

Notice Requesting Proposals for

Budget Software Implementation

The City of San Luis Obispo is requesting sealed proposals for Budget Software pursuant to Specification No. 91494. All proposals must be received by the Finance Division by 5:00 p.m. Pacific Standard Time on July 25, 2016, when they will be opened publicly in the City Hall Council Chambers, 990 Palm Street, San Luis Obispo, CA 93401.

Proposals received after said time will not be considered. To guard against premature opening, each proposal shall be submitted to the Finance Division in a sealed envelope plainly marked with the proposal title, specification number, proposer name, and time and date of the proposal opening. Proposals shall be submitted using the forms provided in the specification package.

Specification packages and additional information may be obtained by contacting Xenia Bradford at (805) 781-7132.

Specification No. 91494

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Section A

DESCRIPTION OF WORK

The City of San Luis Obispo is requesting proposals for budget software. The software will allow users in various departments to develop and manage their budgets and perform analysis. This system will help to manage City's budgets and ensure the efficient use of public funds.

We place a priority on timely performance of this software implementation. Vendor's record of on-time implementation will be extremely important in determining vendor selection.

1. BACKGROUND

The City of San Luis Obispo is run by a council-manager form of government. The major operating departments of the City are Police, Fire, Human Resources, Public Works, Utilities, Parks and Recreation, Finance & IT, Administration, Community Development, and General Government (City Council, City Manager, City Attorney, & City Clerk). More information about the City may be found on our web site at www.slocity.org

2. PROJECT OBJECTIVES

The City's budgets and salary & benefits projections are currently being developed using Microsoft Office and maintained and tracked throughout fiscal year within Finance Plus system. The City would like to streamline its budget development process and budget report production process as well as increase analytical capabilities. This project will implement budget software. The project is to implement a stand-alone budget application to streamline the budget process, improve accuracy, enhance productivity and allow for financial analysis.

4. GENERAL REQUIREMENTS

The City of San Luis Obispo is looking for Budget Software which will support the organization of the information by City defined hierarchal levels. The system should allow for multi-dimensional hierarchal level assignment. It will have flexible templates to assist users. The system for developing the budget will include the ability for all users to submit requests and shall collect all data and information required. It will be able to do multi- year budgets (including actual financial reporting) that span more than one fiscal year. The system will have definable work flow capabilities. The system should also allow for integration with report builder software to produce comprehensive budget report publications.

The new system will need full field search capability and include data reports that all users can easily utilize and manipulate. System integrity shall include the ability to implement different security levels. The system should allow for integration with other financial systems, currently Pentamation Finance Plus. Detailed list of business and technical specification requirements can be viewed in Section E Business & Technical Requirements section.

Section B

GENERAL TERMS AND CONDITIONS

PROPOSAL REQUIREMENTS

1. **Requirement to Meet All Provisions.** Each individual or firm submitting a proposal shall meet all of the terms, and conditions of the Request for Proposals (RFP) specifications package. By virtue of its proposal submittal, the proposer acknowledges agreement with and acceptance of all provisions of the RFP specifications.
2. **Proposal Submittal.** Each proposal must be submitted on the form(s) provided in the specifications and accompanied by any other required submittals or supplemental materials. Proposal documents shall be enclosed in an envelope that shall be sealed and addressed to the Department of Finance, City of San Luis Obispo, 990 Palm Street, San Luis Obispo, CA, 93401. In order to guard against premature opening, the proposal should be clearly labeled with the proposal title, specification number, name of proposer, and date and time of proposal opening. No FAX submittals will be accepted.
3. **Insurance Certificate.** Each proposal must include a certificate of insurance showing:
 - a. The insurance carrier and its A.M. Best rating.
 - b. Scope of coverage and limits.
 - c. Deductibles and self-insured retention.

The purpose of this submittal is to generally assess the adequacy of the proposer's insurance coverage during proposal evaluation; as discussed under paragraph 12 below, endorsements are not required until contract award. The City's insurance requirements are detailed in Section E.

4. **Proposal Quotes and Unit Price Extensions.** The extensions of unit prices for the quantities indicated and the lump sum prices quoted by the proposer must be entered in figures in the spaces provided on the Proposal Submittal Form(s). Any lump sum bid shall be stated in figures. The Proposal Submittal Form(s) must be totally completed. If the unit price and the total amount stated by any proposer for any item are not in agreement, the unit price alone will be considered as representing the proposer's intention and the proposal total will be corrected to conform to the specified unit price.
5. **Proposal Withdrawal and Opening.** A proposer may withdraw its proposal, without prejudice prior to the time specified for the proposal opening, by submitting a written request to the Director of Finance for its withdrawal, in which event the proposal will be returned to the proposer unopened. No proposal received after the time specified or at any place other than that stated in the "Notice Inviting Bids/Requesting Proposals" will be considered. All proposals will be opened and declared publicly. Proposers or their representatives are invited to be present at the opening of the proposals.
6. **Submittal of One Proposal Only.** No individual or business entity of any kind shall be allowed to make or file, or to be interested in more than one proposal, except an alternative proposal when specifically requested; however, an individual or business entity that has submitted a sub-proposal to a proposer submitting a proposal, or who has quoted prices on materials to such proposer, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other proposers submitting proposals.

