BOSTON PUBLIC HEALTH COMMISSION

Administration and Finance

REQUEST FOR PROPOSAL

for the procurement, of

ENTERPRISE RESOURCE PLANNING (ERP) - BUDGET SOFTWARE MODULE SYSTEM (CLOUD BASED)

September 11, 2017

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. Our Mission; Public service and access to quality healthcare is the cornerstone of our mission - to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

Introduction

The Boston Public Health Commission (BPHC) is issuing a Request for Proposal (RFP) for the purchase, implementation, and subsequent maintenance of a new budget software system.

RFP Timeline	
Sunday, September 10, 2017	Publication of RFP printed in The Boston Globe
Monday, September 11, 2017	Request for Proposal and instructions available online at www.bphc.org at 10:00 AM
Wednesday, September 20, 2017	Questions due in writing by 5:00 PM to ADavidson@bphc.org
Monday, September 25, 2017	Responses to questions will be posted in an addendum on www.bphc.org
Friday, September 29, 2017	RFP due by 5:00 PM – Submit two (2) original proposals signed in blue ink and include a PDF file of proposal on a USB flash drive in a sealed envelope or box addressed to: Boston Public Health Commission Attention: Alex Davidson, Budget Director 1010 Massachusetts Avenue, 2nd Floor Boston, MA 02118 Clearly mark each envelope: 1) Company Name and Address; 2) "Proposal Enclosed for Budget Software" **NO EXCEPTIONS TO THIS DEADLINE**
October 02 – 06, 2017	Qualified vendors will be contacted to schedule onsite demonstration of proposal
October 10 – 20, 2017	Vendor demonstrations will be scheduled accordingly on business days only and will be held at: Boston Public Health Commission Miranda Creamer Building MIC Room 785 Albany Street 6th Floor Boston, MA 02118
Wednesday, November 01, 2017	Notification of Decision This is the desired date for notification of decision to award however, BPHC has the discretion to extend this time period without notice to the proposers. All proposals shall remain valid and open for a period of sixty (60) days from the proposal submission date, unless a proposer notifies BPHC of its withdrawal.

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1.0 Purpose

1.1 Information

BPHC seeks to procure an Enterprise Resource Planning (ERP) – Budget Software Module System (Cloud Based) that will provide users the software modules needed to manage business goals. The software solution would be used for budget forecasting, variance analysis, business intelligence/decision support and custom financial reporting purposes.

A responsive proposal must demonstrate how the software solution will model salary expense and fringe benefit budgeting, and capture and report Full Time Employee (FTE) data. BPHC personnel composition includes unionized labor contracts which are subject to collective bargaining agreements. The salary modeling capabilities must be able to factor in an employee position's grade, step level, and timing of contracted pay increases. For non-union employees, the solution must be able to factor in cost-of-living percentage increases and their associated timing.

The software solution must also capture BPHC expenses of current employees' and retirees' benefits which include, but are not limited to: Pension, Health Insurance, Dental & Vision Insurance, and Parking. As with salary, each employee would have specific attributes that need to be captured and maintained centrally that would drive how these expenses are calculated. Attributes would include position number, position title, salary grade, union/nonunion, timing and percentage of pay increases.

The software solution must also allocate the cost of employee benefits at the project level through use of a fringe rate applied to salary expenses. The fringe rate may vary depending on the project's funding source. End users will need to be able to easily see that an appropriate rate is being applied to salary.

The proposed software must have **interoperability** to integrate with BPHC's current systems: Payroll System: Automatic Data Processing (ADP) and General Ledger: Microsoft Dynamic Great Plains (GP) and should be compatible with common web browsers as well as mobile applications to access and perform work in the system.

