



Budget Management System

Summary

The Society for Neuroscience (SfN) is seeking proposals from qualified vendors for a Budget Management System to enhance the Society's budgeting, planning, performance management and analytic reporting capabilities. The primary tool currently being used is an Excel based solution, which lacks the capabilities of a robust budget management system. In addition, data are collected from disparate databases, linked together via Excel, and then manipulated. This raises concerns about data integrity and quality.

SfN's objectives for implementing a new Budget Management System include the following:

- Increase the reliability of data by utilizing system intergradations with Dynamics GP and our third-party systems or data warehouse, thereby assuring better data integrity;
- Increase the efficiency of SfN's budgeting process by supporting improved processes and workflows;
- Improve decision making through the use of analytic tools that identify what-if scenarios and the total potential effect of those scenarios on the proposed budget and on future years;
- Provide straightforward and intuitive access to budget data by the users;
- Provide more effective support for budget monitoring activities in current fiscal years.

SfN will consider all proposals that help achieve these objectives. This will include proposals that would introduce a system that meets SfN's workflow and integration with SfN's Dynamics GP accounting system.

Desired Solution Overview

- A user friendly interface; this includes forms where budget information is requested or entered by departments. The solution should use common tools and formats (like Excel) where reasonable/possible.
- Departments should have the ability to use drop down lists for recurring items or limited selections. If the necessary information is not entered, or is incorrect, a warning message is sent/displayed.
- Provide departments with the ability to generate standard and customized reports.
- Provide departments the ability to perform sensitivity analysis with their budgets in a safe environment that will not change the master file.
- A single point of entry for budget information at a cost center or centralized level; ability to budget by project.
- Budgeting at a detailed level (i.e. multiple line items for each GL account number) with summary and detailed comments, as well as budget notations.
- A separate budgeting process for central (salary, fringe, rent, opex etc.) amounts.
- Ability to budget Capital costs at detail level including project coding.
- Ability to allocate indirect amounts across cost centers, as well as to forecast fringe and indirect rates based on forecast or actual amounts.
- Option to carry forward budgeted amounts and comments in both summary and detailed formats from the prior year.
- Accommodation of a wide array of revenue sources calculated using different criteria and crossing calendar/fiscal years (i.e. membership dues, registration, journal fees, grants, advertising, etc).
- Ability to add new departments, cost centers and/or natural accounts mid-cycle.

- Ability to transfer original budget amounts to detailed code when applicable (i.e. estimated amounts in consulting can be moved to media production and project number).

Implementation Schedule

ACTIVITY	DATE
RFP Release Date	July 1, 2013
Vendor Registration	July 1 – 11, 2013
Vendor to Submit Questions / RFP Clarifications	July 5 - 19, 2013
RFP Response Deadline	July 26, 2013
SfN Review of Proposals	July 29 – August 2, 2013
Demos – vendors must be available	August 5 – 26, 2013
SfN's follow up questions for vendors	August 27 – September 2, 2013
Contract Award Notification	September 6, 2013
Contract Negotiation / Finalization	September 6 – October 17, 2013
Budget Management System Implementation	October 18, 2014 – January 1, 2014
Budget Management System Go-Live	January 2, 2014

Registration

All Bidders that will submit an offer in response to this RFP are required to register with SfN. To register, the bidder must send an e-mail containing a point of contact, statement of intent to file a proposal, and the bidder's e-mail address to ptroxell@sfn.org by 5 pm EDT July 11, 2013.

Supplier Questions

Questions may be e-mailed to ptroxell@sfn.org until 12:00 PM EDT on July 19, 2013. Written questions should be directly tied to the RFP by the writer. Questions should be asked in constructive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page and section number to which it relates.

NOTE: Registered bidders are NOT to contact any SfN associate directly without first clearing it with the Procurement Manager. You can contact the Procurement Manager at 202-962-4028. Anyone caught violating this rule risks being eliminated from the RFP process.

Proposal Preparation and Submission Instructions

Interested parties are to provide the Society with a thorough proposal using the following guidelines:

General

Proposal should be as succinct as possible. Proposal should be straightforward and concise and provide "layperson" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and

clear description of the offer. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of this RFP/contract, may be rejected.

