



HOUSING OPPORTUNITIES COMMISSION OF MONTGOMERY COUNTY

10400 Detrick Avenue
Kensington, Maryland 20895

REQUEST FOR PROPOSAL (RFP) NO. 2428 BUDGETING SOFTWARE

Proposal Due Date: **November 21, 2023 at 12:00PM**

Question Due Date: **November 9, 2023 at 12:00PM**

Electronic Submittal: Purchasing@hocmc.org

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BUDGETING SOFTWARE

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REQUEST FOR PROPOSAL (RFP) #2428

BUDGETING SOFTWARE

SECTION 1. PURPOSE

The purpose of this Request for Proposal (RFP) is for the procurement of a budgeting software to improve efficiency of HOC's current budgeting process to serve citizens and staff. Software should include the capability to produce single and multi-year budget projections, budget variance analyses, multi-scenario modeling, dashboard graphics, summarized management reports, budget documents, and payroll complement modeling consistent with the terms and conditions herein set forth. Final scope of services will be negotiated with the successful Offeror.

The software solution is expected to import and export budget and general ledger data from or to YARDI or Microsoft Excel spreadsheet and have the ability to create a budget publication that can be formatted to meet the requirements of the Governmental Finance Officers Association Distinguished Budget Award guidelines. The budget publication will also be used to communicate HOC's budget in an easy to understand format and content including graphics, charts and tables. The software must also include a planning and forecasting module to develop multi-year budget projections. The software is expected to be user-friendly, while delivering maximum benefits by using an easy-to-input data solution to manage and retrieve information for budget analysis, decision-making, reporting, and document archiving.

SECTION 2. BACKGROUND

HOC's current budget process is largely Microsoft Excel driven; however, the budgets are loaded into the Yardi Budget Module using Macros that have been created to extract the data and convert to a csv format for uploading. Information is obtained from various resources including:

- Historical data extracted from the Yardi General Ledger and Budget module to provide 3 years of historical data, current year budget and current year actuals,
- Personnel Complement that is based on data from ADP and work force planning,
- Various Excel files that calculate budgets for:
 - Debt Service and Taxes,
 - Allocation of
 - Overhead,
 - Audit costs
 - Insurance costs
 - Vehicle costs,
 - Rental License Fees,
 - And other items as needed.

Once the data is compiled, it is added to an Excel Model and validated. The budget templates are

created by using a Macro that will create a tab for each budget based on the selection of Property Codes. The resulting templates have protection that prevents formula corruption or changing of the data that is provided by the Budget Office.

HOC then uses various Microsoft products to produce the budget document and management reports for both the operating and capital improvement budgets.

The selected Budget System selected should have the capability to create multi-level budget templates that are secure, based on user, and can be consolidated into a budget for each property code. The resulting budgets will need to be uploaded into Yardi and also be accessible for downloads into Excel.

The system should be user friendly and provide ability to create adhoc reporting without Vendor or IT involvement.

SECTION 3. CONTRACT ADMINSTRATOR

The Contract Administrator for this RFP is:

Name: Richard Congo

Title: Interim Chief Technology Officer

Phone: 240-627-9454

Email: Richard.Congo@hocmc.org

SECTION 4. PROPOSAL DUE DATES

- A. Question Submission.** Questions related to this RFP must be submitted in writing to the Procurement Office at Purchasing@hocmc.org by **12:00PM on November 9, 2023**. Responses to questions received in writing will be posted on HOC's website in the form of an addendum. Indicate in the subject line "Question for RFP #2428, Budgeting Software".
- B. Proposal Due Date.** Proposals must be received by HOC's Procurement Office no later than **12:00PM on November 21, 2023**. Proposals must be submitted via email at Purchasing@hocmc.org. The electronic copy must not be larger than 100MB. Fax transmission of a proposal is not an acceptable method of delivery for this RFP. **Proposals received after the due date and time will not be considered.** Proposals should only be submitted to the email address referenced above and indicate in the subject line "Submission for RFP #2428, Budgeting Software".