1.2 Submission of Proposal

The proposal must be received in a sealed envelope to BPHC via registered mail, courier, or hand delivery no later than: **5:00 PM, Friday, September 29, 2017 NO EXCEPTIONS TO THIS DEADLINE.**

- Do not bind proposals.
- Proposal package must include two (2) original proposals signed in blue ink and include a PDF file of proposal on a USB flash drive
- Proposals must include a signed checklist and a completed and signed Summary Form of Proposal including Appendix 1 (Features 1-92)
- There will be no public opening for this RFP

The responsibility for submitting a RFP to BPHC on or before the stated time and date will be solely and strictly the responsibility of the proposer. BPHC will in no way be responsible for delays caused by the United States Mail service or caused by any other occurrence.

1.3 Enquiries

Questions regarding this proposal should be directed by 5:00 PM, Wednesday, September 20, 2017 via email to:

Alex Davidson, Budget Director ADavidson@bphc.org

1.4 Proposal Submission Checklist

Proposal Submission Checklist

Do **not** bind proposals. Submit the following; two (2) original proposals signed in blue ink, numbered and unbound (one-sided for ease of copying) and include a PDF file of proposal on a thumb drive with all required information, following in the order outlined below:

The following format and sequence should be followed to provide consistency in proponent response and ensure each proposal receives full and fair consideration. All pages should be consecutively numbered.

Check When Complete	Contents of Proposal Documents	Page	Signature Required where X
☐	Proposal Submission Checklist	5	X
☐	Title Page and Transmittal Letter as described in Section 4.1	8	-
☐	Understanding of Scope of Work as described in Section 4.2	8	-
☐	Work Plan and Methodology as described in Section 4.3	8	-
☐	References as described in Section 4.4	8	-
☐	Completed Cost of Proposal	12	X
☐	Appendix 1 - Requested Features (1 – 92)	13 - 17	-
☐	Proof of Insurance (liability and professional liability)	n/a	-
☐	W-9 Form	n/a	X

Additional Attachments	
All numbered addenda (if applicable)	X

Failure to submit all of the above information may result in disqualification from the review process.

_____ _____

Signature **Date**

1.5 Evaluation Criteria

Evaluation of proposals and selection will be performed by BPHC. Proposals will be evaluated in terms of the response to the requirements of this RFP using the criteria identified below in Table A – Initial Evaluation. Proponents that score **75 points or greater** will be asked to demonstrate their application to a user group and will be further evaluated as per the criteria in Table B – Demonstration.

Table A – Initial Evaluation

	Points Assigned
Project Functionality • Requested Features (Appendix 1) • Vendor Additional Features (Optional)	**40**
Cost of Project • Software • Implementation • Training • Support • Annual License • Additional Fees	**40**
Methodology and Approach	**10**
Experience and References	**10**

Table B – Demonstration

The demonstration will be through a web-based presentation and will be attended by users of the software including finance and non-finance staff.

	Points Assigned
Ease of Use • Functionality • Features	**50**
Management information and reporting capabilities	**30**
Understanding of BPHC's requirements for all user groups	**10**
Demonstration using relevant information and examples	**10**

1.6 Timing of Proposal

- User group demonstrations will occur during the weeks of October 10 – 20, 2017
- BPHC plans to make its selection decision by November 01, 2017
- Post selection, BPHC will contact the awarded proposer to meet and finalize all terms of the agreement. The contract resulting from this RFP is formed when the BPHC Standard Contract is executed by both parties and all necessary documentation is provided. Service shall commence on the contract start date; the length of the contract will be determined by BPHC.

2. General Information

2.1 Background

BPHC is funded by a combination of sources: city funded through an annual appropriation; third party revenue; State of Massachusetts, Federal, and private non-profit grant awards. FY18 Commission-wide expenses budget is $160M from all sources. There are approximately 1200 employees, 25% of whom are unionized labor. BPHC manages 200+ distinct projects varying in budget from $200K to several million dollars. In addition, the core of BPHC's projects conforms to the City of Boston and State of Massachusetts fiscal year that runs from July 1 to June 30. Those same projects are subject to the same policies regarding budgeting for fringe benefits and indirect costs. However, a significant portion of BPHC's portfolio is grant funded and therefore subject to timeframes and fiscal constraints determined by the sponsor. As a result, a budget system must be flexible enough to accommodate both kinds of projects.

