Request for Proposals (RFP)

Capital Region Airport Authority (CRAA)
Lansing, Michigan

Solicitation Number	Request for Proposals (RFP) 2026-03
Solicitation Title	Acquisition of Financial Management System
Purpose	CRAA is seeking proposals to provide the Authority with a COTS (Commercial Off-The-Shelf) cloud-based financial management system.
Issue Date	Monday, November 2, 2026
Deadline for Submissions	Friday, December 11, 2026 4:30 p.m. Eastern time ***See Section 3 ("Procurement Process and Implementation Timeframe") for additional information.***
Submit Response to	Elliott Black Director of Finance & Administration eblack@craa.com
Required Bid Copies	One (1) electronic submission via email
Direct All Inquiries To	Elliott Black Director of Finance & Administration eblack@craa.com

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1. Capital Region Airport Authority

The Capital Region Airport Authority ("the Authority" or "CRAA") was established in 1970 by State legislation, and is an independent political subdivision within the State of Michigan. CRAA owns and operates two airports in the Lansing metropolitan area:

- The Capital Region International Airport (LAN), a commercial service airport supporting both scheduled and charter passenger service, including international as well as domestic destinations, as well as significant cargo operations, corporate and general aviation activities. The airport is currently designated by the Federal Aviation Administration (FAA) as a Nonhub Primary airport. The airport's scheduled and charter passenger services support a significant catchment area covering much of the central region of the State of Michigan.

- Mason Jewett Field (TEW), a general aviation airport that is currently designated by the FAA as a "Regional" airport. TEW currently supports 82 based aircraft as well as substantial itinerant activity. The airport is also the site of the Aviation Maintenance Technology Center operated by the Lansing Community College.

The Authority is led by a Board established pursuant to state legislation. The Authority's current staffing level includes 42 full-time employees.

The Authority works closely with airlines, cargo carriers, aviation training organizations, and other aeronautical users, concessionaires, tenants, consultants, contractors, utilities, suppliers, and other stakeholders to operate the airports safely and cost-effectively. The Authority also works closely with a number of other Federal, state, county, and municipal agencies and other units of government, including but not limited to the FAA, the Transportation Security Administration, Customs & Border Protection, the U.S. Department of Agriculture, the Michigan Department of Transportation, other state agencies, the City of Lansing, three counties (Ingham, Eaton, and Clinton), and several other public- and private-sector entities.

The Authority operates on a fiscal year (FY) that begins on July 1 of each year and ends June 30 of the following year. For the fiscal year ending June 30, 2027, the Authority's operating budget included operating revenues of $9.4 million and operating expenses of $12.3 million. The shortfall is covered in part by non-operating revenues, including a small but critical levy on property taxes within certain jurisdictions in the immediate vicinity of the Capital Region International Airport.

The Authority's capital budget for FY-2027 included projects totaling $19.1 million, which includes a broad range of funding sources (i.e., Federal, state, and local).

2. Scope and Requirements

For nearly 20 years, the Authority has been using a premises-based financial management system that integrates budgeting and accounting functions to help manage an annual operating budget of more than $10 million. The existing system has served the Authority well. Even so, the Authority's evolving needs (including evolving reporting, analytical, and auditing requirements) make it necessary for the Authority to explore alternative platforms. Moreover, the provider of the existing system has indicated that the system is nearing the end of its lifecycle and will not continue to be actively supported indefinitely.

Therefore, the Authority has determined that it is time to acquire and transition to a new financial management system.

2.1 Commercial Off-The-Shelf (COTS) Capability

The Authority intends to select a financial management system that provides at least 95 percent of all functional requirements *without* requiring customization other than installation guidance and support.

The Authority is seeking some degree of user configurability, including but not limited to the ability to customize the chart of accounts on an annual basis, to customize individualized user interfaces (such as landing pages, dashboards, and key tasks), and to customize key reports.

2.2 Cloud-Based Functionality

The Authority intends to select a platform that is readily accessible to authorized users regardless of their physical location. The system must be available 24 hours a day, 7 days a week, 365 days a year. The system must be actively managed by the system provider, with constant data backups running so that the Authority is never at risk of losing more than the last 15 minutes of data entry.

2.3 System and Data Security

The Authority intends to select a platform that is constantly monitored and protected against unauthorized access or any functional degradation by any unauthorized entity or individual.

The selected system must be able to accommodate and support data import and export functions to and from Microsoft Excel. Therefore, the system must comply with Microsoft Government Community Cloud (GCC) requirements and applicable cybersecurity standards.

