



**REQUEST FOR PROPOSALS:  
PROPOSAL BUDGETING, PROJECT FINANCIAL MANAGEMENT,  
and REPORTING SOFTWARE SOLUTION**

Issue Date: April 2<sup>nd</sup>, 2018

**Due Date: April 27<sup>th</sup>, 2018**

*In order to be considered, proposals must be signed and returned via email  
to [oleon@wested.org](mailto:oleon@wested.org).*

*Hard copies may be mailed to the WestEd Procurement Department at 4665  
Lampson Ave., Los Alamitos, CA 90720 by 4 p.m. PST Date.*

**Proposal responses will be considered valid for a period of 120 calendar  
days after the proposal due date.**



**Proposal Budgeting, Project Financial Management and Reporting  
Software Solution – Request for Proposals**

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## I. INTRODUCTION

WestEd is soliciting proposals from qualified consulting firms to provide planning, implementation, and ongoing support services for a cloud-based proposal budgeting, project financial management and reporting software solution.

This request for proposal contains background information on WestEd and specific information that must be included in the proposals submitted. An electronic version and one paper version of the proposals must be received no later than **4:00 PM PST on Friday, April 27<sup>th</sup>, 2018** (“due date”).

Electronic copies must be delivered via email to [oleon@wested.org](mailto:oleon@wested.org). Physical copies must be delivered directly to our office at the following address:

WestEd  
4665 Lampson Ave.  
Los Alamitos, CA 90720  
Attn: Oscar Leon, Procurement Manager

## II. BACKGROUND

WestEd is a not-for-profit research, development, and service agency that works with education and other communities to promote excellence, achieve equity, and improve learning for children, youth, and adults. WestEd has over 830 employees, located in 13 offices across the United States, and for the last several years has had annual revenues in excess of \$160 million for Fiscal Year 2017.

WestEd is a Joint Powers Agency (“JPA”) formed under the California Joint Exercise of Powers Act, California Government Code section 6500 et seq. and governed by public entities in Arizona, California, Nevada, and Utah. WestEd’s Board of Directors is comprised of members representing agencies from these states, as well as other national education and business leaders. WestEd’s income is tax exempt under Section 115 (1) of the Internal Revenue Code.

WestEd complies with the required federal regulations on procurement, as well as applicable State procurement law and procedures.

Efforts, including affirmative steps prescribed by federal regulation (if applicable), will be made by WestEd to utilize small and minority-owned businesses, women’s business enterprises and labor surplus area firms when possible. The selected proposer may be required to undertake affirmative steps to utilize such firms in subcontracts if this contract is federally funded.

For the purposes of this RFP and WestEd’s obligations to meet SBE requirements, an information technology supplier can be classified as a SBE by having a 150-employee size standard and the procurement must consist of at least 15% and not more than 50%

of value added services, as measured by the total contract price. In addition, the offeror must comply with the manufacturing performance requirements, or comply with the non-manufacturer rule by supplying the products of small business concerns, unless SBA has issued a class or contract specific waiver of the non-manufacturer rule (13 CFR 121.201, Subsector 541519.18).

### III. WESTED CONTACT

All communications, including any requests for clarification, concerning this RFP should be addressed in writing to the following:

Oscar Leon  
 Procurement Manager  
[oleon@wested.org](mailto:oleon@wested.org)

### IV. SOLICITATION KEY DATES AND TIMELINE

RFP Activity	Dates (2018)
RFP Released	April 2
Questions Due by bidders	April 9
Response to questions posted	April 16
Proposal Due Date	April 27 @ 4pm PST
Interviews	April 30 – May 18
Award Notice	May 21
Protest Period	May 21 – May 25
Contract Negotiation	May 28 – June 8
Planning and Implementation	June 11

*Dates are subject to change at any time in WestEd’s sole discretion*

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## V. SOLICITATION FORM

**FAILURE TO SIGN THIS PAGE WILL DISQUALIFY YOUR RESPONSE**

If awarded, the undersigned offers and agrees to furnish the travel management services listed in this Request for Proposal at the prices and terms stated, subject to mutually agreed upon terms and conditions. Additionally, the undersigned warrants and represents their authority to bind the firm into an agreement subject to the terms and conditions of this Request for Proposal.

