CITY OF AVONDALE
FINANCE AND BUDGET DEPARTMENT

REQUEST FOR INFORMATION
FOR
Budget Software

City of Avondale
11465 West Civic Center Drive
Avondale, Arizona 85323

SOLICITATION SCHEDULE

Solicitation Number:	**FB 18-018**
Solicitation Title:	**Budget Software Solution**
Release Date:	**September 13, 2017**
Advertisement Dates:	**September 13, 2017 -West Valley View** **September 14, 2017 -AZ Business Gazette**
Final Date for Inquiries:	**October 4, 2017**
RFI Deadline:	**October 11, 2017** **3:00 p.m.** (local time, Phoenix, Arizona)
City Representative:	**Loretta Browning** **lbrowning@avondale.org** **623-333-2029**
	Irma Gonzales **igonzales@avondale.org** **623-333-2023**

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PART I. RFI PROCESS AND SUBMITTAL FORMAT

1. Purpose; Background. The City of Avondale (the "City") is issuing this Request for Information ("RFI") to solicit information from experienced and qualified vendors (the "Respondents") of budget software solutions systems. The City currently uses an in-house custom built Access database to perform its budget functions. The database allows department representatives to prepare their department budgets and reports for each fiscal year. The information is stored electronically on tables and must be manually imported into a separate database that is used for reporting purposes. The final adopted budget is manually uploaded into the City's financial system, currently Tyler Technologies Eden Enterprise Resource Planning ("Eden ERP"), for tracking throughout the year. The City has limited support for the Access database and the database has functionality issues when multiple users are working in the system simultaneously. The City is issuing this RFI to solicit information on possible solutions to replace its current budget system and use of the Access database (collectively, the "System").

1.1 Minimum System Requirements. The City desires a budget software solution system that is capable of meeting the needs of municipal government budgeting, including but not limited to, fund sourcing; base budget; ongoing versus onetime budget items; positions; and supplemental budget requests. The ideal system must be capable of supporting up to 30 or more concurrent end users and able to provide security settings at various user levels. The system must also be capable of producing printable reports.

1.2 Preferred System Requirements. The following System capabilities are preferred but not required:

A. Interface with Eden ERP.

B. Implement Citizen-Government Transparency features.

C. Identify prior year carry-over budget.

D. Produce budget presentation documents as required by Government Financial Officers Association.

E. Produce revenue and expenditure projections.

F. Produce salary increase calculations.

G. Calculate internal service charges.

2. Informational Intent. This RFI is issued as a means of discovery and information gathering. It is for planning purposes only, should not be construed as a formal procurement solicitation nor does it guarantee or imply that a contract will be awarded for a solution. The information gathered from this RFI will assist the City in preparing a formal request for proposals. The responses to this RFI are not offers and cannot be accepted to form a binding contract.

3. Preparation/Responsive Submittal. Interested vendors may submit an information packet, which should include the vendor's experience, qualifications, system knowledge, recommendations, and the benefits and/or disadvantages of the proposed system (a "Submittal"). The Submittal should address, in order, the criteria listed in Section II of this RFI. Respondents shall review their Submittals to ensure the following requirements are met.

3.1 Submittal Format. Respondents are asked to submit **five hard copies** and **one electronic copy** of the Submittal on a CD-ROM (or electronic media approved by the City) in printable Adobe or Microsoft Word format (or other format approved by the City). Additionally, in order to facilitate review and evaluation of the responses, Respondents are asked to provide Submittals in the following format:

A. A one-page cover letter on the Respondent's letterhead shall be clearly labeled with the number and title, **(FB 18-018) Budget Software Solution**. It shall include (i) the date of submission, (ii) Respondent's administrative and technical points of contact along with contact telephone numbers, facsimile numbers and electronic mail addresses, (iii) website address and (iv) the signature of an authorized officer.

B. Pages shall be numbered and have the following characteristics: 8-1/2 x 11 inches, single sided, single-spaced, one inch margins and Times New Roman or Arial font, minimum 11 point.

C. The Submittal is limited to **20** pages maximum, excluding the cover letter and table of contents (optional). Pages over the allowable maximum may not be reviewed.

3.2 Address. Submittals shall be directed to the following address: City Clerk, 11465 West Civic Center Drive, Suite 200, Avondale, Arizona 85323 or hand-delivered to the City Clerk's office by the RFI Deadline indicated on the cover page.

