financial responsibility. The District is not liable for any costs incurred by any firm prior to the execution of a written contract, including efforts to generate and submit proposals, or any other costs incurred while performing in this RFP process.

The District may determine not to award a contract if none of the proposals are deemed satisfactory for meeting the District's needs.

CONTENT OF PROPOSAL

Proposers must respond to all required elements of this RFP, or they will be disqualified. To achieve a uniform review process and to obtain the maximum degree of comparability, proposals should be organized in the manner specified below.

- Cover letter and executive summary
- Overview of features corresponding to the requirements listed under the Functional Requirements, Other Requirements, and Optional Features sections above
- Draft work plan with schedule of milestones and list of deliverables
- Other information that might be useful
- At least three references from other agencies

- List of prices for the software package, with the breakdown by module or function, if applicable. Prices should specify how long the rates would be in effect. If prices change over time, explain what those changes would be.
- List of prices for the implementation of the software package, including setup, configuration, training, and onboarding support
- Completion of Forms in Appendices A, B, and C – The Proposer must complete the accompanying forms found in the three appendices.

PROPOSAL EVALUATION

The District may, at its discretion, request presentations by or meetings with any or all Proposers, to clarify or negotiate modifications to the Proposers' proposals. However, the District reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Proposer can propose.
Evaluation of each proposal will be scored on the following five factors:

1. Draft work plan (10%)
2. Fulfillment of Functional and Other Requirements (40%)
3. References (5%)
4. Pricing (20%)
5. Demonstration (25%)

The District will score item #s 1 – 4 initially, and proposers who are asked to provide demonstrations will be scored on item #5.

Proposers may be asked to provide one or more demonstrations of the proposed system. The District will assess demonstrations for a variety of characteristics, including usability, consistency with processes, and identification of potential issues. The specific length and dates of such demonstrations will be determined by the District on a case-by-case basis, determined by the content of the proposal and need for additional information.

The District contemplates award of the contract to the responsible Proposer with the highest total score. The awards will be announced no later than November 20, 2025.

In the event that all RFP requirements are not met with products and services provided by one firm, proposers are encouraged to partner with another firm to submit a joint proposal. Failure to meet all Functional and Other requirements will not disqualify a firm. However, the District will evaluate each proposal to determine its overall fit in the best interests of the District.

NEGOTIATION

The District, at its sole discretion, may reject any exceptions or specifications within the proposal. The Government reserves right to negotiate terms at any point and elevation for software demonstrations does not constitute acceptance of Proposer's alternative terms.

APPENDIX A – SIGNATURE PAGE

The undersigned Proposer having examined this RFP and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that the Proposer will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that the Proposer will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as proposed.

Firm Information:

Submitting Firm	
Address	
State	Zip
Name of Authorized Representative	
Title of Authorized Representative	

Authorized Signature	Date

Primary Contact Information:

Name	
Title	
Telephone Number	Email Address

APPENDIX B – FUNCTIONAL REQUIREMENTS CHECKLIST

	Requirement	Page # (If Applicable)
☐	Supports GAAP and GASB standards/principles	
☐	Ability to create and post manual journal entries	
☐	Ability to support a 13th accounting period for audit adjustments	
☐	Supports accrual, modified accrual, and cash accounting methods	
☐	Multiple funds for fund accounting	
☐	Provides an approval workflow for A/P from the initial purchase order through the authorization of payment. Multi-step approvals are necessary, as any given purchase will involve several employees.	
☐	Provides the ability to print to physical checks when in-house checks are necessary.	
☐	Provides the ability to maintain vendor profile information such as name, DBA, email, address, phone, primary contact	
☐	Provides the ability to attach documents (COI, W-9) to each vendor record and purchase order.	
☐	Allows the tracking of changes to vendor profiles including name, DBA, address, phone, as well as changes made to purchase orders.	
☐	Supports processing of 1099's and 1099 reporting requirements	
☐	Ability to create invoices for customers (including businesses, governments, and individuals) and email those invoices to customers directly from the system.	
☐	Accounts receivable automation capabilities with the ability to for customers to make payments to their invoices through a payment platform. The ability for customers to make online payments must be included as part of the invoicing process.	
☐	Ability to track invoices associated with events for a customer. (The District contains an event venue, which sometimes involves multiple invoices for a single event; in such cases, the invoices need to be grouped together for easy tracking.)	
☐	Ability to distinguish between different types of invoices, particularly for rental invoices which could be for security deposits, rental fees, or some combination of the two.	
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☐	Ability to track changes made to invoices and customer profiles.	
☐	Provides ability to write-off balances, revise and edit invoices (including the amount) and record adjustments to the general ledger	
☐	Ability to run reports by classes/dimensions (e.g., by division or department)	
☐	Fund based reporting, with trial balances, balance sheets, and other financial statements segregated by fund.	

