

LACEY FIRE DISTRICT 3

PRESENTATION

Enterprise Resource Planning (ERP) System

Pre-Proposal Conference • September 10, 2026

What the District is looking for

WWW.LACEYFIRE.COM

LACEY 3 FIRE DISTRICT

Who We Are & Why We Are Procuring



DISTRICT AT A GLANCE

- 110,000+ people served in Thurston County
- ~$50M 2026 budget; projected ~$70M in five years
- ~193 employees; potential growth to 250
- Five 24-hour staffed stations plus paramedic services from Yelm

WHY A NEW ERP

- Replace Tyler ERP Pro 10 with a modern cloud platform
- Improve efficiency and reduce manual processes / spreadsheets
- Modernize HR and payroll
- Improve reporting, transparency, self-service and workflow
- Select a platform for an expected 10–20 year lifecycle

What We Need the ERP to Do





CORE ENTERPRISE FUNCTIONS

- Financial management / General Ledger
- Budget development & management
- Accounts Payable / Receivable & cash
- Purchasing & procurement
- Contract management
- Project accounting

PEOPLE & OPERATIONS

- Human Resources
- Payroll & position control
- Employee & manager self-service
- Recruiting & onboarding
- Workflow / business process automation
- Reporting, analytics, security & records

LACEY 3 FIRE DISTRICT

Washington Finance & Fire District Payroll

FINANCE / ACCOUNTING

- Washington BARS-oriented account structure
- Cash-basis and fund accounting
- Interfund transfers and budgetary controls
- SAO annual reporting requirements
- Strong audit trails and internal controls

PAYROLL COMPLEXITY

- Monthly payroll on the 10th + 40% draw on the 25th of prior month
- Five-step pay schedule, longevity, education & certification pay
- Overtime, callback, out-of-class pay
- HRA/VEBA, deferred compensation and retirement cashouts
- Multiple bargaining-unit rules and effective-dated changes
- WA PFML / WA Cares, retirement, taxes, reconciliation & W-2s





LACEY FIRE DISTRICT 3 • ERP RFP • SEPTEMBER 10, 2026

LACEY 3 FIRE DISTRICT

The Employee Experience Matters

EMPLOYEE SELF-SERVICE

- Personal information and address changes
- Banking / direct deposit and W-4 changes
- Benefits and dependent changes
- Pay statements and tax forms
- Leave requests and balances
- Time & attendance

HR / POSITION MANAGEMENT

- Employee lifecycle, recruiting and onboarding
- Position approval and vacancy tracking
- Budgeted vs. filled positions and FTE allocation
- Compensation, steps, classifications and bargaining units
- Certifications, training and personnel history
- Manager self-service and approval workflows







Reporting, Workflow & Integration

REPORTING & ANALYTICS

- Intuitive end-user ad hoc reporting
- Dashboards and Board-level reporting
- Budget, financial, HR, payroll and contract reporting
- Drill-down to source transactions
- Finalists must build a live ad hoc report

INTEGRATION & WORKFLOW

- Configurable / no-code workflow where available
- APIs and integration architecture
- Vector Scheduling / CrewSense
- Operative IQ; Vector Solutions / Target Solutions
- Microsoft 365 / SharePoint, banking, benefits, e-signature & SSO

Cloud, Security & Long-Term Technology



CLOUD PLATFORM

- Strong preference for cloud-native SaaS
- Availability, geographic redundancy and disaster recovery
- Sandbox / non-production environments
- Upgrade and release management
- Clear deployment and hosting architecture

SECURITY & FUTURE TECHNOLOGY

- MFA, RBAC and SSO
- Encryption, audit logs and vulnerability management
- Independent security assessments / SOC reporting where applicable
- Data ownership and machine-readable portability
- AI roadmap and production capabilities
- Clear AI data-use and third-party disclosures

We Are Looking for a Long-Term Partner

- A platform that can grow with LFD3 for 10–20 years.
- Demonstrated public-sector and fire-district experience.
- Strong implementation methodology, governance, testing and knowledge transfer.
- Responsive customer support, escalation and customer-success structure.
- A credible product roadmap, including practical AI and emerging technology.
- Transparent pricing and 5-year / 10-year total cost of ownership.
- Clear data ownership, portability and transition support.
- District staff can administer and use the solution without routine vendor assistance.



How We Will Evaluate Proposals



BEST VALUE: price matters, but award will not necessarily go to the lowest-priced proposal.

What Finalists Should Expect to Demonstrate

- Finance: BARS-oriented structure, funds, journals, budget-to-actual, transfers, reconciliation and audit trail.
- Budget: salary/benefit assumptions, multi-year forecasting, approval, amendments and Board reporting.
- HR / Position: position approval → recruiting → firefighter hire/onboarding → promotion → separation.
- Payroll: representative monthly payroll and 40% draw with District-specific pay elements.
- Purchasing / Contracts / Projects: end-to-end transactions and lifecycle management.
- Employee Self-Service and Time & Attendance.
- Live ad hoc reporting and executive dashboard.
- AI capabilities, administration/security, and API/integration approach.



Key Dates & Vendor Communication

PROCUREMENT MILESTONES

- Pre-Proposal Conference — Sept. 10
- Written questions due — Sept. 18
- District responses / addendum — Sept. 25
- Final addendum — Oct. 2
- Proposals due — Oct. 16 at 2:00 PM Pacific
- Finalist demonstrations / interviews — Nov. 9–20



IMPORTANT REMINDERS

- Submit all RFP questions in writing.
- During the restricted period, contact the designated District contact only.
- Only written District addenda modify RFP requirements.
- Follow required proposal organization and file formats.
- Clearly identify assumptions, exceptions, exclusions, third-party dependencies and additional costs.

DISTRICT CONTACT INFORMATION

- LFD3 RFP Webpage: Procurement | Lacey Fire District 3
- District Contact: Brandon Kirkwood, CFO
- Email address: rfp@laceyfire.com
- Phone number: 360-528-2310

What Success Looks Like

One modern platform that helps LFD3 run its finances, people, procurement and operations better today—while giving the District the flexibility to grow and adapt for the next 10–20 years.

We are looking for technology, implementation expertise and a long-term partnership—not simply software.

THANK YOU.

Any Questions?













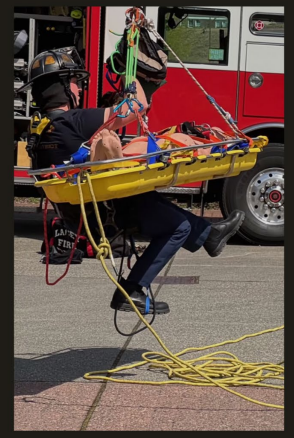

WWW.LACEYFIRE.COM