



# **Budget Module Application**

## **RFI 11-1899**

Metro Finance & Regulatory Services  
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Portland, OR 97232  
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Notice is hereby given that the Request for Information (RFI) for Budget Module Application shall be received by Metro, 600 NE Grand Avenue, Portland OR 97232 until close of business on June 15, 2011. It is the sole responsibility of the submitting party to ensure that Metro receives the response by the specified date and time. Responses may be mailed, delivered, faxed or emailed.

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## I. INTRODUCTION

The Finance and Regulatory Services (FRS) Department of Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting information for Budget Module Application. Responses will be due as indicated on the RFI cover page.

This Request for Information is intended to gather data from the vendor community in preparation for a potential, upcoming procurement

## II. BACKGROUND/HISTORY OF PROJECT

Metro is an elected regional government that serves more than 1.5 million residents in Clackamas, Multnomah, and Washington counties and the 25 cities in the Portland region. Metro is the only regional government agency in the U.S. whose governing body is directly elected by the region's voters. The Metro Council consists of a president who is elected regionwide and six councilors who are elected by district every four years in nonpartisan races. The Council appoints a chief operating officer to carry out Council policies and manage Metro operations. The chief operating officer oversees a diverse workforce of more than 1,600 employees (includes regular, seasonal and temporary). These include specialists such as park rangers, economists, teachers, scientists, designers, planners, zoo keepers, stage hands and cartographers.

Metro's primary responsibility is regional land use planning. However, the Metro charter also recognizes the significant role Metro has in other regional issues such as solid waste disposal, and the operation and development of regional recreation and visitor facilities such as the Oregon Zoo, the Oregon Convention Center and regional parks and open spaces.

The current Metro budget process is governed by a combination of state law, Metro Council policy, and past practice. While there are some aspects of the process that Metro seeks to improve, there are also many successes. Metro has received the Government Finance Officers Association Distinguished Award for the last 15 years and Standard and Poor's recently reaffirmed Metro's AAA bond rating. Metro seeks to improve the budget process to increase efficiency and improve access to information while maintaining its consistently high standards for quality and professionalism.

### ***Major Challenges***

The major challenge in the Metro budget process is that it is almost entirely manual. Budget development occurs almost entirely using multiple Microsoft Excel spreadsheets and several isolated Microsoft Access databases. The final adopted budget is eventually uploaded into PeopleSoft Financials for budget control purposes. There are several specific challenges that need to be addressed:

- Staff currently prepares three documents for internal/external use and one budget document for internal use – all are prepared manually, using either Microsoft Excel or Microsoft Access
- Data prepared during the budget process is difficult to consolidate and distribute due to the use of multiple spreadsheets, often with multiple versions in circulation across the agency
- The capital budgets are prepared using custom Microsoft Access databases, but still require extensive manual entry and updating at multiple points throughout the budget process.
- Staff are required to enter budget information into four spreadsheets during the process:
  - Line item detail spreadsheet – used for preparing internal budget notebook
  - Budget document tables – templates that are used to create the final summary and external line item budget documents
  - Program budget tables – templates that are used to create the final program budget document
  - PeopleSoft import – budget data is manually summarized at the account level for import into PeopleSoft for budget control
- The personal services budget is prepared manually in Microsoft Excel and there is no centralized position control tracking between Finance and Regulatory Services and Human Resources

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### **Current Process**

The annual budget process begins in October with staff from Finance and Regulatory Services (FRS) developing budget assumptions and beginning the forecasting process. The budget is developed in phases as follows:

| Phase                          | Time Period | Lead            |
|--------------------------------|-------------|-----------------|
| Budget Assumptions/Forecasting | Sept - Oct  | FRS             |
| Base Budget                    | Oct - Nov   | Departments     |
| Budget Modifications           | Nov - Dec   | Departments     |
| Proposed Budget                | Jan - Mar   | FRS             |
| Budget Amendments              | Apr - May   | FRS/Departments |

See the process flowchart (Appendix A) for more details on the budget process.

