

City of Redmond, Washington
Purchasing Division, M/S: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

RFP 10848-24
Request for Proposals

Report Publishing Software for Financial Statements

The City is soliciting proposals from qualified firms to provide software to assist in the publication of financial statements.

Posting Date: November 15, 2024

Proposals Due: December 10, 2024, at 2:00PM (PST)

The City of Redmond, Washington (the "City") requests interested parties to submit proposals for the above referenced Request for Proposals (RFP).

Background

The City of Redmond, WA is a suburb of Seattle and hub for residential and employment growth due to its strong technology business sector. The City encompasses an area of over 17 square miles and is located less than 20 miles east of downtown Seattle. The City has three urban growth centers in Downtown, Overlake, and Marymoor, which are expected to grow significantly in the next 25 years. Today, the City has about 77,000 residents and 99,000 jobs and by 2050, it is expected to have 152,000 residents and 131,000 jobs. The City is interested in contracting with qualified firms to support the publication of financial statements.

Scope of Work

The City of Redmond is seeking software solutions that would assist in the compilation and publishing of annual comprehensive financial reports with an option to add publication of the budget book. The City does not currently use such a system but has previously engaged in a request for information and identified key requirements needed for the City to select a new system.

This system will utilize information in the City's financial system of record, Dynamics 365 Finance and Operations, and be capable of generating reports in the format of the Annual Comprehensive Financial



Report and, optionally, the City's budget book.

System Requirements

Required Reports:

- Annual Comprehensive Financial Report
- Optional - Budget Book Report

Proposal Request

If your software offers the ability to publish a budget book, please provide the option for adding the configuration and implementation of the report as a separate line item(s) and out-line any cost savings to the City to implement both reports at the same time.

Financial Features/Abilities:

- Conversion of Governmental Modified accrual fund statements to Full Accrual basis General Gov is modified accrual and switches to full for entity wide statements.
- Budget to Actual. - Governmental Funds
- Proprietary Funds with Cash Flow statements
- Discretely component unit and blended component unit as necessary
- Note tables and RSI tables where applicable
- Drill down to see source data
- Ability to present funds separately and/or roll up funds
- Add temporary eliminations into reports
- Ability to eliminate Due to/Due from
- Transfers, reconciliation table format
- Report on statistics - 10 years of data - would like to retain previous years for reference.
- Ability to roll previous year's configuration to current year
- Ability to link data in Notes to data in statements
- Schedule 1 (all GL transactions upload based on BARS manual), Schedule 15 (State Grants), Schedule 16 (SEFA), Schedule 9 (Liabilities)

Process Management Tools:

- Task tracking for gathering information and managing preparation tasks
- Ability to track review process and comments
- Ability to hide internal comments from auditor's view

Narrative Features/Abilities:

- Coordinate and write the Management Discussion and Analysis (MD&A)
- Ability to copy from previous years for narrative/written text

Versioning:

- Retain reports from year to year and all versions through time (minimum draft, audit, and final versions) in the system with version metadata (when published, by whom etc.)



- Ability to compare year over year analysis
- Track changes from version to version
- Ability to utilize internal notes or comments on draft
- Ability to collaborate with internal users on draft
- Reconciliation process for notes/narrative/written text vs financial statements content

Formatting Requirements:

- Ability to enter/format all narrative text
- Ability to run any report on demand as well as assemble the entire report
- Ability to create new reports or have reports customized
- Ability to add graphics, charts, tables driven by financial data to the published reports

Data Requirements:

- Ability for users to control rounding across report documents
- Reports must add accurately across and down with out showing cents

Regulatory Requirements:

The ACFR format is mandated by the state of Washington and the city strongly prefers that the needed formatting is native to the system. In addition to GASB requirements the state of Washington mandates that the City adheres to the WA State Auditors Office BARS requirements.

Proposal Request

- Please describe in your proposal how GASB pronouncements are updated in the system to keep current with reporting requirements
- Please describe in your proposal how the system would support ongoing compliance with WA State Auditors Office BARS guidelines
- Please describe in your proposal how the system would support compliance with GFOA guidelines

Integrations:

- If prebuilt connection exists, please describe the integration framework methodology
- For integrations that are not pre-built please describe the integration requirements

System Output:

- Ability to publish to Redmond.gov website - PDF is usable for this purpose
- Ability to upload to GFOA - PDF copy required
- Ability to download reports to Excel. Updating via Excel is not required

Term

The City intends to enter into an initial three-year agreement. The City reserves the right to cancel this contract at any time, upon thirty (30) days written notice to Consultant.



