



Ohio Water Development Authority

October 23, 2023

The Ohio Water Development Authority (OWDA) invites you to submit a proposal for software consulting services. The deadline for proposals will be 4:00 p.m. (EST) on December 12, 2023. OWDA will not consider late submittals.

In responding to this request, please submit one (1) electronic copy in a readable PDF format addressed to Mr. Tom Chamberlain, Chief Information Officer, at tchamberlain@owda.org and Mr. Ken Heigel, Executive Director, at kheigel@owda.org by the date and time specified above. OWDA will not evaluate proposals submitted after the deadline.

Please direct questions to Mr. Tom Chamberlain at the email address listed above by 4:00 p.m. (EST) on November 22, 2023. OWDA will consider all reasonable requests for additional information and will post responses to questions received on its website located at www.owda.org on or before December 1, 2023. OWDA will not respond to requests that are submitted for reasons other than to obtain clarification regarding the requirements of the RFP. In addition, OWDA reserves the right to decline to respond to any request if responding would create an undue burden or expense for OWDA, or create an unfair advantage to any applicant.

The OWDA will provide a live Q&A presentation of the OWDA current software system via Cisco Webex at 1:00 p.m. (EST) on November 6, 2023. Please contact Mr. Tom Chamberlain at tchamberlain@owda.org before 4:00 p.m. (EST) on November 2, 2023 to be included in this presentation.

Responses become the property of OWDA and will be considered “public records” subject to disclosure pursuant to OWDA records policy and administrative rule 6121-1-18.

I Introduction

The Ohio Water Development Authority (“OWDA” or the “Authority”) in partnership with the Ohio Environmental Protection Agency (“Ohio EPA”) provides Ohio communities low-cost financing for water and sewer infrastructure projects through the Clean Water State Revolving Fund (CW SRF), the Drinking Water State Revolving Fund (DW SRF) programs, and several OWDA programs.

OWDA’s existing portfolio consists of over 10,000 projects to approximately 750 Ohio communities. OWDA awards projects on a monthly basis in the form of grants and interest bearing loans. Borrowers with interest bearing loans make semi-annual loan payments over the life of the loan.

The Authority receives funds for the projects from bond issuances, federal grants, loan repayments, and interest earnings.

OWDA disburses project funds to the communities and contractors during project construction. On average, 100 vouchers are prepared weekly for disbursing project funds.

II Project Overview

OWDA is requesting a proposal to evaluate and delineate OWDA’s current software system with the goal of creating a functional/workable guide that can be used to issue a subsequent RFP to create a web based system to replace as much of OWDA’s current software system as possible, understanding that it may not be possible to replace some parts of the current system, such as its user definable screens, and user definable reporting and mail merge features.

The current system manages and tracks the initial request for project funds, the obligation of funds to projects, disbursement of funds (possibly over years), and the billing and repayment of funds over the remaining 20-40+ year life of the loan.

Below is a high-level overview of the current system’s purpose and functionality.

- Funds tracking (funds are grouped in a parent/child hierarchy)
 - Rules around how the funds can be spent (based on OWDA and EPA rules)
 - Market Interest Rates
 - Fees (multiplies with different rates/amounts)
 - Types of projects the funds can be used for; loans, balloon, grant, principal forgiveness, or award
 - Repayment payment options
 - Equal Payment
 - Equal Principal Payment
 - Manual
 - Variable Rate
 - Term Rate

- Scheduled Principal/Level Debt
 - Pre-defined budget line items added to projects based on funds selected
 - Checklist, Funded List, Audit List and Priority Points associated with the selected fundings (list of business rules/processes that need to be completed)
 - These lists are user definable items and used as 'master copies'
 - List items are replicated to new projects when a project is created
 - Changes to the 'master copy' to not change the replicated version, the version a project gets when it is created does not change
 - Bank accounts where funds live (multiples, all with the same rules as the parent fund)
 - Order in which funds can be spent to pay request from borrowers
 - Revenue accounts for repayments
- Borrower tracking
 - All potential borrowers
 - Location information (GPS, HUC, Senate/House and user defined regions)
 - Demographics (Population, households, median income...)
 - Updated from census.gov data upon user request
 - List of current rates (water, sewer and user defined)
 - ACH data for auto-withdraw of loan payments
 - Other debt tracking (not to OWDA)
 - Consent Orders
- Project tracking
 - Project description
 - Contract type
 - Key dates
 - Key contacts
 - Engineering firm
 - Billing (invoices)
 - Basic financial information at the time of the loan request
 - Project Funding tracking
 - Which funds and purpose of funds for individual project
 - Multiple funds can be assigned to a single project
 - Pay-Off type of each funding source
 - Installment
 - EQ Payment
 - EQ Principal Payment
 - Variable Rate
 - Term Rate
 - Schedule Principal
 - Balloon
 - Grant
 - Principal Forgiveness (similar to a grant but with special rules)
 - Key dates and statuses for the project that drive processing
 - Approval Status and Date
 - Funded Status and Date