7. **Cooperative Purchasing.** During the term of the contract, the successful proposer will extend all terms and conditions to any other local governmental agencies upon their request. These agencies will issue their own purchase orders, will directly receive goods or services at their place of business and will be directly billed by the successful proposer.
8. **Communications.** All timely requests for information submitted in writing will receive a written response from the City. Telephone communications with City staff are not encouraged, but will be permitted. However, any such oral communication shall not be binding on the City.

CONTRACT AWARD AND EXECUTION

9. **Proposal Retention and Award.** The City reserves the right to retain all proposals for a period of 60 days for examination and comparison. The City also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations. See the "special terms and conditions" in Section C of these specifications for proposal evaluation and contract award criteria.
10. **Competency and Responsibility of Proposer.** The City reserves full discretion to determine the competence and responsibility, professionally and/or financially, of proposers. Proposers will provide, in a timely manner, all information that the City deems necessary to make such a decision.
11. **Contract Requirement.** The proposer to whom award is made (Contractor) shall execute a written contract with the City within ten (10) calendar days after notice of the award has been sent by mail to it at the address given in its proposal. The contract shall be made in the form adopted by the City and incorporated in these specifications.
12. **Insurance Requirements.** The Contractor shall provide proof of insurance in the form, coverages and amounts specified in Section E of these specifications within 10 (ten) calendar days after notice of contract award as a precondition to contract execution.
13. **Business Tax.** The Contractor must have a valid City of San Luis Obispo business tax certificate before execution of the contract. Additional information regarding the City's business tax program may be obtained by calling (805) 781-7134.

CONTRACT PERFORMANCE

14. **Ability to Perform.** The Contractor warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with any and all federal, state, county, city, and special district laws, ordinances, and regulations.
15. **Laws to be Observed.** The Contractor shall keep itself fully informed of and shall observe and comply with all applicable state and federal laws and county and City of San Luis Obispo ordinances, regulations and adopted codes during its performance of the work.
16. **Payment of Taxes.** The contract prices shall include full compensation for all taxes that the Contractor is required to pay.
17. **Permits and Licenses.** The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary.

18. **Safety Provisions.** The Contractor shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.
19. **Public and Employee Safety.** Whenever the Contractor's operations create a condition hazardous to the public or City employees, it shall, at its expense and without cost to the City, furnish, erect and maintain such fences, temporary railings, barricades, lights, signs and other devices and take such other protective measures as are necessary to prevent accidents or damage or injury to the public and employees.
20. **Preservation of City Property.** The Contractor shall provide and install suitable safeguards, approved by the City, to protect City property from injury or damage. If City property is injured or damaged resulting from the Contractor's operations, it shall be replaced or restored at the Contractor's expense. The facilities shall be replaced or restored to a condition as good as when the Contractor began work.
21. **Immigration Act of 1986.** The Contractor warrants on behalf of itself and all subcontractors engaged for the performance of this work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
22. **Contractor Non-Discrimination.** In the performance of this work, the Contractor agrees that it will not engage in, nor permit such subcontractors as it may employ, to engage in discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, sexual orientation, or religion of such persons.
23. **Work Delays.** Should the Contractor be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the City, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions arising out of defense or war programs, then the time of completion may, at the City's sole option, be extended for such periods as may be agreed upon by the City and the Contractor. In the event that there is insufficient time to grant such extensions prior to the completion date of the contract, the City may, at the time of acceptance of the work, waive liquidated damages that may have accrued for failure to complete on time, due to any of the above, after hearing evidence as to the reasons for such delay, and making a finding as to the causes of same.
24. **Payment Terms.** The City's payment terms are 30 days from the receipt of an original invoice and acceptance by the City of the materials, supplies, equipment or services provided by the Contractor (Net 30).
25. **Inspection.** The Contractor shall furnish City with every reasonable opportunity for City to ascertain that the services of the Contractor are being performed in accordance with the requirements and intentions of this contract. All work done and all materials furnished, if any, shall be subject to the City's inspection and approval. The inspection of such work shall not relieve Contractor of any of its obligations to fulfill its contract requirements.
26. **Audit.** The City shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its invoices to City as a condition precedent to any payment to Contractor.
27. **Interests of Contractor.** The Contractor covenants that it presently has no interest, and shall not acquire any interest—direct, indirect or otherwise—that would conflict in any manner or degree

with the performance of the work hereunder. The Contractor further covenants that, in the performance of this work, no subcontractor or person having such an interest shall be employed. The Contractor certifies that no one who has or will have any financial interest in performing this work is an officer or employee of the City. It is hereby expressly agreed that, in the performance of the work hereunder, the Contractor shall at all times be deemed an independent contractor and not an agent or employee of the City.

