



City of Bellevue, Kentucky Request for Proposal ('RFP')

Accounting Software System

Issue Date:

February 12, 2026

Issuing Department:

Office of the City Clerk/Treasurer

City of Bellevue
616 Poplar Street
Bellevue, KY 41073

I. Advertisement for Proposals

The City of Bellevue, Kentucky (“City”) invites proposals from qualified, competent, knowledgeable and experienced providers that provide the goods and services outlined in this Request for Proposal (“RFP”), in compliance with all applicable laws, regulations, policies and procedures. Companies submitting responses must be prepared to enter into an agreement (“Agreement”) for the provision of requested services and goods as set forth in this RFP.

Issue Date: February 12, 2026

RFP: Accounting Software System

Issuing Department: City of Bellevue
Office of the City Clerk/Treasurer
616 Poplar Street
Bellevue, KY 41073

Contact: Lindy Jenkins
City Clerk/Treasurer
(859) 292-4225
Lindy.jenkins@bellevueky.org

Proposals must be submitted in a sealed envelope plainly marked on the outside “SEALED PROPOSAL FOR ACCOUNTING SOFTWARE SYSTEM – DO NOT OPEN WITH REGULAR MAIL.” Proposals will be time-stamped upon arrival.

SEALED PROPOSALS MUST BE MAILED OR PHYSICALLY DELIVERED TO:

City of Bellevue
616 Poplar Street
Bellevue, KY 41073

RESPONSES MUST BE SUBMITTED BY: 4:00 p.m., Monday, February 23, 2026. Submissions received after this date and time will be considered non-responsive.

REVIEW: Pursuant to KRS 45A.370, the evaluation of Proposals shall be conducted using competitive negotiation. Any final award shall be based upon the criteria set forth below, and shall include the reciprocal preference for residential Respondents outlined in KRS 45A.494, where required. The City finds selection based upon competitive negotiation necessary, upon the determination that specifications cannot be made sufficiently specific to permit an award on the basis of lowest bid price or lowest evaluated bid price. The Mayor and City Council reserves the right to reject any and all proposals. All Proposals will be reviewed and scored in accordance with the evaluation criteria set forth herein.

II. Timeline of Events

PROPOSAL SCHEDULE	DATE
Issuance of RFP	February 12, 2026.
Deadline for Vendor Questions or Clarification	4:00 p.m., Wednesday, February 18, 2026. Modification/answers shall be e-mailed to respondents.
Deadline for Submission	4:00 p.m., February 23, 2026.

III. Scope of Work

A. General

The City of Bellevue seeks proposals from qualified vendors to procure and implement an advanced account software system. This system intends to modernize financial operations, improve reporting capabilities and expand overall efficiency within the city's administrative processes.

B. Scope of Work

System Requirements

- Comprehensive general ledger management
- Accounts receivable and payable modules
- Budget preparation and forecasting
- Financial reporting tools with functionality
- Fixed assets
- Bank reconciliation
- Occupational License & Payroll Tax
- Real Estate Property Tax
- Permitting & Code Enforcement
- Online Bill Pay
- Inspections Application
- Violation Management & Code Enforcement
- Miscellaneous payments

Implementation Services:

- Installation, configuration and testing of the hardware
- Data conversion from existing systems
- Training for all city staff on software usage and administration

Support and Maintenance:

- Technical support team/services
- Routine software updates
- Timely manner resolutions

C. Contract Period

The City of Bellevue is requesting these services for a period of three (3) years with an option to extended the contract.

D. Pricing

Proposals shall include a detailed cost breakdown, including licensing, implementation and ongoing support/maintenance fees. The City of Bellevue reserves the right to negotiate with the Respondent on the structure of billing.

E. Items Considered Equal

In accordance with KRS 45A.415, items considered equal to those names or described in this RFP may be furnished.

IV. Proposal Format

Proposals shall consist of one (1) signed original, submitted in a sealed package plainly marked "SEALED PROPOSAL FOR ACCOUNTING SOFTWARE SERVICES - DO NOT OPEN WITH REGULAR MAIL." City requests for Respondents to **include a digital copy of their proposal documents, submitted via a USB drive**, to be submitted simultaneously with their physical submission.

