

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 21, 2014 AGENDA**

Subject:	Type:	Submitted By:
AUTHORIZATION TO ADVERTISE REQUEST FOR PROPOSALS — FINANCIAL INFORMATION SOFTWARE SYSTEM SELECTION CONSULTANT	◆ RESOLUTION ORDINANCE RECEIVE/FILE	SHEILA LINDBERG FINANCE DIRECTOR

SYNOPSIS

A resolution has been prepared authorizing the advertisement of requests for proposals (RFP) for a Financial Information Software System Selection Consultant for the City of La Vista.

FISCAL IMPACT

The FY 13/14 Capital Improvement Program contains funding for this project.

RECOMMENDATION

Approval.

BACKGROUND

On November 15, 2011, by Resolution No. 11-124, the City Council adopted the Strategic Technology Plan. The Strategic Technology Plan identified the need to replace the current financial management system over at least a two year period. Purchasing a financial information software system is a significant investment that is both complex and technical in nature. As a result, specialized services are necessary to assist staff in:

- Evaluating current business processes and systems;
- Preparing a needs assessment;
- Development of an action plan;
- Preparing a RFP;
- Evaluating and selecting a vendor;
- Contract negotiations and software implementation.

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE ADVERTIZING OF THE REQUEST FOR PROPOSALS FOR A FINANCIAL INFORMAITON SOFTWARE SYSTEM SELECTION CONSULTANT FOR THE CITY OF LA VISTA.

WHEREAS, the Mayor and Council have determined that replacement of the current financial management system is necessary, and

WHEREAS, the Mayor and Council have also determined that a Consultant for the selection process of a Financial Information Software System is necessary, and

WHEREAS, the FY 2013/14 Capital Improvement Program provides funding for the proposed project; and

WHEREAS, Proposals will be due February 14, 2014 with the approximate contract award date of April 1, 2014;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the advertising of the request for proposals for a Financial Information Software Selection Consultant for the City of La Vista.

PASSED AND APPROVED THIS 21ST DAY OF JANUARY, 2014.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk



City of La Vista

Nebraska

Request for Proposal

Financial Information Software System Selection Consultant

Pamela Buethe
City Clerk

**PROPOSALS MUST BE RECEIVED BY
NOON (CST), FRIDAY, February 14, 2014**

Introduction

Request for Proposals (RFP)

The City of La Vista, Nebraska is seeking proposals from qualified individuals and business entities that have specific experience in the area of financial information software system selection and implementation and are interested in providing advisory services to the City.

Minimum Qualifications

To be a qualified consultant, the individual or entity must be able to verify that they have the following minimum qualifications:

- At least three (3) years of experience within the last five (5) years with financial information software selection consulting for local governments with populations of 15,000 or larger;
- Experience in producing an RFP for a governmental financial information software system;
- Knowledge of current Generally Accepted Accounting Principles (GAAP) and Governmental accounting practices;
- Knowledge of internal controls and financial best practices.

Objective

The objective is to enter into a contract with the selected consultant to provide services that could include some or all of the following: an evaluation of current business processes and systems, a needs assessment, development of an action plan, RFP preparation, assistance with software evaluation and selection of a vendor, contract negotiations and software implementation.

General Information

Background

The City of La Vista has a current population of approximately 18,000 residents and provides a full range of municipal services including Public Safety, Code Enforcement, Public Works, Public Building & Grounds, Library Services, Recreation, Finance, Human Resources, Administration, and Community Development. The 2014 General Fund operating budget is \$13 million, Enterprise Funds (Golf and Sewer) have a budget of \$3 million and the budget for all funds totals \$22 million. Additional information regarding the City including a complete copy of the budget document and other financial data can be found on the City's website at www.cityoflavista.org.