Company Name:

Street Address:

City, State Zip:

Email:

Telephone:

By (Authorized Signature)	Date Signed:
Print name and title of Authorized Signatory	

**ALL SPECIFICATIONS, TERMS, AND CONDITIONS OF THIS PROPOSAL WILL BE INCORPORATED INTO ANY RESULTING AGREEMENT.**

## VI. SCOPE OF WORK

WestEd will receive proposals from qualified Financial Management Software solution providers to implement and provide ongoing support for a cloud-based proposal budgeting, project forecasting and reporting software solution. The objective of this RFP is for WestEd to develop a long-term partnership with a financial management software solution provider that will be able to demonstrate their ability to implement a proposal budgeting, project financial management and reporting tool that increases the efficiency and capacity of WestEd's financial management processes.

### **Overview of WestEd's Current Proposal Budgeting, Project Financial Management and Reporting Tools/Processes**

WestEd currently utilizes a mix of tools to accomplish the goal of budgeting proposals and financial forecasting of active projects. Proposal staff are provided an Excel template to budget their proposals. This template captures all necessary information for transmittal or input into a specific client format. The Excel proposal budgets are then archived in WestEd's Salesforce based system called PAC. When WestEd is awarded a contract, the top line proposal cost information is manually entered into the accounting system (Deltek Costpoint). IBM Cognos then serves as a central reporting tool to pull this budget information, combined with actual spending data, to provide staff with a comparison of proposal budget versus spending for each project.

Project forecasting is accomplished through an Excel based forecasting tool. This tool requires users to input planning information by employee hours and budgeted dollars for ODC (other direct cost) line items (travel, subcontractors, consultants, etc). Users are also required to run an IBM Cognos report to input actual data by person and ODC item. The top line revenue forecast by project by month is then put into an IBM TM1 tool. WestEd is then able to run reports in IBM Cognos showing forecasted and actual revenue by project/program across months.

WestEd seeks to implement a cloud based solution that gathers all the information currently in our Excel based tool, which will provide the ability to forecast at a more detailed level and more seamlessly transmit proposal budget data for comparison with the current forecast.

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**Proposal Budgeting, Project Financial Management and Reporting Solution  
Provider Qualifications/Minimum Requirements**

#	Requirement	Requirement Description	Yes /No	Details and explanations
<b>Vendor Requirements</b>				
1	Prior Implementation Experience	The potential Financial Management Software (FMS) solution provider must demonstrate that it has successfully implemented a budgeting, financial management and reporting software solution with comparable government contractors or nonprofit organizations with revenues in the \$100-200MM range or higher with upwards of 1,000 active projects and 900 annual proposal budget submissions.		
2	Dedicated SME Implementation Support	FMS solution provider must be able to supply a dedicated team of implementation experts for the implementation of this new solution.		
3	24/7 Vendor Support	FMS solution vendor should provide 24/7 ongoing support inclusive of quoted cost.		
<b>Functional Requirements</b>				
4	Usability for Non-Technical Users	Solution's GUI should be approachable and easily navigable by a non-technical audience. Minimal training should be required for non-technical users to effectively navigate this tool.		
5	Proposal Budgeting Component	Solution should enable users to collaboratively budget for various government contracting project types (Fixed Price, Cost Plus, T&M, Grants) by task/subtask and cost element (labor hours, other direct costs dollars, allocated pooled costs, indirect, fee) across contract years. This data will roll-up to the top-level and program level.		
6	Transfer of Proposal Budget Data to Forecast Plan	Solution should allow for the automated transfer of proposal budgets to forecast plan. This should also be able to handle scenarios where the task setup does not perfectly align between the forecast and proposal budget.		
7	Forecast Planning Component	Solution should allow users to forecast active projects by employee hours, by month, by cost element and task/subtask level. Forecasts should replace plan data in actual months with actual spend data from accounting system after the accounting period close. Task and subtask planning will roll up to the top level. Tool should allow comparison of budget versus actuals.		