SECTION 5. ADDENDUM

If this RFP is amended with any addendums, then all terms and conditions that are not modified by said addendum shall remain unchanged. Respondents shall acknowledge receipt of any addendum to this RFP by signing and returning the addendum with their proposal. Proposals that fail to acknowledge receipt of any addendum may, in HOC's sole discretion, result in the rejection of the proposal if the addendum contains information that substantively changes HOC's requirements.

SECTION 6. SECTION 3 & HOC WORKS PROGRAM REQUIREMENTS

All contracts and Purchase Orders executed between HOC and Contractors are subject to either Section 3 or HOC Works program requirements, based on the funding source of the contract. The contract for this RFP will be subject to the requirements of HOC Works. HOC Works covered contracts are those that are funded by any source other than HUD. The HOC Works Program Requirements and HOC Works Opportunities Plan can be found in **Exhibit A**. A completed HOC Works Opportunities Plan must be submitted with the proposal for this RFP. Any questions relating to HOC Works can be directed to HOC's Management and Compliance Analyst Team within HOC's Compliance Office at compliancemanagementanalyst@hocmc.org.

SECTION 7. BACKGROUND CHECKS

Respondents are required to comply with HOC's security procedures, the HOC Contractor Background Screening Requirements (attached hereto as **Exhibit B**), and as follows:

- a. At the conclusion of the contract award meeting, prior to any work beginning and upon any changes, the winning Respondent shall submit to the Contract Administrator a list of employees who will be working on this project.
- b. Copies of the completed background checks shall be made available to HOC upon request. Employees of the winning Respondent with a criminal background (as described in **Exhibit B**) are prohibited from working on this, or any other, HOC project.
- c. After work begins, any new employees added to the payroll of the winning Respondent must also comply with these requirements.

SECTION 8. MFD PARTICIPATION

The goal of this section is to understand Respondent's commitment to Minority/Female/Disabled ("MFD") participation. HOC defines a MFD business as a business that is at least 51% owned, controlled, and managed by a minority person(s) as defined by state, county, and federal laws, to include the following categories: African American, Hispanic American, Asian American, Native American, Disabled Persons, and Women.

A. MFD Plan

HOC is committed to providing MFD firms an opportunity to compete in its purchasing environment. HOC promotes the use of MFD firms in all its procurement opportunities

and encourages all vendors to subcontract with organizations with an MFD designation. As such, HOC's scoring metrics includes points for MFD participation.

Each Respondent must submit a MFD Plan that provides the information set forth in "MFD Scoring" below. The Respondent must affirmatively state if they are not MFD certified, are not part of a qualifying MFD-joint venture, and do not intend to have any MFD subcontracting.

B. MFD Scoring

The points for MFD Participation shall be awarded as follows:

- Up to 5 points for the Respondent's direct MFD associated efforts:
 - A Respondent will be awarded the full 5 points under this section if it provides evidence that (1) it is certified as a MFD with a federal, state or local governmental entity and (2) no more than 60% of the contract value for the work will be outsourced or subcontracted to a single non-MFD firm.
 - If a Respondent cannot score points under the first bullet, the Respondent can score up to 5 points under this subsection in two ways:
 - If Respondent demonstrates a commitment to directly employing and/or training minority, female or disabled persons. Respondent must submit evidence of its MFD related commitments, which can include evidence of MFD individuals in senior leadership, MFD individuals staffed to this project, training and internship programs, etc. HOC will review and evaluate the Respondent's MFD related commitments and based on such review and evaluation, will award none, some or all of the 5 points under this section.
 - If Respondent qualifies as a joint venture between a non-MFD firm and a MFD firm where the MFD firm holds at least 20% economic and voting interest in the joint venture. Respondent must submit the executed agreement for the joint venture and any other related documentation that details each partners' capital contribution, economic interest in the venture, voting and management interest in the venture, financial and management responsibilities, percentage of profit sharing, as well as amount of work to be performed by each firm. If the MFD and non-MFD firms have formed a new entity to manage the Property or respond to this RFP, the Respondent must submit the joint venture operating agreement or partnership agreement, as applicable, in addition to any other documentation setting forth the agreement between both firms. HOC reserves the right to request additional documentation about the joint venture as necessary. A Respondent will not be considered a qualifying joint venture between a non-MFD and MFD firm with respect to this particular solicitation if it proposes to subcontract 60% or more of the work to non-MFD certified firms. If Respondent is a qualifying joint venture, HOC will

