

**City of Pittsburgh Budget Management System
Responses to Vendor Inquiries**

1 Mentions acceptance of sample contract - I do not see a sample agreement attached.

The City currently does not have an example contract for reference by vendors. A draft/sample contract will be presented to the vendor selected by the City to implement the Budget Management solution. The contract will outline terms of conditions required of both parties entering into the professional service agreement. Vendors are also encouraged to include a copy of their standard software licensing and services agreements to facilitate the contracting process.

2 Are you looking just to have the solution hosted by the selected vendor where the City still owns the licenses, or are you looking for a hosted SaaS Solution

The City of Pittsburgh would like vendors to submit two different cost proposals based off of costs related to 1) Vendor Hosted Solutions and 2) SaaS Solutions. The City has amended Attachment A of the RFP. Vendors should notice that the document has been altered to reflect two different and separate cost proposal sheets. Vendors should also provide information regarding the pros, cons, and other operational considerations for each option.

- 1) Attachment A-I provides the vendor the opportunity to develop a cost proposal as relates to a Vendor Hosted solution.
- 2) Attachment A-II provides the vendor the opportunity to develop a cost proposal as relates to a SaaS based solution.

3 During the Implementation process, how many years of historical data does the City wish to convert from the existing solution into the new solution ?

The City of Pittsburgh transitioned from PeopleSoft to JD Edwards at the beginning of 2012. This transition included a migration toward a new account structure. As a result, the City expects the Budget Management Solution to use the current JDE Financial System Database containing THREE (3) complete years of data (January 2012 - present.) Data within this system contains figures relating to both expenditures and revenues for the various funds(Operating, Capital, Trust etc.) and accounts operating within the City.

4 Do you prefer training to be performed onsite or done remotely (internet conferencing?)

The vendor should provide a training plan that they feel is most efficient and effective. This plan should clearly outline the costs associated with their preferred method of training (i.e. onsite or remote.) The vendor is free to develop different plans/scenarios related to training. Each unique training proposal should explicitly outline the difference in cost as compared to the alternative. Line item costs should be clearly defined and attributable to the method of training being presented by the Vendor. The City retains the right to develop and/or select a plan for training following the awarding of the contract to the selected vendor.

5 Can you provide an overview of your general organizational structure - as it relates to budgeting?

The City of Pittsburgh Operating Budget is the vehicle which funds day-to-day provision of services to City residents. The Operating Budget funds TWENTY-EIGHT (28) individual departments. These departments responsibilities range from general administration to public safety to public works. The highest level of the budget is the total Operating expenditures across all departments. A more detailed presentation of the Operating Budget can be viewed at the Departmental level. At this level, (cost center) one can see the aggregate Operating Budget expenditures broken out across the TWENTY-EIGHT (28) individual departments (cost centers). Moving past the departmental view of the budget, the functions of the departments fit within EIGHT (8) different subclasses. These subclasses include: 1) Salaries and Wage; 2) Employee Benefits; 3) Professional and Technical Services; 4) Property Services; 5) Other Services; 6) Supplies; 7) Property; 8) Miscellaneous. These subclasses can then be broken down into account numbers representing various numbers of specific line items held within that account (i.e. Salaries and Wages: regular salaries; in grade salaries; longevity pay; allowances etc.) This provides a general top down description of the organizational structure of the City of Pittsburgh. Vendors should be aware that the City budgets by cost centers and those cost centers can be within larger departments. For example, Public Works has FOUR (4) different Bureaus that operate under it. Each is individually funded, however, considered within the aggregate of Public Works. Additionally, Public safety funds FIVE (5) separate Bureaus (Public Safety Administration, Police, Fire, EMS, Animal Care and Control.)

Below the Vendor can visually see how the organizational structure of the City with respect to the Operating Budget. Please know that Departments can be split into individual bureaus and departments that operate under the purview of said department.

Operating Budget
Department (Cost Centers)*
Subclass
Accounts

In addition to the Operating Budget the City also utilizes a Capital Budget, Trust Funds and Grant Funds. The Capital Budget is broken down by Jobs. These jobs are by year and there exists 100's of unique jobs. Trust Funds roll over on a yearly basis and Grant Funds are dictated by the funding term of the grant.

6 I have attached a document regarding the City's GL account structure - if you could provide the details requests I would appreciate it

The account structure that the City of Pittsburgh utilizes is as follows:

FUND -> Cost Center/Business Unit -> Subclass -> Object -> Item

An example account structure would appear as follows:

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11101.	107000	56.	105
FUND	Cost Center	Subclass	Object
General	Finance	Supplies	Postage

-> 11101.102200.56105

Please know that within the Budget document the Office of Management and Budget does not use the "Item" line. This portion of the structure is utilized by the Controller's Office for activities related to purchasing.

7 In order to price appropriately for software we need to know the number of users for the system. Can you provide a number of users the City is looking for this solution?

The City anticipates that, City-Wide, approximately 70 individuals throughout all agencies will need to be granted access to the system.

8 Did the City have a Bidders' Conference? Is it possible to either come in or discuss over the phone so we can provide the best possible solution and the

The City did not hold a pre-proposal Bidders' Conference. Per the RFP, all questions should be submitted, in writing via e-mail, to the City prior to January 9, 2015. This medium will serve as the only acceptable point of contact concerning questions related to the RFP. Further, no in person meetings or phone calls will be accepted from perspective vendors.

9 Did the City appropriate budget for hits project and if so can you share what the dollar amount is?

The City will select the solution that best meets its needs in an efficient and effective manner.

