

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

RFI 10817-24
Request for Information
ACFR Software Solution

The City is seeking information on available software that is capable of assisting in the compilation and publishing of annual comprehensive financial reports

Posting Date: April 30th, 2024

Responses Due: May 22nd, 2024 at 10:00AM PST

Introduction

This Request for Information (RFI) is issued to gather information and identify potential software that can assist in the compilation and publishing of the annual comprehensive financial reports (ACFR). The City does not currently use such a system and seeks to learn of features available to assist in completing this annual task that is currently very manual.

This RFI is intended to help in the preliminary planning and evaluation process and the City does not intend to award a contract at the end of this process. Responses to this RFI do not bind the City to any further actions.

General Requirements

The items below represent some of the areas the City is seeking improvement on but recognizes the possibility that not all features will be satisfied by one system. Likewise, there may be features available that the City does not currently know would help with the process. Therefore, any organization providing information on their software packages should feel comfortable to submit even if not all items below are addressed and are welcome to point out features that may not have been identified here but may be of benefit to the organization.

Regulatory Requirements:

- Format for the ACFR is critical and the City strongly prefers that the needed formatting is native to



the system. In addition to Governmental Accounting Standard Board (GASB) requirements the State of Washington mandates that the City adheres to the Budgetary, Accounting, and Reporting System (BARS) requirements. It would therefore be ideal that both BARS and GASB requirements are native to and updated regularly in the system.

- Additionally, the City hopes that the system could help maintain compliance with Government Finance Officers Association (GFOA) guidelines.

User Features:

Financial Features/Abilities

- Change from Modified Accrual to Full Accrual basis (General Gov is modified accrual and switches to full for entity wide statements)
- Drill down to see source data
- Ability to roll up funds
- Add temporary eliminations into reports
- Due-to/Due-from need to be eliminated
- Transfers
- Report on statistics
- Retention of data (10+ years) to assist in completing new reports

Automation

- Automate the yearly requests for information in email

Process Management Tools

- Task tracking for gathering information and managing preparation tasks
- Internal review workflow with history
- Capture an electronic approval for the draft and final reports

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

Data Requirements:



- Rounding is critical and users need to have control over rounding so all numbers will tie out
- Data logging is not a requirement on transactions

Integrations:

- Ability to link to Fixed Assets module in Dynamics 365
- Connect/interact with Dynamics 365 with little lag time
- Other data warehouse integrations possible

System Output:

- Ability to publish to Redmond.gov website - PDF is preferred
- Download to GFOA - PDF copy required
- Download reports in Excel but don't need to make changes in Excel into the system

Proposed Timeline

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

Item	Date
RFI Announced	4/30/2024
Responses Due	5/22/2024
Evaluation of Responses	5/22/2024 - 5/31/2024
Interviews/Demonstrations (if desired)	Early June 2024

Response Due Date/Time

10:00AM (Pacific Time) on May 22, 2024. The City must receive responses no later than said date and time.

Response 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 RFI on www.redmond.gov/bids for step-by-step instructions for submitting a response.

The City of Redmond must receive electronically submitted responses 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 RFI 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 submittals and accompanying documentation will become property of the City and will not be returned. Submittals 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). Submittals cannot be withdrawn after the published close date.

Responses must include all information requested and meet all specifications and requirements outlined in this RFI. The following submittals must be part of your proposal.

A complete response will include:

- 1) *Executive Summary & Overall Approach - Summarize your submittal and include your firm's qualifications and contact information.*
- 2) *Experience & Capabilities - Describe your level of industry experience and capabilities/expertise in designing, manufacturing, and delivering similar software.*
- 3) *Software Delivery Schedule - Include a proposed timeline for completion of software implementation.*
- 4) *References - Please provide at least three (3) references from current or previous clients.*
- 5) *Pricing: Outline your fee structure, including any applicable hourly rates or fixed fees for the services provided. Please specify if you offer any discounts or special pricing for public sector organizations.*

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.

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.

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 respondent 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 RFI 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.

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