Request for Quote (RFQ) – Financial Transparency and Data Visualization – Citizen Engagement

Date Issued: April 7, 2016
Project #: R16-063 MZ

QUOTES DUE: 04/28/2016 BY 2:00PM

(E-MAIL, OR DELIVERED QUOTES ACCEPTED)

Please provide a quote for Financial Transparency and Data Visualization – Citizen Engagement. Final specifications, options and other details will be mutually negotiated between the City and the selected contractor.

If there are exceptions taken to any of the terms, conditions, or specifications listed in the attachments to this RFQ, they must be clearly stated on a separate sheet of paper attached to this sheet and returned with your submission.

SUBMIT THIS PAGE ALONG WITH YOUR QUOTE

The City of Colorado Springs intends to award an agreement resulting from this solicitation to the lowest, responsive, responsible respondent, whose quote, conforming to the Request for Quote, will be most advantageous to, and in the best interest of, the City of Colorado Springs, cost or price and other factors considered. The City reserves the right to reject any or all quotes and to waive informalities and/or irregularities in the quote.

DATE OF QUOTE: ____________PHONE: _____________________

COMPANY: ____

SIGNATURE:____

PRINTED NAME & TITLE:____

E-MAIL ADDRESS: ____

QUOTE TERM:____

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If submitting via email, please request to confirm receipt if you do not receive acknowledgement of receipt.

EXHIBIT A - SCOPE OF SERVICES FOR R16-063MZ

The City of Colorado Springs (“the City”) is seeking a system for visualizing financial data and providing transparency regarding financial information (“the system under discussion”).
The City presently provides several documents to communicate its financial operations to the public:

- The **City Budget** document;
- The **Comprehensive Annual Financial Report**; and
- Monthly **expenditure reports** exported from the City’s Enterprise Resource Planning System (PeopleSoft).

These documents are provided to the public as PDFs in the Finance section of the City’s website.

The City would like to understand costs and options for providing to citizens a transparent, interactive visual display of the City’s financial data. The web-based, vendor-hosted financial data visualization solution will receive output from the City’s ERP software and provide to citizens, City Council, and City staff intuitive, useful, appropriate, and informative visualizations of the City’s financial data.

The City expects to provide periodic exports from its enterprise resource planning (PeopleSoft Financial module) to be consumed by the system under discussion. The system should consume these exports and provide interactive visualizations of the data therein to the public.

CASE EXAMPLES:

Use Case 1: Dedicated sales tax revenue. A Citizen wants to know how much revenue is being received due to temporary City sales and use tax increase for infrastructure improvements. The City wants to provide this information to the public. The Citizen goes to the City’s website, finds a featured story on revenue from the tax. The Citizen follows a link in the story, which takes her to a display in the system under discussion. The display graphically (and with data callouts) shows the Citizen the revenue collected for a specific time period. The time period, amount collected per period, accounts involved, and any relevant explanation (accounting structure changes, e.g.) are displayed to the citizen in a manner that she can understand and interpret correctly.

Use Case 2: Specific initiative expenditures. A Citizen wants to explore the expenses related to a specific City initiative in a certain year. The Citizen can search and filter among expense types, funds, and accounts to find the appropriate expenses, which are compiled and displayed so the Citizen can understand the City’s expenditures related to this initiative in this time period.

Use Case 3: City staff periodic presentations. City staff makes a quarterly presentation to City Council. City Council members would like the data to be available more often than in the quarterly reports. The City staff can design a report on the system, and City Council members can visit the report as often as they want to view the latest data incorporated into the visualization. The data in the report are updated as often as the Finance Department is comfortable releasing final numbers. City staff does not have to re-design or re-create the report: the data are updated by the system.

Use Case 4: Professional external data analysis. A data analyst in the community (not City staff) is seeking to understand the impact of City policies on the economic performance of the community. The analyst searches through City financial data, finding a number of revenue and expenditure sets that are relevant to the analysis. The analyst is able to find the data, download it and work with it in the format and using the tools that they prefer.

EXHIBIT B- MINIMUM INSURANCE REQUIREMENTS

The following listed minimum insurance requirements shall be carried by all contractors and consultants unless otherwise specified in the City's solicitation package, Special Provisions or Standard Specifications.

1. X ___ Workers' Compensation and Employers Liability as required by statute. Employer's liability insurance shall be provided in amounts not less than $100,000 each accident for bodily injury by accident, $500,000 policy limit for bodily injury by disease, and $500,000 each employee for bodily injury by disease.

2. _____ Automobile Liability for limits not less than $1,000,000 combined single limit for bodily injury and property damage for each occurrence. Coverage shall include owned, non-owned and hired automobiles.

3. _x__ Commercial General Liability for limits not less than $1,000,000 combined single limit for bodily injury and property damage for each occurrence and not less than $2,000,000 aggregate. Coverage shall include premises and operations liability, blanket contractual, broad form property damage, products and completed operations and personal injury endorsements.

4. _____ Builders Risk or Installation Floater Insurance will be provided by the Owner (excluding earthquake or flood). This insurance shall insure and protect from all insurable risks of physical loss or damage. Contractors and subcontractors will be covered, excluding their own machinery, tools and equipment. The deductible under The Builders Risk or Installation Floater shall be sustained and borne by the Contractor. Losses will be adjusted with and made payable to the Owner and others as their interests may appear.

