



Rockingham County Finance Office

119 North Road
Brentwood, New Hampshire 03833
(603) 679-9341

REQUEST FOR PROPOSALS

COMPREHENSIVE SOFTWARE FOR BUDGETING, REPORTING AND TRANSPARENCY FORTY-SEVEN MONTH CONTRACT (08/01/2018-06/30/2022)

You are hereby invited to submit proposals for comprehensive software for budgeting, reporting and transparency, as specified in attachment I of the Request For Proposal.

The technical specifications and the information necessary to complete the proposals(s) are listed in Attachment I of this invitation for proposals.

Technical questions should be directed to Charles Nickerson, Finance Director at 603-679-9341. Questions on procedures can be directed to the Commissioners Office at (603) 679-9350.

Proposal Instructions: Four (4) copies of the proposal should be submitted in a **sealed envelope** marked **“COMPREHENSIVE SOFTWARE FOR BUDGETING, REPORTING AND TRANSPARENCY RFP”** to:

Rockingham County Commissioners
119 North Road
Brentwood, NH 03833

Proposals must be submitted to the above address **no later than 3:00 p.m. on July 23, 2018** to be eligible for consideration.

If proposals are being sent via FedEx, UPS, or other mail carrier, please ensure that the mailing envelope/package is clearly marked **“COMPREHENSIVE SOFTWARE FOR BUDGETING, REPORTING AND TRANSPARENCY RFP”**. Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Other forms of submission (fax or email) will be rejected. Proposals received after the deadline will be rejected.

Proposal Openings: Proposals will be opened publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners in the Commissioners Conference Room of the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH, on **Wednesday, July 25, 2018 at 10:00AM**. Proposals will be taken under advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Board of Commissioners.

Proposal Award: The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners held in the Commissioners' Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. Formal notification of proposal award to all proposers will occur immediately thereafter. Information on the award will also be available on the RFP/Bidding section of the County's website at: www.RockinghamCountyNH.org

RFP Prices: RFP prices are to remain in effect for a period of (60) days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause: In the event that the successful awarded proposer/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful awarded proposer/Rockingham County shall have the option of canceling the proposal.

Contractual Obligations: In the event that contracts for the supply of materials, equipment, or services are required under the bid, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners. All contracts entered into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language is provided below.

Non-Appropriation

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

Indemnification

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

Insurance Requirements

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage. Any request for modification of the coverage requirements must be submitted in writing with the proposal, and will be evaluated accordingly.

Comprehensive General Liability Insurance: The provider shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

Provider shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence.

The provider shall file certificates with Rockingham County showing that the above insurance has been purchased.

A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Rockingham County Commissioners Office at 119 North Road, Brentwood, N.H. 03833.

NOTE:

The Board of Rockingham County Commissioners reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of Rockingham County and to waive any bid formality.

Sincerely,



Charles W. Nickerson
Rockingham County Finance Director

Enclosed: Comprehensive Software for Budgeting, Reporting and Transparency RFP and related attachment

ATTACHMENT I

Request for Proposal for Comprehensive Software for Budgeting, Reporting, and Transparency

I. Introduction

The Rockingham County Commissioners are inviting companies to prepare proposals for a comprehensive, integrated software solution suite for Budgeting, Reporting, and Transparency.

One award will be made as a result of this Request for Proposal (RFP). The award will be made to the responsive and responsible bidder with the highest total score as calculated according to the scoring criteria, elaborated in the Scoring Criteria section. To qualify for a complete scoring evaluation, the vendor **must** demonstrate compliance with all requirements. Any vendor that does not demonstrate compliance with **all** requirements (per **Section III**) will not be eligible for the bid award. The proposed solution must also be delivered as Software-as-a-Service (“SaaS”).

A. Purpose

Budget preparation requires a solution which allows for collaborative budgeting, in which users can concurrently view, explore, and comment on proposed budgets. The solution must allow users to compare their budgets against other customers’ publically available budgets by utilizing the solution. The solution must enable deep analysis of the budget by enabling robust, interactive visualizations with drill-down capabilities which can be generated on top of the budget. Additionally, the solution must be able to visualize additional types of data, including historical budget data, budget-to-actual data, non-financial data, geospatial data, and project trends for future fiscal years.

The solution must allow administrators to publish the budget to an integrated transparency portal which allows constituents to interactively view and explore the published data.