Current Environment

The City of La Vista currently uses Summit (Data-Tech) Financial Management System, which was implemented in 1997, and operates in a Microsoft Windows environment. Summit modules currently being utilized include:

- General Ledger Accounting and Reporting
- Receipt Management
- Accounts Payable
- Purchase Orders
- Payroll/Human Resources
- Fixed Asset Management
- Bank Module

Software currently used that interfaces with Summit:

- Payroll Maxx (Time Entry)

Other software/programs currently used that do not interface with Summit:

- Landport (Work Order System used organizational wide)
- BluePrince (Building Permits/Contractor Licensing)
- Gasboy (Fuel Management)
- RTA (Fleet Management)
- Micro Paver (Pavement Management System)
- ActiveNet (Online Recreation Program Registration/Payment/Membership)
- Plan-It (Capital Improvement Program)

The City is interested in identifying an innovative and effective solution for meeting its current and future financial management system needs. It will be critical for the new financial management system to be flexible enough to adapt to new informational needs and workflow processes. In addition to those areas mentioned above that do not currently interface with Summit, other areas of consideration include:

- Human Resources Information/Management
- Account Receivables
- Project Management (Schedules/Estimates)
- Community Development

- Recreation (Program Participant Management)
- Debt Administration
- Grant Administration
- Capital Improvement Program
- Parking Ticket Processing
- Business Licensing (Occupation)
- Purchasing

SCOPE OF SERVICES

The consultant will be asked to assist the City of La Vista in completing an evaluation of current business processes and systems resulting in a needs assessment, developing a plan of action to address the needs identified, preparing a request for proposal, evaluation of software and selecting a vendor(s), assisting in contract negotiations, and ensuring successful implementation of the software solutions. The specific tasks included within the scope of services are shown below:

Task #1: Evaluation of Current Processes and Systems and Needs Assessment

The consultant will conduct a series of on-site interviews with various staff from all departments to review, evaluate and document existing systems that relate to financial processes. Consultant will determine and document the effectiveness of the existing software solutions and identify the functional requirements necessary to meet the business needs of the City including the need for accurate and complete financial information, proper internal controls and effective workflow processes. Deficiencies within the current systems and processes will be identified and recommendations made to resolve these deficiencies. The Consultant will evaluate existing department-specific data or data needs that may be incorporated into a citywide financial information software solution, evaluate the ability of existing stand-alone systems to effectively integrate into a financial information software solution, and identify other relevant systems or resource components or issues that may factor into the need to replace the current software systems.

Task #2: Plan of Action

The consultant will create a comprehensive plan of action to implement solutions to issues identified within Task #1, including estimated costs. The plan of action should include a prioritization of solution requirements, potentials for phasing-in solution implementations, suggested timeframes for implementing the project, and estimated costs for potential replacement options, including software, equipment, and training.

Task #3: Request for Proposal Document

If the Plan of Action calls for enhancements, upgrades, new systems, or replacement of existing systems, the consultant will assist City staff in preparing a comprehensive request for proposal

(RFP) for distribution to prospective vendors for the purchase, installation, and implementation of financial information software solutions. This will include assisting the City in identifying potential vendors and facilitating questions and responses throughout the RFP process.

Task #4: Evaluation and Selection of a Vendor

The consultant will assist City staff in evaluating vendor proposals, coordinating and facilitating on-site demonstrations from vendors and potential site visits to agencies using prospective vendors' system, and identify a vendor with whom the City would enter into contract negotiations.

Task #5: Contract Negotiations

Once the software vendor has been selected, the consultant will assist City staff in successfully negotiating a contract.

Task #6: Implementation

The consultant will assist the selected software vendor and City staff in ensuring that the new software solution is successfully implemented based on the plan provided by the vendor. The consultant will verify that all software delivered fully meets the vendor's RFP response and all items identified in the contract are delivered.

The City will negotiate with the selected consultant and may choose to have consultant provide services that include some or all of the tasks identified above.

Project Deliverables

The consultant shall be required to provide the following:

1. A Needs Assessment Report outlining the effectiveness of the City's existing software solutions as they relate to the functional requirements necessary to meet the business needs of the City, as well as an outline of deficiencies in the current system and processes and recommendations to resolve said deficiencies. The report shall include an analysis of the functional requirements needed for system optimization and for the addition of future modules or systems to integrate with the financial information software system, including an analysis of functional areas beyond the current modules.
2. A Plan of Action to implement solutions to issues identified within Task 1, including estimated costs. The Plan should include prioritization of solutions, potentials for phasing in solutions, suggested time frames for implementation and estimated costs for potential replacement options.
3. A comprehensive Request for Proposal will be prepared to address the solutions identified in the Needs Assessment Report and will include the identification of potential vendors.
4. An Evaluation Report with selection recommendation for a new financial information software system and a presentation of the recommendation to the City Council.