The bidder must follow instructions in this RFP when preparing and submitting its proposal. The bidder is advised to read thoroughly and to follow all instructions. The information required to be submitted in response to this RFP has been determined to be essential in the bid evaluation and contract award process.

Each bidder is given wide latitude in the degree of detail it elects to offer of the extent to which plans, designs systems, processes and procedures are relevant. Each bidder is cautioned, however, that insufficient detail may result in a determination that the bid proposal is materially non-responsive.

- **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

- **Number of Proposal Copies**

Please submit one electronic copy of your proposal to: ptroxell@sfn.org

- **Joint Venture**

If a joint venture is submitting a bid, the agreement between the parties relating to such joint venture should be submitted with the venture's proposal. Authorized signatories from each party comprising the joint venture must sign the bid proposal.

Management Overview

The bidder shall set forth its overall technical approach and plans to meet the requirements of the RFP in a narrative format. The narrative should convince SfN that the bidder understands the objectives that the contract is intended to meet, the nature of the required work, and the level of effort necessary to successfully complete the contract. The narrative should convince SfN that the bidder's general approach and plans to undertake and complete the contract are appropriate to the task and subtasks involved.

Mere reiterations of the RFP tasks and subtasks are strongly discouraged as they do not provide insight into the bidder's ability to complete the contract. The bidder's response to this section should be designed to convince SfN that the bidder's detailed plan and approach proposed to complete the Scope of Work are realistic, attainable, and appropriate and that the bidder's proposal will lead to successful contract completion.

Contract Management

The bidder should describe its specific plans to manage, control, and supervise the contract to ensure satisfactory contract completion according to the required schedule. The plan should include the bidders approach to communicate with SfN, including, but not limited to, status meetings, status reports, etc.

Contract Schedule

The bidder should include a contract schedule. If key dates are a part of the RFP, the bidder's schedule should incorporate such key dates and should identify the completion date for each task and sub-task required. Such schedule should also identify the associated deliverable item(s) to be submitted as evidence of completion of the task and/or subtask.

The bidder should identify the contract scheduling and control methodology to be used and should provide the rationale for choosing such methodology.

Implementation Plan

Submit a work plan to accomplish the scope as defined in this RFP. The work plan must include identification of and time estimates for each significant segment of the work, and the staff level to be assigned. Planned use of specialists or sub-contractors must be specified. The work plan should address the following information:

a) Potential Problems

The bidder should set forth a summary of any and all problems that the bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed Solution.

b) Location

The bidder should include the location of the bidder's office that will be responsible for managing the contract. The bidder should include the telephone number and name of the individual to contact.

c) Experience of Bidder on Contracts of Similar Size and Scope

The bidder should provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the bidder's ability to successfully complete the services required by this RFP. Emphasis should be placed on contracts that are similar in size and scope to those required by this RFP. A description of all such contracts should include and should show how such contract relates to the ability of the firm to complete the services required by this RFP. For each contract, bidder should provide the name and telephone number of a contact person for the other contracted party. Beginning and ending dates should also be given for each contract.

d) Project Organization and Staffing

Describe your approach and methods for managing the operation as well as the completion of this project. Identify the project director and/or manager and the person(s) who will be the key contact(s) with the Society during this project. Include resume for project director and key contact(s), along with the following information:

- Company ownership
- Location of the company offices.
- Number of employees both locally and nationally
- Location(s) from which employees will be assigned.
- Name, address, and telephone number of the Bidder's point of contact for a contract resulting from this RFP.
- Company background/history and why Bidder is qualified to provide the services described in this RFP.
- Length of time Bidder has been providing services described in this RFP.
- Bidder's Dun and Bradstreet number and/or financial statement.

Bidder must include in the proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the Bidder or in which the Bidder has been judged guilty or liable. Failure to comply with the terms of this provision will disqualify any proposal.

SfN encourages the formation of teams or working groups that pool specialized expertise throughout project development, and reserve the right to encourage bidders to form teams after initial proposal review, if appropriate.