3.3 Cost of Preparation. The Respondent is responsible for all costs incurred in responding to this RFI. The City does not reimburse the cost of developing, presenting or providing any response to this RFI. Submittals offered for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. All materials and documents submitted in response to this RFI become the property of the City and will not be returned.

4. Inquiries.

4.1 Written/Verbal Inquiries. Any question related to the RFI shall be directed to the City Representative whose name appears on the cover page of this RFI. Questions shall be submitted in writing by the close of business on the Final Date for Inquiries indicated on the cover page of this RFI. In the event the City is closed on the Final Date for Inquiries, the Respondent may submit the question(s) to the City Representative via e-mail or

voicemail. Any inquiries related to this RFI shall refer to the number and title, page and paragraph. However, the Respondent should not place the RFI number and title on the outside of any envelope containing questions, because such an envelope may be identified as a Submittal and may not be opened until after the RFI Deadline.

4.2 Inquiries Answered. Verbal or telephone inquiries directed to City staff **will not be answered**. Within two business days following the Final Date for Inquiries listed on the cover page of this RFI, answers to all questions received in writing or via e-mail will be mailed, sent via facsimile and/or e-mailed to all parties who obtained an RFI package from the City and who legibly provided a mailing address, facsimile and/or e-mail address to the City. No questions, submitted in any form, will be answered after the Final Date for Inquiries.

4.3 City Inquiries. The City may contact Respondents to clarify any portion of their Submittal(s). No presentations or in-person meetings are anticipated prior to reviewing the Submittals.

5. Public Record; Confidential Information. All Submittals shall become the property of the City and shall become a matter of public record available for review in accordance with applicable law. If a Respondent believes that a Submittal contains information that should be withheld from the public record, a statement advising the City Representative of this fact shall accompany the Submittal and the information shall be clearly identified. The information identified by the Respondent as confidential shall not be disclosed until the City Representative makes a written determination. The City Representative shall review the statement and information with the City Attorney and shall determine in writing whether the information shall be withheld. If the City Attorney determines that it is proper to disclose the information, the City Representative shall inform the Respondent in writing of such determination.

6. Evaluation. The City will evaluate all timely Submittals received by the RFI Deadline. Respondents showing the ability to provide the subject System may be invited to demonstrate their approach(es) on-site at City Hall (or an alternate location) and should be prepared to answer questions prior to, during, and/or after the System demonstration. Invited Respondents will receive a list of questions in advance, as well as more information regarding location, internet connectivity and agenda for the session.

7. Formal Solicitation. A formal request for proposals is tentatively scheduled for public release in the spring of 2018. The City reserves the right to utilize non-proprietary information, feedback and comments provided by the Respondents in any Submittal or demonstration for the development of a finalized scope of work or specifications related to the System outlined in this RFI. By providing a Submittal to the City, Respondents are affirming that use of Submittal information by the City in later solicitations related to the System will not violate any copyrights, licenses, intellectual property rights or other agreements.

PART II. REQUIRED ITEMS

Section 1: General Information

A. Provide a one-page cover letter containing the information specified in Part I, Subsection 3.1(A) above.

B. Provide a summary of current infrastructure, staffing, partners and financial ability to support the project.

Section 2: Project Overview

A. Provide a summary description of the product of solution the vendor is proposing. This summary description shall include:

1. How this solution works for operating versus capital improvement budgets.

2. How this solution works for position control and/or position budgeting.

3. Interface capabilities with existing Eden ERP.

4. Multiple user settings and/or limitations.

5. Canned and ad-hoc reporting capabilities.

6. How historical data will be loaded.

7. Training provided by vendor.

8. Support provided by vendor.

B. Describe any other measures or procedures, not identified above, that you believe could enhance the System.

C. Describe any alternate approaches if it is believed that such approaches would best suit the needs of the City. Include rationale for alternate approaches.

Section 3: Estimated Costs

Provide an estimate of the overall costs of the recommended System and service(s) with sufficient detail, as necessary, to fully illustrate the projected implementation and annual operating costs to include maintenance and any technical support offered. Itemization of each component is preferred.

Section 4: References

Provide a list of at least three organizations that have successfully implemented the Respondent's recommended or similar approach(es). This list shall include, at a minimum, the following:

A. Name of client/agency.

B. Contact information of client/agency.

C. Size of client/agency.

D. Size of supported population.

E. Years of service provided.