award all of the 5 points under this section.

- Up to 10 points for subcontracts and wages:
 - A MFD or non-MFD Respondent can score points under this section as follows:

0 points	If the sum of (1) the contract value subcontracted to MFD firms and (2) wages paid to MFD individuals assigned to the project is <25% of the total contract value
5 points	If the sum of (1) the contract value subcontracted to MFD firms and (2) wages paid to MFD individuals assigned to the project is ≥25% and <30% of the total contract value
10 points	If the sum of (1) the contract value subcontracted to MFD firms and (2) wages paid to MFD individuals assigned to the project is ≥30% of the total contract value

- If the Respondent chooses to subcontract a portion of the scope of work to MFD firms, the Respondent must submit provide the supporting documents and proof of MFD status in the Subcontracting Plan (per Section VI.G).

SECTION 9. DISCLOSURE/PUBLIC INFORMATION ACT

All information shared by HOC pursuant to this RFP shall be held in strict confidence. HOC is subject to the Public Information Act, Md. Code Ann., Gen. Prov. §§ 4-101 – 4-601 (the “Act”). This RFP, Respondent’s response to this RFP, any resulting contract, and any and all other communications with HOC shall be subject to disclosure, unless an exception prevents disclosure of such information.

SECTION 10. MARYLAND LOCAL GOVERNMENT TORTS CLAIM ACT

HOC’s liability under any contract in connection with this work will be subject to the limitations contained in the Local Government Tort Claims Act, Md. Code Ann., Cts. & Jud. Proc. §§5-301, et seq.

SECTION 11. EXPENSES

HOC is not responsible for any costs involved in preparing and submitting proposals in response to this RFP.

SECTION 12. ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a response to this RFP, Respondent acknowledges and accepts (1) all of the terms and conditions set forth in this RFP; and (2) that HOC’s Agreement for Services (attached hereto as **Exhibit C**) will be used as the contract for the work under this RFP. In the event HOC agrees, in its sole discretion, to use Respondent’s form contract or another form of agreement, Respondent

understands and agrees that the terms and conditions in HOC's Agreement for Services shall be added to such contract.

SECTION 13. LENGTH OF CONTRACT

HOC desires to award a Contract for a term of five (5) years. The Contract may be extended for additional renewal options at the sole discretion of the Commission. HOC reserves the right to terminate such contract, with or without cause, at any time, with the appropriate notice provisions of the contract.

SECTION 14. RIGHTS RESERVED

HOC reserves the right to:

- Make more than one award;
- Reject any or all submissions as non-compliant;
- Consider prior experience with a Respondent as part of its evaluation process (including, without limitation, reducing points due to prior poor performance);
- Interview any or all of the Respondents;
- Reject any submission from a Respondent with prior experience with HOC that was unsatisfactory, at HOC's sole discretion;
- Request further information from the Respondent at any time during the process, either in writing or orally;
- Perform background checks on Respondents;
- Request a best and final proposal;
- Waive any informality (other than a submission after the due date and time);
- Modify this RFP, including an extension of the deadline for submission, at any time prior to the RFP's due date and time; and/or
- Cancel the RFP.

