



## **Illinois Agricultural Association Request for Proposal for an Enterprise Resource Planning Solution June 2, 2025**

### **1 Overview**

The purpose of this request for proposal (RFP) is to invite prospective vendors to submit a proposal to supply an Enterprise Resource Planning Solution (ERP) to the Illinois Agricultural Association. The RFP provides vendors with the relevant operational, performance, application and architectural requirements of the system.

This document includes general information about the IAA to help you, a prospective vendor, better understand our needs. We ask that you provide the following requested information, including the accompanying “Functional Specifications & Requirements” document, to IAA **on or before June 13, 2025**, to be considered for selection.

### **2 Background**

#### **2.1 Illinois Agricultural Association**

We are an organization dedicated to improving the economic well-being of agriculture and enriching the quality of farm family life. The Illinois Agricultural Association was founded in 1912, becoming known as the Illinois Farm Bureau (IFB) in 1916. Our grassroots organization is comprised of members interested in farming and food, with staff in our home office in Bloomington, Illinois supporting these individuals through member benefits, programs, and lobbying efforts in support of agriculture.

Illinois Agricultural Association staff wear a variety of hats. In addition to supporting the statewide organization, staff support 15 associated organizations including 501c5, 501c3, C-Corps, Partnerships and Political Action Committees. Finance Division staff are responsible for providing accounting services to these entities, including managing and documenting the flow of funds, filing tax returns and providing reports to key stakeholders of each organization.

Our Finance team is looking to gain efficiency through upgrading or replacing the current general ledger, Microsoft Great Plains, with a more robust ERP solution. The current version of Great Plains has become outdated and is not integrated with many other systems across the organization, requiring manual entry of data across platforms. With the more immediate need to transition from our on-premises financial solution to more robust cloud software, we are looking for an ERP solution with a strong Finance offering. We are also interested in exploring a solution which can evolve with our organization, including services to support procurement, customer / vendor management, and provide a wholistic view of resource management across the organization.

The ERP system we are interested in is designed to provide enhanced accounting services, support multiple organizations, integrate directly with a variety of systems, house document repositories for vendor information, and allow for customizable reporting capabilities. The system must also adhere to the IAA's

exclusivity agreement with J.P. Morgan Chase Bank and natively integrate with SAP Concur for expense management, which we plan to retain.

## 2.2 Existing Environment

The following is an overview of our current software environment.

- **Technology:**
  - Voices Services: Microsoft Teams
  - Desktop Operating System: Windows 11 Pro 24H2
  - Accounting Software:
    - Microsoft Dynamics Great Plains version 18.5, known internally as Great Plains
    - On-premises solution
    - Current usage of Great Plains includes 2.61 TB of live VM data, 1 TB of live backup data and 8.3 TB of backup data retained
    - Modules include GP Starter Pack, GP Extended Pack, GP Customization Pack
- **Software Partner:**
  - Sikich LLC, a third-party vendor IAA uses to purchase Great Plains implementation and technical support for system upgrades, enhancements and external add-ons
- **Chase Bank Exclusivity Agreement:**
  - The IAA maintains an exclusivity agreement with Chase Bank, which requires direct facilitation of fund transfers with the bank or the use of a third-party gateway vendor who supports multiple transaction IDs/divisions through a single management console/profile. This agreement stands for the new system.

## 2.3 Project Timeline/Key Dates

The following is a tentative schedule that will apply to this RFP but may change in accordance with the Illinois Agricultural Association's needs or unforeseen circumstances. All times provided are in Central Standard Time (CST).

Issuance of RFP	June 2, 2025
Technical Questions/Inquiries Due	June 11, 2025, 11:59 PM
RFP Closes	June 13, 2025, 11:59 PM
RFP Scores are Calculated & Qualifying Vendors are Notified to Proceed to Demonstrations	June 16 – June 27, 2025
Vendor Demonstrations	June 30 – July 25
Target Date for Selection of Vendor	Aug. 29
Target Dates for Review & Finalization of Contract	Sept. 1 – Oct. 31, 2025
Data Migration Preparation	Nov. 1, 2025 – Jan. 30, 2026
Target Date to Begin Implementation	Feb. 2, 2026

## 2.4 Communication

Vendor inquiries, questions and requests for clarification should be directed to IAA Business Intelligence Analyst Katie Zelechowski at [kzelechowski@ilfb.org](mailto:kzelechowski@ilfb.org) and Manager of Business Analytics & Innovation Amanda Papinchock at [apapinchock@ilfb.org](mailto:apapinchock@ilfb.org). Final vendor documents should be sent via email to the addresses listed above.

### 3 Requested Information

In responding to this request for functional requirements and pricing, the vendor accepts the responsibility to understand requested documentation in detail, including making any inquiries to IAA as necessary to gain such understanding.

Vendors are requested to bring to IAA any discrepancies, errors, or omissions that may exist within the initial request, as well as any recommended enhancements that might be in IAA's best interests.

#### 3.1 Vendor Background

Please provide a general description of your company background, including the name of your parent company (if applicable) and its general structure. Include any information you would like us to consider in our evaluation process, such as the number and types of clients you serve, an overview of services provided, etc.

#### 3.2 Functional Specifications & Requirements

Please review our attached "Functional Specifications & Requirements" document and complete the checklist indicating whether your ERP includes the desired and required features.

#### 3.3 Budget & Estimated Pricing

Please provide an estimated price for the tier of service you feel best fits the IAA's needs. All required and optional costs should be identified, including one-time and reoccurring costs, such as:

- Software licensing (including pricing for core product functionality and any add on modules)
- Hardware
- Implementation costs (including any required customizations)
- Data migration costs
- Training costs
- Maintenance fees
- Upgrade fees
- Customer support fees/pricing for optional levels of support
- Integration costs
- Costs associated with daily data transmissions
- Renewal costs
- Pricing options and any alternative pricing options

#### 3.4 Copy of Contract

To expedite the internal contract review process, please include a copy of a blank standard contract with your response. Please indicate any non-negotiable terms or language. IAA will assume all contract terms are negotiable unless the vendor states otherwise.

#### 3.5 Submission Due Date

Information related to this request should be delivered via email to Business Intelligence Analyst Katie Zelechowski at [kzelechowski@ilfb.org](mailto:kzelechowski@ilfb.org) and Manager of Business Analytics & Innovation Amanda Papinchock at [apapinchock@ilfb.org](mailto:apapinchock@ilfb.org) **on or prior to June 13, 2025.**