The Society reserves the right to reject any proposal based upon the Bidder's prior history with the Society or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures.

e) References

At least five (5) references for projects of similar scope should be included. These references should be implementations that were performed in the past two years. For each reference, indicate the reference's name, organization affiliation, title, complete mailing address, telephone number, modules used by the organization, and implementation timeframe.

f) Other Information

Include any other information you consider to be relevant to the proposal.

It is the intention of the Society for Neuroscience to award a contract to the firm who furnishes satisfactory evidence that the firm has the requisite experience, ability, sufficient capital, and facilities to enable the firm to execute the work successfully and properly, and to complete it within the specified schedule in the contract.

g) Additional Questions

As part of your submission, please respond to the following:

1. A general overview of the Solution you are proposing. This should consist of a concise, non-technical summary that provides a management overview of your Solution and outlines your approach for meeting SfN's objectives.
2. A description of any functionality that you believe sets you apart from other Budget Management System Solutions available.
3. Complete the functional requirements list in appendix A of this RFP (in attached Excel spreadsheet).
4. A description of your implementation services, including program management, site configuration, deployment options, and test/go live process (attach if necessary).
5. What barriers do you foresee in meeting the implementation timeline outlined within the RFP? If you foresee any barriers or issues, please provide an adjusted timeline as part of your response.
6. In your opinion, what are the major risks to successful system implementation and what can be done to mitigate those risks?
7. How would you manage the legacy data conversion and cleansing activities?
8. A detailed description of the technical requirements needed by SfN to implement your Solution including any processing and storage requirements.
9. A detailed description of how your Solution will integrate with SfN's accounting software, Dynamics GP.
10. A detailed description of how often your system is upgraded and how these upgrades are managed. How are clients kept abreast of these changes and trained on them?
11. A description of your change management process and how SfN can participate in deciding future product enhancements. How are changes documented to ensure future releases do not undo or undermine customizations?
12. A list of customer support office locations and/or online support options.
13. Provide support agreement and additional training options.
14. Is on-site classroom training available, and if so, what are the costs?
15. A description of any web training available and any associated costs.
16. What system monitoring do you provide?
17. How many customers are currently using the Budget Management System solution?
18. How many years has the Budget Management System solution been on the market?
19. How many SfN staff would you recommend for participation in system implementation, and what roles would they play?
20. Please describe your approach to testing the software prior to SfN's sign-off and acceptance. What role does your company play during Acceptance Testing?
21. Please describe your approach to standard and ad hoc reporting.

22. What tools do you generally use or is the reporting capability a core part of your solution?
 23. In your approach, can a trained user/administrator create their own ad hoc reports, and can the users develop these within the core application?
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Request for Additional Information and Product Demonstration:

SfN reserves the right to seek clarification or additional information from any bidder throughout the solicitation process, requesting a demonstration of the Budget Management System Solution. The demonstrations will take place at SfN's headquarters in Washington, DC August 5-26. During the demonstration, bidders must address SfN's key requirements and pain points. SfN will provide specific scenarios that address our needs for the demonstration. Additional consideration will be given to vendors whose presentations are given, or supported in-person by the proposed project manager.

The demonstration will be interactive, with SfN asking questions of the bidder's representative. Failure of a bidder to demonstrate that the claims made in its proposal are in fact true may be sufficient cause for deeming a proposal non-responsive.

Proposal Evaluation and Contract Award

Proposal Evaluation Committee

Proposals may be evaluated by an Evaluation Committee comprised of members of affected departments together with members from procurement. On occasion, the Evaluation Committee may choose to make use of the expertise of an outside consultant in an advisory role.

Evaluation Criteria

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate the bid proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process.

The bidder's detailed approach and implementation methodology to implement a Budget Management System.

The functionality of the software to meet SfN's Budget Management System requirements. SfN's key requirements are provided in Appendix A.

The bidder's documented experience in successfully completing contracts of similar size and scope of those required by this RFP.

The qualifications and experience of the bidder's management, supervisory, or other key personnel assigned to the contract.