- Availability of these dates and statuses may be driven by the completeness of Checklist, Fund list, and Audit list
- Project Budget tracking
 - Who/what (contractors, engineers, borrowers) are allowed to be paid
 - How much, bid/contract amounts
 - Spendable balances
 - Retainage (withholding)
 - Change orders/Transfers (movement of money between budget items)
- Checklist, task list, funded list, audit list (all list user definable)
 - Business rules/processes/events that must happen before other steps/processing can happen within the system
 - Similar to a workflow for items outside of the system
 - Letters being mail, documents being signed
 - Paperwork filed
- Disbursement Voucher processing
 - Creation of payment request
 - Allocation of funds used to pay the request
 - Automated selection based on relevant rules governing the funds the project received
 - Overridable by admin users
 - Generation of paperwork/instructions to be sent to the various bank trustees where the funds are held to be wired or have checks created
 - Posting vouchers after bank(s) confirm the wires and/or checks
 - Update balances for budget line items, project funding, and funding sources
- Every event involving money creates a 'transaction' that logs the event. These transactions are associated with Funds, Projects, and Budget Lines to document the history of the projects and funds
 - Transfers of funds in and out of bank accounts
 - Adding new funds, interest earnings...
 - Assigning money to a project from a fund
 - Disbursement vouchers to pay budget items on a project from the funds assigned to the project
 - Payments being received and deposited into bank accounts for repayment of loans
 - Currently there are 72 different transaction types
 - Some do the same thing but for different purposes/meanings
- Integrated contact management for borrowers, engineers and contractors, and user-definable contact types
 - Multiple contacts
 - Multiple addresses
 - Multiple purposes/uses
 - Mailing labels/list
 - User definable list/collections of contacts for mailing labels/list
- Wire Instructions for borrowers, engineers and contractors, and user-definable types

- Used when paying budget line items on a project and sent to the bank trustee for payment
- Invoicing
 - Invoice and worksheet creation
 - Calculation of payments for projects without amortization schedules based on amount financed
 - Late fees from prior invoicing
 - Cost changes (when final project cost are known, difference between amount financed and final project amounts)
 - Partial period credits
 - Amortization schedule creations once final project amounts are known
 - ACH letters/notification
 - Entities that already utilize ACH for confirmation of draw request
 - Entities the do not utilize ACH are asked to start using ACH
 - Mass print, print to file, and email
 - Invoice printing
 - Single mode, one per loan/project (user definable documents)
 - List mode, all loans/projects for a borrower
 - Mass print, print to file, and email
- 50+ pre-build reports
 - All reports are
 - Exportable to MS/Excel, Excel not required
 - Printable to PDF, no special driver required
 - Emailed via Windows as a PDF (creates PDF and opens email client and attaches document(s))
- Integrated reporting engine that allows users to create and save their own custom reports
 - Similar to Crystal Reports but integrated into the system
- Integrated mail-merge with MS/Word and RTF documents
 - RTF document mail-merge feature does not require MS/Word
 - MS/Word does require Word to be in installed
 - Users can create SQL commands and then use the data from those commands to mail-merge fields in documents linked to the selected projects, borrower, or contractor
 - Custom formatting features can be applied to the results

III Existing Architecture

The current OWDA software system consists of a Microsoft Windows desktop-based front-end (fat-client) with a Microsoft SQL Server back-end. The software is written in Delphi (object Pascal, currently v11.3) with imbedded SQL, data-aware controls and consists of:

- 400+ screens/forms/reports in
 - 98 executable files (screens and reports)
 - 121 DLL files (screens and reports)