#	Requirement	Requirement Description	Yes /No	Details and explanations
8	TBD/Generic Employee	Tool should have the ability for admin users to define TBD/Generic employees and allow projects users to plan against these defined TBD/Generic Employees who are not yet in WestEd's accounting system.		
9	Roll-Up of Forecast Plan to Program and Corporate Level	Solution should roll-up forecast plan by Project, Cost Element and across Months. This roll-up should be both available at the Program (Business Area) wide and Corporate level.		
10	Reporting module (Project Spending and Staffing Reporting)	From the data collected in the budgeting and forecasting modules, this solution should have built-in reporting (reporting module should not be an add-on). Reporting module should have the flexibility to both run canned reports (generated by admins) and generate free-form reports based on existing data elements. Solution should have functionality to generate various staffing and spending reports with the ability to view, but not limited to, hours forecasted by person, revenue/cost by project, and budget versus forecast spending. These reports should roll-up to the program and company-wide.		
11	Corporate Level Budgeting and Forecasting	In addition to forecasting at the project level, FMS solution should allow the corporate finance team to also budget and forecast at the Corporate level (to include revenue and various cost elements at the Corporate level).		
12	Alternate Hierarchies	Solution should allow for the creation of alternate hierarchies which will allow users to view actual, budget and forecast data in relation to this hierarchies. For example, alternate hierarchies may include, but would not be limited to, the grouping of projects by client, practice area or funding source.		
13	Workflow Component	Solution should allow users to create and define tasks in a workflow. There should be an indicator showing progress towards the completion of these tasks. The tool should have a queue of uncompleted tasks for each user and a notification function which emails users when a task requires action.		
14	Commenting and Tracking Changes	Solution should allow users to leave comments throughout the budgeting and forecasting modules. Users can then generate reports on these comments. Additionally, the tool should have a mechanism for tracking changes to the budget and forecast plan which is timestamped by user name.		

#	Requirement	Requirement Description	Yes /No	Details and explanations
15	Project/Program Dashboards	Solution should have built in visualization of data from the forecast and budgeting modules in the form of dashboards which are both specific to each project and program (collection of projects). These dashboards should also be customizable.		
16	Days/Hours/% FTE	Solution should allow users to select and toggle between days, hours and % FTE as the unit for forecasting, budgeting and viewing actuals.		
17	Microsoft Office Integration	Tool should be integrated with Microsoft Office Products (PC and MAC), to include Word, Excel and PowerPoint, which will allow users to dynamically update reports created in these applications without the need to copy and paste updated data.		
18	Exporting to Excel Functionality	Users should be able to easily export all data elements on the various screens to excel.		
19	Scheduling of Reports	Reports generated in the reporting module can be scheduled to automatically run and send out to specified users at pre-determined times.		
20	Configuration with Deltek Costpoint	Solution should come with API which can be configured to pull all required data from WestEd's accounting system, Deltek Costpoint, without the need to reconfigure WestEd's Costpoint setup.		
21	Configuration with Other Data Sources	Solution should be able to pull required data from other data sources such as, but not limited to, internally developed time-keeping application, Salesforce, IBM Cognos		
22	User Capacity	The solution should be scalable to handle hundreds of proposal budgets, upwards of one thousand active project forecasts and over 300 users.		
23	Cloud Based	Solution should be cloud based, hosted by FMS solution provider, requiring no hosting on-premises. Solution should work with Chrome, Firefox, Safari and IE Browsers.		
24	In-House Resource Requirement	Tool should require very little to no internal Information Systems resources to maintain this system. Tool should only require two corporate finance team FTEs to fully and effectively manage the back-end maintenance of this tool.		
25	Access Security	Solution should have clear role level security such that an administrator can provide access only permitted data. Tool should also allow for the creation of various security profiles to be used for the setup of new users.		
26	Onelogin SAML 2.0 SSO Integration	Solution should integrate with Onelogin Single Sign On and be compatible with SAML 2.0.		