The bidder's cost proposal.

Level of customization required to meet the outlined needs.

The Evaluation Committee may consider such other factors that, in the opinion of the team, are important in evaluating the bidder's proposal.

The Evaluation Committee reserves the right to request all bidders to explain the methods used to arrive at any costs or pricing figures.

When making the contract award decision, SfN may consider evidence of formal or other complaints against the bidder(s) by local, state and federal government agencies or other non-profits.

SfN reserves the right to check bidder's financial capacity and ability to successfully undertake and complete the services required by this RFP by any means deemed appropriate.

SfN reserves the right to conduct site inspections of any facility(s) services by the bidder(s) to assist in judging the bidder's ability to provide the services required by this RFP. This applies to all facilities services by the bidder or any sub-contractor to the bidder.

SfN has the right to consider additional information not listed here.

General Statement

The Society may also contact and evaluate the bidder's and subcontractor's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the Society.

Discussions may, at the Society's sole option, be conducted with any bidder who submits a proposal determined to be reasonably likely to be selected for an award. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements.

Bidders shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. Revisions may be permitted after submissions and before award for obtaining best and final proposals. In conducting discussions, the Society will not disclose information derived from proposals submitted by competing bidders.

A Notification of Intent to Award may be sent to the bidder selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing bidders unless an agreement is reached.

If contract negotiations cannot be concluded successfully, the Society may negotiate a contract with the next highest scoring bidder or withdraw the RFP.

Price Proposal

Detail the precise manner and estimated cost of compensation expected from SfN. Include a cost breakdown for all required tasks.

The cost Proposal should list in detail all costs, fees, or charges SfN can expect to incur if your proposed Solution is implemented. These costs should include:

- Software license fees
- Annual Maintenance Fees
- Product Upgrade Fees
- Additional Module Fees
- Fees for any Value added Services
- Estimated Implementation costs
- Estimated Training cost
- Other Fees or Charges

Please indicate any tiered fee structure or volume discounts in your cost proposal response.

Provide 5-year all-in costs associated with your solution/product and associated discounts.

Contract Award

The contract shall be awarded with reasonable promptness by written notice to that responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to SfN, price and other factors considered.

General Information

- Neither SfN nor its representatives shall be liable for any expenses a bidder incurs in connection with preparation of a response to this RFP. Applicants should prepare their proposals simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of this RFP.
- The issuance of this RFP does not commit SfN to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to actually procure the requested services.
- SfN reserves the right to reject any or all the RFP applications submitted in response to this solicitation, due to the lack of responsiveness, changes in SfN's operating objectives, lack of funding, or for any reason determined by SfN and at the sole discretion of SfN.
- Time Extension: SfN may for good and sufficient reason extend the response deadline, in which case all potential vendors will receive an addendum setting forth the new time and date.
- Request for Additional Information: Prior to the final selection, vendors may be required to submit additional information that SfN deems necessary to further evaluate the vendor's qualifications. As part of the evaluation process, vendors shall furnish such additional information as SfN may reasonably require.
- SfN will not be liable for any costs incurred by the vendor in connection with interviews (i.e., travel, accommodations, etc.) conducted as part of the evaluation or negotiation process.
- Gratuity Prohibition: Vendors shall not offer any gratuities, favors, or anything of monetary value to any associate at SfN for the purpose of influencing consideration of this proposal. If an SfN associate solicits a gratuity, the vendor is obligated to inform SfN's Deputy Executive Director (Operations).
- Right of Withdrawal: A proposal may not be withdrawn before the expiration of one hundred and eighty (180) days from the proposal due date.
- Right of Negotiation: SfN reserves the right to negotiate with the selected vendor the exact terms and conditions for a contract.
- Liability and Insurance: The selected bidder shall purchase and maintain insurance in the amounts and types as needed for the protection from claims caused by the contractor's personnel or work, or by any subcontractor performing work for the contractor.
- Legal Compliance: In connection with the furnishing of supplies of performance of work under the contract, the contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.
- Disqualification: No award will be made to any bidder, person or party, parent or subsidiary that is de-barred from providing services to the federal or state government, or with which SfN has an outstanding claim against or a financial dispute.
- Performance and Approval of Sub-Consultants: The vendor will perform the project as an independent contractor and not as an agent or employee of SfN. The vendor shall secure written permission from SfN before subcontracting any part of the project. Such permission should be obtained during the proposal evaluation stage.
- Licenses, Permits & Taxes: The price or prices for the work shall include full compensation for all taxes, permits, etc. that the vendor is or may be required to pay. SfN is a tax exempt entity.
- Minority/Women Business Enterprise (MWBE) Policy: It is the policy of SfN to provide minority and women owned business enterprises with equal opportunity for participating in the selling of goods and services to SfN. In cases where a vendor plans to sub-contract a portion of the work, it is required to make "A Good Faith Effort" to engage qualified MWBEs for such work. Vendors shall keep records of such efforts, when applicable, that are adequate to permit a determination

