



City of Cambridge

PURCHASING DEPARTMENT

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Amy L. Witts
Purchasing Agent

TO: All Bidders
FROM: City of Cambridge
DATE: August 12, 2016
RE: File No. 7349 – Budget Software Preparation
Addendum No. 1

The following questions were submitted and answered (25).

Question

1. Would you be able to share what the current Budget Preparation system is today?

Answer

A customized system created by Blue Note Technologies.

Question

2. Can the RFP be provided as soon as possible in an editable format, such as MS Word, so that we may complete all the required forms? If not, can we reproduce (manually type/create) the documents?

Answer

No.

Question

3. Page 5 of RFP:

#5. Modules for Benchmarks – can you clarify what you are looking for with respect to this requirement?

#12. Budget Book Creation – if subcontracting out for the budget book creation are these costs to be included in the Price Proposal? If so, should they be on a separate Price Proposal form?

#14. Does the City already have in place software to allow public to access data and visualizations through an on-line portal? If so which software does the City use?

Answer

Below are responses to #3:

#5. A module where performance measures/metrics may be maintained and updated on a quarterly basis.

#12. No, all bidders should include a cost breakdown sheet which can include a sub-contractor fee.

#14. Yes the City currently uses Socrata. We would like to move to a different platform so that we may create customized visualizations and not be limited to a set schema.

Question

4. Page 8 - #1 Price Proposal – total price should include all travel costs there isn't a section on the Price Proposal on page 9 for Travel Costs.

Answer

This cost should be part of the implementation cost and the details should be included in the supplemental cost breakdown sheet.

Question

5. Page 32 – Article V. Termination – there is no mention of a cure period. Would the city be open to adding verbiage for a cure period?

Answer

No.

Question

6. Name of Bidder is on every page of the RFP. Is it the intent that you want us to add our name to every page and return the entire RFP as part of the response or just the forms that need to be completed?

Answer

Please just return the forms that need to be completed.

Question

7. Are Departmental Allocations needed?

For example, some Departments (Cost Centers) allocate all of their expenses to other Departments or Cost Centers in the budgeting process. These are often referred to as Internal Service Providers or ISPs. A common example of an ISP can be the Information Technology (IT) department. ISP budgets are developed in detail just like any other department, and then their expenses are allocated out to other budget elements – other departments.

Answer

No.

Question

8. During the implementation process, how many years of historical data does the City wish to convert from the existing solution into the new solution?

Answer

At least five years.

Question

9. Do you want training to be performed onsite or done remotely? Remote (internet conferencing) is becoming more common and is more economical.

Answer

Onsite or remotely; if remotely training materials must be provided in advance at the vendors expense.

Question

10. Is your preference to have the software installed on your premise (your server) or, in a hosted environment?

Answer

Hosted.

Question

11. Staff Planning: Do you budget replacement costs for essential employees, 24x7x365 (eg. Fire, Police, Transit)

Answer

Yes.

Question

12. For the Professional Services component of the bid, are you requesting a 'fixed price' or time & material?

Answer

Fixed price but should include a supplemental cost breakdown sheet with includes any hourly rates.

Question

13. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer

Yes

Question

14. Whether we need to come over there for meetings?

Answer

Yes

Question

15. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer

Yes

Question

16. Can we submit the proposals via email?

Answer

No.

Question

17. Will you consider installing a thin client as a part of the offered solution or are you only accepting bids where the solution is 100% web-based?

Answer

100% web-based only.

Question

18. The Technical Requirements & Functional Specification section on page 5 references modules for goals and performance measures. Can you please elaborate on the performance measures requirement? What do you envision for the performance measurement capabilities?

Answer

Current and past budget documents are listed on our departmental web page. You can find examples of how the final performance measures are presented in budget documents. We envision the system to be able to create, update, archive, and show historical performance measures that meet the same system capabilities as current performance measures in budget books. <http://www.cambridgema.gov/budget>

Question

19. **Bid Evaluation:** Your bid mentions that "The award will be made to the responsive and responsible bidder offering the lowest total price". Does this mean that you will not be taking into account qualitative differences in added value, technology capability, or design/ease of use into account? If you are taking into account qualitative materials, can you expand on the evaluation scoring so we may properly bid on this contract?

Answer

The award for contract will be made to the responsive and responsible bidder offering the lowest total price; there is no evaluation scoring.

Question

20. **Unified Platform:** Would you prefer that the Budgeting Platform, internal reporting, and external transparency requirements be fulfilled by a single, unified technology, enabling internal/external communications through one platform?

Answer

Yes

Question

21. **Implementation/Time-to-value:** You mention that the vendor must be prepared to begin implementation would BEGIN within 45 days. However, would it be preferable if implementation could be started & COMPLETED within that 45 day window?

Answer

Work must begin within 45 days of the contract award date.

Question

22. Budget/Transparency system Integration: Could you expand on what you mean by "integration" of these systems. Would it be preferable to have real-time, automatic updating that enables exactly the same views internally and externally at all time, for convenience, efficiency and effectiveness with 1-click public sharing and/or user access?

Answer

No, the City requires the same views internally (budget office & fiscal staff) for convenience, efficiency and effectiveness with 1-click public sharing and/or user access. The only external views outside of the budget office & fiscal staff should be viewable by budget office approval.

Question

23. Open Data: Would you prefer a budgeting technology that would seamlessly integrate with an Open Source Open Data platform, enabling flexibility and interoperability with other Cambridge MA departments/priorities/initiatives & to tie performance metrics outcomes with budgeting/finances?

Answer

Yes.

Question

24. Financial/Non-financial reporting: Would it be preferable for the technology the underpins the Budgeting Platform to include the capability/flexibility to be leveraged by other departments to meet other city priorities as well to increase value gained from the system, such as real-time financial management, non-financial mapping/dashboarding functions, and other non-financial data sets? **No, not at this time.**

Answer

No, not at this time.

Question

25. Benchmarking: Would it be ideal for the platform to allow for the city to explore how similar (i.e. neighboring) cities throughout the country allocate funds and measure performance, through the same platform as the Budget system? Both during and outside of budget planning?

Answer

No, not at this time.

Questions are now closed; All other details remain the same



**JOAN DILLON
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