



Request for Proposals

**For
Electronic Invoice
and
Travel Management System**

November 15, 2018

Burke is seeking to develop a long-term relationship with a technology vendor that provides critical services in the areas of accounts payable/invoicing and travel reimbursement/payment. Burke is a community center in the State of Texas, a unit of local government, and is a 501(c)(3) non-profit agency governed by a nine-member Board of Trustees. We are a major behavioral health provider, serving over 11,000 individuals annually in a comprehensive array of mental health, intellectual and developmental disabilities, early childhood intervention, integrated healthcare and substance abuse services. The goal is to move current manual paper based transactions related to all expense invoice and travel payments to an electronic paperless processing system. We are seeking a relationship with a vendor that will support our needs today, and that will be capable of supporting the growth and development of our Center's programs. Burke desires a partnership with a vendor that is able to meet the challenges of continual changes to healthcare and health IT in Texas and the United States.

Burke currently processes approximately **3,100** invoices per month and approximately **325** travel expense reports per month.

Travel:

Burke travel expenditures are paid as advances, reimbursements and direct bill.

- Rental cars, company vehicles and personal mileage reimbursement are included in Burke's travel methods.
- Hotels stays in Texas are subject to approved state rate limits.
- Meals are subject to per diem limits.

Credit Cards:

Credit cards are issued under individual card holder names and some are issued under department names. Below is a list of the current credits card accounts being managed:

- Walmart
- Sam's Club
- Lowes
- MasterCard
- Conoco

Burke's Annual Report may be viewed at the following link:
<http://myburke.org/about/annual-report-fy2016/>

All communication regarding this RFP must be in writing and addressed to: david.baker@myburke.org. The subject line of all communications must include: Invoice/Travel Proposal and your company name.

All questions must also be submitted via email to david.baker@myburke.org and must be received by **11:59pm CST on November 28, 2018**. Responses to questions received by this deadline will be provided no later than December 12, **2018**.

Milestone	Date
RFP Issued	11/15/2018
Vendor Questions Due	11/28/2018
Responses to Questions	12/04/2018
Proposal Due to BURKE	12/12/2018
Vendor Demos	12/17/2018 - 12/20/2018
Initiate Negotiations	1/10/2019
Implementation	02/01/2019 – 04/30/2019
Go-live	05/01/2019

Guidelines for submitting proposal:

- Proposal submission method (email) to: david.baker@myburke.org
- Include “Invoice/Travel Proposal” and your company name in the subject line
- Format: PDF or MS Word

Submissions should include relevant information about your company and the proposed solution including pricing information for initial set up and continued use, support and maintenance. Additionally, your proposal should provide information related to the items in Attachment A.

Any contract award resulting from this RFP will be based upon the most responsive proposal that is the most advantageous to the Client over the life of the project in terms as determined by Burke in its sole discretion. Burke reserves the right to:

- Reject any or all proposals and discontinue the RFP process without obligation or liability to any entity;
- hold subsequent face-to-face or telephone interviews for clarification and/or negotiation purposes. Interviews will **not** be solicited for the purpose of completing incomplete proposals.
- Waive any defect, irregularity, or informality in any proposal;
- Accept a proposal other than the lowest-priced proposal;
- Award a contract on the basis of initial proposals received without discussions or requests for best and final offers;
- Request additional information or clarification from Proposers, which information may vary by Proposer(s);
- Request best and final offers from any or all Proposers;

- Accept proposals from one or more Proposers;
- Procure the services in whole or in part by other means.
- Award more than one contract; and
- Not award any contract.

Following contract award, the contents of all proposals may be made available upon written request. Therefore, **any information contained in your proposal that is deemed to be proprietary in nature must clearly be so designated in your proposal.** Such information may still be subject to disclosure under the Public Information Act depending on opinions from the Attorney General's office.