Proposed Timeline

The following table outlines the anticipated schedule for this RFP process. The City reserves the right to modify or reschedule milestones as necessary.

Item	Date
RFP Announced	November 14, 2024
Proposals Due	December 10, 2024
Evaluation of Proposals	December 20, 2024
Interviews (optional at City discretion)	December 2024 - January 2025
Consultant Selected	January 2025
Contract Negotiation	January 2025
City Council Approval (if required)	February 2025
Main Task Order Timeframe	February 2025-January 2028

Proposal Due Date/Time

2:00PM (local time) on Monday, December 10th, 2024. The City must receive proposals no later than said date and time.

Proposal Submittal Procedures

City of Redmond now utilizes DocuSign for the electronic submittal of bids and proposals. This service is free of charge for bidders and does not require that a bidder have a DocuSign account to complete the signature process. Please refer to the instructions shared in the online posting for this RFP on www.redmond.gov/bids for step-by-step instructions for submitting a proposal.

The City of Redmond must receive electronically submitted proposals no later than said date and time. Responses received after such time will be returned unopened. By submitting a proposal, respondents acknowledge their satisfaction as to the size, scope and location of the work to be performed.

Response Requirements & Format

All costs for developing a response to this RFP are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Proposals cannot be withdrawn after the published close date.

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The following submittals must be part of your proposal; if any are not included, your proposal may be judged as non-responsive. A committee will evaluate the submitted proposals. During the evaluation process, the City reserves the right to request additional information or clarification from firms



responding to this RFP.

A complete response will include:

- 1) Executive Summary & Overall Approach - Summarize your proposal and include your firm's qualifications and contact information. The summary should discuss your overall approach, understanding of identified work, and your strategy for completing the work.
- 2) Requirements and Pricing - Complete the Key Requirements and Pricing Form (Attachment A).
- 3) Experience & Capabilities - Describe your level of industry experience and capabilities/expertise in the proposed services and tools. Identify the individual you propose to assign as principal and any associate(s); include resume and relevant work (sample sites) for each member.
- 4) Pricing Methodology - Provide price estimate including number of hours, hourly rate of all named team members and total cost. Any expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).
- 5) Project Schedule - Include a proposed timeline for completion of each deliverable, as identified in the Scope of Work. It is anticipated that the term of the project is as needed for the stated deliverables.
- 6) References and Work Samples - Include a list of references (with contact name and telephone number) of at least three (3) projects completed within the last two years. The City reserves the right to contact references without prior notification.
- 7) Subconsultants - If any service is supplied by a partner or 3rd party, identify the source service provider(s).
- 8) Business Name - Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- 9) Business License - Provide a statement to the effect that you understand and agree to obtain a City of Redmond business license as a requirement for performing these services. A city business license application can be found at: <http://www.redmond.gov/BusinessLicense>. If your place of business is not located within the City limits, but you or your agents will be physically coming into the City to conduct business, call on clients, or provide services, you will need a Redmond business license.



10) Valid Time Period - Provide a statement indicating the number of calendar days the proposal shall be valid (the City's minimum number of days is 60).

The City of Redmond is an active member of the King County Directors Association (KCDA) and several other joint purchasing entities and would be eligible to seek access to any and all price considerations, terms and conditions outlined in master agreements formed by one of these agencies. If a proposal is based on any of these pricing agreements/arrangements it shall be the responsibility of the bidder to identify such. It is requested that the City be contacted prior to bid submission if beneficial pricing may be achieved by the City via access to an existing contract with one of these agencies.

Selection and Award

All interested parties are requested to provide a response containing all required elements herein to the City by the deadline given. A selection committee will review and evaluate all proposals, with the intention of selecting a Consultant who provides a proposal that, in the opinion of the City, provides the best value (receives the highest score, as determined by the evaluation criteria listed below). If the selection committee so chooses, respondents may be invited for an interview to supplement their submission.

Evaluation Criteria	Weight
System capabilities in alignment with City needs	50
Relevant Project Experience - demonstrate Consultant/team experience with relevant projects similar in scope and size. Emphasis is placed on both the Lead Consultant's experience and on the number of months/years the same consultant team/staff has worked together.	10
Project Approach - develop a project-specific approach to managing and delivering this project.	10
Option for budget book be added to contract	8
Pre-built integration with Dynamics 365 Finance and Operations	7
Qualifications - show a comprehensive organizational chart (or similar explanation of team member roles and responsibilities), including summaries of key team members. Team member qualifications, particularly those of Lead Consultant, are important.	5
Project Understanding - demonstrate project understanding, including how the team plans to address challenges unique to this project.	5



Total Implementation/System Cost	5
TOTAL	100 pts

During the evaluation, the City may

- References - history of errors and omissions via reference checks
- Quality of previous performance
- Ability to meet contract deadlines
- Staff availability for the project
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- Strength and stability of the firm
- Technical experience and strength and stability of proposed subconsultants

The City reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is at the City's sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.