2.4 System Lifecycle

The Authority intends to select a platform that will be fully supported for at least twenty (20) years from the date of initial installation.

2.5 System Users

The Authority anticipates a total of 10-12 users, including three (3) primary users who will rely upon and work with the system on a daily basis:

- Director of Finance & Administration
- Accounting and Human Resource Generalist
- Executive Assistant and Board Secretary

In addition, there are 8-10 other positions who will use the system on a more limited, occasional basis. All managers will need the ability to provide input to their respective sections of the budget on an annual basis, and to generate simple budget status reports over the course of the year. Of those, 2-3 users need to be able to create purchase orders and other comparable documents from time to time. In addition, staff within the Authority's Badging Office need to be able to generate invoices for airlines, concessionaires, contractors, and other entities.

2.6 Accounting Standards

The Authority is required to comply with the Government Accounting Standards Board (GASB). The system must support all relevant GASB statements, and the system provider must demonstrate an ongoing commitment and capacity to modify the system as necessary from time to time to support future GASB compliance, as well as any other Federal or state reporting requirements.

2.7 Primary System Capabilities

The system must be able to support all of the mandatory functions outlined in this section, in a fully integrated manner (i.e., so that users do not experience data-canyons that force them to manually track data or parameters from one function to another).

The Authority is required to comply with the Governmental Accounting Standards Board (GASB), which updates accounting requirements from time to time. Therefore, the Authority intends to select a system that supports these requirements with automated calculations and ledger entries as necessary. Illustrative examples include GASB Statements 87 and 96, which govern the calculation of Net Present Value (NPV) of leases meeting certain criteria.

The user interface and reporting functions must all be able to present data in live onscreen format with full drill-down capabilities, as well as in PDF and spreadsheet formats. Users must be able to select from multiple spreadsheet formats, including but not limited to .CSV, .XLS, and .XLSX formats.

The system must require user authentication at the beginning of every work session, and support role-based delineation of access and capabilities based on their areas. For example, the Authority's system administrator must be able to establish different levels of capability for each user, such as what data and reports they can see versus what they can modify.

Likewise, the system must enable the Authority's users to custom-design process workloads, including user-based roles and responsibilities to support separation of powers and appropriate financial controls.

The system must provide comprehensive and secure internal audit capability, so that the Authority can easily and reliably determine which user(s) made what changes to data and when.

2.7.1 Budget Formulation and Management

The system must be able to support annual budget formulation, including the ability to develop multiple scenarios for a given fiscal year, document underlying assumptions, and ultimately designate and lock down a final approved budget.

The system must allow the Authority's users to spread budgeted revenues and expenditures over the course of the fiscal year using both standardized structures (e.g., by quarter, month, pay period, etc.) or on a customized timetable when necessary. For example, property tax revenues tend to be received within two particular timeframes each year. Likewise, costs associated with snow removal tend to be incurred within a particular 4-5 month window. The Authority needs the ability to customize the associated budget lines accordingly.

The system must allow the Authority's users to copy an entire year's budgetary structure and all supporting data to a subsequent year prior to updating and otherwise modifying the new scenario.

The system must be able to automatically generate a broad range of summary and detailed budget status reports, by fiscal year, by pay period, by month, and/or by user-defined timeframes, as well as by department, location, and groupings of revenue / expense categories. The system must give the Authority's users the option to track budget status based on commitments (such as contracts and purchase orders) as well as actual and accrued revenues and expenses.

The preceding requirements generally relate to the Authority's operating budget. The Authority currently develops its annual capital budget separately, using external spreadsheets. The Authority may prefer a system that also supports capital budgeting, including the ability to model and track assumptions about different funding sources such as Federal and state grants, as well as projecting the timing and rates of capital outlay and grant reimbursements.

2.7.2 General Ledger Functions

The system must be able to automatically generate summary and detailed reports including:

- Balance Sheets
- Income Statements
- Cashflow Statements

All reports must be user-configurable to enable calculated comparisons across multiple time periods, including but not limited to multiple years, quarters, months, or customizable

timeframes. The Authority must be able to create and/or modify reports based on its own fiscal year, calendar year, Federal fiscal year, and other reporting timeframes that may be required from time to time by other entities.

Balance Sheets, Income Statements, and Cashflow Statements must also enable drill-down capabilities, including the ability to access supporting documentation entered by the Authority.

2.7.3 Financial Institution Data

The system must enable the Authority's users to easily integrate balance and transaction data from multiple financial institutions, including various accounts used to manage revenues and expenses as well as several different types of investments.