## **FMS Implementation Planning**

WestEd will require the selected FMS solution provider, as part of this business award, to be directly and actively involved in the leadership of the implementation process, and to provide sufficient resources to ensure its overall success.

Please provide a proposed project plan (including timeline) describing how you would implement our Proposal Budgeting, Project Financial Management and Reporting solution.

## **VII. PROPOSAL OUTLINE**

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

### 1. Letter of Transmittal

A letter of transmittal briefly outlining the firm's understanding of the work and general information regarding the firm and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the firm performing the work, the telephone number, and the name of the authorized representative. The letter shall include a clear statement from Proposer that this offer is binding and shall remain open for 120 days from the due date of this RFP and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd.

### 2. Table of Contents

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

### 3. Solicitation Form

The Solicitation Form included in the RFP shall be included here.

### 4. Profile of Firm Proposing

- a. State whether the firm is a local, national, or international firm and include a brief description of the size of the firm. State whether the proposer is a qualified small or minority-owned business, women's business enterprise or labor surplus area firm.
- b. State whether the firm compliant with the registration and permit requirements to do business in California.
- c. Describe the local office and a brief description of the team performing implementation planning and on-going support.
  1. Location of office.

2. An organizational chart relevant to the team being proposed, identify who WestEd's first point of contact would be, who would provide back-up coverage and what the escalation process is
3. The credentials and qualifications of professional staff providing support
4. How many clients or volume of customer support the team is normally responsible for
- d. Provide information on your organization and how long you have been in business
- e. Provide an annual report or other documentation exhibiting the financial health of your firm, including profit and loss, assets and liabilities and other relevant information
- f. Disclose any conditions that may impact your ability to fulfill contractual obligations (e.g. bankruptcy, pending litigation, planned office closures, impending mergers)

### 5. Qualifications

- a. Describe recent experience with implementation and support of budgeting, forecasting and reporting solutions.
- b. Include resumes of all key professional members who will be assigned to the project. Résumés should be included for all professional members of the team. The résumés should include specific engagements or clients to whom similar services have been provided if possible.
- c. Briefly describe the firm's system of quality control to ensure the work meets a high-quality standard.
- d. Include three client references.

### 6. Scope of Services and Proposed Project Schedule

Briefly describe the firm's understanding of the scope of services to be provided. In your response, address your understanding of the minimum requirements outlined in the Scope of Work. Provide a proposed project schedule and timeline for full implementation of this solution.

### 7. Fees and Compensation

Estimate must include all costs for product, implementation, and servicing. Please make sure to include the following information disclosing all fees to be assessed to WestEd for Scope of Work:

Service	Notes	Total Fee (USD)
First Year Solution Planning		
First Year Solution Coding/Implementation		
First Year Configuration/Training		

First Year Technical Support		
Second Year Solution Maintenance/Licensing		
Second Year Ad-Hoc reconfiguration		
Second Year Technical Support		
Annual On-going Solution Maintenance/Licensing		
Annual On-going Technical Support		
Additional One-Time Fee #1 (Describe in Notes)		
Additional One-Time Fee #2 (Describe in Notes)		
Additional Annual On-going Fee #1 (Describe in Notes)		
Additional Annual On-going Fee #2 (Describe in Notes)		

If the proposed fee is not a fixed amount per service item, please note this and provide a basis for the proposed fee. If pricing is based on the number of users, please also provide the incremental per user costs and indicate the number of users assumed in the price.

#### 8. Exceptions to Contract Requirements

Any exceptions to the requirements of the sample contract shall be noted in the proposal. WestEd shall have no obligation to accept any exceptions and may reject any proposal noting exceptions to its contract requirements.

### **VIII. PROPOSAL SUBMISSION AND SELECTION PROCESS**

By use of numerical and narrative scoring techniques, proposals will be evaluated by WestEd against the factors specified below. The relative weights of the criteria—based on a 100-point scale—are shown below.

