



**OGDEN CITY CORPORATION  
REQUEST FOR PROPOSAL**

**Budgeting and Capital Planning Software**



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Ogden City Information Technology

November 10, 2022

# OGDEN CITY CORPORATION

## REQUEST FOR PROPOSAL

### **Budgeting and Capital Planning Software**

Ogden City is requesting sealed proposals from qualified offerors to provide budgeting and capital planning software.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

Sealed responses to this RFP shall be submitted to the Purchasing Office, c/o 1<sup>st</sup> Floor Information, 2549 Washington Blvd, Ogden, UT, 84401 by **December 7, 2022 no later than 3 PM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

**Ad Dates: November 19 & 26, 2022**

# OGDEN CITY CORPORATION

## REQUEST FOR PROPOSAL

### Budgeting and Capital Planning Software

#### I. INTRODUCTION

Ogden City desires to improve the efficiency of the city's current budgeting & capital planning processes and allow for ease of use for end-users. City staff currently uses a combination of Microsoft Excel, Microsoft Word, and Microsoft SSRS reports to create the city's budget book. Additionally, the city uses ESRI's Capital Project Planning software for capturing and managing internal capital project requests. The desired software solution must be user-friendly for inputting & importing data, managing & retrieving information, reporting, and storage.

The city has received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award over the past several years. The successful proposer will demonstrate how its software solution will adhere to current GFOA guidelines.

It is anticipated that this RFP process will result in one OR may result in multiple contract award. The RFP document will become part of the final contract. The contract will be issued for a period of three (3) years.

#### II. REQUIREMENTS

GENERAL REQUIREMENTS	
Web-based Software	The software should be supported by standard web browsers (Chrome and Microsoft Edge).
User Friendly for Non-technical Users	The software should be approachable and navigable by non-technical users. Minimal training should be needed for end-users.
Munis Financials Integration	The software should interface with Munis Financials and allow for imports and exports between systems.

Data Extraction and Export	The software should allow the client to export all data in CSV & XLSX formats.
Changelog	The software should track changes and comments with date/time stamps, and create reports reflecting those changes.
Reports	The software should have built-in reporting functionality. It should include standard, pre-built reports and allow end-users to design custom reports.
Dashboards	Provides department-specific dashboard book pages, drill down, monitoring, and analysis capabilities.
Microsoft Office Integration	The software should integrate with Microsoft Office products, including Word, Excel, and PowerPoint. This will allow users to update reports created in these applications without copying and pasting.
Cloud Hosted	Software and data should be cloud hosted on vendor-managed servers, requiring no hosting on client premises.
Public Portal	The software should provide a public portal of published data. The portal must allow for client branding, including logos and colors.
Access Security	Software should have clear role-level security to provide access only to the data determined to be needed.
User Authentication	Software users must be able to authenticate using unique login credentials (username and password).
Prior Implementation Experience	The potential vendor must demonstrate that it has successfully implemented a software solution with comparable government contractors or nonprofit organizations with revenues in the \$100-200MM range.
Dedicated SME Implementation Support	The software provider must be able to supply a dedicated team of implementation experts to implement this new solution.
Vendor Support	The software provider should provide 8 am-5 pm MTN ongoing support, including the quoted cost.
Schedule	The software provider should be able to begin implementation no later than March 1, 2023.

<b>BUDGET BOOK REQUIREMENTS</b>	
GFOA Award Qualifying Book Production	The software should meet all standards necessary to qualify for the Government Finance Officers Association (GFOA) budget award.
Automation	The software should automate the creation of fund summary pages, charts, tables, and more.
Templates	Contributors can create new pages quickly with easy-to-use templates.
Multiple Formats	The software should produce budget books in online (digital) and PDF formats.

Charts and Graphs	The software should allow automatic data updates within the budget book, embedded narratives, and smart charts.
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<b>CAPITAL PLANNING REQUIREMENTS</b>	
Workflow	The software should have automated workflows that collect, organize, and present budget data or capital request data in an intuitive dashboard.
Templates	The software should have built-in web-based templates to create customized capital request forms and scenario planning tools.
Collaboration	The software should allow for collaboration with contributors; directly in the budget and with an audit trail.
Project Pages	The software should allow the client to produce professional, website-based project pages to share with the public.
Request Filtering	The software should allow users to filter requests by department, funding source, and request type.
Scenario Planning	The software should allow users to create unlimited multi-year scenario plans to optimize capital utilization.
Scoring, Ranking, and Prioritizing	The software should allow users to score and rank capital requests based on custom criteria to prioritize requests.
Web Portal	The software should include a robust capital improvement portal to communicate projects internally and externally.