SECTION 15. EXHIBITS

The following Exhibits are attached hereto and incorporated herein:

- **Exhibit A** – HOC Works Program Requirements & HOC Works Opportunity Plan
- **Exhibit B** – HOC Contractor Background Screening Requirements
- **Exhibit C** – Form Agreement for Services

SECTION 16. SCOPE OF SERVICES AND/OR ITEMS REQUIRED

Minimum Qualifications

Minimum qualifications are **mandatory** requirements. **If a Respondent does not meet the below listed minimum qualifications, their proposal will be considered non-responsive and it will be excluded from consideration.**

1. Responsiveness

Proposals must include all information in the format and order requested in this RFP. All proposals must include a signature by an authorized individual of the Respondent.

2. Minimum Experience

Respondents must have the following experience:

- A minimum of five (5) years of continuous experience in providing similar services as described herein.

3. Required Information

All responses shall be prepared with a concise description of the Respondents capabilities to satisfy the requirements of the RFP. Respondent's proposal shall contain the information described below:

A. Company Overview

Provide a summary overview of your firm, including the names of the principal owners, an organizational chart, number of employees, a short company history, and the address of the firm's headquarters and any other office locations.

B. Company History

A description of the Offeror's company history and current operating characteristics, including:

- the number of years in business
- philosophy
- ownership
- number of employees
- financial reports – Current Annual financial report and the previous year's report and statement regarding any recent or foreseeable mergers or acquisitions. Financial statements may be marked as

- “confidential” ; and
- geographic coverage.

C. Company Experience

Respondents must demonstrate their experience by providing a narrative that describes the company’s pertinent experience with performing the services describe herein and should include Offeror’s performance in comparable and/or similar projects.

D. Personnel

Provide an organizational chart and identify the proposed project team that will be responsible for the performance of the services. Such description shall, at a minimum, include the following information for each person:

- Name and title;
- Length of employment with company;
- Experience;
- Qualifications (any relevant training and certifications); and
- Summary of their specific responsibilities for the project.

E. Propose System and Related Services

Describe the proposed Budget Software meeting or exceeding the requirements detailed in this RFP. This should include the project methodology and approach as well as address:

1) Implementation Plan

Offeror shall provide a detailed implementation plan with milestone dates that are relative to the date of contract signing. A suggested implementation outline is listed below:

✓ Phase I – Hardware & Software Installation

Provide a detailed methodology that will be executed.

✓ Phase II – Technical Training & Design

Provide the training strategy for both HOC technical staff/super users and casual users. The ‘design’ should include meeting frequency, project update material, milestones placement, scope creep prevention measures, and any other communication processes to ensure a successful implementation.

✓ Phase III – End User Training & System Deployment

Provide training and system deployment methodology that has been tested by other implementations like HOC's.

✓ Phase IV – Go Live and Ongoing Support

Describe post technical and user support systems/procedures to ensure HOC is comfortable with the usability of the Budget System.

NOTE: Offeror is free to propose alternative solutions that may better accomplish the task.

In addition, project management support should be provided for HOC staff in the implementation and installation of the solution.

2) System Description and Confirmation of Functional & System Requirements

- a. See Function requirements sections for further details
- b. Systems Elements that should be discussed in the description:
 - (1) How are product updates distributed and how often?
 - (2) How is user input solicited for those updates?
 - (3) A description of the Offeror's security measures and certifications.
 - (4) A description of the Offeror's disaster recovery including backup schedules and redundancy.
 - (5) A schedule of the ongoing operating system and application updates including the procedures used to inform HOC of maintenance windows and system downtime.
 - (6) A description of data storage including any limits, user quotas, access to previous year data, database size, etc.
 - (7) Availability of the system from offsite (i.e. telework) including authentication methods.

(8) A summary of the minimum supported web browser versions shall be provided. Any browser plug-ins or add-ons required to access any system functionality shall be listed.

(9) Offerors shall provide documentation necessary to support the hardware and software. This includes information regarding the technical architecture, technical design and configuration documentation and operations manuals.