☐	Ability to make custom tags or other method of identifying transactions (e.g., by project, grant, or program).	
☐	Ability to define report from/to dates across multiple fiscal years, including reports that cover the previous twelve months.	
☐	Ability to export reports into common formats, including Excel, CSV, and PDF.	
☐	Ability to create, save and publish ad hoc reports for use by others	
☐	Drill-down capability for detailed transaction-level data	
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☐	Track various classifications of assets, such as land, buildings and building improvements, equipment, motor vehicles, roads, and other infrastructure.	
☐	Calculate depreciation expense, and determine current book values of capital assets, consistent with the District's useful life and depreciation schedule.	
☐	Track asset disposal and salvage value; reports on assets nearing full depreciation	
☐	Ability to electronically attach supporting documentation (invoices, bids, plans, etc.) to asset records.	
☐	Ability to extract and report on asset information based on various data fields including classification, location, funding source, condition status, disposal date.	
☐	Ability to assist with recruitment/hiring, and pre-employment/onboarding activities	
☐	Provides for employee database with detailed employee information including pay history and position titles	
☐	Ability to enter and track employee training and certifications, and facilitate learning and development.	
☐	Provides role-based access controls, audit trails, and secure authentication protocols	
☐	Provides benefits administration capabilities for various employee insurances	
☐	Time and attendance capabilities for employees	
☐	Additional time and attendance capabilities for unpaid volunteers	
☐	Includes the ability to track FMLA and other types of leave.	
☐	Ability to run bi-weekly payroll from different funds and checking accounts	

☐	Multi-state payroll capabilities for employees living outside of Louisiana	
☐	Payroll tracking for various departments	
☐	Provides performance management capabilities	
☐	Provides employee self-service and mobile access capabilities	
☐	Ability to either integrate with or import data from third party software currently used by the District, including RecDesk (program registrations and payments), Toast/xtraCHEF (concessions sales and inventory), and Square (other POS service).	
☐	Ability to integrate with employee benefits providers, such as BlueCross and BlueShield, Mutual of Omaha, and Aflac, and ability to import background check information from the District's background check provider, Checkr.	

APPENDIX C – OTHER REQUIREMENTS CHECKLIST

	Requirement	Page # (If Applicable)
☐	The system must have the ability to accommodate 20 users of the accounting portion of the system, including no fewer than three with the ability to post to the general ledger. All other users need the ability to enter and/or approve purchases, as well as run reports pertinent to their specific positions.	
☐	The system should be able to accommodate approximately 100 employees (full-time and part-time combined), as well as timekeeping for approximately 300 volunteers.	
☐	The system is required to be cloud-based, with users being able to access it through their workstations.	
☐	The system must adhere to all federal, state, and local laws applicable to the District's jurisdiction.	
☐	The system must allow browser-based login, and should offer multi-factor authentication as an option for users; also the system should have the ability to integrate with the District's existing Microsoft 365 Active Directory to facilitate single sign-on.	
☐	The District must retain ownership of all data entered into the system.	
☐	The system must be configured to import historical transactions from 2024 and 2025 from QuickBooks.	
☐	System implementation must include data migration assistance, staff training, configuration of account system, and establishment of integrations with third-party software.	
☐	Ongoing support for issues related to maintenance and operations of the system. Please describe in detail how the Proposer would handle customer support for the system.	
☐	Updates/upgrades should be provided on an ongoing basis.	