5. _____ Professional Liability Insurance providing coverage for acts, errors or omissions committed or alleged to have been committed by architects and engineers arising out of the conduct of their professional practice in an amount not less than $1,000,000 per occurrence or claims made and $2,000,000 aggregate. Coverage shall apply for three (3) years after project is complete.

6. ____ Pollution Legal Liability Insurance for limits not less than $1,000,000 per occurrence (or claims made) and not less than $1,000,000 aggregate for bodily Injury, Personal Injury and Property Damage. This coverage must include any losses arising from transit exposures and also include all costs associated with clean-up, containment, and disposal of any hazardous liquids or materials.

7. ____ Medical Malpractice Liability Insurance for limits not less than $1,000,000 per occurrence.

8. X ___ Except for workers compensation and employer's liability insurance, the City of Colorado Springs must be named as an additional insured. Certificates of Insurance must be submitted before commencing the work and provide 30 days' notice prior to any cancellation.

The undersigned certifies and agrees to carry and maintain the insurance requirements indicated above throughout the contract Period of Performance. All coverage furnished by contractor is primary; any insurance held by the City of Colorado Springs is excess and non-contributory.

____
(Name of Company)

____
(Signature) (Date)

EXHIBIT C – BUSINESS REQUIREMENTS

The tool should provide…	So that…
The ability to use a feed/interface from the City's Financial system to create reports.	Financial information is automatically sent on a regular basis for reporting
The ability to share some reports publicly	Information is readily available to the public as needed
The ability to restrict visibility of some reports to City employees only.	Some information is public, but other information is available only to City employees
The ability to control how far the public can drilldown into the reports, but allow internal users to drill farther down.	Control of the report details is left to the administrator so that information that should not be publicly consumable is not made available
The ability to adjust the public drilldown level per report	Control of the report details is left to the administrator so that information that should not be publicly consumable is not made available
Ability to create defined/repeatable reports - i.e. monthly trending report of spend vs. budget by department - which does not require manual updating each month the data is provided.	Standard reports do not need to be adjusted each reporting period
Ability to create defined reports which display static information (i.e. last year's City spend by department)	Standard reports are not adjusted with each new data load
Ability to display reports of data in multiple formats - pie chart, bar graph, etc…	Reports are more easily customized to display information in the most accessible manner
Ability to display reported data on the report - i.e. budgeted amount (14M shows on report graph) vs. spend amount (13.5M shows on graph)	Displayed information is more readily understood
Ability to control the amount displayed and rounding (at a minimum the ability to remove decimals)	Displayed information is more readily understood
Ability for limited number of City employees to define graphs/reports for display	The information provided is approved by the Financial team
Ability to define how long rolling reports work (i.e. last years' worth of expenses by month) and/or when they should start reporting from	We can proactively define our rolling reports - i.e. last 12 months of data or last 6 months of data
Ability to print reports	Users can print information that is pertinent to their research
The ability to download data for the visualization they can see (with security rights applied)	Information can be used as necessary, but only for the data each user is granted permission to view
Ability to capture the graph/chart to be used in another tool/email/document	Information can be used as necessary, but only for the data each user is granted permission to view
Ability to control the x and y axis limits	So people can't make reports looked skewed
Ability to link directly to reports from other sources	We can put links to specific reports from appropriate City pages
Ability to report on hypothetical or future data - i.e. expected budgeted amounts through the end of the year	We can display projected data into the reports as needed
Ability to flag some data elements as non-visible i.e. workers compensation to a specific person.	Data which is not for public consumption is clearly marked not visible and is not displayed on any reports
Ability to put a system generated title on each report	Reports are clearly defined for consumption
The ability to filter by numerous criteria (type of fund, year, expense threshold, etc…)	Information can be drilled into appropriately based on multiple criteria

Ability for reports to be interactive (able to click on information to provide a drill-down into the data)	Reporting engages public in a friendly format and makes information more readily consumable
Ability to link to defined reports based on a question/statement - i.e. how much did the City of Colorado Springs spend on potholes last year?	Common public questions/concerns can be addressed by pointing the user to a report
The ability to search for a report based on key words (perhaps have metadata for views)	Information is more easily discoverable
Ability for a limited number of City employees to define questions/statements which point to graphs/reports.	Reporting tool attempts to point users to the appropriate reporting information
Citizens should be able to define how long the reporting period should be for certain reports.	Citizens are able to display the data they are interested in reviewing
Finance group should be able to define which reports allow for reporting periods to be picked by citizens	Allows some customization by users, but not full customization so users can't skew results being displayed to adversely manipulate the data
Ability to put comments/footnotes on reports to explain the report.	Allows the administrator of the system to put explanations on the report to describe anomalies, etc…
Ability to display performance metrics not coming from a financial system.	Allows the City to expand this solution to other reporting areas as needed
The report pages to be able to link to outside sources	We can link to other areas of interest related to the report being viewed - i.e. Forestry graph may link to forestry site or budget page
A way to show a date for when the data was last updated	The users can see how recent the data was provided
Automatic expiration dates for reports/graphs - i.e. the budget graphs show for unlimited years, but the pothole graphs expire after 2018	Old reports can be removed as appropriate