28. **Hold Harmless and Indemnification.** *The Contractor agrees to defend, indemnify, protect and hold the City and its agents, officers and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to the Contractor's employees, agents or officers that arise from or are connected with or are caused or claimed to be caused by the acts or omissions of the Contractor, and its agents, officers or employees, in performing the work or services herein, and all expenses of investigating and defending against same; provided, however, that the Contractor's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the City, its agents, officers or employees.*
29. **Contract Assignment.** The Contractor shall not assign, transfer, convey or otherwise dispose of the contract, or its right, title or interest, or its power to execute such a contract to any individual or business entity of any kind without the previous written consent of the City.
30. **Termination.** If, during the term of the contract, the City determines that the Contractor is not faithfully abiding by any term or condition contained herein, the City may notify the Contractor in writing of such defect or failure to perform. This notice must give the Contractor a 10 (ten) calendar day notice of time thereafter in which to perform said work or cure the deficiency.

If the Contractor has not performed the work or cured the deficiency within the ten days specified in the notice, such shall constitute a breach of the contract and the City may terminate the contract immediately by written notice to the Contractor to said effect. Thereafter, neither party shall have any further duties, obligations, responsibilities, or rights under the contract except, however, any and all obligations of the Contractor's surety shall remain in full force and effect, and shall not be extinguished, reduced, or in any manner waived by the termination thereof.

In said event, the Contractor shall be entitled to the reasonable value of its services performed from the beginning date in which the breach occurs up to the day it received the City's Notice of Termination, minus any offset from such payment representing the City's damages from such breach. "Reasonable value" includes fees or charges for goods or services as of the last milestone or task satisfactorily delivered or completed by the Contractor as may be set forth in the Agreement payment schedule; compensation for any other work, services or goods performed or provided by the Contractor shall be based solely on the City's assessment of the value of the work-in-progress in completing the overall workscope.

The City reserves the right to delay any such payment until completion or confirmed abandonment of the project, as may be determined in the City's sole discretion, so as to permit a full and complete accounting of costs. In no event, however, shall the Contractor be entitled to receive in excess of the compensation quoted in its proposal.

Section C

SPECIAL TERMS AND CONDITIONS

PROPOSAL CONTENT AND SELECTION PROCESS

1. **Proposal Content.** Your proposal must include the following information:

Submittal Forms

- a. Proposal submittal summary.
- b. Certificate of insurance.
- c. References from at least three firms for whom you have provided similar services.
- d. Statement of Past Contract Disqualifications
- e. Business and Technical Requirements

Qualifications

- f. Experience of your firm in performing similar services.
- g. Standard hourly billing rates for the assigned staff, including any sub-consultants.
- h. Statement and explanation of any instances where your firm has been removed from a project or disqualified from proposing on a project.

Work Program

- i. Description of your approach to completing the work.
- j. Tentative schedule by phase and task for completing the work.
- k. Estimated hours for your staff in performing each major phase of the work, including sub-consultants.
- l. Services or data to be provided by the City.
- m. Any other information that would assist us in making this contract award decision.

Compensation

- n. Proposed compensation and payment schedule tied to accomplishing key tasks.

Proposal Length and Copies

- o. 5 copies of the proposal must be submitted.

2. **Proposal Evaluation and Selection.** Proposals will be evaluated by a review committee based on the following criteria:

- a. Understanding of the work required by the City.
- b. Quality, clarity and responsiveness of the proposal.
- c. Demonstrated competence and professional qualifications necessary for successfully performing the work required by the City.
- d. Recent experience in successfully performing similar services.
- e. Proposed approach in completing the work.
- f. References.
- g. Proposed compensation.
- h. Meeting all business & technical requirements

As reflected above, contract award will not be based solely on price, but on a combination of factors as determined to be in the best interest of the City. After evaluating the proposals and discussing them further with the finalists or the tentatively selected contractor, the City reserves the right to further negotiate the proposed work and/or method and amount of compensation.