### III. RESPONSE TO RFP

Ogden City is seeking proposals from offerors capable of providing all the work described in the Requirements.

A. Each Proposal must include, as a minimum, the following information:

1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
  - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
2. Company Experience - A description of the firm’s experience and capability of fulfilling this contract if awarded.
  - a. Include company history with biographies and/or resumes for principal contacts.

3. Team Information – Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in the project.
  4. Cost Proposal - A detailed breakdown of the proposed costs and timeframes to complete the project. Include a price guarantee period.
  5. Data Security – A narrative explaining overview of your application and data security model. To include but not limited to the following:
    - a. Where is application hosted?
    - b. Where is the data stored?
    - c. Do you store logs of client data access? If so, if requested, can you provide detailed historical data in short notice.
  6. Sample Contract/Terms and Conditions
  7. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.
- B. Proposals are to be no longer than 25 pages. Double-sided pages count as two pages.
- C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
- a. Submitted as loose leaf with binder clip
  - b. Submitted in a regular 3-ring binder
- D. Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).

#### **IV. EVALUATION OF PROPOSALS**

Proposals will be evaluated in accordance with the criteria listed below:

A. Ability to meet the requirements	30%
B. Vendor's capability to accomplish proposed work on schedule	30%
C. Cost	25%
D. Data Security	10%
E. References	5%

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

## **V. SUBMISSION OF PROPOSALS**

**December 7, 2022, No later than 3 PM;** proposers shall submit six (6) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name **“Budgeting and Capital Planning Software.”**

**Submit Proposal To:**

Ogden City Corporation  
c/o 1<sup>st</sup> Floor Information Desk  
ATTN: Purchasing Office

**Budgeting and Capital Planning Software**

2549 Washington Blvd.  
Ogden, UT 84401

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

If the sealed bid is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 1st Floor Information Desk (west entrance of the building) at the same address.

**No facsimile or email transmittals will be accepted.**

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

**VI. INSURANCE REQUIREMENTS**

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. The Contractor shall pay the cost of such insurance.



- a. The amount of insurance shall not be less than:
  - i) Cyber Liability: Minimum of \$1,000,000 in general aggregate.
  - ii) Workers' Compensation and Employer's Liability: Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with statutory limits per accident.
  - iii) Technology Errors and Omissions coverage with a \$1,000,000 general aggregate.
- b. Each insurance policy required by this Agreement shall contain the following clauses:
  - i) "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
  - ii) "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."
- c. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
  - i) "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation."
- d. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew

coverage or to provide evidence of renewal will be treated as a material breach of contract.

- e. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received with RFP submission. Updated certificates of insurance will be required before work begins on the premises.
- f. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- g. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- i. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees or contractors upon the Premises during the License Period.

## **VII. GENERAL TERMS AND CONDITIONS**

- A. Qualified respondents shall have experience with all work defined in the scope of work.

- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of bid submission. The form can be accessed through the Recorder’s webpage at: <https://www.ogdencity.com/DocumentCenter/View/7004/Business-Confidentiality-Claim-form>

## VIII. ADDITIONAL INFORMATION

Price Guarantee: All pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work / service / goods that was performed / provided, the contract price for each service, the City purchase order or contract number, and address of service location or delivery address.
- B. Upon the Award of Contract, Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.
- D. Invoices shall be sent to the following address:

Ogden City Corporation  
c/o Information Technology Division  
2549 Washington Blvd., Suite 410  
Ogden, Utah 84401

Or;

Email invoices to: [itbilling@ogdencity.com](mailto:itbilling@ogdencity.com)

**IX. GOVERNING INSTRUCTIONS**

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

**X. RFP SCHEDULE**

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City’s Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

<b>EVENT</b>	<b>TARGET DATE</b>
Open RFP Process	November 10, 2022
1 <sup>st</sup> Ad – Standard Examiner	November 19, 2022
2 <sup>nd</sup> Ad - Standard Examiner	November 26, 2022
Last day for Q&A	November 29, 2022; No later than 10AM
RFP Response Deadline	December 7, 2022; No later than 3PM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

**XI. CONTACT INFORMATION**

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email [purchasing@ogdencity.com](mailto:purchasing@ogdencity.com) or at (801) 629-8742.

The question-and-answer period ends at 10 AM on November 29, 2022.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns - <https://www.ogdencity.com/264/Purchasing>.

**Thank you for your interest in doing business with Ogden City.**