CITY OF PITTSBURGH
REQUEST FOR PROPOSAL
OPEN FINANCIAL SOFTWARE AND SERVICES

I – Summary Information

The City of Pittsburgh (City) is interested in a platform that hosts a "stand-alone" web-based service for financial and budget data to be utilized by internal and external users. This platform must allow for the upload of multiple-year, historic budgeted data while presenting the data in graphical (stacked line, trend line, pie graph, etc.) and tabular format. The data should be filterable and divisible by fund, department, or expense/revenue type. Furthermore, the platform must allow internal and external users the ability to 'drill down' to the object level and view data at various levels. All graphs and tables should be exportable as images or as spreadsheets for analyzing, presenting, or sharing. The term of services rendered to the City shall be 2 years.

Submission requirements include the following:

Due Date: Friday, July 24, 2015, at 4 PM EST

Delivery: Kevin Forsythe, J.D.
Manager of Procurement & Fixed Assets
City of Pittsburgh
City-County Building, 414 Grant Street
Room 526
Pittsburgh, PA 15219

And via

Email to: kevin.forsythe@pittsburghpa.gov
cc: bill.urbanic@pittsburghpa.gov
cc: david.clarke@pittsburghpa.gov

Deliverables: Technical Qualifications – 2 hard and 1 electronic copies

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

There is no expressed or implied obligation for the City to reimburse firms for any expenses incurred in preparing responses to this request.

II – Qualifications Requirements

General Requirements – Submission of Qualifications

For a proposing firm to be considered, two hard copies and one electronic copy of the Technical Qualifications is required to be received by Friday, July 24, 2015, at 4 PM EST.

Each submission should include a preliminary section which includes the following:

1. Title Page – include the firm's name, contact person and contact information for the firm
2. Table of Contents
3. Transmittal Letter – include the following:
    a. a signed statement regarding the respondent's understanding of the work to be done,
    b. a signed statement attesting that the firm will perform the work according to professional standards, and
    c. a signed statement that the firm understands that, after a selection is made, all qualifications may be public records under the Pennsylvania Right to Know Law.

Technical Qualifications

Please respond to the following sections, clearly marking them accordingly. If you are unable to provide a response to a particular question, simply leave the section blank. Please do not provide any information other than what is specifically requested.

1. Experience
   Provide a list of government agencies or other entities for which your firm provided this service from 2012 through the date of your proposal. Include the year and the type of services provided. Please present your list in reverse chronological order.

2. Specific Examples
   Provide a brief description of how your firm intends to provide a platform for the requested data presentations described under Section 1. Discuss any innovative or unique aspects of the data presentations.

3. References
   Provide three (3) references. Provide only the names of agency staff members who have directly worked with your firm. Include the reference's name, title, address, email address, and direct telephone number.

4. Firm Profile
   Provide a brief profile of your firm using the format below:
    a. Number of support persons
    b. Number of full-time staff
    c. Office locations

5. Primary Qualification
   Provide a brief narrative that explains why your firm is best qualified to provide these services to the City.

6. Pricing Methodology
   Briefly describe your pricing methodology.

7. MBE/WBE Participation

State succinctly what your firm is doing to promote opportunities for women and minority professionals in your organization and what specifically your firm proposes to do in this regard.

8. Other Information
   Please provide any other information which you believe is pertinent to the City's consideration of your firm. Please limit your response to this section to no more than two (2) pages.