OTHER RFP INFORMATION

3. **Proposal Review and Award Schedule.** The following is an outline of the anticipated schedule for proposal review and contract award:

| | | |
|----|-------------------------------|------|
| a. | Issue RFP | 7/11 |
| b. | Receive proposals | 7/25 |
| c. | Complete proposal evaluation | 7/29 |
| d. | Conduct finalist interviews | 8/3 |
| e. | Finalize staff recommendation | 8/5 |
| f. | Award contract | 8/12 |
| g. | Execute contract | 8/19 |
| h. | Start work | 9/1 |

Finance & IT Department
990 Palm Street,
San Luis Obispo, CA 93401-3249

4. **Ownership of Materials.** All original drawings, plan documents and other materials prepared by or in possession of the Contractor as part of the work or services under these specifications shall become the permanent property of the City, and shall be delivered to the City upon demand.
5. **Release of Reports and Information.** Any reports, information, data, or other material given to, prepared by or assembled by the Contractor as part of the work or services under these specifications shall be the property of City and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.
6. **Copies of Reports and Information.** If the City requests additional copies of reports, drawings, specifications, or any other material in addition to what the Contractor is required to furnish in limited quantities as part of the work or services under these specifications, the Contractor shall provide such additional copies as are requested, and City shall compensate the Contractor for the costs of duplicating of such copies at the Contractor's direct expense.
7. **Required Deliverable Products.** The Contractor will be required to provide:
- a. 5 copies of responses to include all forms as described in section 1 of the PROPOSAL CONTENT AND SELECTION PROCESS section of this document addressing all elements of the workscope. City staff will review any documents or materials provided by the Contractor and, where necessary, the Contractor will be required to respond to staff comments and make such changes as deemed appropriate.
 - b. One camera-ready original, unbound, each page printed on only one side, including any original graphics in place and scaled to size, ready for reproduction.
8. **Alternative Proposals.** The proposer may submit an alternative proposal (or proposals) that it believes will also meet the City's project objectives but in a different way. In this case, the proposer must provide an analysis of the advantages and disadvantages of each of the alternatives, and discuss under what circumstances the City would prefer one alternative to the other(s). If an alternative proposal is submitted, the maximum length of the proposal may be expanded proportionately by the number of alternatives submitted.

9. **Accuracy of Specifications.** The specifications for this project are believed by the City to be accurate and to contain no affirmative misrepresentation or any concealment of fact. Proposers are cautioned to undertake an independent analysis of any test results in the specifications, as City does not guaranty the accuracy of its interpretation of test results contained in the specifications package. In preparing its proposal, the proposer and all subcontractors named in its proposal shall bear sole responsibility for proposal preparation errors resulting from any misstatements or omissions in the plans and specifications that could easily have been ascertained by examining either the project site or accurate test data in the City's possession. Although the effect of ambiguities or defects in the plans and specifications will be as determined by law, any patent ambiguity or defect shall give rise to a duty of proposer to inquire prior to proposal submittal. Failure to so inquire shall cause any such ambiguity or defect to be construed against the proposer. An ambiguity or defect shall be considered patent if it is of such a nature that the proposer, assuming reasonable skill, ability and diligence on its part, knew or should have known of the existence of the ambiguity or defect. Furthermore, failure of the proposer or subcontractors to notify City in writing of specification or plan defects or ambiguities prior to proposal submittal shall waive any right to assert said defects or ambiguities subsequent to submittal of the proposal.

To the extent that these specifications constitute performance specifications, the City shall not be liable for costs incurred by the successful proposer to achieve the project's objective or standard beyond the amounts provided there for in the proposal.

In the event that, after awarding the contract, any dispute arises as a result of any actual or alleged ambiguity or defect in the plans and/or specifications, or any other matter whatsoever, Contractor shall immediately notify the City in writing, and the Contractor and all subcontractors shall continue to perform, irrespective of whether or not the ambiguity or defect is major, material, minor or trivial, and irrespective of whether or not a change order, time extension, or additional compensation has been granted by City. Failure to provide the hereinbefore described written notice within one (1) working day of contractor's becoming aware of the facts giving rise to the dispute shall constitute a waiver of the right to assert the causative role of the defect or ambiguity in the plans or specifications concerning the dispute.

Section D

FORM OF AGREEMENT

AGREEMENT

THIS AGREEMENT is made and entered into in the City of San Luis Obispo on [day, date, year] by and between the CITY OF SAN LUIS OBISPO, a municipal corporation, hereinafter referred to as City, and [CONTRACTOR'S NAME IN CAPITAL LETTERS], hereinafter referred to as Contractor.

WITNESSETH:

WHEREAS, on [date], City invited bids [requested proposals] for [generally describe the purchase] per Specification No. [9x-xx].

WHEREAS, pursuant to said invitation [request], Contractor submitted a proposal that was accepted by City for said [supplies, equipment, services, project, whatever].

NOW THEREFORE, in consideration of their mutual promises, obligations and covenants hereinafter contained, the parties hereto agree as follows:

1. **TERM.** The term of this Agreement shall be from the date this Agreement is made and entered, as first written above, until acceptance or completion of said [supplies, equipment, services, project, whatever].

2. **INCORPORATION BY REFERENCE.** City Specification No. [9x-xx] and Contractor's proposal dated [date], are hereby incorporated in and made a part of this Agreement. To the extent that there are any conflicts between the City's specification and this Agreement and the Contractor's proposal, the terms of the City's specification and this Agreement shall prevail, unless specifically agreed otherwise in writing signed by both parties.

