



Request for Quote: Budget Application

Date Issues: Friday, June 21, 2024
Date Closing: Monday, Aug 5, 2024
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The City of McMinnville (City) is requesting quotes for a **budget application** that interacts with the existing accounting software system. McMinnville is moving to a biennial budget and is seeking a local government budget application that will work well in a two-year budget cycle and add efficiencies and transparency both to the staff-focused budget development process and for the public budget review and adoption process.

The following sections are in this document.

1. Goal for adding this application to the city's basic systems
2. Information on process and tentative schedule
3. Required functionality
4. Optional functionality and future features of interest
5. Vendor and product information form
6. Price quote information guidance and details requested

Sections 3, 4, and 5 are designed as forms you will complete for your response. You may edit this PDF document to make those responses or export sections 3, 4 and 5 to word or excel and make your responses in that format. Section 6 on pricing may be

provided in whatever format is easiest for you (ex: excel, word or tables/narrative added to the RFQ's pdf).

To the extent you have relevant marketing materials, diagrams, whitepapers or case studies you are welcome to include that information in your response package as well.

For all documents submitted (you are welcome to provide separate documents or compile into a single file), include the **name or initials of your company** in the document title. This will help us keep your documents organized for review.

Send in your response via email by the due date to the contact email listed above with **"Budget Application RFQ"** in the subject line.

1. Goal for adding this application to the city's basic systems

The State of Oregon allows local governments to prepare their budgets on either an annual or biennial basis. Staff believe that it would benefit the City to move to a biennial budget process and that adding a purpose-built budget application to the City's basic systems will facilitate the following goals:

- A. Add efficiencies for staff across the organization involved in the budget process by doing the compliance-heavy budget process once every two years
- B. Add transparency regarding the budget development process in terms of prioritizing funding allocations of existing and proposed new programming and investments in capital replacements and capital projects
- C. Maintain or improve transparency for governing body, budget committee and general public to access budget information and participate in the public budget process
- D. Interface seamlessly with importing actual expense and revenue data in accounting software and exporting budget information to accounting system via export or automated integrations with accounting system

At this time, McMinnville is not specifically looking at moving to a priorities based budgeting model but is open to considering that capacity as optional functionality.

Information about McMinnville can be found on our website, mcminnvilleoregon.gov.

2. Information on process and tentative schedule

The City is interested in gathering information from companies that provide budget solutions to local government entities that will meet the goals noted above. As is likely not surprising, the City is price sensitive so we will be balancing functionality offerings with the cost of the product to deliver on our goals and performance needs.

The following sections are designed to structure the information we would like from each company. Please fill out the forms to the best of your ability. We will use this information to identify product demonstrations to schedule.

We anticipate that any resulting contract will be within Oregon's intermediate procurement criteria (between \$25,000 and \$250,000). Should this request for quote reveal that pricing for the product functionality needed by the City of McMinnville is higher than this level, a determination whether a formal request for proposal or other procurement activity is needed. In addition, the City does not commit to awarding a contract in this area as a result of this RFQ.

Please note – McMinnville is not intending to change its current financial software and does not seek solutions that require its accounting activities to also be handled in the budget system.

Ideally the implementation of the system will take place in time for the upcoming budget period which has its initial stages in December of 2024.

The table below represents a tentative schedule and is subject to change.

Activity	Date
RFQ Issued	June 21, 2024
RFQ Closes	August 5, 2024
RFQ reviews complete	August 14, 2024
Presentations, Demonstrations, or Interviews	Week of August 19, 2024
Communication with companies responding to RFQ whether they have City's preferred solution, are still potential candidates, or will not be considered for this contract	Week of September 2, 2024
Contracting	September 2024
Implementation	September – November 2024
Go live for biennial period July 1, 2025 - June 30, 2027	December 2024

City information:

- FY2024-25 budget: \$135 million for the city and \$3 million for the urban renewal agency (Two separately presented budgets)
- 17 City funds and 2 urban renewal funds
- McMinnville population: about 35,000
- Accounting system: New World ERP Software (NWS), from Tyler Technologies, Inc.

McMinnville's FY2024-25 budget is available on the website:

https://www.mcminnvilleoregon.gov/sites/default/files/fileattachments/finance/page/211/2024-25_mcminnville_proposed_budget.pdf

3. Required functionality

This table assumes that your product includes multiple modules which will impact pricing depending on the modules purchased for the initial implementation. If your product’s pricing is organized differently, you will be able to describe that in more detail on the pricing form.

	Required functionality	Y/N	Module	Additional Information
1	Supports biennial budget and Oregon budget reporting requirements*			
2	Interface with accounting system: pull in current year actual information, ideally at multiple times during budget development process; pull in prior year actuals and prior year budgets; ability to combine single year actuals to reflect biennial period actuals			
3	Interface with accounting system: export out appropriated budget data for the biennial period with ability to do so in either one two-year or two one-year budget files			
4	User-friendly budget development process for “steady state” programs and activities across a two-year time horizon			
5	User-friendly process for proposing “add packages,” including for new positions, and workflow for multiple users to weigh in on prioritizations and final prioritization decisions			
6	User-friendly process for proposing and prioritizing capital replacement needs across a two-year horizon			
7	User-friendly process for proposing and prioritizing capital projects, including multi-year capital projects			
8	Ability to run budget scenarios during budget preparation process			