### **III. PROPOSED SCOPE OF WORK**

Currently Metro has not budgeted for this project. The intent of this Request for Information is to determine the feasibility and estimated costs for implementing a budgeting solution that would meet Metro's needs. This information will be used to develop a budget request and project scope with estimated implementation beginning in July 2012.

Metro would like to improve the efficiency and effectiveness of the budget process by selecting and implementing budgeting software that would achieve the following desired outcomes:

- Allow users throughout Metro to enter their budget requests into a database and route those requests using a configurable workflow
- Provide the ability to track the various phases of budget development and the changes in each phase
- Allow the development of personal services in the budget software along with position control
- Allow staff to model "what if" scenarios using assumptions set by account or globally
- Allow development of two year budgets
- Allow budget development with prior years actual data
- Provide user-friendly reporting tools that meet the needs of end users and power users in FRS
- Full integration with ERP Product, currently PeopleSoft

Selected firms will be asked to do a scripted demonstration of their product (Appendix B).

### **IV. RESPONSE INSTRUCTIONS**

#### **A. Submission of Response**

Five (5) copies of the response shall be mailed or hand-delivered to Metro, addressed to:

Metro Procurement Services  
Attention: Sharon Stiffler RFI 11-1899  
600 NE Grand Avenue  
Portland, OR 97232-2736

Responses can also be faxed or emailed to the following:

503-797-1796 Fax

[sharon.stiffler@oregonmetro.gov](mailto:sharon.stiffler@oregonmetro.gov)

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### B. Deadline

Responses will not be considered if received after the date and time indicated on the RFI cover page.

### C. RFI as Basis for Responses:

This Request for Information represents the most definitive statement Metro will make concerning the information upon which responses are to be based. Any verbal information which is not addressed in this RFI will not be considered by Metro. All questions relating to this RFI should be addressed to Sharon Stiffler, Sharon.stiffler@oregonmetro.gov. Any questions, which in the opinion of Metro, warrant a written reply or RFI addendum, will be furnished to all parties receiving this RFI. Metro may not respond to questions received after Close of business on June 8, 2011.

### D. Procurement Procedure Requirements

Metro in no way implies or guarantees any purchase or procurement of potential solutions submitted in response to this RFI. Metro reserves the right to use the information obtained through this RFI if it is in the best interest of Metro to issue a competitive procurement in the future. Participation in this RFI is voluntary and any expense incurred in providing a response, to include product demonstrations or informational interviews if requested by Metro, shall be the sole responsibility of the vendor.

In the event that a procurement results from this RFI, price alone will not be the only criteria that will be used to select vendors. Other criteria will include, but not be limited to, experience, past performance, system functionality, diversity and sustainability.

## V. **RESPONSE CONTENTS**

The response should contain no more than fifteen (15) pages of written material (excluding brochures, which may be included in an appendix), describing the information requested, as outlined below. The response should be submitted on recyclable, double-sided recycled paper (post consumer content). No waxed page dividers or non-recyclable materials should be included in the response.

### A. Product information

- Ability to meet desired outcomes outlined in Section III
- Additional functionality that could benefit Metro

### B. Technical data

- Requirements as outlined in Appendix C.