3. **CITY'S OBLIGATIONS.** For providing [supplies, equipment, services, project, whatever] as specified in this Agreement, City will pay and Contractor shall receive therefor [**SELECT ONE**] [*Fixed Quantity Contract*] compensation in a total sum not to exceed [\$.00]. [*Estimated Quantity Contract*] payments based upon the actual quantities ordered and received by City and the unit prices bid by Contractor. [*Other Payment Method*] department prepares appropriate contract language or refers to an exhibit "attached hereto and incorporated into this Agreement."

4. **CONTRACTOR'S OBLIGATIONS.** For and in consideration of the payments and agreements hereinbefore mentioned to be made and performed by City, Contractor agrees with City to [**SELECT ONE**] do everything required by this Agreement and the said specification [**OR**] provide [supplies, equipment, services, project, whatever] as described in Exhibit [] attached hereto and incorporated into this Agreement.

5. **AMENDMENTS.** Any amendment, modification or variation from the terms of this Agreement shall be in writing and shall be effective only upon approval by the Council [or other official] of the City.

6. **COMPLETE AGREEMENT.** This written Agreement, including all writings specifically incorporated herein by reference, shall constitute the complete agreement between the parties hereto. No oral agreement, understanding or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral agreement, understanding or representation be binding upon the parties hereto.

7. **NOTICE.** All written notices to the parties hereto shall be sent by United States mail, postage prepaid by registered or certified mail addressed as follows:

| | |
|-------------------|---|
| City | City Clerk City of San Luis Obispo 990 Palm Street San Luis Obispo, CA 93401 |
| Contractor | Name Address |

8. **AUTHORITY TO EXECUTE AGREEMENT.** Both City and Contractor do covenant that each individual executing this agreement on behalf of each party is a person duly authorized and empowered to execute Agreements for such party.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

ATTEST:

CITY OF SAN LUIS OBISPO

City Clerk

By: _____
City Manager *[or Mayor]*

APPROVED AS TO FORM:

CONTRACTOR

City Attorney

By: _____

Section E

INSURANCE REQUIREMENTS

Supply and Equipment Contracts

The Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the products and materials supplied to the City. The cost of such insurance shall be borne by the Contractor.

Minimum Scope of Insurance. Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage ("occurrence" form CG 0001).

Minimum Limits of Insurance. Contractor shall maintain limits no less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions. The general liability policy is to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees, agents and volunteers are to be covered as insureds as respects: products and completed operations of the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents or volunteers.
2. The Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
3. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City.

Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

Verification of Coverage. The Contractor shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by the City before work commences.

PROPOSAL SUBMITTAL SUMMARY

The undersigned declares that she or he has carefully examined Specification No 91494, which is hereby made a part of this proposal; is thoroughly familiar with its contents; is authorized to represent the proposing firm; and agrees to perform the specified work for the following cost quoted in full:

BID ITEM: Budget Software

Firm Name and Address

| | |
|----------------|--------------|
| | |
| | |
| | |
| <i>Contact</i> | <i>Phone</i> |

Signature of Authorized Representative

| |
|-------------|
| <i>Date</i> |
|-------------|

REFERENCES

Number of years engaged in providing the services included within the scope of the specifications under the present business name: _____.

Describe fully the last three contracts performed by you _____ it demonstrate your ability to provide the services included with the scope of the specification _____ additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1

| | |
|---|--|
| Customer Name | |
| Contact Individual | |
| Telephone & Email | |
| Street Address | |
| City, State, Zip Code | |
| Description of services provided including contract amount, when provided and project outcome | |

Reference No. 2

| | |
|---|--|
| Customer Name | |
| Contact Individual | |
| Telephone & Email | |
| Street Address | |
| City, State, Zip Code | |
| Description of services provided including contract amount, when provided and project outcome | |

Reference No. 3

| | |
|---|--|
| Customer Name | |
| Contact Individual | |
| Telephone & Email | |
| Street Address | |
| City, State, Zip Code | |
| Description of services provided including contract amount, when provided and project outcome | |

BUSINESS & TECHNICAL REQUIREMENTS

INSTRUCTIONS TO BIDDERS:

Budget Software Requirements - BUSINESS & TECHNICAL

This Excel document contains details of the business and technical requirements of the proposed Budget Software solution. The "Value" column indicates the value placed on each requirement.

There are two possible values:

M = Mandatory

D = Desirable

Proponent responses must be one of the following:

No – No further description is required; however, Proponents may wish to include additional information in the response. A "blank" response shall be accepted as a "No".

Yes – This response means that the product currently meets a requirement and that it is fully functional in the software product being proposed.

Proponents should indicate in each response if either:

There are any limitations in the proposed software in relation to the functionality requested in the requirement.

The software being proposed meets the requirement only with significant configuration, customization, and/or use of associated third party software.