of compliance with this requirement. If subcontracting is involved in the proposal, a Proposed Schedule of Minority/Women Business Enterprise Participation shall also be submitted.

- Revisions to this RFP: In the event it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any RFP addendum will be distributed to all registered bidders via the e-mail provided.

Bidder Responsibility: The bidder assumes sole responsibility for the complete effort required in the RFP. No special consideration shall be given after bids are opened because bidder's failure to be knowledgeable of all the requirements of the RFP. By submitting a proposal in response to this RFP, the bidder represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP

Budget System Requirements

- Organization structure/reporting levels
 - Company
 - Function
 - Department
 - Cost center
 - Natural
 - Project
 - Fund
- Account structure A-BB222-3333 (possible change to A-BB222-3333-4444-EE)
 - A = Function (alpha)
 - BB = Department (alpha)
 - BB222 = Cost Center (alpha/numeric)
 - 3333 = Natural
 - 4444 = Project
- *EE = Fund (alpha)* Software integration
 - Required
 - Dynamics GP
 - Analytical Accounting (if applicable)
 - Grants Management (tbd)
 - Personify
 - Requested
 - Property manager software (LLC)
 - Business Intelligence
 - Payroll/HRIS (currently ADP)
 - CDS
 - Cadmus
 - EJP
 - ExpoCad
 - Coe Truman
- Users
 - 2 Administrators
 - 4-5 Power Users
 - 20-30 Data Input Users

- 10-15 Casual Users
- Budget/Forecasting Process Management
 - System must be user-friendly for finance and staff, using common tools and formats (like Excel) where reasonable/possible
 - Single point of entry for budget information at a cost center or centralized level
 - Allow for budgeting at a detailed level (i.e. multiple line items for each GL account number)
 - Allow summary and detailed comments and budget notations
 - Budget and forecast based on annual or period based amounts
 - Separate budgeting process for central (salary, fringe, rent, opex, etc.) amounts
 - Ability to budget Capital costs at detail level including project coding
 - Ability to allocate indirect amounts across cost centers, as well as to forecast fringe and indirect rates based on forecast or actual amounts
 - Maintain audit trail for budget as it moves from original development to final approval
 - Offer options for carry forward of budget amounts and comments in both summary and detailed formats from prior year
 - Accommodate a wide array of revenue sources calculated using different criteria and crossing calendar years or fiscal years (i.e. membership dues, registration, journal fees, grants, advertising, etc)
 - Monthly Forecast of revenue and expenses at different reporting levels
 - Ability to add new departments, cost centers, natural accounts, and/or project codes mid-cycle
 - Multi-Company budgeting and consolidation
 - Ability to transfer original budget amounts to detailed code when applicable (i.e. estimated amounts in consulting can be moved to media production and project number)
- Budget Analysis and Reporting
 - Provide reporting at all levels
 - Allow for variance explanations for different criteria at different reporting levels
 - Future forecasting of revenues and expenses for multi-year budgeting
 - Standard reporting with easy ability to create new reports
 - Generation of charts and graphs based on predefined criteria
 - Front end query tool (like Excel) to allow data to be downloaded and uploaded from/to financial, payroll/HRIS and budget system
 - Analyze real-time “what if” scenarios that can be accessed at any time during the year to aid in budget development, personnel analysis, forecasting and multi-year planning