### C. Past experience and customers:

- Installations at other governmental agencies
- References from current clients

### D. Estimated cost based on the following assumptions:

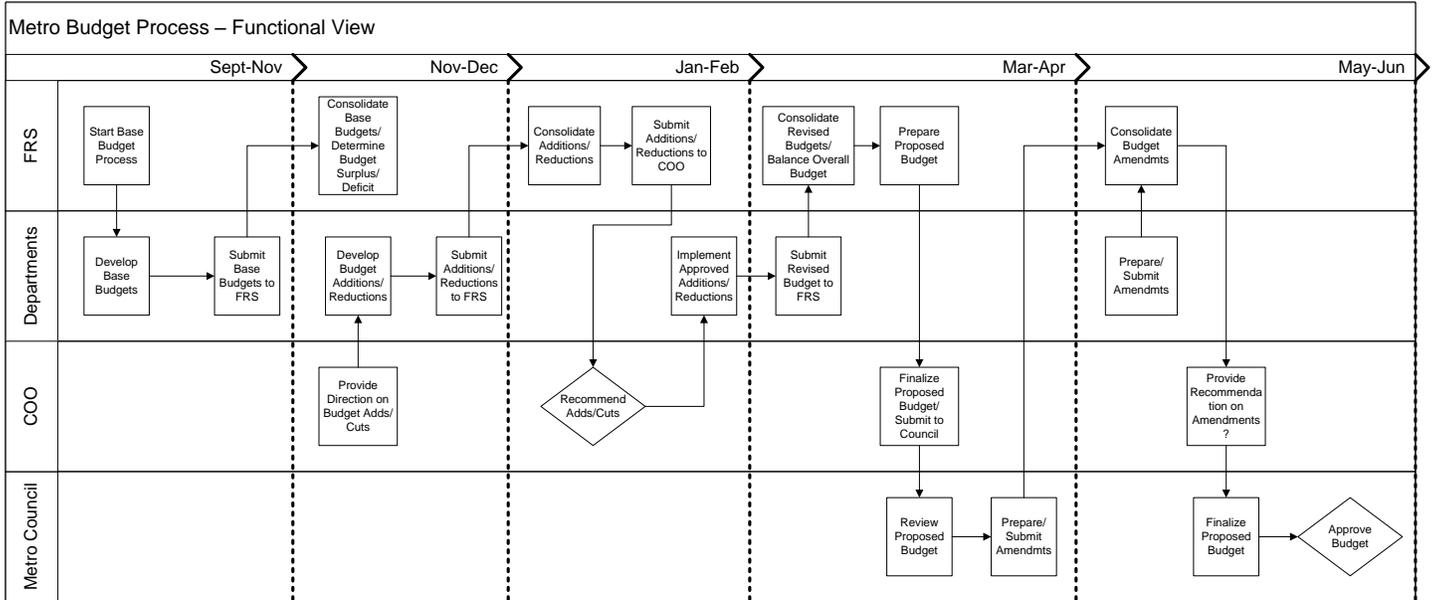
|  |                            |
|--|----------------------------|
| Total Metro Employees<br>(excluding temporary) | 753 ( FY 2010-11)          |
| Total Metro Budget                             | \$430 million (FY 2010-11) |
| Estimated Power Users                          | Approximately 50           |

### E. Sample implementation plan and schedule.

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## Exhibit A

### Process Flowchart



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## APPENDIX B

### Scripted Demonstration

Firms selected to demonstrate their products will be asked to follow the script below:

#### 1.1 Salary Budget Development

1.1.1 Establish a Base Salary Budget

1.1.2 Adjustments to Base Salary Budget

1.1.3 Staff Benefits Budget

1.1.4 Salary Budget Reports

#### 1.2 Budget Development

1.2.1 Department input

1.2.2 Central input and management

#### 1.3 What-if Scenarios

1.3.1 Salary What if's

1.3.2 Material & Services What If's (CPI Adjustments, etc.)

#### 1.4 Budget Review and Approval

1.4.1 Workflow examples

#### 1.5 Budget Implementation

#### 1.6 Budget Reports

1.6.1 2 years actual prior year budget, proposed, approved, adopted for current year

1.6.2 Department Budget Reports

#### 1.7 Budget Revisions

#### 1.8 Budget Controls

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## Appendix C

### Current Technical Specifications

The following are the minimum technical specifications Metro will require for any Budget Module

- Web based
- Microsoft SQL Server Based
- Provide OLAP (cube) functionality
- Ability to integrate with current ERP product:
  - PeopleSoft Modules App 8.9/Tools 8.47.10  
(HP-UX 11.23 64-bit, Oracle 10.2)
  - HRMS
  - Payroll for North America
  - Base Benefits
  - PeopleSoft Financials App 9.0/Tools 8.48.07  
(HP-UX 11.23 64-bit, Oracle 10.2)
  - General Ledger
  - Ungerboeck EBMS Version 19.2