Criteria	Points
1. Qualifications, experience, references, and ability to carry out the described work	45 points
2. Proposed methodologies and processes to accomplish work	25 points
3. Fees / expenses	15 points
4. Completeness of proposal & adherence to RFP instructions	10 points
5. Qualified small or minority-owned firm, women business enterprise, or labor surplus area firm.	5 points

## **IX. REVIEW PROCESS**

WestEd may, at its discretion, request interviews/presentations by or a meeting with any or all firms, to clarify or negotiate modifications to the firm's proposal. However, WestEd reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose. WestEd contemplates award of the contract to the responsive, responsible firm whose proposal is the most advantageous to WestEd, based on the highest total points and its decision is final.

As a federal contractor, it is WestEd's policy to utilize, whenever possible, small businesses, disadvantaged small businesses, veteran-owned small businesses, minority-owned firms, and/or woman-owned businesses. Therefore, firms that meet these criteria will be given preference, should they meet all other stated criteria in the RFP.

## **X. NOTICE TO FIRM(S)**

All materials provided to WestEd become the property of WestEd and may be returned only at its sole discretion. WestEd is a public entity. All proposals and any materials submitted with a proposal may be deemed public records subject to disclosure pursuant to the California Public Records Act. No portion of any proposal or materials submitted therewith will be withheld from disclosure as proprietary, trade secret or confidential unless that portion is clearly marked by the proposer as such, and the proposer agrees to indemnify WestEd against any claim or action to compel disclosure of such portion of the proposal. WestEd is not obligated to accept any proposal or to negotiate with any entity. All transactions are subject to the final approval of WestEd, which reserves the right to reject any and all proposals without liability. All costs directly or indirectly related to a response to this RFP will be borne by the proposer.

The contract, if any, shall be awarded to the responsible proposer whose proposal is most advantageous to WestEd, based on the evaluation criteria set forth in this RFP. WestEd may at its sole discretion select the response that best fits its needs, may choose to cancel the RFP, or to not select any offeror. A selection committee will evaluate the responses based on established criteria including compliance with the direction herein, experience and qualifications, cost, financial position of the company, and other factors as stated in this RFP. If selected, the successful firm will enter into a written agreement with WestEd that will include service agreements and compensation agreements.

All information in this RFP should, for purposes of this RFP, be considered proprietary and confidential. Information contained in this RFP should not be shared or distributed without the expressed written consent of WestEd.

## **XI. REJECTION OF PROPOSAL(S)**

WestEd reserves the right in its sole discretion to reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever. All proposals will be reviewed for completeness of the submission requirements. The proposal may be rejected if it fails to meet a material requirement of the RFP, or if it is incomplete or contains irregularities. A deviation is material to the extent that a proposal is not in substantial accord with RFP requirements.

Immaterial deviations may cause a bid to be rejected. WestEd may or may not waive an immaterial deviation or defect in a proposal. WestEd's waiver of an immaterial deviation or defect will in no way modify the RFP or excuse a bidder from full compliance with the RFP requirements.

Any proposal may be rejected where it is determined to be not competitive, or where the cost is not reasonable.

Proposals that contain false or misleading statements may be rejected if in WestEd's opinion the information was intended to mislead WestEd regarding a requirement of the RFP.

WestEd may reject a proposal from a proposer it finds non-responsible. Any person or entity that has substantially assisted WestEd in preparing any part of this RFP is prohibited from submitting a proposal. Submission of a proposal to WestEd shall constitute the proposer's certification that the proposal is not collusive.

## **XII. COMPLIANCE WITH LAWS**

Any offeror must affirmatively agree and certify that it will comply with all applicable federal, state, and local laws and regulations, including but not limited to the provisions of the Fair Employment and Housing Act (Govt. Code, § 12900 et seq.) and any applicable regulations promulgated there under (Cal. Code of Regs., tit. 2, § 72850.0 et seq.). Any offeror must affirmatively agree to include the non-discrimination and compliance provisions of this clause in any and all subcontracts to perform work under the agreement.