3) End-User Training Support & System

b) The amount of post implementation support that may be required shall be identified by the Offeror within the proposal. The Offeror shall indicate the options for ongoing system support including, the types of support available to system administrators, technical support staff and end users. The Offeror should also include the expected response times for a Service Level Agreement.

c) Offerors shall include a summary of the roles generally required to operate and manage the system on an ongoing basis. Provide an example of your proposed training plan by role. At a minimum, this should include a plan for System Administrators and a plan for end users. The plan should address the following items.

i) Who will be providing the training

ii) The expected format of the training (virtual, on-site or self-paced training materials)

iii) A proposed training outline

iv) Description of training materials and end user documentation

4) A description of the Offeror's software development methodology and tools.

5) A description of the Offeror's testing methodology and tools.

6) A description of the Offeror's support organization and methodology, problem response times and problem escalation procedures.

The Offeror shall respond to the following questions:

i. Is the solution supported directly or through dealers?

- ii. Is there e-mail, chat, phone support and what is the schedule of availability for the support?

7) A description of the Offeror's ability to respond to regulatory or requirement changes from the HOC or third party providers.

The Offeror shall respond to the following questions:

- i. What is the Offeror's capability to respond to these changes?
- ii. Does the Offeror have sufficient workforce to make modifications to the software as required in a timely manner? Elaborate.
- iii. In what timeframe will these changes be completed?
- iv. Are regulatory changes covered under the standard maintenance agreement? If not, what rate will be charged?

F. Cost Proposal

The goal of this section is to get a clear sense of all costs and fees Offerors will charge if awarded the contract. The price proposal shall include a summary on:

- Ability to control costs.
- Total cost analysis over the defined life of the project, to include but not limited to: initial purchase price; installation or implementation costs; annual maintenance cost; and additional charges for customization, additional hardware/software/services or optional items not included in the base price.
- Proposal should clearly state payment terms desired, such as Net 60 days. Such terms as proposed shall be negotiable.
- Proposal should clearly state payment schedule desired. Such scheduled proposed shall be negotiable.
- Any proposed fee increases annually following the first year.

G. References

Each Offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP, especially from other local government operations similar to those being requested in this RFP. Each reference should include organizational

name, official address, contact person, title of contact, and phone number.

H. Conditions of Offeror’s Proposal

Offeror shall list any conditions to the Offeror’s proposal or exceptions to the sample contract (Attached hereto as Exhibit C).

I. Insurance

The winning Respondent shall be required to obtain and keep in force and effect at its own expense, during the entire term of the contract, the following insurance with an insurance company(ies) acceptable to HOC:

TYPE	LIMIT NOT TO BE LESS THAN
Commercial General Liability	\$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, personal injury, and broad form property damage, including the following coverages: Contractual Liability, Premises and Operations; Products & Completed Operations; Independent Contractors & Subcontractors; Sexual Molestation and Abuse. Coverage shall be endorsed to apply on a per project or per contract basis.
Umbrella Liability	Umbrella/Excess Liability insurance coverage with a limit of liability of at least \$1,000,000.
Automobile Liability	\$1,000,000.00 combine single limit, for bodily injury and property damage coverage per occurrence including the following: owned automobiles, hired automobiles, non-owned automobiles.
Cyber Insurance	<p>\$1,000,000 per claim covering all acts, errors, omissions, negligence, infringement of intellectual property, network/cyber and privacy risks (including coverage for unauthorized access, failure of security, virus transmission, data damage/destruction/corruption, breach of privacy perils, unintentional or wrongful disclosure of information, as well as notification costs and regulatory defense). The policy shall contain affirmative coverage for contingent bodily injury and property damage emanating from the failure of the technology services or an error or omission in the content/information provided.</p> <p>\$2,000,000 Privacy and Network Security covering (i) the unauthorized use/access of a computer system; (ii)</p>

	the defense of any regulatory action involving a breach of privacy; (iii) failure to protect confidential information (personal and commercial information) from disclosure; (iv) notification costs, whether or not required by statute; (v) network security liability; (vi) defense costs; and, (vii) privacy liability.
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Proof of such insurance shall be file by the Contractor with HOC prior to commencement of work. The Certificate of Insurance will name HOC as an additional insured on the Commercial General Liability, Umbrella/Excess Liability and Employer’s Liability; provide Forty-Five (45) days written notice of cancellation or change and show HOC as the certificate holder, as follows. Required policies, where applicable, must also contain waivers of subrogation.