Proposals shall consist of the following:

- A. Letter of Transmittal.** Which includes (a) the name of the company, (b) a contact person, (c) the names of individuals authorized to negotiate with the City, (d) current address (e) telephone number, (f) email address, and (g) the signature of an authorized representative of the Respondent.
- B. Table of Contents.** Indicating the page where each section begins.
- C. Ownership Information, Qualifications & References.** This section should identify how the company is owned; the year the company was established; the former name(s) of the company, if applicable; and the state in which the company is incorporated. This section should also include company, and team specific, qualifications; and references to other companies and/or public entities for which the Respondent has provided similar services. Respondent should include relevant contact information for a minimum of (3) qualified references.
- D. Proposal Response.** This section should include a detailed description of the proposed product, including any/ additional features that go above and beyond the requested specifications. It should also detail how all requested specifications will be met and/or exceeded. Respondents may detail more than one option of product that, at a minimum, fulfills the specifications requested. Responses should include an anticipated timeline of installation and implementation. Responses should also include detailed information about Respondent's customer service structure and customer accessibility to support.
- E. Pricing.** Respondent should include a complete cost and fees breakdown of their proposed product(s), inclusive of ongoing servicing and technical support. Total proposed pricing should include all licensing, installation, training, conversion/ testing, and any other associated costs. Pricing should be listed for all (5) five years of the potential contract term. ***The City of Bellevue, Kentucky is exempt from sales and use tax as a certified governmental entity, our official tax exemption certificate can be provided upon request.***
- F. Sample Contract Terms.** Respondent should include a sample contract and/or standard terms and conditions generally associated with the requested products and services. The City reserves the right to utilize its own forms or to incorporate its standard terms and conditions into Respondent's proposed agreement.
- G. Notice of Deviation.** *If Applicable.* Deviations from the requested 'Scope of Work,' or from any of the terms and conditions outlined throughout this Request, must be expressly disclosed.

Proposals failing to meet all of the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.

V. Evaluation Procedures

A. Mandatory Criteria. The City will only consider proposals from Respondents who:

- A.** Can demonstrate a proven history of successfully and reliably providing similar services, and products, to similar entities.
- B.** Are in good standing with the City, as in accordance with the provisions of the City of Bellevue Code of Ordinances §
- C.** Are not involved in any adverse claims against the City and are not delinquent in their financial obligations to the City.
- D.** Demonstrates that it meets all legal, regulatory and licensing requirements related to the services requested.

B. Evaluation Criteria. Respondents meeting the mandatory criteria will have their Proposals evaluated and scored based on the below criteria, with consideration of the preference for residential bidders as prescribed in KRS 45A.495 (where required). The terms of KRS 45A.490 – 45A.494 are specifically incorporated herein by reference.

Criteria	Points
Experience and Qualifications of Firm.	25 points
Approach to Work	25 points
Experience providing similar services to similar entities.	25 points
Prices/Fees.	25 points
Total	100 points

C. Respondent Questions. City shall answer any questions that Respondents may have prior to the submission deadline. All questions should be submitted in writing by electric mail directly to Lindy Jenkins, City Clerk/Treasurer at lindy.jenkins@bellevueky.org.

D. Award. Award shall be made to the responsible Respondent whose Proposal is determined in writing to be the most advantageous to the City based upon the evaluation factors set forth herein, and the reciprocal preference from resident bidders required by KRS 45A.494.

E. Negotiation of Award. After the City makes a final determination, the Awardee and the City will negotiate and execute a final agreement prior to the commencement date. Failure by any Respondent to timely respond or come to terms with the City will be cause for rejection of Proposal.

VI. General Terms & Conditions

A. Opening Location

The proposals will be opened at the City of Bellevue, City Building, 616 Poplar Street, Bellevue KY 41073. All respondents will be notified of the outcome of the RFP after the decision has been made.