	Required functionality	Y/N	Module	Additional Information
9	Ability to produce a line-item detail budget report and a rolled up, less detailed budget presentation			
10	User-friendly way to list more detailed information for a single line item that rolls up to a single line-item total			
11	User-friendly way to calculate personnel costs for on-going personnel, in a biennial setting, including special personnel circumstances (promotions, retirements, reclassifications, etc.), ongoing open positions			
12	User-friendly way to budget for part-time and temporary staff positions by hours as is needed in our parks and recreation department, library department, and to lesser extent some other departments and funds			
13	User-friendly way to do "what if" scenarios for a new staff position			
14	Ability to apply personnel adjustments to groups of positions (ex. different max/min CoLAs for different employee groups; different health insurance increases for different employee groups) and automate calculation of step increases by step month			
15	Ability to produce city-wide and general fund focused analytics - see p. 12-24 of FY2023-24 proposed budget for the kind of graphics and narrative descriptions desired. Note, the City is more than open to updated presentations of similar information and new graphic analysis options			
16	Ability to compile information on unfunded add packages, capital replacements and/or capital projects to be included in proposed budget document			

	Required functionality	Y/N	Module	Additional Information
17	User-friendly way to create and update budget narrative information and add pictures or outside graphics for departments, funds and/or budget priorities			
18	Workflows allowing for efficient communication of feedback/questions on, updates to and approval of budgetary data and narrative content across users			
19	User-friendly way to create and update the budget message components supplied by different users			
20	Solution for integrating strategic plan, Council goals, special initiatives (exs ARPA, DEI, climate change), core service levels, into budget presentation			
21	Ability to compile all elements of the proposed budget document into consolidated document both in on-line and PDF output			
22	Ability to produce more than one budget document – the primary budget is for the City but we also produce a budget for the urban renewal agency that does not include staffing costs			
23	Ability to attach documents as back-up for budget proposals			
24	Ability, when creating the budget, to have set levels or milestones that track budget development during the preparation phases			
25	Ability to have user-based security			

* Oregon Budget Manual https://www.oregon.gov/dor/forms/FormsPubs/local-budgeting-manual_504-420.pdf defines need to show columns for prior two period actuals; current budget; proposed, approved by budget committee, adopted next period budget. Biennial implementation transition will include reporting of prior single year budgets/actuals and incorporate biennial periods as time goes on.

4. Optional functionality and future areas of interest

The following is functionality the City would like to have as a part of the budget application deployment now as well as future functionality that we are interested in exploring at a later date.

Desired Functionality:

	Optional or Future Functionality	Y/N	Module	Additional Information
1	Supports supplemental budget process			
2	Budget to actual reporting at mid-point of the biennial period and option to provide monthly or quarterly budget to actual reporting			
3	Ability to prepare more than one biennial budget scenario for publication should the need arise			
4	User-friendly process for departments to identify expenditures in current year budget that will all or in part need to be moved to proposed budget for timing purposes			
5	Ability to calculate and distribute support department costs to departments/funds across the organization by different metrics			
6	Ability to calculate reserve needs by funds based on operating costs for the budget period			
7	Ability to identify and present budget data by priority, as opposed to solely by fund/department			
8	Ability to update analytics and graphics from proposed budget document to final data in adopted budget to create refreshed document based on Council appropriations			
9	Ability to produce summary and line-item detail documents outlining staff proposed budget updates between budget versions. Proposed budget document to approved data at budget committee and approved budget to adopted budget at Council appropriation step.			
10	Interface with forecasting system: export out appropriated budget data.			

	Optional or Future Functionality	Y/N	Module	Additional Information
11	Interface with Balancing Act community engagement tools on budget questions, resource prioritization issues, etc.			
12	Interface with CitizenLab community engagement tools on budget related questions and issues			
13	Ability to utilize City's fonts (poppins medium for headers, inter for body type) and standard departmental colors throughout document as desired and in graphic output produced from budget/financial data			
14	Budget document components that meet GFOA budget award requirements (City does not currently participate in that program) – future possibility			
15	Ability to create a Capital Improvement Budget document that the appropriate years' data flows into budget document – future possibility			
16	Ability to integrate performance data into the budget by departments, funds and/or budget priority – future possibility			

5. Vendor and product information form

Vendor name: _____ Date: _____

Contact person: _____ Phone: _____

Contact email: _____

Address: _____

If you need more space to respond to the seven items below – or have existing graphics or prepared documents that address them – that's fine. Please note in the blanks in this form where we can find the information in your submission.

1. List of cities and/or other local governments, with contact information, using your product. We are particularly interested in seeing Oregon jurisdictions and at least one example of biennial budget output. In addition, include and identify an example of a government that uses NWS accounting (if you have a client utilizing this software).

2. Describe approach to integrating data from and to the accounting system. Include whether you have specific experience integrating with NWS.

3. Describe typical implementation timeline including approach to staff orientation and training.

4. Describe product support after implementation period.

5. Describe how security access/rights within the product is managed and used.

6. Describe technology specifications of your system including any suggested minimum user system requirements to utilize the product effectively

7. Describe your system's data security approach and provide uptime statistics or similar information

6. Price quote information

Please provide pricing information for product module(s) that the City of McMinnville would need to be able to meet the required functionality items. Please describe how your pricing model works in terms of tiers that might be in place with number of users, modules, contract duration, size of community, etc.

Please also provide pricing for any additional modules that speak to future or optional functionality. While we don't anticipate contracting for these modules (unless needed for required functionality as well), it will help us with our decision making on the best solution for us if the product line has expansion options that the City may wish to add at a later time.

Please differentiate between one-time costs and annual costs. Including any integration, special programming, custom reporting and/or third-party services you believe will help us meet our goals for this project.

We believe we will best be served by a web-based solution but if you have an on-premise system, pricing both options would be appreciated.

Please also let us know if you participate in any cooperative purchasing organizations or the State of Oregon's system. If you do, please include a link to or copy of the contract information available.