Proponents are required to use the table format/tabs herein to respond to each item listed as part of their submission.

Company Info

| Requirement | Value | Proponent Response |
|---|-------|--------------------|
| Company website URL | M | |
| Name of Parent Company (if applicable) | M | |
| Headquarters location | M | |
| Are all aspects of your business performed at this location? | M | |
| Location and hours of office servicing this account (include time zone) | M | |
| Type of business i.e. Corp, Sole Proprietor etc. | M | |
| Length of time in business | M | |
| Describe the products and services you offer? | M | |
| Total number of full time personnel | M | |
| Number and location of current full-time personnel in: | | |
| Customer and software support | M | |
| Installation and training | M | |
| Product Development | M | |
| Sales, Marketing and Administrative Support | M | |
| Average length of tenure with company of current personnel in: | | |
| Customer and software support | M | |
| Installation and training | M | |
| Product Development | M | |
| Sales, Marketing and Administrative Support | M | |
| Name and version of the proposed software | M | |
| When did you begin licensing the proposed software? | M | |
| How many customers do you have using the proposed software? | M | |
| How many are local government customers? | M | |
| Number of installations of the proposed software within the last 36 months in a public sector organization | M | |
| Provide 5 references of customers similar in size, and scope. | M | |
| Address financial stability of your organization? Are you a profitable business entity? | M | |
| Have you had any terminations for default or litigations in the past five years? | M | |
| What is your value proposition? Why should your organization be chosen over other providers? | M | |
| Has your firm ever responded to an RFP, then withdrew your proposal before the RFP was closed or awarded | M | |
| We take our environmental responsibility seriously. Is your firm prepared to submit your response to this RFP in an electronic format - without the need for printed copies | M | |
| Describe your firms environmental initiatives. | M | |

| | | |
|---|---|--|
| A description of the methods used by the Respondent to measure the satisfaction of its clients. | M | |
| Has there been any material change in ownership structure at your organization within the last 24 months. If yes, please provide details. | M | |
| Is your organization currently in discussions with another company that could result in a material change in ownership within the next 12 months. | M | |

Budget Content & Data Sources

| Requirement | Value | Comply (Y or N) | Proponent Response |
|--|-------|-----------------|--------------------|
| CONTENT | | | |
| Create and track an unlimited number of budget forecast years. | M | | |
| VERSIONS | | | |
| Maintain a budget data archive with access to historical budgets from an unlimited number of previous years. | M | | |
| Create 'What-if 'representations of the budget. | M | | |
| DATA SOURCES | | | |
| Online, real-time fully integrated system with the ability to support multiple users with many budget versions. | M | | |
| True Web based system with the ability for users to enter data via a web browser. Detail what exactly is installed on client workstations. | D | | |
| Ability to re-caption out of box labels on screens and reports. | M | | |
| Allow users to individually bookmark areas of the budget they need access to on a frequent basis. Please explain in detail. | D | | |
| Ability for budget staff to upload budget data from external sources, including spreadsheets, without technical assistance. | D | | |
| Provide a user-friendly query tool accessible to all system users. Users should be able to query proposed budget values, comments, accounts/GL objects, and available balance data at any level of the classification structure. | D | | |
| Provide ability to perform logic-mapping functionality defining the relationship between department level measures and community wide service areas. | M | | |
| Support cost driver-based budgeting including formula driven values. | M | | |
| Provide tools to reconcile and budget/forecast for salary and benefit costs including: | M | | |
| Salary and benefit planning by position. (including vacancies) | | | |
| Cost of Living and benefit rate calculations. | | | |
| Ability to add new/missing positions preferably with default budget information. | | | |
| Ability to easily move positions from one budget or cost center to another. | | | |
| Ability to split positions between budgets. | | | |
| Provide the ability to secure budgets on a department by department or a budget by budget basis. | D | | |
| Ability to capture Key Performance Indicators within the budget. | D | | |
| BUDGET AMENDMENTS/CHANGES | | | |
| Provide an audit trail of budget changes tracking: | | | |
| - Who made the change | M | | |
| - When the changes were made | M | | |
| - A description of the change | M | | |

| | | | |
|---|---|--|--|
| Record & report on changes made between budget versions. | D | | |
| COMMENTARY | | | |
| Support the entry of descriptions, comments or notes to budget line items. | M | | |
| Allow supporting documents to be attached to the budget line item from MS Word, Adobe PDF, or MS Excel. | D | | |
| Allow reviewers/approvers to add comments to budget request documents or budget line items. | D | | |
| Allow for the viewing of all comments related to a given report or template. | D | | |
| | | | |