Process Step	Req No.	Budget System Requirements	Priority 1 – Mandatory 2 – Like 3 – Wish
1. Preparation	1	Ability to create an initial version, by line item, of the budget using the following: Zero balances in all accounts Current year original budget Prior year budget Prior Year Actuals Current Year Forecast Current year budget or actual plus/minus a percentage Prior year budget or actual plus/minus a percentage Current year budget plus or minus user-defined additions and/or reductions.	1
1. Preparation	2	Ability to apply a percentage increase or decrease to a budgeted figure or set of figures after the initial version is created.	2
1. Preparation	3	Ability to budget/forecast at an annual or monthly trended amount	1
1. Preparation	4	Ability to pre-populate forecast with approved annual budget or prior period forecast amounts	1
1. Preparation	5	Ability to budget by project as well as cost center	1
1. Preparation	6	Ability to have one comprehensive budget that includes both operating and capital in one location (database)	1
1. Preparation	7	Ability to provide and retain project and grant life-to-date-budget and actual data at all project and GL coding levels, including capital costs.	2
1. Preparation	8	Ability to interface/import/include grants data in the budgeting process.	3
1. Preparation	9	Ability to perform capital budgeting integrated with the operating budget process.	2
1. Preparation	10	Ability to budget capital projects across fiscal years	2
1. Preparation	11	Ability to forecast current year-end actual, by line item, based on: Straight line projection (burn rate) Based on prior year spending pattern User defined formula Past year actual or budget for the remainder of the current fiscal year	1
1. Preparation	12	Ability to maintain direct integration between the GP, payroll/HRIS (ADP), grant management software (TBD), and Personify where applicable, and the budget system in real time so that the budget revisions and approved budgets are reflected accurately across all systems.	2
1. Preparation	13	Ability to manage central revenue fee structure linked to budget/forecast for consistent reporting and budget/forecast preparation	3
1. Preparation	14	Ability to manage central expenditure costs for staff travel, non-staff travel and training	3
1. Preparation	15	Ability to budget units calculating off central fee structure for revenue and expense	3
1. Preparation	16	Ability to flag long term expenditures and obligations in financial plans.	3

1. Preparation	17	Security-enabled workflow for budget development, consolidation, and approval, with an audit trail.	2
1. Preparation	18	Ability to allow the addition of budget narrative to capture budget request justifications and assumptions.	2
1. Preparation	19	Ability to incorporate summary and detailed comments, notes and calculations as all levels	1
1. Preparation	20	Ability to use calculation fields (i.e. quantity x price, people x rate x trips, etc.)	3
1. Preparation	21	Ability to link external documents (i.e. detailed supporting documents and worksheets to substantiate budget requests, projections, variance analyses, or amendments for all budget system processes)	3
1. Preparation	22	Ability to prepare expenditure and revenue budgets at detailed levels (lower than the natural account) with roll-up capabilities to higher levels of control, reporting, and analysis	1
1. Preparation	23	Ability to create multi-year budgets	2
1. Preparation	24	Ability to consolidate the budget by various account levels as well as user-definable levels (i.e. project, cost center, grant, function, department).	2
1. Preparation	25	Ability to establish and track multiple budget versions, while preserving the history of budget increases and decreases at all levels of the accounting structure.	2
1. Preparation	26	Ability to allow negative budget amounts in any account/option, capital and operating.	2
1. Preparation	27	Ability to enter and track single or multiple funding sources	3
1. Preparation	28	Ability to, with permission, make mass adjustments centrally to specific line items across different levels.	2
1. Preparation	29	Ability to allow budget amount transfers at all levels	3
1. Preparation	30	Ability to budget in multiple companies	3
1. Preparation (central)	31	Ability to build budgets for partial FTE's (part time) and partial year FTE's (less than 12 months) and calculate salary and benefits for those positions	2
1. Preparation (central)	32	Ability to calculate annual personnel (salary) costs by position and department for all full-time and authorized part-time positions	1
1. Preparation (central)	33	Ability to allocate annual personnel costs over cost centers based on a percentage or prior year actual	2
1. Preparation (central)	34	Ability to analyze actual vs. budgeted/forecast amounts	2
1. Preparation (central)	35	Ability to calculate annual salary increase based on percentage or fixed amount	2
1. Preparation (central)	36	Ability to calculate annual personnel costs for vacant positions and calculate salary cost based on default salary range and steps	3
1. Preparation (central)	37	Ability to apply vacancy rate across applicable positions to calculate conservative salary budget.	2
1. Preparation (central)	38	Ability to calculate salary costs for vacant positions based on estimated start date (partial year FTEs).	3
1. Preparation (central)	39	Ability to promote/transfer individuals within the central budget	3
1. Preparation (central)	40	Ability to calculate fringe benefits based on percentage of total salaries	1