It is anticipated that initially the system will be used by up to 25 active users. These users are divided into the following groups: system administrators; division manager end-users; fiscal staff; and IT support. A responsive proposal will take into consideration the role each type of user fulfills during the budget development process.
The scope of the proposal must address each point as defined in the RFP Objectives, Implementation Services, and, Objectives and Contractor Deliverables.

2.2 Technical Requirements

- Financial System: Microsoft Dynamic Great Plains (GP) – Currently hosted with RSM
- Payroll System: Automatic Data Processing (ADP) – Cloud Based
- Desktop OS supported: Windows 7 and Windows 10
- Web Based Forms: HTML5
- Mobile Application
- Hosting: Cloud-Based

3. Scope of Work

The scope of work for the project is as follows:

- Review of existing data and systems
- Pricing and features
    - Describe the product and provide a cost estimate on the Summary Form of Proposal;
    - Identify, through completion of Appendix 1, the requested features that are included within the product; and
    - Identify and describe any additional features that you believe would be beneficial to the BPHC in achieving its objectives and provide separate costing for these features.
- Implementation
    - Identify the services provided including configuration, customization, installation and data importation;
    - Provide a schedule from the date of contract award to full implementation;
    - Include descriptions that address nature, cost, and availability of these services;
    - Identify who will be performing these services and the level of involvement by BPHC staff; and
    - Identify all costs related to implementation.
- Training
    - Identify specific groups that will require training;
    - Describe the suggested training approach and method; and
    - Identify all costs associated with training.

- Support Services
  - Identify the annual support service costs;
  - Identify the continuing maintenance costs; and
  - Identify the number of proposed user licenses and the cost per user.

4. Proposal Requirements

Proposals must be addressed with the items listed below.

4.1 Title Page and Transmittal Letter:

- A title page showing the proponent's name, contact person and title, address, and contact information; and
- A signed letter briefly stating the proponent's understanding of the services required, benefits they bring to the project, the commitment to perform the services as requested in this RFP, and all addenda, if applicable.

4.2 Understanding of the Scope of Work:

- Develop a short narrative demonstrating the proponent's clear understanding of the objectives and key features of the proposal;
- The proponent should describe their product and list the suggested services believed to be necessary for the successful implementation of their solution. The requested features are listed in Appendix 1. As well, any suggested implementation and support services should be outlined in detail;
- Detail any assumptions the proponent has made in preparing the proposal; and
- Include any other services not identified in the Scope of Work.

4.3 Work Plan and Methodology:

- The proposal should be clear and concise with a methodology and corresponding task list that details the steps to complete the project, fully understand all issues and concerns, secure adequate data to be used to carry out the various activities required and address how all aspects of the Scope of Work will be carried out;
- Provide details of any customization that is required to implement your solution, including: areas or modules where customization is required/recommended, the skill set and effort it takes to complete such a customization, and the assistance you provide with the customization; and
- Proposals should discuss the organizations' approach to software updates – how frequently updates are issued, ability to evolve with newer versions of underlying software etc.

4.4 References:

- Provide a minimum of three (3) and a maximum of five (5) selected projects. Information should include detail on past projects the proponent has completed for municipalities or public health agencies that are similar in size to BPHC. Specifically highlight any municipalities that are using Microsoft Dynamic Great Plains (GP) financial software.

4.5 Pricing:

- Using the Summary Form of Proposal, proponents shall provide details about individual costs for:
  - Software - including each module component outlined in their proposal to provide the Requested Features (i.e. operating, capital, salary, reporting);
  - Implementation of installation;
  - Training;
  - Annual support costs (3 Years plus additional 2 Years)
  - Annual licensing costs, including cost per user license (3 Years plus additional 2 Years)

- Separate pricing shall be provided for any additional requirements outside the scope of work that the proponent feels would benefit the BPHC and be clearly identifiable.

