

Addendum One / RFI 11-1899

RFI 11-1899 BUDGET MODULE APPLICATION

Metro received a number of questions regarding this RFI and has attempted to address many of these through this addendum. Some questions that were posed would be more appropriate to address with the selected finalist(s) during contract selection and award.

Q: I am hoping you can provide some information about the details or scope of a "budget request" and what if any workflow steps are involved today.

A: Currently base budget requests are input into excel at the department, approved by the director and then forwarded to finance. Also Budget adds are currently completed in Word with detailed explanations of the needs and accounts and then forwarded onto Finance.

Q: The RFI document only makes reference to Operating and Payroll budgeting. Does Metro require a Capital budget budgeting solution as well?

A: A Capital budget solution would be highly desired for any budget solution Metro implements.

Q: If Metro requires functionality for Capital budgeting, how many licenses would be required?

A: 20.

Q: The RFI document makes reference to 50 power users. Of that 50 users, how many people would require licenses to do payroll budgeting.

A: 10.

Questions regarding Section V Response Contents, subsection D estimated costs:
Of the 50 estimated Power users, how many will Oregon Metro need to have the following functions:

Manage and Monitor Workflow projects, Publish Excel workbooks via email or SharePoint Server **A:** 20

Manage Model dimensions, properties and calculations, Create new Models **A:** 20

Create and enrol Journal Entries , Manage Users and Roles **A:** 10

View and Print Audit Logs, Systems Use and System Locks. Regarded as a "Super User" **A:** 5

Ad Hoc Analysis (Read Only), Approve/Observe Workflow tasks **A:** 50

Data Entry via Workflow , Online Access to Reports and Report Binders **A:** 30

Publish static Reports to SharePoint, Modify Relational Reports and Dashboards. Typically a Department Manager **A:** 10

Data Entry through Excel Workbooks, Receive Reports and Data Entry Templates via email
Regarded as a "Basic User" **A:** 40

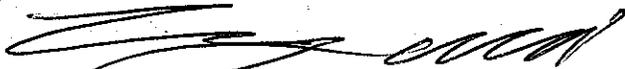
Q: What is the current account structure used? For example, a line item includes a fund, cost center, department and project number.

A: Account Fund Department Program Project Subclass

Q: Is the capital budget included within the operating budget or kept as a separate budget?

A: Separate budget

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