Budget Management System RFP

1. Preparation (central)	41	Ability to allocate total rent and opex across cost centers based on salary break down	1
1. Preparation (central)	42	Ability to create proposed new positions and applicable salary ranges to support forecasting for future and multi-year positions.	3
1. Preparation (central)	43	Ability to allocate new positions by department for multi-year budgeting	3
1. Preparation (central)	44	Ability to allocate new initiatives by department for multi-year budgeting	3
2. Review / Approval	45	Ability to follow predefined work flow for budget approval	2
2. Review / Approval	46	Ability to have cross departmental/cross functional work flow for budget approval and view capabilities	3
2. Review / Approval	47	Ability to centrally approve all budgets	2
2. Review / Approval	48	Ability to centrally adjust budget amounts based on recommended changes	3
2. Review / Approval	49	Ability to lock budget access to read only once budgets have been submitted or approved	1
2. Review / Approval	50	Ability to create roles for review and approval of budgets	2
2. Review / Approval	51	Ability to summarize or roll up cost center worksheets into department budgets.	1
2. Review / Approval	52	Ability to roll up department worksheets into function or company level budgets.	1
3. Analysis	53	Ability to track the history of budget estimates for various accounts or criteria	3
3. Analysis	54	Ability to drill down to the line item in all reporting levels.	1
3. Analysis	55	Ability to drill down and roll up according to the view required	1
3. Analysis	56	Ability to drill to detail in 3 rd party subsidiary systems	3
3. Analysis	57	Ability to link back to source documents in detail drill down	3
3. Analysis	58	Ability to drill to deferred revenue accounts / module	3
3. Analysis	59	Ability to keep life to date revenues with life to date expenditures for projects	3
3. Analysis	60	Ability to create budget/forecast variance from current/prior year budget, current/prior year actuals, current/prior forecast.	2
3. Analysis	61	Ability to create year-end variance from budget or forecast reports with comments based on predefined thresholds	1
3. Analysis	62	Ability to track different project expenditures, separating or combining operating and capital within a project.	2
3. Analysis	63	Ability to have Excel integration or data export/import to support forecasting and projections	2
3. Analysis	64	Ability to perform an unlimited number of on-line simulation "what-if" analyses.	2
4. System Requirement	65	Ability to load historical data into system or connect to SQL tables to link to historical data	2
4. System Requirement	66	Ability to provide a trend analysis by user-defined period	3