5. General Conditions and Insurance

5.1 Discrepancies or Omissions

Proponents finding discrepancies or omissions in the RFP documents, or having any doubts to the meaning or intent of any part thereof, should immediately notify Alex Davidson, in writing to: Alex Davidson, Budget Director ADavidson@bphc.org who may send written instructions or explanations in an addendum. No responsibility will be accepted for oral instructions.
Signed addenda or correspondence issued during the timeline period shall be considered and become part of the RFP final document. Addenda will be posted on www.bphc.org.

5.2 Irrevocability of Proposals

Prior to the time and date of the RFP closing deadline, any proponent may withdraw or change their proposal without penalty or forfeiture, by giving notice in writing to: Alex Davidson, Budget Director ADavidson@bphc.org

Upon the closing deadline, all proposals become irrevocable and no words or comments may be added to, or removed from, the proposal unless requested by the BPHC for purposes of clarification. By submission of a proposal, the proponent agrees that should its proposal be deemed successful, the proponent will enter into a contract with the BPHC.
Proposals must include all costs incidental to the successful implementation of the system(s).
Proposals must remain valid for a period of sixty (60) days following the date for submission of proposals.

5.3 Liability for Errors

While the BPHC has used considerable efforts to ensure an accurate representation of the information in this RFP, the information contained in is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the BPHC, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

5.4 Agreement with Terms

By submitting a proposal, the proponent agrees to all the terms and conditions of this RFP. Proponents who have obtained the RFP must not alter any portion of the document, with the exception of adding information requested.

5.5 Modification of Terms

The BPHC reserves the right to modify the terms of the RFP at any time at its sole discretion.

5.6 Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with BPHC, if any. If BPHC elects to reject all proposals, BPHC will not be liable to any proponent for any claims, whether the costs or damages incurred by the proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

5.7 Acceptance and Rejection of Proposals

BPHC may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, BPHC reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal.

Submission of a proposal by a proponent and its subsequent receipt by the BPHC does not represent a commitment on the part of the BPHC to proceed further with any proponent or project. BPHC is under no obligation to award a contract as a result of this RFP and reserves the right to terminate this RFP process at any time.

BPHC reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favorable to BPHC.

Proposals must meet all the requirements herein to be eligible for consideration. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alteration, or irregularities of any kind may be rejected.

BPHC reserves the right to obtain additional information from the proponents to clarify the information in their submission.

BPHC may during the proposal review process, or at any time prior to award, cancel this RFP or reject all Proposals, if BPHC determines its best interest will be served by such action. Notice of the cancellation will be made to the applicants or potential applicants. BPHC also reserves the right to award the contract(s) as best serves to the organization.

5.8 Contract Negotiations

The successful proponent will be required to enter into a contract with the Boston Public Health Commission.

BPHC reserves the right to negotiate specific terms of the contract with the preferred proponent prior to the final award of the contract.

If the preferred proponent and BPHC cannot agree on contract language in the contract document, the process will be terminated, BPHC will begin negotiations with the next preferred proponent.

5.9 Solicitation

Proponents and their agents are hereby warned that any attempt to solicit individual members of the board members and/or staff of BPHC, regarding the award of this contract may jeopardize the favorable consideration of their proposals.

5.10 Confidentiality and Security

This document or any portion thereof may not be used for any purpose other than submission of proposal. The successful proponent shall agree not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of carrying out its duties or performing its services. It is BPHC's policy to maintain confidentiality with respect to all confidential information related to the RFP, but BPHC is subject to the Freedom of Information and Privacy Act.

5.11 Indemnity and Liability Insurance

For the purpose of any contract, BPHC may enter into with the successful proponent, the Contractor shall indemnify and hold harmless to BPHC, its employees and agents, from any or all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly out of any act or omission of the Contractor, its employees, or agents, in the performance by the Contractor of this Agreement. Such indemnification shall survive termination of this Agreement.
The Contractor must provide to BPHC proof of $2 million General Liability Insurance with BPHC named as an additional insured party. BPHC reserves the right to modify the type of insurance coverage and amount coverage (which may include increasing the amount of coverage) required to be carried by the Contractor.

