



RFP for Budgeting, Planning, Forecasting, and Analysis Solution

Primary User: Department of Finance to support **budgeting, planning, forecasting, and analysis**

Issue Date: June 13, 2013

Response Date: Proposals will be received at the Issuing Agency until 4:00 PM, Wednesday, July 10, 2013. The City hopes to recommend a software vendor for **budgeting, planning, forecasting, and analysis activities** to Department of Finance, Bureau of Procurement, by July 26, 2013.

Issuing Agency: Department of Finance
City of Pittsburgh, Office of Management & Budget
Attn: Nick Lyons
414 Grant Street
Pittsburgh, PA 15219

1. Introduction and Background

The City of Pittsburgh is requesting proposals for an easy to use, yet sophisticated, software solution to achieve forward-thinking budgeting, planning, forecasting, and analysis (aka Budgeting) that integrates with Oracle's JD Edwards Enterprise Resource Planning (JDE ERP) financial suite for quick and efficient pulling of historical actuals into a web-based budgeting tool.

a. Budgeting Desired Benefits

- Dramatically reduce budgeting and planning cycle times
- Simplify and standardize data collection across the organization
- Decrease errors and improve accuracy by eliminating broken links and formulas
- Deliver more complete and frequent budget plans
- Enable timely and thorough what-if analysis
- Establish a single version of the truth by using JDE ERP data
- Stop using "stand-alone" spreadsheets
- Make faster, more informed budgeting, planning, and forecasting decisions
- Enhance collaboration with, and ownership by, department managers
- Improve alignment throughout the organization
- Increase the strategic value of finance
- Reduce cost of implementation and ownership by leveraging packaged public sector functionality
- Create workforce/position plans/budgets quickly and accurately
- Leverage flexible workflow and plan management tools to reduce budgeting and planning cycles by weeks/months
- Improve forecast accuracy into plans/actuals/budgets/forecasts comparisons
- Reduce time spent creating reports and budget books.

b. Budgeting Functional Features desired are:

- a centralized, web-based solution
- a tool without individual desktop PC set-ups requiring specialized skills from information technology staff
- an end to sending out multiple versions of spreadsheets
- a simple way to manage complex data consolidation
- a simple way to ensure that departments use the current version of the plan to develop an immediate budgeting "feedback loop"



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to eliminate recurring clerical tasks associated with spreadsheet-based planning
to turn a low-value clerical process into a deeper analysis and strategic business activity for the City's and Departments' Budget Analyst staff
to create budgeting scenarios that can map to budget ledgers in JDE ERP
to prepare a detailed Budget-to-Actual Report based on JDE ERP sub-Ledgers
capability to implement Workflow, perhaps in the future if not at "go live", for both Mayor's Office and Departmental review and approval
organizational / business unit models that incorporate driver based budgeting
adding JDE ERP actuals to the budget to create a rolling forecast.
managing incremental funding requests for all types of costs, including compensation
managing public and private narrative notes/attachments to justify funding requests
managing shared departmental, or other agency, funding requests
rules supporting processes such as allocation of position budgets to GL accounts
task lists to guide departmental users through the budgeting process work flows
configurable budgetary review and approval work flows
creating simple/complex reports/books
capturing changes to adopted budgets.

c. Budgeting Technical Features desired are:

Complete Set of Planning Components and Financial Statements -- Plan Personnel, Expenses, Revenues, and Capital. Link elements to create a complete set of dynamic financial statements, including Cash Flow, Balance Sheet, and Income Statements.
Metrics -- Extend the plan beyond the Chart of Accounts into Metrics -- Budget and forecast any data required for a model, including operational metrics.
Automated Consolidation -- Automatically consolidate changes at the department level into the Mayor's Office plan, eliminating broken links and manual cut and paste exercises.
Configurable Data Entry Sheets -- Provide managers with intuitive, spreadsheet-like data entry sheets that are customized to only show relevant departmental or sub-ledger data.
Multi-dimensional Data Collection -- Provide users with a simple and intuitive way to plan across multiple dimensions (e.g., services, neighborhood, facility, customer, etc.).
Dynamic Formulas -- Create formulas in any data cell, just like a spreadsheet. Reference data and assumptions from other cells, including financial and operational accounts in other sub-plans, to create dynamic, driver-based plans. Formulas can be established centrally for easy modification across any model.
Drill-Down -- See where data originated via real-time drill-down capabilities.
Notations -- Add notes to document budgeting and planning assumptions. Notes rollup with sheets, so managers with broader responsibilities can see notes from all sub-plans in one place.
Workflow -- Capability to automatically manage the plan submission and approval process. Department managers can submit their completed plans for approval, and their sub-group managers can then submit their plans, until the entire version is approved.
Web-based Access -- Perform budgeting, planning, and reporting from any web browser at any time. No new software, hardware, or IT support is required
Integration -- Capability to support both Google Docs and Microsoft Office document preparation and presentation environments.

2. Proposal Content and Organization

Please include in your proposal:

1. Cost of Products and Services to the City
2. Capabilities and Description of Products and Services
3. Implementation and Project Management Plan



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4. Implementation Timeline
5. Training and Documentation
6. Customer Adoption Plan
7. Post Installation Support

The proposal should present information related to:

- Desired Benefits
- Functional Features
- Technical Features.

3. Bidding Information & Other Requirements

METHOD AND BASIS FOR AWARD OF CONTRACT

Each response to this solicitation should be based, at a minimum, upon the following criteria, listed in no particular order:

- Quality and price of recommended solution
- Respondent's ability to provide a solution on time and within budget
- Technical capabilities of respondent to perform the stated benefits and features
- Respondent's references
- Respondent's proposed terms for agreement with the City.

