



Florida's Warmest Welcome

**CITY OF POMPANO BEACH
REQUEST FOR INFORMATION
H-24-13**

BUDGET SYSTEM SOFTWARE

**DEADLINE FOR SUBMISSIONS:
MARCH 22, 2013, 2:00 P.M.**

**PURCHASING OFFICE
1190 N.E. 3RD AVENUE, BUILDING C (Front)
POMPANO BEACH, FLORIDA 33060**

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REQUEST FOR INFORMATION (RFI)
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1. Introduction and Purpose of the RFI

The City of Pompano Beach invites interested firms to submit information to the City in response to this Request for Information (RFI.) Please note that this is a Request for Information and not a solicitation to purchase. The City is seeking to accumulate information that may or may not be used to pursue a project or projects and result in a purchase. If a procurement is initiated using some or all of the information obtained through this RFI, all respondents to the RFI may respond to the resulting solicitation.

The City of Pompano Beach, Florida is seeking information from vendors that provide products that have some or all of the functions and features described herein for budget system software.

The City currently uses SunGard Public Sector (NaviLine) GMBA module for its basic accounting and financial functions. Budgeting, Accounting, Payroll, Purchasing and other major city agencies use this integrated system. The Budget Office develops the City's annual budget using NaviLine, Microsoft Excel and Word. NaviLine is used to develop the City's Line Item budget book. Microsoft Word is used to develop the City's Operating budget book. Excel is used to perform different analysis and presentations of budgetary and financial information.

The City would like to combine the benefits of these three programs, and other attributes, under one budgeting software system.

2. Background

The City of Pompano Beach was incorporated in 1908 and covers an area of approximately 25.08 square miles. The legal authority by which the City was created and is governed is its charter, which was derived from Chapter 57-1754, Special Acts 1957, as amended. The City is governed by an elected five member district commission and a mayor elected at large. In addition to general government services, the City also provides community planning and redevelopment, public safety, public works and culture and recreation services to its residents. Furthermore, the City's water and sewer, stormwater, sanitation, golf, pier and airpark operations are reported as enterprise funds. Additional information about the City can be found at <http://www.mypompanobeach.org>.

Located in Broward County, Florida, the City is centrally located between Palm Beach and Miami, and is the year round home to 100,319 residents. During the peak season (*September through March*), this number increases to nearly 150,000.

The City's current budget documents can be viewed on the Budget Department page of the City's website: <http://www.mypompanobeach.org/directory/budget/budget.html>

3. Functional Requirements and Desired Features

The City uses a number of software applications (NaviLine, Word, Excel) in developing its annual budget; this can create overlap and inefficiencies. The City is seeking information about software programs that perform all of the functions necessary to prepare, analyze, and present budget information.

The City is interested in a web-based system with access to data through the Internet. The system must have the ability to share or obtain information from our current NaviLine system.

The following features are desired:

Budget Features

- Dedicated modules for Personnel, Operating, and capital budgets; this should include personnel salary and benefits calculators.
- An easy ability to perform calculations with actuals, budget, and estimates.
- A search engine with the ability to go back through multiple fiscal years.
- Ability to import or export from spreadsheets.
- Ability to develop user profiles to restrict access to certain information at different times.
- Ability to group multiple and different facets of information into different reports or presentations. This would replace the use of Excel to submit budget requests or to provide supplemental budget information. Information entered into these forms should be able to be carried over into other reports or publications without re-entering the information.
- A friendly user interface; this includes forms where budget information is requested or entered by departments. Departments should have the ability to use drop down lists for recurring items or limited selections. If the necessary information is not entered, or is incorrect, a warning message is sent/displayed.
- Allocations – the ability to take a piece of the budget (a department, or a staff position) and move some or all of the costs to a different part of the budget.
- Provide departments with the ability to generate standard and customized reports.
- Provide departments the ability to perform sensitivity analysis with their budgets in a safe environment that will not change the master file.
- Integration with the City's financial and/or Human Resources systems, allowing data to be moved from one system to the other. For example, examining the budget and actuals side-by-side so year-to-date budget performance can be quickly assessed.
- The software systems should make it easy to separate the overall budget into different phases or stages.
- Full screen ability to see all line item accounts.

Publication Features

The system will produce professional and unique budget books, reports and charts, to replace the use of Word in composing the budget publication.

Performance Measurement Features

The City has developed a Strategic Plan. Within the Strategic Plan there are a number of objectives with associated performance measures. The program should give the City the ability to integrate the performance measures within the budget to determine or examine such things as proper resource allocation or use, budgeting for outcomes, determining revenues and costs associated with proposed objectives, etc.

Work Order Features

The City is also interested in a work order system. Some Departments currently use the NaviLine Work Order/Facility Management module but find it difficult to operate and maintain the work order system. The City desires a user-friendly work order system, that requires minimal training to operate and is easy to use and maintain. It is preferred that the work order system be a part of the overall Budgeting program so the information can be integrated with the financial system.

4. Submission/Format Requirements

Submit five (5) sets of RFI responses, and one (1) complete copy on electronic media in PDF format. All submissions must be received no later than 2:00 p.m. (local), March 22, 2013, in the City's Purchasing Office, 1190 N.E. 3rd Avenue, Building C, Pompano Beach, Florida, 33060. E-mailed or faxed submissions will not be acceptable. Late submissions will not be accepted.

Information to be included in the submission: Submissions will be organized with tabs between the sections as follows:

Tab 1:

Cover letter, including the RFI name and number, corporate name of the primary company responding and their Federal Tax Identification number, name of person to contact regarding the submission, address, telephone number, fax number and e-mail address. Include company information including number of years in business, website, financial reports, overview of all company products and business divisions.

Tab 2:

Information about your product that will perform the functional requirements and have the desired features described herein. Provide a description of the product, including aspects that distinguish the product from others in the marketplace, components that are industry standards and those that are proprietary to your product, details of any third-party products that are included in your proposed solution. Include date when your product was introduced, date last program update issued, description of ongoing maintenance and support activities.

Tab 3:

Information about your current and past customers using the product identified in your response. Identify product used, number of years each customer has used the product. Provide contact information for referenced customers.

Tab 4:

Detail functional requirements or desired features that cannot be performed by your product.

5. Questions and Communication

All questions regarding the RFI are to be submitted in writing to the Purchasing Office, 1190 N.E. 3rd Avenue, Building C (Front), Pompano Beach, Florida 33060, fax (954) 786-4168, or email purchasing@copbfl.com. All questions must include the inquiring firm's name, address, telephone number and RFI name and number. Questions must be received at least seven (7) calendar days before the deadline for receipt of responses. Oral and other interpretations or clarifications will be without legal effect. Any addendum necessary to answer questions will be posted to the City's website, and it is the Proposer's responsibility to obtain all addenda before submitting a response to the solicitation.

6. Public Records

Documents submitted to the City are public records as provided under Chapter 119, Florida Statutes.

7. Costs of Preparation of RFI Responses

The costs and expenses associated with the preparation of a response will be at the sole cost and expense of the Respondent. In no event will a Respondent have a claim against the City for reimbursement of any such costs or expenses.