The City reserves the right to re-evaluate firms who were not originally short-listed at any time before the determination of a finalist is made. Upon notification of an intent to award, the City reserves the right to limit the period of contract development to thirty (30) days, after which time project award may be rescinded. The City has the option not to award a contract at the end of this process.

Terms and Conditions

The City reserves the right to amend terms of this RFP to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses. Terms of the agreement are outlined in this solicitation and include the following documents, which are incorporated herein by this reference:

- RFP 10848-24
- Attachment A, Key Requirements
- Attachment B, Consulting Services Agreement (boilerplate)

Contracting notice:

Upon selection of Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment B and will be the governing document. No changes or deviations from the terms set forth in this document are permitted without the prior approval of the City.



Performance Criteria

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

Proposed Personnel

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.

Insurance

Consultant must maintain insurance as outlined in the Consulting Services Agreement (Attachment B). Prior to performing any services, Consultant shall provide the City a standard ACORD Form 25 Certificate of Insurance, naming the City as Additional Insured. Failure of the City to demand such certificate or failure of the City to identify a deficiency in the insurance documentation shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

Invoicing and Payment

Consultant may invoice the City no more frequently than once per month for work completed. Invoices shall contain an itemized listing of all expenses. The City will make payment to Consultant within thirty (30) days after receipt and approval of said invoices. Invoices shall be delivered to:

City of Redmond
Accounts Payable, M/S: 3SFN
P.O. Box 97010
Redmond, WA 98073-9710
accountspayable@redmond.gov

Public Disclosure Notice

All materials provided by the respondent are subject to State of Washington and applicable County (e.g. King County) public disclosure laws, per RCW 42.56. Any information contained in the proposal that the respondent desires to claim as confidential or proprietary **must** be clearly designated, including page with particular content identified. The City assumes no obligation on behalf of the respondent to claim any exemption that is not clearly identified by the respondent as being confidential or proprietary. The City will try to respect all material identified by the respondent as being confidential or proprietary but requests that respondent be highly selective of what they mark as such. The City will make a decision predicated



upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire proposal as confidential or proprietary, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

Cooperative Purchasing

The City has entered into intergovernmental (interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the respondent agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchases by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Consultant or other party contracting to furnish goods or services to the City. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Consultant to cover the City's contract duration (for any subsequent purchase orders/contracts resulting from this RFP) or 60 days post award (for one-time purchases).

Non-Collusion

By submission of this proposal, respondent and each person signing on behalf of respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief: (1) The prices of this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other respondent or competitor, for the purposes of restricting competition or as to any matter relating to price. (2) Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by respondent and will not be disclosed by respondent directly or indirectly to any other respondent or competitor before proposals are opened. (3) No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a proposal on any portion of the project work. If collusion is uncovered, the City maintains the right to reject all proposals from implicated parties.



Governing Law and Venue

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.

Bid Protest

Respondents have the right to protest certain decisions in contract solicitation, selection and award processes made by the City. The City will consider protests alleging to issues related to: (1) A matter of bias, discrimination or conflict of interest, (2) Errors in computing score (3) Non-compliance with procedures described in the solicitation or City policy.

All protests shall be in writing and clearly state that the respondent is submitting a formal protest. Protests must be emailed to the RFP content contact listed below. Bid Protests will not be accepted later than two (2) business days after respondents are notified of award details. The City's Technical Contact and RFP Content Contact will review any protest and respond to protestor within ten (10) business days. The City may request additional time if needed. Protestor and the other respondents will be notified in writing if protest results in a change to award details and/or protest results in a new solicitation process.

Americans with Disabilities Act (ADA) Information

The City of Redmond in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 will make every reasonable effort to provide equal opportunity to submit qualifications in response to this request. Visit <http://redmond.gov/ADA> for more information. This material can be made available in an alternate format by contacting the Customer Service Center at info@redmond.gov or 425-556-2900, option 7.

Title VI Statement

The City of Redmond in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award. Visit <http://redmond.gov/TitleVI> for more information.

Questions/Inquiries

Please direct any questions concerning this RFP or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.



RFP Content:

Heidi Johnson

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Email: hjohnson@redmond.gov

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MS: 3NFN

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