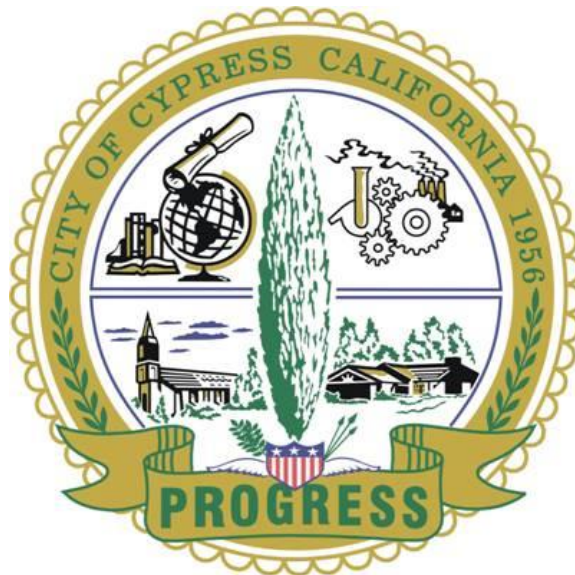


# REQUEST FOR PROPOSALS

## Electronic Budget Book Solution



CITY OF CYPRESS

City Contact:  
**Jason Machado**

**September 1, 2022**

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## **Overview**

The City of Cypress (City) is soliciting proposals to provide an automated production of the City's annual budget book. The end-goal is to improve efficiency of the City's current budgeting process and allow for ease of use for end-users. City staff currently uses a combination of Microsoft Excel and Microsoft Word along with Microsoft related graphics to create the City's budget book. The desired software solution must be user friendly for inputting and importing data, managing and retrieving information, reporting and storage.

The City has received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award over the past several years. For budgets beginning after January 1, 2021, GFOA updated its eligibility requirement for this award program. The successful proposer will demonstrate how its software solution will adhere to these new GFOA guidelines.

GFOA Budgeting Best Practices can be found here:

<https://www.gfoa.org/best-practices/budgeting>

## **Background**

The City of Cypress is a charter city organized in the Council/Manager form of government. Located in western Orange County, Cypress has a population of 49,833. The governing body is a five-member City Council elected to four-year terms with a maximum service of two terms. The Mayor and Mayor Pro Tem are selected annually by the City Council. The City provides a variety of municipal services including public safety (Police), community development, public works, and general government. Recreation services are provided through the Cypress Recreation and Park District, which while a separate special district, is considered part of the City for financial reporting and budgeting purposes.

The City of Cypress annual budget runs on a July 1 to June 30 fiscal year. The [annual budget book](#) currently includes the following sections: Introduction, Budget Message, Budget Overview, Budget Summary, Performance Measures, Staffing, Department Overviews, Debt Service Funds, Capital Projects, Capital Outlay, Recreation and Park District, Fund Summaries, Statistical Information and a Glossary.

## **Project Schedule**

RFP issued	September 1, 2022
Submittal deadline for questions	September 15, 2022
Submittals due	September 29, 2022
Assessments/shortlisting	October 2022
Interviews/demos	October 2022
City Council consideration	November 2022

**Primary Contact**

The primary contact person for this RFP is Jason Machado. Contact information is as follows:

Jason Machado, Senior Management Analyst  
City of Cypress, Finance Department  
5275 Orange Avenue  
Cypress, CA 90630  
(714) 229-6728 [jmachado@cypressca.org](mailto:jmachado@cypressca.org)

All questions on the request for proposal must be submitted in writing to the primary contact only. Proposers may contact ONLY the primary contact regarding this solicitation. Other City staff, agents, or representatives do not have authority to respond on behalf of the City. Contact with unauthorized City personnel during the selection process may result in disqualification. The City reserves the right to contact proposers via email, phone or other communication means.

**Question Submittal**

To ensure fairness and avoid misunderstandings, all communications must be in written format and submitted via e-mail. Any verbal communications will not be considered as a submitted question. Any communications whether written or verbal to any person other than primary contact, prior to award of a contract/purchase order is strictly prohibited. Any proposer making such communications may be disqualified from consideration.

No questions will be answered by telephone. Written answers and any other changes to the RFP will be sent (via email) to all known prospective proposers as an addendum to the RFP. Written questions must be submitted by the date and time specified below:

<b>Question Submittal</b> Late questions will not be accepted. Questions submitted after this date will not be answered.	
<b>E-mail Address:</b>	<a href="mailto:jmachado@cypressca.org">jmachado@cypressca.org</a>
<b>Date:</b>	September 15, 2022
<b>Time Deadline:</b>	5:00pm (PST)

## **Scope of Work**

The City is seeking a Consultant to perform the following services as part of the Project. Each Respondent's proposal shall address each of the following services.

### **A. Description of the Solution(s)**

1. Describe in detail the Municipal Budgeting Software solution being proposed. This should include discussions of functionality, system software and hardware requirements, and any other information that would assist in understanding of the product.

- a. Budget preparation – interface with Tyler New World Systems, departmental submission, analysis and projections.
- b. Budget Book production – production of an annual hard copy budget book (optional) and an online interactive document. (mandatory)
- c. “Open Budget” interactive dashboard for external/public consumption of the annual budget by department, and major spending category (optional)
- d. Performance Tracking module for departmental submission of key performance indicators (KPIs), incorporation of such data into the budget book, and tracking and generation of dashboards for internal use (optional)
- e. Annual Comprehensive Financial Report (ACFR) production – Please answer if your software solution could also be used to produce the annual City ACFR report. (Yes or No)

2. Clearly describe whether the system is hosted (cloud-based) or installed on premises and would be part of the City of Cypress' local IT infrastructure.