Analysis, Forecasting & Reports

| Requirement | Value | Comply (Y or N) | Proponent Response |
|--|-------|-----------------|--------------------|
| Drill down on plan/forecast/budget values to underlying cost drivers. | M | | |
| Report writing tool is available with options to use pre-built templates or custom made reports. | M | | |
| Ability for end users to create, customize, and maintain reports at the user level without the need for IT or programming resources. | M | | |
| Provides multi-dimensionality reporting based on category code structure: | | | |
| · by year | M | | |
| · by department | M | | |
| · by cost center | M | | |
| · by division | M | | |
| · by account or object code | M | | |
| Ability to create departmental salary/staffing reports that show individuals and/or positions, total compensation costs and FTE's. | M | | |
| Provide reports with year to year comparisons. (budget) | M | | |
| End user able to create and report on different scenarios for multi-year operating and capital budgets including: | | | |
| · "What if" scenarios at the department, divisional, and corporate level | M | | |
| · "What if" analysis/simulation based on changes in key inputs | M | | |
| · Allow the end user to copy prior forecasts and analysis into current work to eliminate re-work | M | | |
| Newly created scenarios are available to all users. | D | | |
| Provide reports with year to year comparisons (actual) by user selected level of detail or dimensions. | D | | |
| Support the export of reports to MS Word, Excel and PDF. | D | | |
| Allow end user to input explanations for system calculated variances that exceed the user defined variance threshold. (budget vs. actual, budget version and year-over-year) | M | | |
| Ability to create report as a "template", i.e. create report once, and support delivery of same report over multiple mediums including Excel, Web, PDF, print, etc. | D | | |
| Provide graphical analysis including displaying financial data as tables, graphs and charts. | D | | |
| Allow all core system reports to be customized and ultimately saved as a separate reports on the system. | D | | |
| Trend Analysis: reporting and onscreen views of two previous years' budget and actual costs, current year budget and actual costs, along with forecasted years. | M | | |
| Access to multi-dimensional reports with dropdown menus. | D | | |

| | | | |
|---|---|--|--|
| Provide a facility for Ad Hoc user reporting with filtering. Ability to save reports for future reporting. Reports should always be up-to-date and exportable to Excel, Word and PDF, at a minimum. | M | | |
| Access to actual cost details as imported from the financial system. | M | | |
| Allow for drill-through reporting into actual cost amounts. | D | | |
| Side by side comparison of the budget at specific points in time. E.g. Approved vs. Amended budgets. | D | | |
| Support well-defined, retrievable audit trails for data entry and edits including user and time stamps | D | | |
| Ability to add additional fields at the line item level for the tracking of items such as strategic initiatives. | M | | |
| Ability to restrict access to specific reports. | M | | |
| Stage based reporting. | D | | |
| Ability to sort, group and filter onscreen grids for analysis purposes. | D | | |
| | | | |

Compilation & Consolidation

| Requirement | Value | Comply (Y or N) | Proponent Response |
|---|-------|-----------------|--------------------|
| Support the automated roll up and consolidation of budget by category codes, object codes, cost centers, departments and divisions. | M | | |
| Support both "spreading" of budget across months or years and the ability to enter budget line items by month. | D | | |
| Allow budget entry using Excel like formulas. | D | | |
| Support the use of budget variables to drive budget line items. | D | | |
| Ability to apply advanced onscreen queries/searches of budget amounts across the entire organization for analysis. Ability to modify single and multiple line items from within queries, rather than on a budget by budget basis. | D | | |
| Onscreen view of actual costs vs. budget amounts on a monthly, quarterly and annual basis. Should also be made available in reports. | M | | |
| Real-time viewing and access to budgets, regardless of where they sit within the approval process. | D | | |
| Ability to apply increases/decreases at the line item, budget and corporate level. Changes made at one level should automatically be reflected at the other levels. | D | | |

Dashboards

| Requirement | Value | Comply (Y or N) | Proponent Response |
|--|-------|-----------------|--------------------|
| Ability for System Administrators and Users to establish Dashboards - graphical visualizations of important budget data | M | | |
| Ability to restrict specific users from creating Dashboards. | M | | |
| Describe the number of Dashboards that can be created | D | | |
| Ability of any Dashboard to viewed by all system users, or restricted to a specific user, and/or a group of users. | M | | |
| Ability to create Chart Types using the following elements: | | | |
| Line | M | | |
| Scatter | M | | |
| Area | M | | |
| Bar | D | | |
| Multi-Bar | M | | |
| Horizontal Grouped Bar | M | | |
| Line and Bar Combo | M | | |
| Pie | M | | |
| Bullet | D | | |
| Describe the underlying technology used in the Dashboard | M | | |
| Ability to display a webpage, either internal to the organization or a public website (example: Bing.com or CNN.com) | M | | |
| Ability to display a report - either custom report or standard system report via the dashboard. | M | | |
| Ability to arrange the dashboard placement as the user sees fit | D | | |
| Ability to show information in a simple manner, by showing a simple number (example: Number of current Capital Projects on Hold) | M | | |
| Ability to use the Dashboard feature to communicate with other users, via simple text images, and/or embedded video. | D | | |
| Ability to show real time YTD budget vs actual for any department, or the organization as a whole. | M | | |
| Ability to display elements of the budget which are approved, and those that are not approved. | D | | |
| Ability drill down into underlying detail data from the dashboard | D | | |
| Include a sample screenshot(s) of dashboards | M | | |