The Authority is open to the possibility of selecting a system that offers the option to download and import transaction data electronically from external financial institutions. However, at this time, the Authority does not anticipate using such capabilities due to cybersecurity risks.

2.7.4 Payables Management

The system must enable the Authority's users to generate and process individual and recurring payments based on a broad range of user-defined parameters, including the ability to attach supporting documentation.

The system must enable delineation of responsibilities and workflows based on financial control principles, with one internal user generating recommended payments and one or more other internal user(s) electronically reviewing and approving payments, with reviewers able to access supporting documentation (such as incoming invoices as well as underlying contract documents) through simple drill-down capability.

The system must enable the Authority's users to establish parameters for recurring and automatic report generation, including pending payments based on user-defined criteria.

The Authority may prefer a system that enables employes to generate travel authorizations and expense reports, with structured process workflows for review and approval. At this time, however, the Authority does not require such capabilities from its existing system.

2.7.5 Receivables Management

The system must enable the Authority's users to generate individual and recurring invoices, including the option to automatically transmit those invoices with ACH payment instructions, and automatically track status of receivables (including but not limited to aged receivables reports). The system must enable the Authority to create debit and credit memos.

The system must enable the Authority to track payments received, regardless of form of payment (checks, cash, electronic clearinghouse, wire transfers, etc.), and to easily link payments received to the associated invoice(s) on a many-to-many basis.

The system must enable the Authority's users to designate calculation of interest charges for past due amounts for individual entities or groups of entities. The system must enable automatic report generation and user alerts for past-due amounts based on user-defined parameters.

2.7.6 Journal Entries

The system must enable the Authority's users to generate both individual and recurring journal entries, with the supporting calculations and other documents electronically linked for future access by other users and auditors. The system must automatically create a unique identifying code for each journal entry.

2.7.7 Financial Analysis Capabilities

The system must enable the Authority's users to define and track revenues and expenditures based on a range of data structure options, beyond the categories defined in the Chart of Accounts. This must include the ability to link costs to particular user-defined capital projects, items, events, or initiatives.

2.7.8 Outside Entities

The system must enable the Authority's users to define a broad range of outside entities, including both public-sector agencies and private-sector entities as well as individuals, who from time to time either pay the Authority for goods and services or vice versa. The system must enable the Authority's users to configure standardized data requirements by groups or categories of such entities.

For example, there may be unique data requirements for other public-sector agencies, which may be different from private-sector entities such as airlines, lessees, contractors, concessionaires, employees, etc.

The Authority may prefer a system that enables the Authority to define required data fields (versus optional).

2.7.9 Procurement

The system must enable the Authority's users to establish and manage purchase orders, requisitions and other types of purchasing arrangements, and then automatically track associated orders or other commitments, incoming invoices, and payments made. These functions must be fully integrated into the system's overall reporting capabilities.

The system must then enable capital expenditures to be automatically captured in the creation of Fixed Assets.

2.7.10 Grant Management

Many of the Authority's capital investments receive financial support in the form of grants from external entities at the Federal, state, and local level. Therefore, the Authority will prefer a system that provides some level of support for these functions—i.e., full or partial reimbursement for capital expenditures, often in a subsequent fiscal year from when the Authority incurred the original expenditures. The ideal system would make it easy for the Authority to enter, monitor, and track such expenditures and reimbursements—recognizing that no two grant programs are structured in the same way, and therefore the system would have to support a broad range of different parameters (such as variable percentages for Federal, state, and local participation, as well as variable timetables for preparing and submitting reimbursement requests).

2.7.11 Project Management

The system must enable the Authority's users to track capital projects from a financial standpoint, including establishing a baseline budget for each project; updating budgets from time to time as necessary; linking contracts, purchase orders, or other types of commitments; tracking actual payments; and reporting commitments and payments against budget and payments against commitments.

The ideal system would also enable users to plan implementation schedules including procurement processes, deadlines, milestones, and schedule dependencies, calculate float, generate Gantt charts, track actual progress against the schedule, and resource-load key phases in order to generate cashflow requirements.

2.7.12 Fixed Assets and Depreciation

The system must enable the Authority's users to develop and maintain a schedule of Fixed Assets, including acquisition and disposition dates, original and amended values, and to automatically calculate depreciation and create the associated entries in the General Ledger and relevant reports. This module must enable the Authority's users to attach supporting documentation such as receipts and warranty information, and should also enable the creation of automated alerts.

