



City of Long Beach  
Purchasing Division  
333 W Ocean Blvd/7<sup>th</sup> Floor  
Long Beach CA 90802

City of Long Beach  
Request For Information Number TS14-043  
For  
Financial Management and Human Resources  
Software Solution

Release Date: March 17, 2014

Due Date: March 31, 2014 by 11:00 a.m. Pacific Time

For additional information, please contact:  
**Dennis Finch 562-570-6543**

**See Section 4, for submittal instructions.**

Company Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ Federal Tax ID No. \_\_\_\_\_

E-mail: \_\_\_\_\_

I have read, understand, and agree to all terms and conditions herein. Date \_\_\_\_\_

Signed \_\_\_\_\_

Print Name & Title \_\_\_\_\_



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## 1. OVERVIEW OF PROJECT

The City of Long Beach, CA is currently performing a Needs Assessment to identify its Financial Management and Human Resources software needs. Upon completion of the Needs Assessment, the City intends to document its requirements and proceed to a formal procurement of a new Financial Management and Human Resources software system using a Request for Proposal (RFP) process. This procurement is currently planned for later in 2014.

## 2. ACRONYMS/DEFINITIONS

For purposes of this RFI, the following acronyms/definitions will be used:

|                              |  |
|------------------------------|--|
| <b>City</b>                  | The City of Long Beach and any department or agency identified herein.   |
| <b>Department / Division</b> | City of Long Beach, Technology Services Department, Business Information Technology Division, and Financial Management Department.   |
| <b>May</b>                   | Indicates something that is not mandatory but permissible.   |
| <b>RFI</b>                   | Request for Information.   |
| <b>RFP</b>                   | Request for Proposals.   |
| <b>RFQ</b>                   | Request for Qualifications.  |
| <b>Shall / Must</b>          | Indicates a mandatory requirement. Failure to meet a mandatory requirement may result in the rejection of a proposal as non-responsive.  |
| <b>Should</b>                | Indicates something that is recommended but not mandatory. If the Proposer fails to provide recommended information, the City may, at its sole option, ask the Proposer to provide the information or evaluate the proposal without the information. |
| <b>Proposer</b>              | Organization/individual submitting a response to this RFI.   |



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### 3. SCOPE OF PROJECT

To assist City staff to better understand the state of the public sector business system software marketplace and develop preliminary plans for implementation and operating costs, this brief Request for Information (RFI), is provided to request data from vendors who develop Financial Management and Human Resources software solutions for the public sector. While the City of Long Beach anticipates that firms that provide integration / value added reseller services will be welcome to respond to the future Financial Management and Human Resources Software RFP, the City is requesting responses to this RFI, from public sector software vendors only. The City recognizes the effort required for your company to respond to and share even rough estimates for a project of this nature. The City appreciates any assistance you can provide and is asking for a response by March 31, 2014.

Please refer to the Appendix for additional information related to the City of Long Beach including key metrics related to the City's Financial Management and Human Resources software. A vendor's response to this RFI, neither enhances or detracts from the vendor's likelihood of a future contract with the City of Long Beach as a result of the future Financial Management and Human Resources software RFP. The RFI is intended to allow the City to better understand the software marketplace. Please respond to the following questions:

**Question 1:** Is your organization the software developer and in the business of developing Financial Management and Human Resources software for public sector organizations (education and government), rather than an integrator/value added reseller of another company's software?

Yes  No

**Question 2:** Does your company have a software integrator / value added reseller program for technology firms who are in the business of installing and implementing Financial Management and Human Resources software to public sector organizations (education and government)?

Yes  No



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**Question 3:** How many public sector organizations (education and government) with more than 5,000 employees are currently using your application?

Less than 5     6-10                     10-15     More than 15

**Question 4:** How many public sector organizations (education and government only) are currently using your application that have nine or more employee bargaining units (e.g. Unions)?