HOC reserves the right to (1) self-insure, and (2) modify its insurance coverage prior to execution of an Agreement.

J. Acknowledgement of Addendum (if applicable)

SECTION 17. SELECTION CRITERIA AND SCORING

1. Proposals will be evaluated based upon the following criteria:

Criteria #	Criteria Description	Maximum Points
1	System Functional and Systems Requirements Based on the Description of the System and Attestation to Required Items Listed.	Up to 40
2	Fee Reasonable/Competitiveness of Proposed Fee Note: HOC Reserves the Right to Negotiate Fees and/or Benefits to HOC with the Selected Offeror(s)	Up to 20
3	Qualifications and Capabilities Offeror’s Ability, Capacity and Skill to Fully and Satisfactorily Provide the Services and/or Items Required in this RFP. This includes Offeror’s Capability to Provide Services and/or Deliver the Items Promptly and Timely	Up to 20

4	Experience and Past Performance Offeror's Performance in Comparable and/or Similar Projects	Up to 10
5	Minority Female Disabled Participation (MFD) <ul style="list-style-type: none"> • Up to 4 Points for direct MFD Efforts • Up to 6 Points for Direct MFD Efforts 	Up to 10

2. Evaluation Process

Proposals will be evaluated by an Evaluation Team comprised of HOC staff with appropriate experience and knowledge. The Evaluation Team will evaluate each of the proposals based on the evaluation criteria listed above. The Evaluation Team will use their judgment in awarding points. After review of all proposals and interviews, if required, the Evaluation Team will score each proposal based on the listed evaluation criteria.

3. Evaluation Team

The Evaluation Team will be composed of three (3) to four (4) HOC staff with the required experience and knowledge of HOC's procurement process. The Evaluation Team will meet at least once to discuss the proposals submitted, and how to properly review and score the proposals. The team will set the timeline for scoring the proposals.

4. Scoring System

HOC will rate and rank written proposals based on the selection criteria contained herein. The companies who score the highest will be invited to an interview, if necessary. Selection will be made based on those companies who score the highest in qualifications, price, and other factors considered, and the results of the interviews.

5. Presentation/Interview

At the sole discretion of the HOC, the top scoring companies may be required to make a presentation of their proposal. This will provide Respondents an opportunity to clarify or elaborate on the proposal, but will not, in any way, provide an opportunity to change any items in the original proposal. Each Respondent will be notified at least three (3) days in advance of the presentation if a presentation is necessary.

SECTION 19. FUNCTIONAL AND SYSTEM REQUIREMENTS

Functional and System Requirements

Respondents must meet all mandatory requirements in this section in order to continue with a response to this RFP.

1. It is mandatory that the solution is able to provide Budgeted Income Statements. CONFIRM COMPLIANCE Y____ or N____

2. It is mandatory that the solution provides capital budget planning. CONFIRM COMPLIANCE Y____ or N____

3. It is mandatory that the solution provides interface with ADP management systems and Excel. CONFIRM COMPLIANCE Y____ or N____

4. It is mandatory that the solution provides financial reporting. CONFIRM COMPLIANCE Y____ or N____

5. It is mandatory that the solution provides flex budgeting solutions. CONFIRM COMPLIANCE Y____ or N____

6. It is mandatory that the solution provides at a minimum a three (3) year long range financial planning option. CONFIRM COMPLIANCE Y____ or N____

7. It is mandatory that the solution contains interactive management reporting with drill down capabilities to transaction level detail/invoice images. CONFIRM COMPLIANCE Y____ or N____

8. It is mandatory that the solution provides rolling forecast/operating budget (Service Line or Entity Level) and leverage Key Performance Indicators at a department level on controllable expenses. CONFIRM COMPLIANCE Y____ or N____

In addition to attesting the above required function items, a description and/or listing of the services and/or items that the successful Offeror will be required to provide to HOC under this RFP are those that are set forth in this RFP, below:

Each Offeror should carefully read and review all such items and should address such items in its

proposal. However, the final description of the services and/or items to be provided to HOC under this RFP is subject to negotiations with the successful Offeror, and final approval by HOC.