2.7.13 Leasing and Property Management

The system must enable the Authority's users to manage data pertaining to leases, including automatically generating the Net Present Value (NPV) calculations required by GASB.

The Authority would prefer a system that also automates and supports broader property management functions, including (but not limited to) generating automatic alerts as key milestones approach, such as expiration dates or deadlines to exercise options to renew, predetermined dates to review and adjust lease rates, the ability to attach supporting documents, automatically monitoring the status of required support documents (such as required insurance certificates), etc.

2.7.14 Year-End and Internal Audit Support

The system must be capable of generating all necessary reports for year-end reporting and internal audits, including trial balance reports.

2.8 Incorporation of Historical Data

The Authority intends to import only three (3) fiscal years of historical data on revenues and expenditures, at the summary level, for comparative purposes. The reason for this is driven by a need to revise the basic data structure (the Chart of Accounts) to address structural inconsistencies.

3. Procurement Process and Implementation Timeframe

The Authority intends to complete this acquisition on the following schedule (subject to change to without notice). It is the responsibility of all prospective respondents to monitor the Authority's website for any potential updates to this RFP, including changes to the process:

Monday, November 2, 2026	Authority publishes RFP
Friday, November 13, 2026 4:30 p.m. Eastern time	Deadline for prospective bidders to submit any questions to the Authority
Wednesday, November 25, 2026	Target date for Authority to publish addendum *(if needed in the Authority's sole judgment)*
Friday, December 11, 2026 4:30 p.m. Eastern time	**Proposals due to the Authority**
January 5-7, 2027	Authority may invite presentations on shortlisted proposals
February 1, 2027	Target date for award of agreement.
March 31, 2027	System installation and configuration completed.
July 1, 2027	Authority begins using new system to manage revenues and expenditures and report against FY-2028 budget.

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4. Selection Criteria and Submission Requirements

Interested parties must organize and submit their proposals as outlined in this section.

Any single business entity may submit more than one proposal if they wish to present multiple systems for the Authority's consideration. However, each individual proposal must reflect a single system that would meet the Authority's requirements.

Section Content	Required Format	Weight (Points)
Section A—System Capabilities. This section must clearly demonstrate that the proposed system meets all of the functional, security, and interface requirements outlined in Section 2 ("Scope and Requirements") and Form A.	Limit four (4) pages ***plus the completed and signed "Form A."***	Maximum 50 points
Section B—Implementation Plan. Outline all key steps involved in installing and configuring the new system. For each step, identify which steps would require direct support by the proposer.	Limit 4 pages	Maximum 20 points
Section C—Timetable. Explain how the installation, configuration, and training processes would meet the Authority's required implementation timetable.	Limit 4 pages	Maximum 10 points
Section D—Costs. Identify all costs including up-front acquisition costs, implementation costs, and recurring annual support costs for at least the first five (5) years.	Limit 2 pages ***plus the completed and signed Form D.***	Maximum 20 points
Section E—References. Identify at least three (3) airport operators who have installed the proposed system within the last five (5) years.	Limit 1 page.	Not scored
Totals	**Limit 15 pages *plus the required forms***	**Up to 100 points**

5. Federal Requirements

The Authority is legally required by Federal statute and contractual obligations to comply with several contracting requirements. The U.S. Department of Transportation (USDOT) and the Federal Aviation Administration (FAA) maintain a current list of all such obligations, published online at https://www.faa.gov/airports/aip/procurement/federal_contract_provisions.

The relevant provisions of this document are hereby incorporated into this Solicitation by reference, subject to periodic revision by USDOT/FAA based on statutory changes, regulatory changes, Executive Orders, or administrative action by the USDOT/FAA. The Contractor is responsible for full compliance with the provisions established by the FAA, as may be amended from time to time, including incorporation of the same provisions into any subcontracts, assignments, or other contractual arrangements related to this Solicitation.

For purposes of this Solicitation, the relevant provisions are identified in Table 1 ("Applicability of Provisions"), within the column labeled:

[X] Solicitation
[ ] Professional Services
[ ] Construction
[ ] Equipment
[ ] Property / Land
[ ] Non-AIP Contracts

This document also identifies and provides multiple certification forms that will have to be completed and signed by an individual who is legally authorized to bind the Contractor to compliance once the Authority has made its selection.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, the Authority hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, creed, age, or disability in consideration for an award.

6. Additional Information

The Authority reserves the right to update or cancel this solicitation at any point in the process.