- 750+ source files (500k lines of code)
- 10 windows services running on the server
 - Client concurrent usage security and tracking (not required in new version)
 - Event monitoring and email services (user definable)
 - Events for checklist, fund list, task list, and audit list
 - +12 executable files built to run on-demand on the server by one of the services
 - Invoice building, month-end, and data collection type processes
- 210+ tables (almost all 4th & 5th NF)
 - No real SQL constraints outside of identity fields
 - Some tables do not have identity fields, but rather composite keys
 - Some default values
 - 100+ stored procedures
 - 170+ functions (to translate lookup codes to text for ease of use)
 - 60+ views

IV Other States Using Our System

The State of Oklahoma Water Resource Board (CW, DW and SRF), State of Indiana Finance Authority Environmental Program (CW, DW and SRF & Brownfield), State of Michigan Finance Authority (CW & DW SRF) and State of Mississippi Bureau of Public Water Supply (DW SRF) are using OWDA's current software system.

There are no hard wiring of rules for specific states; all rules/features are configurable and can be enabled by each State as desired. The use of almost all features outside of basic loans and grants is optional.

These other states must be included in the specification and design consideration.

V Scope of Services

1. Provide detailed functional documentation delineating the business logic, processes, procedures, data structures, and user interactions of the existing OWDA software system.
2. The documentation should be a fully detailed business logic process and should not be vendor, platform, or technology specific.
3. Documentation ultimately will serve as the specifications for the design and development of the next generation OWDA software system.

VI Required Information

- A. Name and address of operating company

- B. History of company
- C. Resumes of key members of the management team and the project team. Identify the team's primary contact for OWDA.
- D. Detailed approach to complete the required services listed in Section V, Scope of Services.
- E. Schedule to complete the required services listed in Section V, Scope of Services.
- F. Fee to complete the required services listed in Section V, Scope of Services.
- G. Three references from similar entities.

- H. Violations

Identify whether your firm is currently under investigation or has been censured, fined, or found guilty of any violation of a federal or state security law or regulation in the last five years.
- I. Conflicts

Identify and describe any other engagements, relationships, or contractual arrangements that may, or may appear to, interfere with your firm's performance of its services to the Authority with objectivity and independence and without any conflicting interests.
- J. Lobbyists

Please list any lobbyist employed by or under contract with your firm who seeks public sector business anywhere in the State of Ohio.
- K. Professional liability insurance

Please provide proof of professional liability insurance in the minimum amount of \$1,000,000 per claim.

VII Evaluation and Selection Process

OWDA will review each RFP received in the aggregate and the selection committee will make a recommendation based on the entire proposal. OWDA reserves the right to request clarification from any individual or firm regarding any information in its proposal.

VIII Schedule

OWDA intends to use the following schedule for selection of consultant.

| <u>Date</u> | <u>Description of Event</u> |
|-------------|---|
| 11/22/2023 | Questions due to Mr. Chamberlain by 4:00 p.m. (EST) |

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|--------------|--|
| 12/1/2023 | OWDA response to questions |
| 12/12/2023 | Submittal due to OWDA by 4:00 p.m. (EST) |
| January 2024 | Interviews if necessary |
| 1/25/2024 | Recommendation to the Board |

IX Other Terms and Conditions

The proposing firm must perform to OWDA's satisfaction throughout the term of the contract. Any failure of the firm to provide the designated principal representatives to attend meetings, to provide the reports or to provide any other services that have been requested relating to this engagement may be considered a breach of performance and may result in immediate replacement. OWDA or the consultant may terminate the contract upon thirty days written notice.

It is the policy of OWDA to provide an equal opportunity to all qualified applicants who respond to this request. To achieve this, OWDA will take affirmative steps to administer this process without regard to race, sex or other protected status, and to base all decisions on valid selection criteria. Unlawful discrimination against qualified applicants is strictly prohibited.

In connection with this request, OWDA has the right to:

1. Cancel this solicitation
2. Reject any or all proposals
3. Request an interview with, or request additional information from, individuals or firms prior to final selection of consultant
4. Select any firm or combination of firms for contract negotiations which, in OWDA's judgment, will best meet OWDA's needs regardless of any differences in estimated costs between any firm's and all others' proposals
5. Change any project's schedule of events or cancel this project without any financial obligation for services provided, out of pocket expenses incurred, or any other obligations of the proposing firms
6. Waive any technicalities and make any award(s) that is determined to be in OWDA's best interests.