5.12 Scope, Quality of Work, Guarantee

The Contractor shall furnish all labor, materials and equipment necessary to perform and complete the work called for in the specifications, plans or other instructions attached to or referred to in the resultant contract. All work shall be done in a professional manner by those skilled in their respective trades. The Contractor will comply with BPHC's schedule unless BPHC formally declares and approves alternate times.

5.13 No Obligation on the Part of the BPHC

This RFP is not a tender call, and any submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by BPHC. No proponent will acquire any legal or equitable rights or privileges relative to the goods or services until BPHC has accepted its proposal and there is subsequent full execution of a written contract signed by both parties.
The lowest or any proposal will not necessarily be accepted. BPHC reserves the right to waive informalities, to reject any or all proposals for any reason, or to accept the proposal deemed most favorable in the interest of BPHC. In no event, will BPHC be responsible for the costs of preparation and submission of proposals.

5.14 Freedom of Information

The Boston Public Health Commission is subject to the provisions of the Freedom of Information Act. Thus, BPHC cannot guarantee that any information provided can be held in confidence.

5.15 Conflict of Interest

The Contractor shall disclose in its proposal any actual or potential conflict of interest and any existing business relationships it may have with BPHC, its elected or appointed officials, or employees. BPHC has the right to reject any proposal submitted by a proponent who in BPHC's determination, has, or if awarded the contract would have, an actual, perceived or potential conflict of interest.

Cost of Proposal

Name of Project: **Enterprise Resource Planning - Budget Software Module (Cloud Based)**

Description Cost

	3 Year Total Cost	Additional 2 Year Total Cost
Software (operating, capital, salary & reporting modules)	$	$
Implementation	$	$
Training	$	$
Annual Support	$	$
Annual Licensing	$	$
Additional Fees (include description)	$	$

Signed and submitted for and on behalf of:

Proponent: _____

(Company Name)

By: _____

(Print Name and Title)

_____

(Authorized Signature)

Executed this _____ day of_____, 20_____

APPENDIX 1
Requested Features

Proponents must complete Appendix 1 and include with your submission. Submissions received without a completed Appendix 1 (Features 1 – 92) will not be reviewed.

Please indicate for each item below whether your software solution provides the functionality. If you will to provide further explanation, attach a note to this Appendix.

	Requested Features	Yes/No	Comments
Budget Content & Data Sources			
1	Create and track a minimum of 5 consecutive budget years. Including reporting functionality for all years.		
2	Maintain a budget data archive with access to historical budgets and actual results, including historical data from the years prior to the implementation of the budget software.		
3	Online, real-time fully integrated system with the ability to support multiple users from remote locations with many budget versions.		
4	The budget system must be linked to the financial system so that no manual entry is required for exporting information (including actuals and any adjustments). This includes exporting from the Microsoft Dynamic Great Plains (GP) financial system to the budget software and importing budget system data into the Microsoft Dynamic GP financial system.		
5	Import payroll and salary information from ADP Software.		
6	Export current, prior year, and carryforward budget and actuals from financial system to budget system. Have the option to do this for all accounts at once or select specific accounts/categories to load.		
7	Ability to customize the frequency and initiation of the information updates from the financial system to the budget system (i.e. automatic updates (daily) and manual updates at any time)		
8	Audit trail functions for changes to budget (i.e. who made the change, when the changes were made, and a description of the change).		
9	Record and report on changes made between budget versions.		
10	Ability to drill through data to assist in analysis of budget variances.		
11	Support the entry of descriptions, comments, or notes to budget line items.		
12	Allow for the attachment of supporting documents to a budget line item from MS Word, Adobe PDF, or MS Excel.		
13	Allow reviewers/approvers to add comments to budget request documents or budget line items.		
14	Allow for the viewing of all comments related to a given report or		