REQUEST FOR PROPOSAL PROCESS

The City of La Vista has made every effort to include enough information within this RFP for a vendor to prepare a responsive proposal and statement of qualifications. The City encourages prospective vendors to submit the most comprehensive, responsive, and competitive proposal; however, each proposal should be prepared in a clear, logical, and concise manner. The City will administer the request for proposal process in accordance with the terms and dates discussed in this document. However, the City reserves the right to modify the proposal process and dates as deemed necessary.

SUBMITTAL REQUIREMENTS

Respondents are required to submit all of the information listed below. Eligible consultants must not have an affiliation or be a reseller of any software or enterprise system proposed. Submission of a proposal is certification to the factual truth of all information presented.

A. Letter of Interest

A signed letter of interest must be included summarizing the prospective vendor's understanding of the work to be done, a commitment to perform the work within the time period, and a statement of why the firm believes it to be the best qualified to perform engagement.

B. Statement of Qualifications

The statement of qualifications will summarize the firm's qualifications and experience to meet the specifications and requirements of the project. The following information shall be included:

1. Name of company (including address, phone, email address, etc.)
2. Name of primary contact person along with contact information.
3. Vendor's profile, history, relevant experience for producing an RFP for a governmental financial information software system and a corresponding list of government clients for the last five (5) years, including contact information.
4. Résumés for all professionals involved in the project.
5. Minimum of four (4) government client references (3 positive and 1 negative) from projects with similar scope and size.
6. Number of software consulting projects which resulted in successful completion in the last five years.

C. Detailed Proposal and Approach

Please provide separate responses to each of the following items:

1. Provide a description of how your firm will achieve the project objectives set forth in this request. Please include a description of the resources and personnel you would use in this project.
2. A project plan must be included with specific tasks to be completed and a project timeline that identifies key milestones and dates.
3. Describe what your firm would require of the City staff to assist you in completing this project, including staff time, technical resources, documents, data, etc.

D. Cost Proposal

The cost proposal shall provide a description of proposed fees and expenses your firm would charge to provide the services described in your response to this request. **A breakdown of the proposed fees and expenses based on each of the identified tasks is required. (See Exhibit A) The cost proposal shall be submitted in a separate sealed envelope from the RFP.** The proposal must be signed by a person who is authorized to legally bind the responding consultant.

Any proposal may be withdrawn or modified prior to the scheduled deadline for submitting proposals. After the submittal deadline, vendors may not modify, withdraw or cancel their proposals for a minimum of 90 days. In the event the award is not made within 90 days, the City will send a written request to all viable responders asking them to hold their price firm for a longer period of time.

E. City's Timetable

The City intends to complete the selection process using the following schedule. However, the City reserves the right to adjust or reschedule milestones as necessary. Time is of the essence for this project.

Release Request for Proposal	January 22, 2014
Vendor Proposal Responses Due	Submittals are due Friday February 14, 2014 at 12:00 pm (CST):
Finalists Notified/ Vendor Short List Released	February 24, 2014
Vendor Interviews & Reference Checks Complete	March 10-14, 2014
Final Selection	March 21, 2014
Contract Awarded	April 1, 2014
Consultant Work Begins	April 2014

April 2014	1) Assess current software system and business processes, deficiencies and unmet needs. Identify future business needs. (Needs Assessment)
June 2014	2) Provide functional Plan of Action to implement solutions to issues identified in Needs Assessment
August 2014	3) Prepare a Request for Proposal for any enhancements, upgrades, new systems, or replacements systems identified in the Plan of Action. RFP should allow for easy comparison between vendors.
Aug-Oct 2014	4) Help guide the City through the selection process and assist in identifying risks and potential issues to help the City make the best decision; includes vendor presentations and software demonstrations
City Council considers approval of software vendor contract	October 2014