The Authority reserves the right to waive or adjust these requirements at its sole discretion.

All proposals and associated documents submitted become and remain the property of the Authority.

The Authority cannot reimburse any entity for costs incurred in responding to this solicitation.

All information submitted may be subject to public disclosure under the Freedom of Information Act (FOIA) in accordance with Federal and state law.

The Authority reserves the right to develop a short list and to require presentations based solely on the contents of the proposals submitted, or to make a selection without presentations.

The Authority reserves the right to cancel this solicitation, or to conduct a separate solicitation if necessary in the Authority's sole interest, or to proceed with the acquisition and implementation of a new financial management system using a different process than outlined in this RFP.

Prospective bidders are **STRICTLY PROHIBITED** from contacting any member of the Authority's Board or staff directly outside of this solicitation process. Violation of this prohibition may result in disqualification from consideration.

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Form A (Required Checklist of System Capabilities)

Each proposal must contain a completed, signed copy of this form. Insert either ✓ or **X** in the applicable columns.

System Name	
Proposed Provider	
Authorized Representative	

Section #	Description	Yes	No	Partial *(explain)*
2.1	Provides at least 95 percent of all functional requirements without requiring customization other than installation guidance and support.			
	User-configurable chart of accounts			
	User-configurable user interface			
	User-configurable reports			
2.2	Cloud-based system (rather than being physical based on premises)			
	Active management by system provider			
	Automated data backups running so that the Authority is never at risk of losing more than the last 15 minutes of data entry.			
2.3	System constantly monitored and protected against unauthorized access or any functional degradation by any unauthorized entity or individual.			
	Able to accommodate and support data import and export functions to and from Microsoft Excel.			
	Compliant with Microsoft Government Community Cloud (GCC) requirements and applicable cybersecurity standards.			
2.4	System provider warrants that they will continue to support the system for at least twenty (20) years beginning on July 1, 2027.			
2.5	System requires user authentication at the beginning of every work session, and supports role-based delineation of access and capabilities based on their assigned areas if responsibility.			
	System enables the Authority's users to custom-design process workflows.			

Section #	Description	Yes	No	Partial *(explain)*
	System provides comprehensive and secure internal audit capability, keeping a detailed record of which user(s) made what changes to data and when. This data must be readily visible to the Authority's personnel.			
2.6	System will support all relevant GASB requirements as of the date of installation.			
	System will be managed and modified in accordance with future GASB requirements.			
2.7	The core functions of the system are fully integrated.			
	User interface and reporting functions must presents data in live onscreen format with full drill-down capabilities			
	All reports can be generated and saved in PDF format.			
	All reports can be generated and saved in Microsoft Excel format.			
2.7.1	System supports annual budget formulation, including the ability to develop multiple scenarios for a given fiscal year, document underlying assumptions, and ultimately designate and lock down a final approved budget.			
	System allows users to spread budgeted revenues and expenditures over the course of the fiscal year using both standardized structures (e.g., by quarter, month, pay period, etc.) or on a customized timetable when necessary.			
	System allows users to copy an entire year's budgetary structure and all supporting data to a subsequent year prior to updating and otherwise modifying the new scenario.			
	System automatically generates summary and detailed budget status reports, by fiscal year, by pay period, by month, and/or by user-defined timeframes, as well as by department,			

Section #	Description	Yes	No	Partial *(explain)*
	location, and groupings of revenue / expense categories			
	System enables users to track budget status based on commitments (such as contracts and purchase orders) as well as actual and accrued revenues and expenses.			
	System supports capital budgeting, including the ability to model and track assumptions about different funding sources such as Federal and state grants, as well as projecting the timing and rates of capital outlay and grant reimbursements. *(Not required, but may be desirable.)*			
2.7.2	System generates Balance Sheet reports.			
	System generates Income Statement reports.			
	System generates Cashflow Statement reports.			
	All reports are user-configurable to enable calculated comparisons across multiple time periods, including but not limited to multiple years, quarters, months, or customizable timeframes.			
	All reports are user-configurable based on the Authority's own fiscal year, calendar year, Federal fiscal year, and other reporting timeframes that may be required from time to time by other entities.			
	All Balance Sheet, Income Statement, and Cashflow Statement reports include on-screen drill-down capabilities, including the ability to access supporting documentation.			
2.7.3	System enables easy integration of balance and transaction data from multiple financial institutions.			
	System offers the option to download and import transaction data electronically from external financial institutions. *(Not currently required, but may be desirable in the future.)*			
2.7.4	System enables users to generate and process individual and recurring			

