

**CENTRA WELLNESS NETWORK
WEST MICHIGAN CMH
REQUEST FOR PROPOSAL FOR SOFTWARE SERVICES**

INTRODUCTION

A. PURPOSE AND SCOPE

The Centra Wellness Network and West Michigan CMH are behavioral health service agencies that provide a comprehensive array of behavioral health services. The financial reporting requirements for behavioral health organizations in Michigan require standard general ledger management in addition to specific cost allocation capabilities. Centra Wellness Network and West Michigan CMH are working together to evaluate software packages and some of the requirements may be specific to an individual agency. This may result in different selections.

The proposal has been divided into the following sections:

1. Selection Criteria
2. Agency Specific Information and Requirements
3. Support and Implementation

B. ORGANIZATIONS AND CONTACT INFORMATION

Centra Wellness Network
310 North Glocheski
Manistee, Michigan

West Michigan CMH
920 Diana Street
Ludington, Michigan

Donna Nieman, CFO
dnieman@centrawellness.org

Bethany Sherfinski, CFO
BethanyS@wmcms.org

C. TIMELINE (subject to change)

RFP distributed	March 19, 2021
Proposals due from vendors	April 9, 2021
Software Demonstrations	April-May 2021
Recommendation to Board	July 2021
Implementation	August – September 2021*

*implementation may vary among agencies

D. SCOPE

It is the intention of Centra Wellness Network and West Michigan CMH to select the financial software that will provide the best overall value for a long-term relationship. Accordingly, the following factors will be considered:

1. Selection Criteria:
 - General Ledger Requirements – **both agencies:**
 - General Ledger Software
 - Accounts Payable
 - Check writing
 - ACH processing/Automatic Payments
 - Positive Pay
 - 1099 Reporting
 - Purchasing
 - Cash Management
 - Accounts Receivable
 - Import capabilities from EHR system
 - Export capabilities to EHR system
 - Web based hosting – remote access

Reporting Functionality
Customizable Financial Statement Reporting
Export reports as csv file formats

2. Agency Specific Information and Requirements:

Centra Wellness

Annual Budget: \$18,300,000

Number of Users: 5

Current Software: Microsoft Dynamics 2018

Additional required functionality:

- Import capabilities from third party payroll

West Michigan CMH

Annual Budget: \$27,000,000

Number of Users: 6

Current Software: Microsoft Dynamics 2015, Sage HRMS, Sandler-Kahne

AP- EFT Cash Manager, ProSystems Fixed Assets, Insperty

TimeStar, Abra ESS, Atrix, Management Reporter, Crystal Reports

Additional required functionality:

- Human Resources/Payroll
 - Insurance and Savings Benefits
- Time and Attendance
- Employee Self-Service
- Expense Vouchers and Mileage
- Purchase Requisitions
- Purchase Order Management
- Fixed Assets
- Data Connectors into the database
- Link to Power BI
- Cloud Based Backups
- Single point of contact for support
- Support M-F 4 hours otherwise next business day
- Remote Training
- Current number of employees: 200
- Total annual payroll: \$9,000,000

3. Support and Implementation:

- Please provide an overview of the team and support process. Provide a description of the implementation process, technical requirements and time frame
- Please provide information on security, disaster recovery and continuity of operations.
- Please provide an overview of any additional training that is offered.
- Please provide on-going support options and costs

E. RIGHT TO REJECT PROPOSALS

Centra Wellness Network and West Michigan CMH reserve the right to contact vendor for clarification regarding their proposals, to waive any informalities or irregularities in any proposal and to reject any or all proposals.

OFFICIAL SUBMITTING PROPOSAL

Name: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Signature: _____

Date: _____