Less than 5     6-10                     10-15     More than 15

**Question 5:** The City is interested in obtaining additional information related to the potential one time and ongoing costs for an on-premise implementation of a new Financial Management and Human Resources software solution. Please understand that sharing an estimate with the City would not be treated as a commitment to the project or an official quote of fees, nor would it influence the selection in a future RFP. Based on your experience with other local government entities of similar size/complexity to the City of Long Beach, please provide your estimates (ranges acceptable) in a format similar to the table below:

| Cost Categories                           | Estimated Cost |
|---|----------------|
| <b>Software License Fees</b>              | \$             |
| <b>Professional Services</b>              | \$             |
| <b>Other Costs</b>                        | \$             |
| <b>Software Maintenance &amp; Support</b> | Estimated Cost |
| <b>Year 1</b>                             | \$             |
| <b>Year 2</b>                             | \$             |
| <b>Year 3</b>                             | \$             |
| <b>Year 4</b>                             | \$             |
| <b>Year 5</b>                             | \$             |



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**Question 6:** The City is interested in obtaining additional information related to the potential internal effort and resource commitment that would be required for the successful implementation of a new Financial Management and Human Resources software solution. Please understand that sharing an estimate with the City would not be treated as a commitment, nor would it influence the selection in a future RFP. Based on your experience with other local government entities of similar size/complexity to the City of Long Beach, please provide your estimates (ranges acceptable) in a format similar to the table below:

| Project Resources and Duration             | Estimated Total |
|--|-----------------|
| <b>City Resources Required (FTE)</b>       |                 |
| <b>Estimated Project Duration (months)</b> |                 |

**Question 7:** Please identify the name of your company and key contact information of the individuals from your organization for this RFI and who will be of interest in a future City Financial Management and Human Resources software request for proposal.

|  | Vendor Response |
|--|-----------------|
| <b>Company Name:</b>                       |                 |
| <b>Key Contact Name (primary):</b>         |                 |
| <b>Key Contact Title/Role (primary):</b>   |                 |
| <b>Key Contact Phone (primary):</b>        |                 |
| <b>Key Contact Email (primary):</b>        |                 |
| <b>Key Contact Name (secondary):</b>       |                 |
| <b>Key Contact Title/Role (secondary):</b> |                 |
| <b>Key Contact Phone (secondary):</b>      |                 |
| <b>Key Contact Email (secondary):</b>      |                 |



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**Question 8:** Please provide at least 4 but no more than 8 references of public sector clients currently using your software. Add extra pages as needed.

|                           | Vendor Response |
|---------------------------|-----------------|
| <b>Company/Client #1:</b> |                 |
| Reference Name:           |                 |
| Reference Title:          |                 |
| Reference Email:          |                 |
| <b>Company/Client #2:</b> |                 |
| Reference Name:           |                 |
| Reference Title:          |                 |
| Reference Email:          |                 |
| <b>Company/Client #3:</b> |                 |
| Reference Name:           |                 |
| Reference Title:          |                 |
| Reference Email:          |                 |
| <b>Company/Client #4:</b> |                 |
| Reference Name:           |                 |
| Reference Title:          |                 |
| Reference Email:          |                 |
| <b>Company/Client #5:</b> |                 |
| Reference Name:           |                 |
| Reference Title:          |                 |
| Reference Email:          |                 |
| <b>Company/Client #6:</b> |                 |
| Reference Name:           |                 |
| Reference Title:          |                 |
| Reference Email:          |                 |
| <b>Company/Client #7:</b> |                 |
| Reference Name:           |                 |
| Reference Title:          |                 |
| Reference Email:          |                 |
| <b>Company/Client #8:</b> |                 |
| Reference Name:           |                 |
| Reference Title:          |                 |
| Reference Email:          |                 |



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#### 4. SUBMITTAL INSTRUCTIONS

##### 4.1 Submittal Overview

The expectation is that responses to this RFI will provide the City with industry insight, experience, and understanding of industry standards about potential features and capabilities available in the market and assist in framing the context of a future RFQ/P.