Inter Departmental Transfers or Allocations

| Requirement | Value | Comply (Y or N) | Proponent Response |
|--|-------|-----------------|--------------------|
| Move or push dollars around the Operating budget, and even into the Capital budget in a structured and balanced fashion. | M | | |
| Allocate or transfer funds by single line item, multiple line items, or complete cost centers/departments. | M | | |
| Allow for circular allocations (where Dept. A may allocate to Dept. B, and Dept. B allocates back to Dept. A) | M | | |
| Provide standard reports and or graphs detailing all allocations/transfers. | M | | |
| Ability to allocate/transfer by user selected GL Account Types. | M | | |
| Ability to allocate/transfer only revenues, only expenditures, or the net amount (revenues less expenses). | M | | |
| Ability to allocate/transfer by user selected Cost Driver. Typical cost drivers are; # of PC's, # of Square Footage, etc. | M | | |
| Ability for allocations to remain in balance, even if the original allocation has been modified. Allocations, regardless of the dollar amounts should always be in balance. | M | | |
| Ability to "play with" budget dollar allocations, meaning the ability to work through an allocation but not actually commit it. Should the user decide, the allocation can at a later date be committed, and/or deleted. | M | | |

Security

| Requirement | Value | Comply (Y or N) | Proponent Response |
|--|-------|-----------------|--------------------|
| User security should utilize Active Directory services. | D | | |
| Ability to set up user permissions by pre-defined groups and roles. | M | | |
| Support Windows pass-through authentication? | D | | |
| Users should not need to enter an ID and password into the budget software once logged into Windows. | D | | |
| Ability to set up access types (i.e. edit & read only) on a role or group basis? | M | | |
| The System Administrator should have the ability to restrict user access at various stages of budget development. | M | | |
| All system reports must be associated to each individual user's security and permissions set up. Reports not available to a user should not be visible to that user. | D | | |
| Establish an unlimited number of security roles. | D | | |
| System administration access – maintenance and update of user accounts. | M | | |
| Ease of access to audit history /reports to clearly show changes in data. | D | | |
| System administrator ability to selectively lock line items from change. | D | | |
| System administrator can see all activity by user including last log in, reports opened and other non- data submission activities. | D | | |
| Provide a current version of database schema. | D | | |

Technical Requirements

| Requirement | Value | Comply (Y or N) | Proponent Response |
|--|-------|-----------------|--------------------|
| Supports the use of unique logic and business rules. | D | | |
| Supports the modification of screens to add additional data fields without the need for custom programming or a unique product distribution. | D | | |
| Supports the addition of custom fields of data on screen and the budget grid. | D | | |
| Compatible with Windows Server 2008 or better? | M | | |
| Browser Support. Is the proposed solution compatible with current versions of Internet Explorer, Firefox, Safari and Google Chrome? | M | | |
| Supports Microsoft SQL 2008 R2, 2012 or 2014? | M | | |
| Support SQL Server Reporting Services reporting technology. | M | | |
| Provides scalable framework to support growth in users and data. | M | | |
| Supported in a Virtualized environment utilizing Hyper-V technology? | D | | |
| Supported in a Virtualized environment utilizing VMware technology? | D | | |
| Supports an e-mail based notification system. | D | | |
| Java based functions should not be used on the client computer. | D | | |
| Provide user and technical documentation in an electronic format. (on-line) | M | | |
| Provide online contextual help available within the Budget Software. | D | | |
| Offer Software-as-a-Service option. | M | | |

Workflow

| Requirement | Value | Comply (Y or N) | Proponent Response |
|---|-------|-----------------|--------------------|
| Ability to establish a variety of roles within a workflow process. | D | | |
| Allow different security for users based on the budget workflow process. | M | | |
| Provide email notification as part of the workflow. | D | | |
| Provide for a structured framework – a formal budget change tool - to deal with Amendments, Transfers, and other needed changes to the Operating and/or Capital budgets – with a dedicated workflow(s) and approval process separate and distinct from other approvals and workflows. | M | | |
| Allow for formal budget changes to be created individually or bundled together and presented as a 'decision package'. Once approved, changes should be pushed into the affected budgets. Ability to reverse changes as necessary. | D | | |
| Support for 'what if' analysis inside formal budget change tool. | D | | |
| Automatically record (via report) when workflows have been triggered, indicating the user and the date. | D | | |
| Provide for a stage or phase in the budget development process whereby changes to that stage/phase are controlled via the formal budget change tool only. | D | | |