In addition to expediting the County’s budget process, the County seeks to purchase and implement a web-based financial and performance reporting tool. The proposed solution must natively understand, visualize, and make interactive the County’s Chart of Accounts. The proposed solution shall also be capable of visualizing non-financial data, projecting budgetary trends for at least one year, and allowing users to save configured views. The solution shall allow users without a technical background to create reports and saved views. The solution shall also allow users to determine whether they would like to share reports externally, share the reports with the internal organization, or keep the reports purely private. If reports are shared publicly, they should be able to be published on an integrated transparency website with minimal effort.

Finally, the solution must also include an Open Data portal that can serve as a central storage location for a large number of datasets, can integrate with a variety of business intelligence and data visualization tools, and can provide dynamic dashboard visualizations of the underlying data. In accordance with the theme of open access to information, the County desires an Open Data portal built on an open-source platform, which can leverage the developments of a thriving developer community to constantly update and improve the underlying platform.

II. Scope of Services Specification

A. Contract Award

The County shall enter into a contract with one vendor. The vendor will provide the price for a yearly subscription to their solution as well as a one-time deployment cost for configuration. The contract will be for a period of forty-seven months. Payment will be made on an annual basis, with the first billing (for the period 08/01/18-06/30/19) prorated for eleven months..

The contract will be awarded to the vendor with the highest score as calculated by the scoring criteria. To qualify for a complete scoring evaluation, the vendor **must** demonstrate compliance with all requirements (per **Section III**).

B. Project Implementation

The vendor will complete all necessary implementation work in a professional manner that meets the requirements of the County. Vendor will ensure that system is correctly configured to meet all County functional requirements. Vendor will coordinate functional testing to ensure accuracy of configurations. Work will be commenced within 45 days of contract finalization.

III. Quality Requirements

A “No” response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid. Mark YES or NO for each of the following Requirements.

Technical Requirements & Functional Specifications		
Company Requirements		
	YES	NO
Offeror must have at least one-thousand (1,000) current government customers		
Offeror must have been in business for at least three (3) years		
Offeror must offer the full suite of products without the need for additional technology partners		
Budget Requirements		
	YES	NO
The solution must allow for collaborative budgeting, in which users can concurrently view, explore, and comment on proposed budgets		
The solution must enable distinct stages for budget creation, including a development stage, a review stage, and a finalized stage. In the development stage, all users can edit and make comment. In the review stage, only administrators can make edits and comments. In the finalized stage, edits and comments are not available.		
The solution must allow administrators to invite users to collaborate on the budget		
The solution must allow administrators to limit collaboration invitations to specific portions of the Chart of Accounts		
The solution must allow users to submit proposals to the budget software administrator		
The solution must allow users to click on a line-item and view the proposal from which the line-item arose		
The solution must allow users to base a budget off any past budget loaded into the system		
The solution must allow users to attach files to their budget requests		
The solution must allow users to comment on budget proposals		
The solution must come packaged with a reporting solution which allows for visualizations to be created on top of budget data		
The visualizations must be interactive and have click-through drill-down capabilities		
The solution must be able to parse and visualize data by fund, department, or expense type		
The solution must be able to visualize data in the following formats: pie graph, line graph, stacked line graph, bar graph, and percentage graph		
The solution must allow for proposed or approved budgets to be pushed onto the solution’s integrated public facing transparency site		
The solution must be capable of housing and visualizing additional types of data, including non-financial and geospatial data		
The solution’s geospatial visualizations shall be capable of mapping the capital budget, provided geospatial data is including in the capital budget line-items		

The solution must be capable of being fully deployed in less than four weeks (given County cooperation)		
The solution must enable interactive budget-to-actual reporting with drill-down capabilities through a GUI		
The solution must automatically compute variance		
The solution must allow users to compare their budget against other customers' budgets across the nation		
The solution must have a web-based platform that allows the County to create documents like the Budget Book, CAFR, Single Audit, Strategic Plans and various Reports?		
Reporting Requirements		
	YES	NO
Must be capable of reporting, at a minimum:		
Revenue/Expenditure Imbalance		
Interfund operating transfers		
Statement of Capital Expenditures		
Major revenue sources, such as real estate, earned income, and local services		
Debt Statement		
Employer Paid Benefits & Withholding Items		
Employee Compensation		
Compare against other local governments in the solution's network		
Must natively understand and parse multi-fund accounting		
Must create interactive web-based reports with click-through drill-down abilities		
Must be capable of importing local communities' accounting data through excel/csv file format		
Must enable the ability to publish reports on the public internet or keep reports private to the organization, or private to an individual		
Must possess a Chart of Accounts editor that allows the system to reorganize, roll-up, and retile the Chart of Accounts at the County's discretion		
Must enable the ability to save certain views for presentations or to come back to the views at a later time		
Must enable annotations on visualizations to add additional context		
Must enable users to filter data by fund, department, category, or any level present in the County's Chart of Account		
Must allow the presentation to display Chart of Account elements beyond just fund, department, and account type (such as program, activity, object, etc.)		
Must be capable of uploading budget data with as many years as desired by The County		