##### 4.2 RFI Timeline

| <u>TASK</u>             | <u>DATE/TIME</u>            |
|-------------------------|-----------------------------|
| Deadline for submittals | March 31, 2014 @ 11:00 a.m. |

***NOTE: This represents a tentative schedule of events. The City reserves the right to modify this date at any time, with appropriate notice to prospective Proposers.***

##### 4.3 Respondents shall submit one (1) original submittal marked "ORIGINAL" and one (1) digital copy (CD, Flashdrive, etc) as follows:

City of Long Beach  
c/o City Clerk – Attn: Amy Manning  
333 W. Ocean Blvd., Plaza Level  
Long Beach, CA 90802

Submittals shall be clearly labeled in a sealed envelope or box as follows:

Request for Information No.: RFI TS14-043  
Title: Financial Management and Human Resources Software Solution

##### 4.4 Submittals must be received by **11:00 a.m.** local time, **Monday, March 31, 2014**. Submissions that do not arrive by the specified date and time WILL NOT BE ACCEPTED. Respondents may make their submittal any time prior to the above stated deadline. The City will not be held responsible for submittal envelopes mishandled as a result of the envelope not being properly prepared. Facsimile or telephone submittals will NOT be considered unless otherwise authorized; however, submittals may be modified by fax or written notice provided such notice is received prior to the opening of the submittals.





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- 4.5 The submittal should be presented in a format that corresponds to and references sections outlined below and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. For ease of evaluation, submittals should be presented in the format described within this RFI.

## **5. AWARD OF CONTRACT**

- 5.1 The City will not award a contract directly from this RFI. The purpose of this RFI is only to obtain information regarding the availability of services and features in an anticipated future RFQ/P for a Financial/HR software system.
- 5.2 This is a Request for Information only. This RFI is issued solely for information and planning purposes and it does not constitute a Request for Proposal (RFP) or a promise to issue a solicitation in the future. This RFI does not commit the City to any contract whatsoever. The City is not at this time seeking proposals and will not accept unsolicited proposals.
- 5.3 Respondents are advised that all costs associated with responding to this RFI are solely at their expense.
- 5.4 There will be no evaluation, ranking or selection of respondents as a result of this RFI. It will not be used to pre-qualify or screen respondents for a subsequent selection process, if any.
- 5.5 If subsequent selection opportunities are issued, the City is under no obligation to advise any respondent to this RFI, although it is the City's intent to notify all qualified respondents of any such plans via the City's electronic bid notification system.



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## Appendix A

### Request For Information TS14-043

#### FINANCIAL MANAGEMENT AND HUMAN RESOURCES SOFTWARE SOLUTION

#### CITY OF LONG BEACH ORGANIZATIONAL PROFILE

It is anticipated that, at a minimum, the implementation would include the following Financial Management and Human Resources System scope for all central (City Manager) departments as well as major enterprise operations, including the Port of Long Beach and the Water Department.

- Comprehensive Financial Processing, including areas such as:
  - General Ledger
  - Financial Reporting
  - Budgeting
  - Purchasing / Contract Management
  - Accounts Payable
  - Project Accounting
  - Miscellaneous Billing, Accounts Receivable, Cash Receipting
  - Capital Assets
  - Inventory Management
  - Grants Management
  - Cash Management
- Human Resources Management
  - Payroll
  - Human Resources
  - Complete Timesheet & Attendance
- Full Self-Service Components (focused on employee self-service and vendor self service)
- Excludes CIS/Utility Billing, Enterprise Asset/Maintenance Management, Customer Resource Management, Land Management or Geographic Information Systems however a moderate level of integration to other key City systems would be expected.
- Implementation Services (to be provided at a 60/40 basis between the Vendor/City)

| City of Long Beach   | Metric                            |
|----------------------|-----------------------------------|
| City Population:     | 462,250                           |
| General Fund Budget: | \$398,614,000                     |
| All Funds Budget:    | \$3,063,000,000                   |
| # W2s (annually):    | 6,000                             |
| # Bargaining Units:  | 27 units / 10 labor organizations |