	template		
15	Ability to report and balance funds at the summary level.		
16	Ability to expand and collapse summary reports.		
17	Allow use of formulas at the individual line item level.		
	Requested Features	**Yes/No**	**Comments**
Workflow			
18	Ability to establish a variety of roles within the workflow process.		
19	Allow different security for users based on the budget workflow process.		
20	Provide email notification as part of the workflow.		
21	Provide for a structured framework – a formal budget change tool – to deal with amendments, transfers, and other needed changes to the operating and/or capital budgets. Ability to track budget adjustments made including dollars and explanations for the change.		
22	Allow budget changes to be created individually or bundled together and presented as a 'decision package'.		
23	Ability for end users to continually view their budgets and the status of their budget requests.		
Budget Compilation & Consolidation			
24	Ability to develop the projections and base budget directly in the system. Ability to copy and use prior year's budget or actual amounts as a starting point.		
25	Support the automated roll up and consolidation of budget by category codes, object codes, and departments.		
26	Support the "spreading" of budgets across both months and years and the ability to enter budget line items by month.		
27	Support the automatic distribution of annual costs based on template driven distributions.		
28	Provide the ability to secure budgets on a department by department or a budget by budget basis.		
29	Ability to capture Key Performance Indicators within the budget.		
30	Ability to link budget requests to a BPHC Strategic Plan.		
31	Ability to use queries/searches of budget amounts across the entire organization for analysis. Ability to modify single and multiple line items from within the search, rather on a budget by budget basis.		
32	Ability to search for comments and other details within the budget system.		
33	Onscreen view of actual costs vs. budget amounts on an annual basis. Should also be made available in reports.		
34	Real-time viewing and access to budgets, regardless of where they sit within the approval process.		
35	Ability to apply increase/decreases at the line item, budget, and corporate level. Changes made at one level should automatically be reflected at the other levels.		
36	Forecasts should automatically be generated based on the initial budget year. Individual line items to be able to adjusted by % or by value or by a combination. Adjusted amounts become the amount reflected in future years' unless otherwise changed.		

37	Adjusting entries in a "table" like manner. For example, to make a 2% per year change in a value, one would enter 2% in Y1, Y2, etc. The changed value would compound by the additional 2% per year.		
	Requested Features	**Yes/No**	**Comments**
38	Ability to separate budget by "requested" (what end users enter), "adjusted" (preferably be able to track adjustments made – including comment/explanations of the adjustment), "budget review adjustments" with explanations, and "amended approved" budget.		
39	Ability to easily move prior year budgets and actuals as a result of reorganizations.		
40	Keep a history of budget requests and approvals from year to year and allow end users to view these.		
41	Ability to flag items for Finance that are in excess of a predetermined percentage.		
42	Ability to track one-time operating budget items and automatically exclude from future years.		
43	Ability to create reserve fund projections using initial fund balances, contributions to the fund and projects funded by the reserve fund.		
44	FTE reporting – budget vs. actual. Actuals should be calculated using hours worked in payroll system.		
Budget Analysis, Forecasting, & Reporting			
45	Report writing tool is available with options to use pre-built templates or custom made reports. Flexible and easy interface to create custom reports for non-technical users.		
46	Ability for end users to create, customize, and maintain reports by users without the need for IT or programming resources.		
47	Report templates can be easily modified to use budget values, actual values, or budget and actual values in columns.		
48	Allows for multi-dimensional reporting based on category/function or code structure: • By year • By department • By account or object code		
49	Ability to create custom groupings, using various accounts, and create reports from these groups.		
50	Allows the customization of vendor provided customer reports.		
51	Support the export of reports to MS Word, MS Excel and Adobe PDF.		
52	Ability to create departmental salary/staffing reports that show individuals and/or positions, total compensation costs and FTEs.		
53	Provides reports with year to year comparisons (budget, actual, or budget vs. actual).		
54	Provide graphical analysis including display financial data as tables, graphs, and charts.		
55	Track and report on variance analysis including calculating variances (between budget and actuals, budget versions, and year over year) and allow end user to input variance explanations for those accounts over the variance threshold.		
56	Side by side comparison of the budget at specific points in time		

