



Caring for Allegan County

540 Jenner Drive

Allegan, MI 49010

REQUEST FOR QUOTE

Microsoft Dynamics Business Central Software and Related Services RFQ #2026-01

Key Dates

Request for Quotes issued..... April 17, 2026
Deadline for Questions to be submitted..... 3:00 PM on April 23, 2026
Deadline for OnPoint's response to questions..... 5:00 PM on April 24, 2026
Due date for Quotes 3:00 PM on April 30, 2026

Section A – Scope of Work

Contractor shall transition OnPoint from Microsoft Dynamics GP to Microsoft Dynamics 365 Business Central (BC). The completion of the project will involve collaboration with multiple stakeholders and end users and a target completion by October 31, 2026.

1. SCOPE OF SERVICES

1.1 Location of Work

Work can be conducted virtually, except for **in-person** training, which will be conducted on-site at OnPoint located at 540 Jenner Dr, Allegan, MI 49010

1.2 Scheduling

OnPoint expects conversion to BC to coincide with the agency's Fiscal Year End of September 30, with all data migration, configuration and user acceptance testing **to be completed before September 30** and all training to be conducted in order for end users to be operational on October 1, with additional training as needed to complete the transition to the new system and go live support through October 31, 2026.

All work is to be scheduled during normal business hours and coordinated through OnPoint's Project Manager.

Section B – Specifications

2. SPECIFICATIONS

Bidders shall transition OnPoint from Microsoft Dynamics GP to Microsoft Dynamics 365 Business Central (BC), including the services listed below:

- Overall coordination of this transition project in collaboration with end users at OnPoint and third parties as needed, to include but not limited to PayCor and PCE
- Licensing and user set up for approximately 10 end users at OnPoint
- Migration of essential data (including but not limited to chart of accounts, vendor and customer information, and open transactions) in collaboration with OnPoint staff
- System and workflows configuration and customization, including but not limited to approval workflows for vendor setup, purchasing and accounts payable invoices, and general journal entries
- System connections with BC and PCE Electronic Medical Records system for vendor information, AP invoices and payment data
- User acceptance testing
- In-person training to system users at OnPoint
- Go Live support
- System documentation on processes and procedures

Included in this transition are the following:

- General Ledger
- Purchase Order Processing
- Purchase Requisitions
- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Integration to PCE
- Integration to PayCor

The following are not functional areas that will be a part of OnPoint's BC system:

- Payroll
- Fixed Assets
- Inventory
- Sales Order Processing
- Shipping

Software:

- Dynamics 365 Business Central Essentials

Section C – Costs

3. COSTS

Bidders shall submit an itemized and detailed quote to complete this project, including direct costs and estimated hours with associated hourly rates. Any expected out-of-pocket expenses and travel reimbursements should be included. Pricing quoted in response to this Request for Bids must be valid until October 31, 2026, or the end of the project term, whichever is later.

Section D – Qualifications and References

4. QUALIFICATIONS

Bidders are required to submit supplemental materials detailing qualifications and experience with projects of a similar scope and nature, specifically

- Transitioning clients from Microsoft Dynamics GP to Microsoft Dynamics 365 Business Central (BC),
- Work with Community Mental Health agencies in Michigan,
- System connections with BC and PCE Electronic Medical Records system

5. REFERENCES

Bidders are required to submit supplemental materials that indicate three (3) references that can attest to the quality of work provided by the Bidder.

Section E – Instructions to Bidders

6. HOW TO PARTICIPATE IN THE BIDDING PROCESS

Bidders interested in responding to this Request for Quote (RFQ) must follow the bidding process outlined below. OnPoint will not reimburse bidders for any expenses incurred in preparing and submitting proposals in response to this RFQ.

6.1 Request for Quote Examination

Before responding to this RFQ, bidders should carefully examine the required specifications. By the submission of a quote, bidder will be understood to have read and be fully informed as to the contents of this RFQ packet and its specifications unless noted in the bid submitted by the bidder and affirmed in any final award by the OnPoint.

6.2 Bidder Inquiries – due by 3:00 p.m. on April 23, 2026.

Should bidder find any discrepancies, omissions, ambiguities, or conflicts within this RFQ packet, be in doubt about their meaning or have any questions about the RFQ process or the scope of work, they should bring such questions in writing to the attention of Kasey Green, Project Manager, via email at kgreen@onpointallegan.org.

6.3 OnPoint Response – posted by 5:00 p.m. on April 24, 2026.

OnPoint will compile and review all questions received from bidders and post responses to the Agency website as an RFQ Clarification. Clarifications modifying the Agreement or Scope of Work will be incorporated into the final award. OnPoint will not be responsible for any oral instructions.

6.4 Bid Submission – due by 3:00 p.m. on April 30, 2026.

Bidders must email a copy of their proposal with the subject line **RFQ #2026-01 Microsoft Dynamics Business Central Software** to kgreen@onpointallegan.org.

It is the sole responsibility of bidder to ensure that the proposal reaches OnPoint by the specified deadline.

OnPoint will not be holding a public bid opening and will not release any bid tabulations until all proposals have been evaluated, scored and a contract has been awarded.

6.5 Freedom of Information Act

All information submitted by a bidder in a bid and any resulting award is subject to the Michigan Freedom of Information Act and may not be held in confidence by the OnPoint after a bid is opened or contract awarded. All bids shall be available for review after OnPoint staff has evaluated them.

7. BID EVALUATION AND CONTRACT AWARD

In evaluating bids and awarding contracts, OnPoint will use the following process:

7.1 Supplemental Information

During the evaluation process, OnPoint reserves the right to request additional information or clarifications from bidder, or to allow corrections of errors or omissions.

7.2 Contract Award

Upon award, bidder will be contacted to develop a Statement of Work pursuant to the specifications of the bid. The SOW will represent a mutually agreed upon plan between OnPoint and the Contractor that establishes expectations and timelines before the implementation begins. This will ensure that all parties have a clear understanding of the project's scope, deliverables, and division of responsibilities.

7.3 Rejection of Bids

OnPoint reserves the right to reject any and all bids or to accept the bid or any part thereof which it determines to best serve the needs of OnPoint and to waive any informalities or irregularities in the bids. While cost is a factor in any contract award, it is not the only factor and may not be the determining factor.