## **XIII. WRITTEN QUESTIONS AND ADDENDA**

Written questions or comments regarding this RFP must be in writing and received no later than 4 PM PST on April 9<sup>th</sup>, 2018. Questions should be emailed to the Procurement Manager, [oleon@wested.org](mailto:oleon@wested.org). All questions will be responded to in writing. Offeror(s) invited to submit understand and agree that they have an affirmative duty to inquire and seek clarification regarding anything in this RFP that is unclear or open to more than one interpretation.

WestEd, at its sole discretion, may make questions submitted by offerors and responses to the submitted questions available to all offerors.

WestEd reserves the right in its sole discretion to revise or amend this RFP prior to the stated submittal deadline. Any such revisions will be made by written addenda to this RFP. Proposers are responsible for verifying they have received, and all proposals shall acknowledge receipt of, all addenda issued by WestEd relating to this RFP. Failure to acknowledge receipt of all such addenda may

#### **XIV. SUBMISSION**

Electronic and physical copies of responses must be received by 4:00 PM PST on April 27, 2018. Any response received after this date and time may be returned or not considered. Responses should be submitted electronically to the Procurement Manager at [oleon@wested.org](mailto:oleon@wested.org). Additionally, 1 hard copy with a postmark no later than the due date should be sent to WestEd Procurement Department at 4665 Lampson Ave., Los Alamitos, CA 90720. Submission of a proposal shall constitute the proposer's representation that it:

- Has thoroughly examined and become familiar with the scope of work set forth in this RFP;
- Understands the requirements of the scope of work, the nature of the work and all other matters that may affect the work;
- Will honor its proposal for no less than 120 days after the submission date stated in this RFP (or until execution of a final contract with the selected proposer, if sooner), and acknowledges that its proposal cannot be withdrawn within that time without the written consent of WestEd;
- Will comply with all requirements set forth in this RFP, and in the ensuing contract, if any.

#### **XV. PROTESTS**

Following the selection of the apparent successful proposer, WestEd shall notify all proposers of its intent to award a contract to such proposer. Any protest to the award of the contract to the apparent successful proposer shall be submitted to WestEd in writing within no less than five (5) calendar days from the date of such notice. Any protest shall state with specificity the ground on which the protestor alleges the contract may not be awarded to the apparent successful proposer. WestEd shall consider any properly submitted protest and may accept or reject such protest as it determines appropriate in its sole discretion.

#### **XVI. GENERAL PROVISIONS**

- A. Amendments to RFP. WestEd reserves the right to amend the RFP or issue to all Respondents a Notice of Amendment to answer questions for clarification.
- B. No Commitment to Award. Issuance of this RFP and receipt of proposals does not commit WestEd to award a contract. WestEd expressly reserves the right to

postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Respondent concurrently, or to cancel all or part of this RFP.

- C. Amendments to Proposals. No amendment, addendum or modification will be accepted after the deadline stated herein for receiving Proposals. Respondent may modify or amend its Proposal only if WestEd receives the amendment prior to the deadline stated herein for receiving Proposals.
- D. Non-Responsive Proposals. A Proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the Proposal.
- E. Late Proposals. WestEd will not be responsible for Proposals that are delinquent, lost, incorrectly marked, sent to an address other than that given herein, or sent by mail or courier service and not signed for or acknowledged by WestEd.
- F. Costs for Preparing. WestEd will not compensate any Respondent for the cost of preparing any Proposal, and all materials submitted with a Proposal shall become the property of WestEd. WestEd will retain all Proposals submitted and may use any idea in a Proposal regardless of whether that Proposal is selected.
- G. Alternative Proposals. Only one final proposal is to be submitted by each Firm. Multiple proposals will result in rejection of all proposals submitted by the Respondent.
- H. Public Documents. All Proposals and all evaluation and/or scoring sheets shall be available for public inspection at the conclusion of the selection process.