



City of San Carlos

Request For Proposals

Budget Software

Capital Projects

Operating

Salaries & Benefits

Date Issued: June 3, 2011

Date Due: July 1, 2011

CITY OF SAN CARLOS, CALIFORNIA

REQUEST FOR PROPOSALS FOR BUDGET SOFTWARE
Capital Projects, Operating and Salaries & Benefits

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CITY OF SAN CARLOS, CALIFORNIA

REQUEST FOR PROPOSALS FOR BUDGET SOFTWARE

I. PROJECT OVERVIEW

The City of San Carlos is requesting proposals for budget software. The software will allow users in various departments to track and manage their budgets (capital project, operating and salaries & benefits) and perform analysis. This system will help to manage City's budgets and ensure the efficient use of public funds.

There is no express or implied obligation for the City of San Carlos to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

For a firm to be considered, the City must receive five (4) copies of the proposal by **4:00 pm on July 1, 2011** at the following address:

Office of the City Clerk
City of San Carlos
600 Elm St
San Carlos, CA 94070

All proposals must be in a sealed envelope and clearly marked **"Sealed Proposal—Budget Software – Capital Projects, Operating and Salaries & Benefits."**

The City will select the successful proposal based upon several evaluation factors: including features as outlined in the RFP; effective integration of modules; company stability; training and implementation plan; technical support; and price. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City as determined by the City.

The City of San Carlos reserves the right to retain all proposals submitted, and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of San Carlos and the firm selected.

II. PROJECT BACKGROUND AND THE CITY

The City

The City of San Carlos was incorporated in 1925 as a general law city operating under the Council-Manager form of government and serves an area of 5.38 square miles. The City has a population of approximately 28,000, is located in the San Francisco Bay Area region of the state, and provides most municipal services except fire protection and police services. The City's fire services are provided through a joint power agreement with the City of Belmont and in September 2010, the City has contracted with the San Mateo County Sheriff's Office for police services.

Project Background

This is part of the City's strategic plan and on-going effort to improve services and reduce operating costs.

Capital projects for the City can be large in scale and scope and take multiple years to complete. Currently the capital projects are being managed with a variety of tools, without consistency across different department or fund. A better mechanism is needed for tracking complex, multi-year capital projects. The City would like to have a single source for managing capital projects that allows for centralized data collection and consistency in the quality of financial control; enables the City to develop long range capital improvement plan and to provide management information to project managers through completion of the project. Also, a systematic process would allow for data and knowledge retention and transfer beyond a project cycle.

The operating budgets and salary & benefits projections are also currently being managed with a variety of tools. The City would like to have a single source for managing the operating budget and salary & benefits projections that allows for centralized data collection and consistency in the quality of financial control; enables the City to do multi-year budgets and provide tools to departments to track and analyze their budgets.

III. PROJECT SCOPE AND CURRENT SYSTEM

Project Scope

The City of San Carlos is looking for Budget Software which will support the organization of the information by City defined hierarchal levels. It will have flexible

templates to assist users. The system for developing the budget (capital, operating and salaries & benefits) will include the ability for all users to submit requests and shall collect all data and information required to rank and evaluate projects, analyze operating budgets and salaries & benefits and to create the budget documents. It will be able to do multi-year budgets (including actual financial reporting) that span more than one fiscal year. Specific to capital budgets it must maintain data on projects that are not approved in the capital budget. The system will have definable work flow capabilities.

The system must have the capability to interface with our current accounting software, as it is important to eliminate data entry and redundant work processes within our agency. 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.

Vendors selected by the City shall provide a demonstration of program proposed during the post RFP evaluation process.

Computer System

The City's accounting system is fully automated using MUNIS accounting software. The applications operating on the system are general ledger, accounts payable, accounts receivable, and business licensing. Payroll and benefit management is provided through ADP as of November 2010.

IV. PROJECT CONTACT

Questions about the project may be directed to:

Finance Department
City of San Carlos
600 Elm St
San Carlos, CA 94070

Telephone: 650-802-4211

V. TIME REQUIREMENTS

The following is a list of key dates up to, and including, the date proposals are to be submitted:

Date	Activity
June 3, 2011	Request for proposal issued
July 1, 2011	Due date for proposals (due by 4:00 pm)
August 5, 2011	Notification to selected firm
August 22, 2011	Contract date

VI. PROPOSAL REQUIREMENTS

As part of your response, you must present satisfactory evidence indicating your ability to meet the scope of work as detailed in this RFP. To this end, your response must be prepared in the following format and contain the requested information.

Proposed response to be received by **4:00 pm on July 1, 2011** for a firm to be considered:

Section	Title	Contents
Section 1	Executive Summary	Overview description of proposed solutions, vendor experience and contact information.
Section 2	Description of proposed software	Provided detailed information on your products and how it will meet the needs of our department by using the attached Requirements Table
Section 3	Pricing	Estimates that include pricing for software, maintenance, and implementation services which includes installation, training, testing.
Section 4	Support Strategy	Description of strategy to support ongoing training and usability of the system after initial implementation as well as remote support services available.

Section 2 Detailed Requirements Table Starting Next Page

BUSINESS & TECHNICAL REQUIREMENTS

This section 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. For example, if the requirement is “Maintain an extensive number of...” the response should read “Can accommodate up to 25,000 instances of...” OR
 - The software being proposed meets the requirement only with significant configuration, customization, and/or use of associated software.

Proponents are required to use the table formats to respond to each item listed as part of their submission. Any additional information provided to explain a “yes” or “no” to the software requirements can be added as a referenced note after each respective table.