Budget Management System RFP

4. System Requirement	67	Ability to automatically distribute the annual budget by month or other user-defined periods based on user-specified percent or dollar amounts.	2
4. System Requirement	68	Ability to control or track budget allocations by user-defined periods.	2
4. System Requirement	69	Technology Platform: Provide central location for all budget data, including comments, notes and calculations Consistent user tools across all reporting levels Support system integration previously stated	1
4. System Requirement	70	Comprehensive training program available online to support the users on an ongoing basis	2
4. System Requirement	71	Ability to restrict access to different elements of the budget system to selected users based on a budget calendar.	2
4. System Requirement	72	Ability to track, through an audit trail, every movement of the budget worksheets through the preparation, review and approval process	2
4. System Requirement	73	Ability to send alerts and instructions to system users.	3
4. System Requirement	74	System has up-times in excess of 99.9%	1
4. System Requirement	75	Ability to easily grow and change with the organizations needs	1
4. System Requirement	76	Ability to provide appropriate levels of data security	1
4. System Requirement	77	Ability to have reliable data storage and recovery	1
4. System Requirement	78	Easy user setup and upgrade (i.e. integration with Active Directory)	1
4. System Requirement	79	Accessibility from PC and Mac	1
4. System Requirement	80	Ability for ongoing service/support	1
5. Maintenance / Reporting	81	Ability to report on year-to-date and life-to-date actuals, year-to-date forecasted, budgeted, or "what-if" amounts	2
5. Maintenance / Reporting	82	Ability to allow on-line, real-time inquiry into any time period for any account, at any accounting level, both revenues and expenditures, both budget and actual.	3
5. Maintenance / Reporting	83	Ability to calculate and allocate indirect costs from the indirect function to direct functions at a cost center level	1
5. Maintenance / Reporting	84	Ability to maintain Master budget with a sub budget; support hierarchy of function, department, cost center, natural, and project	1
5. Maintenance / Reporting	85	Ability to track budget amendment detail including, but not limited to, date of change, narrative justification for the change, authority for change, type and amount of change.	3
5. Maintenance / Reporting	86	Ability to allow narrative text entry on variance reports.	2
5. Maintenance / Reporting	87	Ability to move positions easily across departments and move the corresponding budget with the position.	3

5. Maintenance / Reporting	88	Ability to manage lifetime budgets by project, and summarize at all levels of the accounting hierarchy.	3
5. Maintenance / Reporting	89	Ability to report budget balances by dollar amount and percentage	2
5. Maintenance / Reporting	90	Ability to generate user defined detailed and summary reports for user defined periods at various organization levels using real time data	3
5. Maintenance / Reporting	91	Ability to automatically report by cost center on year-to-date variances over a user-defined percentage (e.g., 10%) or by user-defined dollar value.	2
5. Maintenance / Reporting	92	Ability to develop a standard set of reports and queries for end-users to use on a regular basis.	1
5. Maintenance / Reporting	93	Ability to generate a budget history report and allow inquiry into current and previous year budgeted and actual amounts.	1
5. Maintenance / Reporting	94	Ability to create publishable budget tables, charts, and graphs, with/without narrative, automatically.	3
5. Maintenance / Reporting	95	Ability to automatically recognize and carry forward grants, with override ability.	3
5. Maintenance / Reporting	96	Ability to report from multiple companies	2
5. Maintenance / Reporting	97	Ability to report on prior year, current year and future year budgets	1
5. Maintenance / Reporting	98	Ability to report on multiple budget id's in a given year	2
5. Maintenance / Reporting	99	Ability to automatically generate and update multi-year operating and capital funds' financial plans based on actual expenditures and revenues, fund balances (beginning and ending), reserves, adopted budget, revised budget, estimated budget or spending plan	3
5. Maintenance / Reporting	100	Ability to report grants or projects completed or expected to be completed in the next year by year.	3
5. Maintenance / Reporting	101	Reporting Options – the software allows for multiple reporting formats that are easy to understand and visually informing	1
5. Maintenance / Reporting	102	Graphical displays – performance data can be displayed graphically in multiple ways for maximum clarity and understanding	2
6. User Experience	103	User Interface – the user interface should be simple, intuitive, and easy to use	1
6. User Experience	104	Personalization – the software allows the user (or system administrator) to tailor a user's view for their specific needs.	2
6. User Experience	105	Descriptive text – The software should support the entry of lengthy descriptions and definitions of amounts at the line item level	1
6. User Experience	106	Linked documents – Users can click and bring up documents related to a goal, objective, or measure	3
6. User Experience	107	The software has the ability to export data to standard database formats on a scheduled and/or ad hoc basis.	1
6. User Experience	108	Cut and paste to applications – Users are able to cut and paste information into other Windows based applications.	2
6. User Experience	109	Ease of modification – The system administrator should be able to easily modify the configuration of the software to change the way in which data is displayed.	2