Section #	Description	Yes	No	Partial *(explain)*
	payments based on user-defined parameters, including the ability to attach supporting documentation.			
	System enables delineation of responsibilities and workflows based on financial control principles.			
	System enables users to establish parameters for recurring and automatic report generation, based on user-defined criteria.			
	System enables employes to generate travel authorizations and expense reports, with structured process workflows for review and approval. *(Not currently required, but may be desirable in the future).*			
2.7.5	System enables users to generate individual and recurring invoices.			
	System enables users to automatically transmit invoices with ACH payment instructions.			
	System enables users to automatically track status of receivables (including but not limited to aged receivables reports).			
	System enables users to create debit and credit memos.			
	System enables users to track payments received, regardless of form of payment (checks, cash, electronic clearinghouse, wire transfers, etc.).			
	System enables users to link payments received to the associated invoice(s) on a many-to-many basis (i.e., a single ACH payment or check covering multiple invoices, or multiple ACH payments or checks covering a single invoice).			
	System enables users to designate calculation of interest charges for past due amounts for individual entities or groups of entities.			
	System enables automatic report generation and user alerts for past-due amounts based on user-defined parameters.			

Section #	Description	Yes	No	Partial *(explain)*
2.7.6	System enables users to generate both individual and recurring journal entries, with the supporting calculations and other documents electronically linked for future access by other users and auditors.			
	System automatically creates unique identifying codes for each journal entry.			
2.7.7	System enables users to define and track revenues and expenditures based on a range of data structure options, beyond the categories defined in the Chart of Accounts. This includes the ability to link costs to particular user-defined capital projects, items, events, or initiatives.			
2.7.8	System enables users to define a broad range of outside entities, including both public-sector agencies and private-sector entities as well as individuals			
	System enables users to configure standardized data requirements by groups or categories of such entities.			
	System enables users to define required data fields (versus optional data fields) for certain categories of outside entities.			
2.7.9	System enables users to establish and manage purchase orders, requisitions and other types of purchasing arrangements, and then automatically track associated orders or other commitments, incoming invoices, and payments made.			
	System fully integrates procurement data into the system's overall reporting capabilities.			
	System enables capital expenditures to be automatically captured in the creation of Fixed Assets.			
2.7.10	System provides some level of support for grants management—i.e., full or partial reimbursement for capital expenditures, often in a subsequent fiscal year from when the Authority			

Section #	Description	Yes	No	Partial *(explain)*
	incurred the original expenditures. *(Not currently required, but highly desirable.)*			
2.7.11	System enables users to track capital projects from a financial standpoint, including establishing a baseline budget for each project; updating budgets from time to time as necessary; linking contracts, purchase orders, or other types of commitments; tracking actual payments; and reporting commitments and payments against budget and payments against commitments.			
	System enables users to plan implementation schedules including procurement processes, deadlines, milestones, and schedule dependencies, calculate float, generate Gantt charts, track actual progress against the schedule, and resource-load key phases in order to generate cashflow requirements. *(Not required, but desirable.)*			
2.7.12	System enables users to develop and maintain a schedule of Fixed Assets, including acquisition and disposition dates, original and amended values.			
	System enables users to automatically calculate depreciation and create the associated entries in the General Ledger and relevant reports.			
	Fixed Asset module enables users to attach supporting documentation.			
	System enables users to create automated alerts based on user-defined parameters.			
2.7.13	System enables users to manage data pertaining to leases, including automatically generating the Net Present Value (NPV) calculations required by GASB.			
	System automates and supports broader property management functions. *(Not currently required, but highly desirable.)*			

Section #	Description	Yes	No	Partial *(explain)*
2.7.14	System enables automated generation of all necessary reports for year-end reporting and internal audits, including trial balance reports.			

I hereby attest that the above responses are complete and accurate:

System Name	
Proposed Provider	
Authorized Representative	[PRINTED NAME]
Title	
Company	
Signature	
Date	

Form D (Cost Proposal)

Initial installation, configuration, and training	$
Full Annual costs	
July 1, 2027-June 30, 2028	$
July 1, 2028-June 30, 2029	$
July 1, 2029-June 30, 2030	$
July 1, 2030-June 30, 2031	$
July 1, 2031-June 30, 2032	$

I hereby attest that the above costs represent the true, full cost of system acquisition, operation and support for the timeframe shown:

System Name	
Proposed Provider	
Authorized Representative	[PRINTED NAME]
Title	
Company	
Signature	
Date	