- a. If the proposed system is a vendor cloud hosted solution, please indicate:
  - Whether the City would retain ownership of any and all data
  - The procedure to be used by City staff to upload/download data
  - The City's ability to control when system updates occur
  - Whether the application would be deployed on a public, private, or hybrid cloud (and name the specific cloud service used); indicate whether this will involve multitenancy.
- b. If the proposed system would be installed on premises, please indicate:
  - Detailed technical requirements for the City's infrastructure to support this solution.
  - The typical hours per year spent by existing customers comparable to the City of Cypress to provide technical system administration support for this

solution, in both years where a major upgrade occurs and in years when only minor upgrades and patching would be required

c. Provide examples/information of technical abilities required for administration of data and reports; Can Cypress IT staff administer their own ad hoc / custom reports and data, or is IT/consulting required for any change? If a specific coding language is required to produce ad hoc / custom reports, please indicate which language.

d. Indicate any features not available with the current version and when those features will be released. Also, identify all features that will require customization by your firm.

## **B. Implementation and Testing Process**

1. Describe in detail the implementation of the proposed Municipal Budgeting Software solution. Include discussion of how the project will be phased, including the number of calendar days to complete each phase, and the total number of calendar days to fully implement the project. Include any and all details regarding the timing and necessity of City staff resources.
2. Describe the methodology of how previous years' data will be transferred to the proposed solution.
3. Describe how existing Enterprise Resource Planning (ERP) data (Tyler - New World Systems) will be transferred to the proposed solution on a regular and automated basis.
4. Provide a detailed plan for both production and system acceptance testing.
5. Define and identify the point at which the implementation of the Municipal Budgeting Software solution would be deemed complete and turned over to the City for fully functional operations.
6. Detail the length of scope of post go-live support provided.

## **C. Training and Ongoing Support**

1. Provide a training plan for City staff.
2. Describe the availability of vendor support staff. Would the City have a specific named contact for support, or would the City rely solely on Help Desk Support for assistance post go-live?
3. Describe your process for dealing with software patches and updates.
4. Provide a copy of any Service Agreement, Software Licensing Agreement, Maintenance Agreement or other that the City would be expected to sign.
5. Describe the vendor's expectations of City staff.

## **D. Budget Data Dashboard / External Community Engagement**

1. Describe the solution's ability to feed validated budget data onto a hosted website to allow the public to view details through visualizations.
2. Describe the solution's ability to adhere to updated GFOA best-practice guidelines for the distinguished budget presentation award program.

### **General Requirements**

The City reserves the right to reject any or all responses, to waive any informality in any responses, and to select the vendor that best meets its needs. Responses must be submitted no later than the date and time stated on this RFP cover sheet. Responses shall be reviewed and rated as set forth in the Selection Process section of this RFP. The City will then determine which firm best meets the City's requirements.

The City reserves the right to negotiate final pricing with the most qualified firm. The City may invite selected firms to meet with the evaluation team at no cost to the City.

At the time a vendor is selected, the firm must be able to provide all required insurance documentation to the City. If these requirements are not met, the City reserves the right to select the next best qualified vendor.

The contractor selected must possess an active City of Cypress Business License while conducting any work under this contract.

Any costs incurred in the preparation of a response, presentation to the City, travel in conjunction with such presentations, or samples of items shall be the responsibility of the respondent. The City assumes no responsibility and no liability for costs incurred by respondents prior to issuance of a contract or purchase order.

The proposer shall furnish the City with such additional information as the City may reasonably require.

All data, documents and other products used or developed during performance of the services will remain the property of the City.

### **Proposal Requirements**

Proposals should include the following information at a minimum:

#### **A. Experience**

- Experience in local government and any similar work performed
- References (Minimum 3) with contact information. Include references for Tyler New World Systems implementations, if applicable.

## B. Work being proposed

- Description of work activities to be performed with a general timeline of project milestones
- Description of software features, functionality, operation and management

## C. Cost

- Detailed description of the cost for the software development, deployment and training.
- The maximum not-to-exceed total for delivering the software.
- Rates for any additional services that may be added to the contract
- Any applicable ongoing annual maintenance costs

### **Response Submittal**

Interested firms shall submit an electronic copy no later than:

***Thursday, September 29, 2022 at 5:00 PM to Jason Machado, Senior Management Analyst, via e-mail at [jmachado@cypressca.org](mailto:jmachado@cypressca.org)***

Any requests for clarification or other questions concerning this RFP must be submitted via e-mail to Jason Machado no later than:

***Thursday, September 15, 2022 at 5:00 PM to Jason Machado, Senior Management Analyst, via e-mail at [jmachado@cypressca.org](mailto:jmachado@cypressca.org)***

### **Selection Process**

The City intends to evaluate the proposals based upon the data presented in response to the RFP. The following general selection criteria will evaluate each proposal:

1. Ability to meet service requirements; understanding the needs and requirements of the City; scope of work and services offered.
2. Experience, qualifications and knowledge of respondent's key personnel; references for similar work completed within the last three years.
3. Optional services respondent can provide which add value or assist the City with the annual budget process outlined in this RFP.
4. Completeness of responses to the RFP.
5. Pricing – initial purchase/implementation and annual operating costs once the solution is fully-functional.
6. Oral presentation/demonstration of product to City