



**Ogden City Corporation**

**Request for Proposal**

**Budgeting and Capital Planning Software**

**Q & A**

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1. Is the City currently using the Project Ledger in MUNIS to *track* capital projects?
  - a. Yes we use the Project Ledger to track projects in Munis.
2. Do you account for ongoing Operating Budget Impacts (hvac, personnel, maintenance) from your capital projects?
  - a. No, we don't track ongoing operating budget impacts currently from our capital projects.
3. What is the City's overall budget for this project?
  - a. There is no budget information provided to Purchasing team at this time.
4. Can the City provide more information about what's considered "capital" and what assets the City is looking to track?
  - a. We aren't looking to track any assets with this request, but are looking for a program to help with our Capital Improvement Program. To qualify to be included it has to arrive to a level of new or significantly improving the city property, plant, facilities or infrastructure and is over \$50,000 in cost. We are wanting a program that we can use to input CIP requests and we can use the data to do rankings and build a CIP book from.
5. What assets have been added to the existing asset register for GFOA requirements?
  - a. The project team is unsure what is being asked with this question. Please clarify.
    - i. Does the City currently maintain a list of assets in its existing work order management system/CMMS or in a third-party system like ESRI? If yes, what assets does the City currently track.
      - This question is out of scope for the desired solution.
6. Based on GFOA requirements, how does the City currently identify the likelihood and consequence of failure of assets with its existing system?

## ***Purchasing Division***

- a. We currently use a work order system to track assets and the costs associated with them. That along with administration reviewing the Capital Improvement Program to discuss key items that need to be addressed each year.
7. Can the City provide some examples of the types of projects/requests they would be looking to rank in the proposed system?
  - a. Examples can be found in the Capital Improvement Plan, starting on page 73 of the document located here:
    - i. <https://www.ogdencity.com/DocumentCenter/View/16854/06-22-21-CC-FY22-26-CIP-PH-Report>
8. Question 4: Cost Proposal - A detailed breakdown of the proposed costs and timeframes to complete the project. Include a price guarantee period. IBM does not provide price guarantees outside of the current year. The quote we can provide will have an expiration date of 12/31, but can be refreshed in January. Please confirm this is an acceptable approach.
  - Yes
9. Question 7: References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information. We respect the privacy of our clients and strive to avoid inundating our clients with too many reference inquiries. As a standard policy, and a courtesy to our customers, reference customers are provided only after IBM/PMsquare have been down-selected in an RFP process, at which point we will coordinate customer references calls and/or provide our clients contact information. Please confirm this is an acceptable approach.
  - Yes
10. RFP Schedule: Please provide your decision date and your selection process. As a general policy, we are unable to respond to RFPs where decision dates and the selection process (i.e. required demos, POCs, timing, etc.) are not defined.

## ***Purchasing Division***

EVENT	TARGET DATE
Open RFP Process	November 10, 2022
1 <sup>st</sup> Ad – Standard Examiner	November 19, 2022
2 <sup>nd</sup> Ad - Standard Examiner	November 26, 2022
Last day for Q&A	November 29, 2022; No later than 10AM
RFP Response Deadline	December 7, 2022; No later than 3PM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

- **Decision by 3/1/2023.**

11. The GFOA Budget Book pages 276-345 are all headcount and salary data reports. Position planning is out of scope, so can we infer that the solution will not be required to produce these reports?
  - a. **The software is expected to produce personnel reports and salary schedules from the Munis dataset.**
12. For the Capital Planning project, are the form-based Project Information Briefs on pages 43-183 of the sample report book in scope and expected to be produced by the solution?
  - a. **Yes.**
13. Does your organization currently use a Data Warehouse to house all Actuals data that will be uploaded into the solution, or will Actuals data need to be sourced directly from Munis Financials? How long has the Data Warehouse or Munis Financials been in production? Do you foresee any issues with source data quality?
  - a. **Munis is the data source. It has been in use since 2017.**