Budget Software Business Requirements

Budget Content & Data Sources

	Requirement	Value	Proponent Response (Yes/No)
	CONTENT		
1	Create and track an unlimited number of budget forecast years.	M	
	VERSIONS		
2	Maintain a budget data archive with access to historical budgets from 3 previous years	M	
3	Create 'What-if 'representations of the budget.	M	
	DATA SOURCES		
4	Online, real-time fully integrated system with the ability to support multiple users with many budget versions	M	
5	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	
6	Support cost driver-based budgeting including formula driven values.	M	
7	Provide tools to reconcile and budget/forecast for salary and benefit costs including:  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.	M	
8	Provide the ability to secure budgets on a department by department or a budget by budget basis.	M	

	Requirement	Value	Proponent Response (Yes/No)
9	Ability to capture Key Performance Indicators within the budget	D	
	BUDGET AMENDMENTS/CHANGES		
10	Provide an audit trail of budget changes by:  Who made the change When the changes were made A description of the change	M	
11	Record & report on changes made between budget versions	D	
	COMMENTARY		
12	Support the entry of descriptions, comments or notes to budget line items	M	
13	Allow for the attachment of supporting documents to be attached to the budget line item from MS Word, Adobe PDF, or MS Excel	D	
14	Allow reviewers/approvers to add comments to budget request documents or budget line items	D	
15	Allow for the viewing of all comments related to a given report or template	D	

Workflow

	Requirement	Value	Proponent Response
	WORKFLOW		
16	Ability to establish a variety of roles within a workflow process	D	
17	Allow different security for users based on the budget workflow process.	D	
18	Provide email notification as part of the workflow	D	

Budget Compilation & Consolidation

	Requirement	Value	Proponent Response
19	Ability to develop the projections and base budget directly in the system, ability to copy and use prior year's budget or actual amounts as a starting point	M	
20	Support the automated roll up and consolidation of budget by category codes, object codes, cost centers, departments and divisions	M	
21	Support both "spreading" of budget across months or years and the ability to enter budget line items by month	D	
22	Allow budget formula entry using Excel like formula entry.	D	
23	Support the use of budget variables to drive budget line-items.	D	
24	Allow the advanced query of budget accounts so that budgets can be analyzed and updated on an account rather than budget basis.	D	

Budget Analysis, Forecasting, & Reporting

	Requirement	Value	Proponent Response
25	Drill down on plan/forecast/budget values to underlying cost drivers	M	
26	Report writing tool is available with options to use pre-built templates or custom made reports	M	
27	Ability for end users to create, customize, and maintain reports by users without the need for IT or programming resources	M	

	Requirement	Value	Proponent Response
28	Provides multi-dimensionality reporting based on category code structure: ■ by year ■ by department ■ by cost center ■ by division ■ by account or object code	M	
29	Ability to create departmental salary/staffing reports that show individuals and/or positions, total compensation costs and FTE's	M	
30	Provide reports with year to year comparisons (budget)	M	
31	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 ■ "What if" analysis/simulation based on changes in key inputs ■ Allow the end user to copy prior forecasts and analysis into current work to prevent re-work	D	
32	Newly created scenarios are available to all users	D	
33	Provide reports with year to year comparisons (actual) by user selected level of detail or dimensions	M	
34	Support the export of reports to MS Word, Excel and PDF.	M	
35	Ability to do budgeting on a monthly basis. Support the automatic distribution annual costs based on unique monthly spending distributions.	D	
36	Track and report on Variance analysis including: ■ calculate variances (between budget and actuals and budget versions and year over year) and ■ allow end user to input variance explanations for those accounts over the variance threshold	M	

	Requirement	Value	Proponent Response
37	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	
38	Provide graphical analysis including:  display financial data as tables, graphs and charts	M	
39	Allow the customization of vendor provided customer reports.	D	
40	Provide a facility for ad-hoc user reporting.	D	

Technical Support & Documentation

	Requirement	Value	Proponent Response
41	Provide all Technical Documentations and Outline how future Support & Upgrades will be handled for the software.	M	
42	Provide online contextual help	D	

Budget Software Technical Requirements

Compliance & Compatibility

	Requirement	Value	Proponent Response
43	Compatible with Microsoft Windows Server technology	M	
44	Compatible with Microsoft Windows 7 for Workstations	M	
45	Ability to operate Microsoft SQL 2005 Database	M	
46	System should be scalable as sites, systems and site usage increases	M	

Security

	Requirement	Value	Proponent Response
47	Ability to set up user permissions, groups and role based.	M	
48	User Logins, etc. should integrate with Microsoft's Active Directory.	M	
49	Ability to set up access type permissions (i.e. edit & read only) for users based on a role or group basis?	M	
50	System administrator ability to restrict user access at various stages of the budget and/or to different budget versions	M	
51	System administration maintenance and update of user, groups and role accounts	M	
53	Ease of access to audit history /reports to clearly show changes in data	M	
54	System administrator ability to selectively lock line items from change.	M	
55	System administrator can see all activity by user including last log in, reports opened and other non-data submission activities.	M	

Additional Items specific to Capital budget

	Requirement	Value	Proponent Response
56	Create Capital specific report packages for the Administration and Council review process. These would include Project Summaries, Project Detail Reports, Funding Source Summaries and Reserve Fund Projections	M	
57	Report by funding source, asset types/classes;	D	
58	Track Operating impacts for each Capital Project	D	
59	Perform bulk edits on projects, such as moving selected projects to an approved stage	D	

	Requirement	Value	Proponent Response
60	Allow users to select from a list of templates to create a new capital projects (template to include common accounts used in a specific project type)	D	
61	Track actual costs against the budgeted amount for each Capital project.	M	
62	Provide ability to rank or prioritize projects based on user defined criteria.	M	
63	Attach documents and/or pictures to specified projects.	D	