Must be capable of linking any dataset to any financial report		
Must integrate financial and non-financial data for analysis		
Must be capable of viewing data in different graphical formats, including a line graph, bar graph, stacked line graph, percentage stacked line graph, trend line, pie chart, and as a table		
Must display information for multiple departments, divisions, funds, or financial categories simultaneously on the same graph		
Must be capable of viewing and comparing revenue and expense trends simultaneously on the same graph, for any level in the data within the platform		
Must be able to compare current year spending trends to budget and to historical spending trends		
Must automatically calculate variance between current spending trends and prorated budget numbers		
Must link actual expense and revenue summary reports to the transactions that make up those reports in the same web page, for easy access, view and toggling		
Must be capable of searching, sorting, and aggregating transactions by any field type and automatically running new visualizations based on the subset of data dictated by the search		
Must have the ability to share reports directly from the interface with individual users by email and/or publish to social media		
Must possess a report dashboard that allows the County to view all reports on the platform and set permissions to specific internal individuals and control which reports are available to the public at large		
Data Platform Requirements		
	YES	NO
Offers a full Chart of Accounts editor, which allows the system to reorganize, roll-up, and retitle the Chart of Account structure at the government's discretion		
Solution should allow administrative users to load and publish datasets		
Solution should allow administrative users to manage users		
Solution should integrate seamlessly with a dashboard module		
Solution shall allow public end users to download data in various formats		
Solution shall be well documented and publically available and updated with current versions		
Solution shall offer uptime of at least 99.9%		
Solution shall [resents an internal dashboard that aggregates and displays usage statistics and site traffic		
Solution shall offer the ability to create reports which are private, reports which can be only be viewed by a group within the enterprise, and reports which can be viewed by the entire enterprise		
Solution shall support access from any computer or tablet at any location at any time through all major browsers and operating systems		

IV. Pricing

1. Submit a completed Price Proposal, attached below:

Item	Cost
One-Time Deployment Fee (Includes Training)	
Yearly Subscription Fee (Begins on Contract Effective Date)	
Yearly Support Fee	
Total Forty-Seven Month Cost (08/01/18-6/30/19 is prorated for eleven months expense for subscription and support fees)	

V. Bid Submission Requirements

Vendors must submit a response to each of the following sections:

1. Executive Summary of the Offering
2. Company Experience and Vision
3. Quality Requirements Table
4. Deployment Plan
5. Pricing

VI. Scoring Criteria

Proposals will be scored out of 100 possible points.

Vendors **must** meet all requirements listed in Section III. Quality Requirements to be considered responsive.

Each bidder's cost score will be calculated based on the ratio of the lowest bid cost over five years evaluated to the bidder's bid cost, multiplied by the maximum number of cost points available. The bidder with the lowest cost evaluated amount will receive the maximum points available. All other bidders will be awarded a cost score calculated using the equation below:

$$\frac{\text{Lowest Bid Cost Evaluated}}{\text{Bidder's Bid Cost}} \times \text{Maximum Points} = \text{Bidder's Total Cost Score}$$

Requirement	Scoring Criteria	Scoring Weight
Executive Summary	Does the solution cater to the County's requirements?	10
Company Experience and Vision	Does the vendor have extensive experience working with governments? Does the vendor offer a complete solution suite which meets and exceeds the requirements? Does the vendor have the potential to reap large network effects?	30
Quality Requirements Table	Does the vendor meet all quality requirements? (refer to Section III)	Qualify/Does Not Qualify
Deployment Plan	Can the vendor complete deployment within eight weeks of beginning work? Can the vendor begin working within forty-five days of the contract effective date? Can the vendor deploy a solution which will meet all requirements in a timely manner? How much of the technology is provided by the prime contractor, compared to a need to subcontract with additional technology partners?	20
Pricing	Calculated based on above cost ratio	40