B. RFP Delivery Requirements

Any responses received after the above stated time and date will not be considered. It shall be the sole responsibility of the respondent to have their proposal delivered to the City of Bellevue for receipt on or before the due time and date indicated, if a proposal is sent by U. S. Mail, the respondent shall be responsible for its timely delivery to the City of Bellevue, City Administrators Office. Proposals delayed by mail shall not be considered, shall not be opened at the opening, and shall be rejected. Arrangements may be made for their return at the respondent's request and expense.

C. Clarification and Addenda

Each respondent shall examine all Request for Proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the Request for Proposals shall be made through the City of Bellevue in writing or through email. The City of Bellevue shall not be responsible for oral interpretations given by any City of Bellevue employee, representative or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

It shall be the responsibility of each respondent, prior to submitting their proposal to contact the City of Bellevue to determine if addenda were issued and to make such addendum a part of their proposal.

D. Legal Name and Signature

Proposals shall clearly indicate the legal name, address, and telephone number of the respondent (company, firm, partnership, or individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the respondent to the submitted proposal.

Respondent shall sign the Request for Proposal, hereinafter referred to as RFP, in the proper section with a manual signature of an authorized representative, and shall enter his/her title and date of the quote. Failure to properly sign the proposal form shall invalidate same, and it shall not be considered for award.

E. Irrevocable Offer

Any response may be withdrawn up until the date and time set above for opening of the RFP. Any quote not so withdrawn shall, upon opening, constitute an irrevocable offer for a minimum period of 90 days to sell to the City of Bellevue the goods or services set forth in the attached specification until one or more of the responses have been duly accepted by the City.

F. Reserved Rights

To be responsive, a respondent shall submit a proposal which conforms in all material respects to the requirements set forth in the Request for Proposal. To be a responsible respondent, the respondent shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will ensure good faith performance.

The City of Bellevue reserves the right to make such investigation as it deems necessary to make this determination. Such information may include but shall not be limited to: current financial statement; verification of availability of equipment and personnel; and past performance records.

G. The Right to Audit

The respondent agrees to furnish such supporting detail as may be required by the City to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase, and to make appropriate adjustments in the event discrepancies are found. The cost of any audit will be paid by the City. The City shall have the right to audit the respondent's records pertaining to the work/product for a period of three (3) years after final payment.

H. Applicable Laws

All applicable laws and regulations of the Commonwealth of Kentucky and the City of Bellevue will apply to any resulting agreement, contract, or Purchase Order. Venue for dispute resolution shall be in Campbell County, Kentucky.

I. Code of Ethics

With respect to this RFP, if any respondent violates or is a party to a violation of the State of Kentucky Statutes, such respondent may be disqualified from furnishing the goods or services for which the proposal is submitted.

J. Collusion

By offering a submission to this Request for Proposal, the respondent certifies the respondent has not divulged, discussed, or compared his/her quote with other respondents and has not colluded with any other respondent or parties to this RFP whatsoever. Also, the respondent certifies, and in the case of a joint proposal, each party thereto certifies as to his own organization, that in connection with this RFP:

- a. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to

- any matter relating to such prices and or cost data, with any other respondent or with any competitor;
- b. Any prices and/or cost data quoted for this proposal have not knowingly been disclosed by the respondent and will not knowingly be disclosed by the respondent prior to the scheduled opening directly or indirectly to any other respondent or to any competitor;
 - c. No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;
 - d. The only person or persons interested in this proposal, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this proposal or in the contract to be entered into and;
 - e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

K. Contract Forms

Any agreement, contract, or Purchase Order resulting from the acceptance of a proposal shall be on forms either supplied by or approved by the City of Bellevue.

L. Indemnity

After notification of award, the successful respondent shall indemnify and save harmless the City of Bellevue from and against all claims, suits, actions, damages, or causes of action arising during the terms of the resulting agreement for any personal injury, loss of life, or damage to property sustained by reason of or as a result of the performance of the services or delivery of goods for which the resulting agreement was entered into, or its agents, employees, invitees, and all other persons, and for and against any orders, judgments, or decrees, which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the City of Bellevue as set forth in Kentucky Statutes.