F. Submittal

Each vendor shall submit eight (8) printed copies and one (1) electronic copy (Microsoft Word or Adobe Acrobat format preferred) of the proposal no later than **12 noon, CST, Friday, February 14, 2014**. Proposals shall be delivered to:

Pamela Buethe, City Clerk
City of La Vista
8116 Park View Blvd.
La Vista, NE 68128

The outside of the proposal package should be clearly marked **“City of La Vista, NE, Proposal for Financial Information Software System Consultant.”** The cost proposal shall be **submitted in a separate sealed envelope from the RFP.**

It will be the sole responsibility of the vendors to have their proposals delivered to the City before the closing deadline. Late proposals will not be considered and will be returned unopened to the sender.

RFP responses must be sealed. No responses will be accepted via facsimile or email.

Joint proposals submitted by more than one consultant or company must designate one consultant as the Primary consultant. The Primary Consultant will be considered the sole point of contact with regard to contract matters. All others will be considered subcontractors to the Primary. All subcontractors must be identified in the proposal as to their scope in the project and experience with the identified tasks. The Primary Consultant is totally responsible for adherence by the

subcontractors to all provisions of the contract including, but not limited to, the security of any data entrusted to their care.

Questions concerning this RFP should be submitted in writing, and may be sent via email to Pamela Buethe at pbuethe@cityoflavista.org. Responses to the questions will be provided in writing to all vendors who hold copies of the RFP and posted to the City's website.

Clarifications, Exceptions and Special Conditions

The RFP does not commit the City to procure or award a contract for the scope of work described herein.

The City of La Vista reserves the right to reject any and all proposals, to waive informalities or irregularities, to negotiate contract terms with various proposers when such is deemed by the City to be in its best interest. The right is also reserved to accept or reject any part of the proposal unless otherwise indicated by the vendor.

The City further reserves the right to:

1. Amend, modify, or withdraw this RFP;
2. Revise any requirements under this RFP;
3. Require supplemental statements of information from any responding party;
4. Extend the deadline for submission of responses hereto;
5. Negotiate or hold discussions with any bidder to correct insufficient responses that do not completely conform to the instructions contained herein;
6. Waive any nonconformity with this RFP; and
7. Cancel, in whole or in part, this RFP if the City deems it is in its best interest to do so;
8. Request additional information or clarification of information provided in the response without changing the terms of the RFP;
9. Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked vendor.

The City may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of responses hereto or otherwise. Responses hereto will be prepared at the sole cost and expenses of the bidder.

As required by State Law, neither the vendor nor his subcontractors shall discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to their hire, tenure, terms, conditions, or privileges of employment or because of their race, color, religion, sex, disability or natural origin.

The City of La Vista is exempt from the payment of federal excise taxes and Nebraska sales and use taxes and all such taxes shall be excluded from bids. Tax exemption certificates will be provided upon request.

Pursuant to Neb. Rev. Stat. Section 73-102, by submitting a proposal, vendor hereby represents and certifies to the City of La Vista that vendor is complying with, and will continue to comply with, fair labor standards in the pursuit of its business and, if vendor is awarded a contract fair labor standards will be maintained in the execution and performance of the contract.

Method of Award

Evaluation Process

Proposals will be evaluated on the basis of the written materials submitted. During the evaluation process, the City may, at its discretion, request any number of firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

The City of La Vista reserves the right to award the contract without written or oral discussions with proposers. The City of La Vista reserves the right to reject any and all proposals, to waive irregularities in a proposal, and to award contracts based on the best interest of or what is most advantageous to the City.

Selection Criteria:

Criteria
1. Successfully completed work of similar size and scope
2. Qualifications and expertise of proposed key staff members
3. Approach and methodology
4. References of representative projects
5. Cost

Exhibit # A

Proposal Response Form

Completed Proposal Cost _____

Breakdown of Proposal Costs and Estimated Hours per Task

<u>Task</u>	<u>Hours Budgeted</u>	<u>Costs</u>	<u>Time*</u>
1.			
2.			
3.			
4.			
5.			
6.			

Complete Proposal Total Hours _____

Total Days _____

Signature of Authorized Company Representative

Company

*Need a Project Schedule that provides sufficient time for owner response to critical decision points.