10 Has this already been approved by City Council or will this have to be approved after selection is made?

Once a vendor is selected, legislation will be submitted to City Council to authorize OMB to enter into a contract.

11 Has the City seen a demonstration of a Budgeting system? If so can you tell us who?

This information is not relevant nor required for vendors to submit their proposals.

12 Are there any deadlines that the City is trying to meet? Do you have any expectations for a project plan, timeline or Go Live date?

The City wishes implementation to occur prior to the development of the Fiscal Year 2016 Operating and Capital Budgets. The City desires to use the solution to develop said budgets and subsequently manage them throughout the fiscal year. Vendors should refer to Section II of the RFP and develop an implementation plan based on the timeline outlining the budget development process.

13 Does budgeting drive the new Capital projects creation in the source project system?

Each project in the Capital Budget will be budgeted via the solution. Additionally, these budgeted projects will also be managed using the solution.

14 Is the Capital Budget cycle timeframe different than Operational Budget cycle? If not, please convey the Capital Budget cycle dates.

April - Mayor Submits priorities
May - OMB requests departments submit proposals
June - Departments submit their requests to OMB, 2 public meetings held
August - CPFC prioritization submitted to Mayor
September - Mayor presents budget to the ICA and Council
November - Mayor formally submits budget for council approval

15 The City has not indicated I the RFP when it intends to issue answers to vendor questions. If answers are not posted by 1/23/15, would the City consider granting an extension of the due date to allow vendors time to digest responses and provide ample time to give an appropriate solution and response?

Answer to questions submitted by vendors will be posted on the City's website by 01/14/2015. No extension will be granted.

16 Is the City using a 3rd part consultant to assist with the requirements development and procurement process? If so, who?

No

17 Does the City have a recommended list of interested MBE firms?

No

18 Does the City have a recommended list of interested WBE firms?

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No

19 Does the City have a recommended list of interested Veteran Owned firms?

No

20 Will the City entertain hosting a pre-bid conference so that interested solution providers can have the opportunity to meet interested MBE, WBE and Veteran Owned firms?

No

21 The City's website has RFPs posted for 'Grants Management' and 'Open Financial Software and Services' within the past year. Have those contracts been awarded and if yes, can the City please disclose the winning vendors?

Yes, these contracts have been awarded. For the 'Grants Management' solution, eCivis has been awarded the contract with the City. Additionally, the 'Open Financial Software and Services' solution was contracted out to OpenGov

22 Will the City consider an extension of one to two weeks on the Response Due Date?

No, not extensions will be granted.

23 Would the City be willing to share an approximate amount budgeted for the new budget management system, given the Operating Budget versus Capital

The City will not disclose the amounts budgeted for the procurement of the Budget Management Solution. Vendors are encouraged to submit their most competitive pricing. The City will select the vendor that most appropriately fits its functional and technical needs, as outlined within the RFP.

24 The timeline provided in the RFP seems to imply a June 2015 go-live date, but assuming some amount of time for contract negotiations this would only allow 2-3 months for the implementation. Has the City worked with other comparable-sized jurisdictions to validate the expected implementation timeline is reasonable and achievable? If so, which jurisdictions?

Based on the City's desired Go-Live date, vendors are asked to provide a reasonable implementation plan given their own past experience. The vendor should highlight constraints and limitations that could delay implementation past the dates outlined within the RFP. The implementation plan, and the ability of the vendor to meet the needs of the City, will be considered when awarding the contract.

25 Has the City completed business process designs for the anticipated future state of the budgeting processes? Or, is the selected vendor expected to provide

The City has identified its goals to enhance budgeting processes and will work with the selected vendor to implement these improvements. The narrative and functional requirements listed in the RFP embody the procedural changes that the City wishes to achieve.

26 Can the City provide the number and availability of City key staff that will be available to participate in the implementation?

The City is dedicated to achieving a successful implementation of the solution and will utilize internal staff based off of the needs outlined in the response outlining the implementation plan by the vendor. The implementation plan should provide expectation of the City's involvement.

27 The Functional and Technical Requirements have been provided by the City in both Word and Excel Format. Do you want the response for these requirements in Word or Excel format? If Excel, we are assuming that you will want any detailed comments in Word as an attachment. Is this a correct assumption? Please clarify desired format.

Respondents should use the MS Excel files to respond to the functional and technical requirements.

28 Section V, Functional Requirements 1m (Page 14): This requirement is asking for the ability to "bookmark" certain areas of the budget system. Please provide

This requirement speaks to the ability of the individual interfacing with the system to quickly and easily jump to predetermined areas of the budget, often certain departments etc. The user should have the ability to identify an area of interest and expediently reference this section either through a "favorites" list or a link. Ideally, this requirement would be included in the publication capabilities of the solution.

29 Section V, Functional Requirements 1n (Page 14): This requirement states "Automatic updates of fee cost components" Please provide an example of a fee cost components and what is the source.

The source of City fees are those issued through permits and licenses by various departments throughout the City. A list of City permits and Licenses can be found at the following URL: <http://pittsburghpa.gov/pli/all-permits-list>. Many of the City's permits are tiered either by price of project or type of organization. These fees are updated yearly. The budget office should be able to input the fiscal years price components of the fee into the system. The system should then be able to automatically retrieve this information during analysis and what-if scenario building when projecting revenues.

30 Section V, Functional Requirements 8b (Page 18): This requirement asks for integration with eCivis Grants Management Software. What is the platform for this software?

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The eCivis platform is based off of a SaaS, offering co-located, multi-tenant, in dedicated spaces at a top-tier SSAE 16 Type II and PCI-compliant data center.