The successful respondent(s) covenants and agrees to indemnify and save harmless the City of Bellevue and to defend from all cost, expenses, damages, attorney's fees, injury or loss to which the City of Bellevue may be subjected by any person, firm, corporation, or organization by reason of any wrongdoing, misconduct, want, or need of care or skill, negligence or default or breach of contract, guaranty, or warranty, by the successful respondent(s), his employees, his agents or assigns.

M. Modification or Withdrawal of Proposal

A modification of a proposal already received will be considered only if the modification is received prior to the time announced for opening of proposals. All modifications shall be made in

writing, executed and submitted in the same form and manner as the original proposal. Modifications submitted by telephone, telegraph, or facsimile will not be considered.

Any respondent may withdraw his/her bid by giving written notice to the City Administrator at the place such responses are to be received and at any time prior to the time announced for opening of the proposals.

N. Errors in Proposal

Respondents or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposal; failure to do so will be at the respondent's own risk. Neither law nor regulations make allowance for errors either of omission or commission on the part of respondents. In case of error of extension of prices in the proposal, the unit price shall govern.

O. Discounts

Any and all discounts must be incorporated as a reduction in the quote price and not shown separately. The price as shown on the proposal shall be the price used in determining award(s).

P. Descriptive Information

Unless otherwise specifically provided in the specifications, all equipment, materials, and articles incorporated in the product/work covered by the Agreement are to be new and of the suitable grade for the purpose intended. Unless otherwise specifically provided in the specifications, reference to any equipment, material, or article or patented process, by trade name, make, or catalog number shall not be construed as limited competition. If the bidder wishes to make a substitution to the specifications, the bidder shall furnish to the City of Bellevue the name of the manufacturer, the model number, and other identifying data and information necessary to aid the City of Bellevue in evaluating the substitution, and such substitution shall be subject to the City of Bellevue approval. Substitutions shall be approved only if determined by the City of Bellevue to be equivalent to the specifications. A quote containing a substitution is subject to disqualification if the substitution is not approved by the City of Bellevue. Specified items bid shall be identified by brand name, number, manufacturer, and model.

Q. Deviations to Specifications

All deviations from the specifications must be noted in detail by the respondent, in writing, at the time of submittal of proposal. The absence of a written list of specification deviations at the time of submittal of the proposal will hold the bidder strictly accountable to the City of Bellevue to the specifications as written. Any deviation from the specifications as written not previously submitted, as required by the above, will be grounds for rejection of the material and/or equipment when delivered.

R. Quality Guaranty

If any product delivered does not meet applicable specifications or if the product will not produce the effect that the supplier represents to the City of Bellevue, the supplier shall pick up the

product from the City of Bellevue at no expense to the City of Bellevue. Also, the supplier shall refund to the City of Bellevue any money which has been paid for same. The supplier will be responsible for attorney fees in the event the supplier defaults and court action is required.

S. Quality Terms

The City of Bellevue reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damages.

T. Tax-Exempt

The City of Bellevue is exempt from sales tax and Federal Excise Tax Certificate No. 61-6001785.

U. Awards

- a. Unless otherwise stated in the Request for Proposal, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none or a combination thereof; to reject any and all proposals or waive any minor irregularity of technicality in proposals received.
- c. Awards will be made to the Respondent whose quote (1) meets the specifications and all other requirements of the Request for Proposal and (2) is the best bid, considering price, delivery, responsibility of the Bidder and all other relevant factors.

V. Cancellation

It is the intention of the City of Bellevue to purchase material from sources of supply that will give prompt and convenient shipment service. Any failure of the supplier to satisfy the requirements of the City of Bellevue shall be reason for termination of the award. Any proposal may be rejected in whole or in part for good cause when in the best interest of City of Bellevue.

W. Equal Employment Opportunity Clause

The City of Bellevue Kentucky, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, that minority businesses will be afforded full opportunity to submit Proposal's in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

X. Budgetary Constraints

The City of Bellevue reserves the right to reduce or increase the quantity, retract any item from the proposal, or upon notification, terminate entire agreement without any obligations or penalty based upon availability of funds.

NOTE: Any and all special conditions and specifications attached hereto, which vary from the general conditions, shall take precedence.