FORM OF RESPONSE

Respondents' proposals must clearly demonstrate the ability to provide the best and most cost-effective solution to successfully meet the City of Pittsburgh's goals. Respondents must be bona-fide providers of the services and software being requested. In order to be responsive to this request, proposals must conform to the procedures, formats, and content required as outlined in this document. Failure to do so might result in the respondent being declared non-responsive. Each respondent should follow the outline shown below so that the City can clearly, concisely, and objectively evaluate each response to this request. Every question presented herein should be answered. Incomplete answers may constitute grounds for disqualification. Each section of your response to this proposal may be individually organized, but should be separated by a tab or other clearly identifying marker for ease of review.

All vendor RFP responses should include a disclosure of any finder's fees, fee splitting, firm affiliation or relationship with any broker-dealer, payments to consultants, lobbyists, or commissioned representatives or other contractual arrangements of the firm that could present a real or perceived conflict of interest. The following outline should serve as the format for a potentially successful response to this Budgeting RFP:

- Section I - Outline of Respondent Qualifications
- Section II - General Requirements
- Section III - Specific Proposal Requirements
- Section IV - Compensation Arrangements
- Section V - Management Team
- Section VI - References and Additional Information
- Section VII - Conclusion

Any other materials that a respondent deems to be important or appropriate should be submitted as a separate exhibit appearing after the respondent's response to Section VII. Each exhibit should be appropriately referred to in the body of the proposal. Each exhibit should be separated by a tab or other clearly identifying marker. An original hard copy with authorizing signature must be submitted. In addition, three (3) printed or three (3) digital media copies of the proposal shall be submitted in format(s) compatible with Google Docs or Microsoft Office. The City will be distributing either the printed or digital copies of each RFP to members of the evaluation team.



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PROPOSAL SUBMISSION DEADLINE

All copies must be received no later than 4p.m., *Eastern Daylight Time, July 10, 2013* at:

City of Pittsburgh, Department of Finance
Office of Management & Budget
Attn: Nick Lyons
414 Grant Street
Pittsburgh, PA 15219

Proposals may be either mailed or delivered by hand. Electronic transmission is not an official delivery mechanism. The City is not responsible for late delivery caused by the postal service, private carriers, traffic, or weather conditions. Any proposals received after the deadline will not be evaluated. All proposals will become the property of the City of Pittsburgh. The content of all proposals will be held confidential until the selection of a supplier is made.

MINORITY, WOMEN and VETERAN BUSINESS ENTERPRISE PARTICIPATION

Minority Business Enterprise (MBE), Women Business Enterprise (WBE), and Veteran Business Enterprise (VBE) participation is requested in all City of Pittsburgh contracts. Such participation may be demonstrated by utilization of MBE/WBE/VBE Firms through the use of subcontracts with such firms in support services, supplies, etc. The Offeror shall include in the proposal a plan on how and to what extent the MBE/WBE/VBE participation will be utilized. In order for the proposed MBE/WBE/VBE participation to be considered, a copy of a current MBE/WBE/VBE certification letter for the Offeror or the subcontractor must be submitted with the proposal. The City requires that all Offerors demonstrate a good faith effort to obtain the participation of MBEs, WBEs, and VBEs in all work to be performed under City contracts.

It is recognized that the current business pool for many of the services, supplies and equipment that the City contracts for does not include percentages of minorities or females. The City, however, wishes to encourage minority, women, and veteran's participation in all business pools and anticipates that, all things being equal, each business pool should eventually have a minority, women, and veteran population approximating the minority, women, and veteran population of the City's labor force generally. It is therefore the City's current goal to encourage increased minority, women, and veteran's participation in all business pools. It is believed that it is reasonable to expect that in the near future minority participation should constitute eighteen percent (18%), women's participation should constitute seven percent (7%), and veteran's participation should constitute five (5%) of the total dollar value of City contracts.

Once the City has selected a potential provider, the firm will be required to complete and submit the Personal and Professional Services Rating Forms regarding the provider's previous history and additional information.

The rating form submitted should contain a listing of all contracts held with the City for the past three years together with information as to the MBE, WBE, and VBE participation in each. Any other information, which may have an impact upon the determination of whether a party is a "responsible bidder", may be submitted including:

1. Statistics regarding the percentages of women, minorities, and veterans employed by the provider.
2. Information regarding the availability of MBEs, WBEs, and VBEs to perform work required by the contract at issue.

For personal and professional service contracts in an amount of \$25,000 or more, it shall be a term of the contract that final payment shall be conditioned on receipt by the Department of a report from the Consultant detailing:

1. The dollar amount of the contract paid to MBEs along with the names, addresses and telephone numbers of said MBEs.
2. The dollar amount of the contract paid to WBEs along with the names, addresses and telephone numbers of said WBEs.



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3. The dollar amount of the contract paid to VBEs along with the names, addresses and telephone numbers of said VBEs.

3. An explanation of any failure to achieve the goals for MBE, WBE, and VBE participation which had been represented to City prior to the award of the contract.

The City intends to monitor the progress closely, including revising the practices and procedures from time to time, as conditions warrant.

REQUESTS FOR INFORMATION

Requests for background information related to the RFP may be sent to chuck.half@pittsburghpa.gov.

Any questions submitted in writing from an interested vendor will be made be available, with respective answers, to every other respondent who indicates they are interested in this RFP, and may respond to it.

All questions and available answers will be summarized and E-mailed to all interested respondents by 5:00 PM, Wednesday, July 3, 2013.