	(i.e. approved budget vs. amended budget).		
57	Access to actual cost details as imported from the financial system (real-time). Allow for drill-through reporting into actual cost amounts.		
	Requested Features	**Yes/No**	**Comments**
58	Provide a facility for Ad Hoc user reporting with filtering. Ability to save reports for future use. All reports should update automatically and be exportable to Excel, Word and PDF at a minimum.		
59	Ability to create and report on different scenarios for multi-year budgets including: • "What if" scenarios at the department, fund, corporate or GL level "What if" analysis/simulation based on changes in key inputs • Allow the end user to copy prior forecasts and analysis into current work to prevent rework		
60	Ability to create templates for users to populate comments supporting budget requests including description, funding sources, and justification of request.		
61	Ability to create a report showing all operating and capital GL accounts.		
62	Ability to create revenue and expenditure schedules.		
63	Ability to print a report showing all one-time budget items.		
64	Ability to do projections to end-of-year of actuals to assist in the monthly budget process. This would include importing costs from the financial system, generating reports with budget to actuals and variances, highlighting any overages, and roll accounts up to predetermined levels/categories. Have ability to do various types of projections depending on category of accounts (i.e. straight-line for some, but seasonal for others, etc.).		
65	Ability to have system automatically email scheduled reports to different users.		
66	Ability to create a report that combines both Operating and Capital Budgets.		
67	Ability to create exception reports, where all items within specified criteria are shown on a report i.e. all variances of actual vs. budget over 10%.		
Technical Support & Documentation			
68	Provide electronic user and technical demonstration.		
69	Provide online contextual help available within the budget software.		
Budget Software Technical Requirements Compliance & Compatibility			
70	Compatible with BPHC Accounting Information Software; Microsoft Dynamic Great Plains.		
71	Compatible with Windows 7. Windows 10, Apple OS and mobile devices		
72	Support SQL Server Reporting Services reporting technology.		
73	Compatible with HTML5		
74	Hosted in a cloud environment – data center must reside in USA.		
75	Ability to have Learning Analytics/Predictive Analytics/Machine Learning capabilities.		

Security			
76	Ability to set up user permissions by pre-defined groups and roles.		
	Requested Features	**Yes/No**	**Comments**
77	Ability to set up access types (i.e. edit & read only) on a role or group basis.		
78	Software system administrator ability to restrict user access at various stages of the budget and different budget versions.		
79	System administration access – maintenance and update of user accounts.		
80	System administrator can see all activity by user including last log in, reports opened and other non-data submission activities.		
Capital Budgeting Module			
81	Create Capital specific report packages including project summaries, project detail reports, funding source summaries and reserve fund projections.		
82	Reports by funding source, asset type/classes, department, and Strategic Plan objective.		
83	Ability to enter a Capital Budget Request with future Operating Budget impact.		
84	For Capital Projects, easily and quickly create different budget scenarios based on different funding sources, priorities and other criteria.		
85	Ability to rank and prioritize Capital Projects based on BPHC Strategic Plan.		
86	Ability to move capital budget requests from one year to another. In the case of multi-year projects, funding in future years should move forward or backward in relation to the new start date of the project.		
87	Ability to define larger capital projects using phases (i.e. design and construction) or sub-projects and report on large projects either by project or phase.		
88	Track actual costs against the budged amount for each capital project.		
89	Ability to create templates for Capital Budget Requests for users to populate with descriptions, comments, justification and funding sources.		
90	Ability to track several capital projects, budget and actuals, in the same account.		
91	Ability to track components of a capital program. The BPHC has various capital programs, for example, large property management projects. Each year, there is a subset of projects that are funded from the overall program. We need the ability to track that subset to ensure that overall funding is not exceeded.		
92	Keep a history of budget requests and approvals from year to year and allow end users to view these.		