Functional Elements that should be identified as capable or not in the description

1. Support HOC's defined hierarchal levels; including departments with a child parent relationship along with Grants/Projects including the ability to support/create unlimited hierarchies as needed.
2. HOC will require the ability to have multiple administrative users and unlimited budget template users.
3. Full field search capability within reports, plans, forecasts and important documents.
4. Reports users can easily utilize export and apply filters both on demand and scheduled.
5. Role based security level with the flexibility to assign security access based on departments/organizations or groups.
6. Allow file attachments for budget requests, reports and/or forecasting templates and ability to link attachments to data points.
7. Position based budgeting, allowing departments to view unallocated salary dollar viewable at the individual employee level or department level depending on user security access.
8. Flexible templates to assist users that are customizable.
9. The system for developing the budget (operating, salaries & benefits, and capital) will include the ability for all users to submit requests and shall collect all data and information required to rank and evaluate projects, analyses operating budgets and salaries & benefits and to create the budget documents, fully accessible through the application for Excel, SharePoint, and Offline.
10. Multiple scenarios per budget year including the ability to create unlimited scenarios at the daily, weekly, monthly, yearly and multi-year levels.
11. Auto calculation of fringe benefits based on position variables.
12. Provide historical budget data which can also be used to pre-populate future year budgets and can be used in reports, planning and budgeting templates
13. Ability to use formulas in forecasting budgets based on historical data.
14. Ability to import Rent Roll (Tenant Accounting Transactions) from Yardi to use Rental Revenue budgeting.

15. Real-time data integration with HOC's current ADP and Yardi management systems.
16. Graphical representation of data with interactive dashboards.
17. Forecasting capabilities for both the expenditure/revenue with pre-built functionality to assist HOC in defining forecasts at both a high level and a granular level in a wizard like interface.
18. Force whole dollar results in field-levels and require justification for input.

Additional system requirements below should be addressed separately:

1. Interface with appropriate HOC systems of record. System must provide data integration. Data must be able to upload initially through an interface from HOC's ADP and YARDI software while keeping a continual real-time data flow through budget process. The Budget Software must provide data that can interface back into ADP and YARDI.
2. Minimize change request of HOC's Information technology infrastructure. (No changes should be required to any of HOC's current systems (ADP, YARDI, cloud deployments, workstations, including updates, networking equipment, servers, or printers.)
3. Require little or no customization, reducing initial and future maintenance/operations cost and complexity. A reasonable amount of System configuration is expected.
4. Providing out-of-the-box optimized workflow and processing wherever available as part of the System configuration and implementation.
5. Allow HOC maintenance of workflow, alerts, reports and user security.

Systems Elements that should be discussed in the description

- (1) How are product updates distributed and how often?
- (2) How is user input solicited for those updates?
- (3) A description of the Offeror's security measures and certifications.
- (4) A description of the Offeror's disaster recovery including backup schedules and redundancy.
- (5) A schedule of the ongoing operating system and application updates including the procedures used to inform HOC of maintenance windows and system downtime.

- (6) A description of data storage including any limits, user quotas, access to previous year data, database size, etc.
- (7) Availability of the system from offsite (i.e. telework) including authentication methods.
- (8) A summary of the minimum supported web browser versions shall be provided. Any browser plug-ins or add-ons required to access any system functionality shall be listed.
- (9) Offerors shall provide documentation necessary to support the hardware and software. This includes information regarding the technical architecture, technical design and configuration documentation and operations manuals