



Request for Information (RFI)
BPM003135
Description: Budgeting and Forecasting Software

Arizona Department of Environmental
Quality
1110 W. Washington Street
Phoenix, AZ 85007

REQUEST FOR INFORMATION (RFI)

DESCRIPTION: Budgeting and Forecasting Software

CONTACT PERSON

Merrilyn Forbin
Senior Procurement Officer
Forbin.Merrilyn@azdeq.gov
(602)-771-4779

ISSUE DATE: December 10, 2020

CLOSING DATE AND TIME: December 17, 2020
AT **2:59:59 PM** Arizona Local Time

SUBMIT RESPONSE VIA:

The Arizona Procurement Portal (APP)
(<https://app.az.gov>)

RFI NUMBER: BPM003135

QUESTIONS CONCERNING THIS RFI SHALL BE SUBMITTED TO THE PROCUREMENT OFFICER VIA APP USING THE DISCUSSION FORUM NO LATER THAN **5:00:00PM** LOCAL ARIZONA TIME ON **December 16, 2020**.

Responses to this RFI must be in the actual possession of ADEQ on or prior to the time and date referenced above. **Late responses will not be considered.**

This is a Request for Information (“RFI”) only and as such will NOT result in any award of contract. ADEQ is in the information gathering stage and no decisions have been made concerning the agency’s intent to issue a formal Request for Proposal. Responding to this RFI is appreciated and will NOT prohibit the respondents from responding to any future procurements.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the appropriate Procurement Agency. Requests should be made as early as possible to allow time to arrange the accommodation. A person requiring special accommodations may contact the person responsible for this request as identified above.

RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THROUGH THE ENTIRE RFI.

PART 1 – INTRODUCTION, BACKGROUND AND PURPOSE OF RFI

1. ADEQ Overview

The Arizona Department of Environmental Quality (ADEQ) is a State Agency of Arizona, headquartered in Phoenix with an office in Tucson. Through its core functions of planning, permitting compliance management, monitoring, assessments, cleanups and outreach, its mission is to utilize its three main environmental programs; Air Quality, Water Quality and Waste, with functional units responsible for technical, operational and policy support to protect and enhance the public health and the environment in Arizona.

2. Purpose of the RFI

The purpose of this RFI is to allow ADEQ to assess supplier responses and use the resultant assessments in future decision making in regard to the information requested. While it is the intent of the agency to compare supplier responses for the purposes of pre-qualification and possible short listing for further consideration, ADEQ makes no obligations or undertakings in any way to:

- 2.1. To conduct a Request for Proposal (RFP) solicitation; or
- 2.2. Accept any RFI information received from suppliers; or
- 2.3. Include suppliers responding to this RFI in any future solicitation; or
- 2.4. Any other commitment to suppliers whatsoever, including any intention to form a contract with any supplier for provision of the service.

3. Summary of the Need

A new financial budgeting and forecasting application is needed to replace the existing system. This application will be used as an internal budget management tool with the primary functionality required to facilitate bottom-up budget creation, financial forecasting and intake of actual spend from the financial Enterprise Resource Planning (ERP). It is not meant to replace the current ERP, Arizona Financial Information System (AFIS).

4. Current System

The current application is an internally developed and supported Microsoft Access database called 'MyBudget.' Forecasting data is updated by the finance and program operations teams on a monthly cycle to reflect estimated monthly expenditures for the remainder of the current fiscal year (fiscal year ends June 30th). The official budget and actual expenditure values are stored in the system of record, AFIS and fed into MyBudget monthly.

The current MS Access application has grown outdated and is experiencing various issues affecting the stability and performance. Examples include but not limited to latency, system downtime, failure to retain data input and complex coding without sufficient technical knowledge other than with a select few individuals.

Secondarily, the annual budget process relies on numerous spreadsheets and team members working in collaboration between program operations and the budget team to collect and compile preliminary budget detail. A secondary preference is to reduce or eliminate the reliance on spreadsheets to collect and aggregate preliminary budget data before finalizing and loading to the system of record, AFIS.

5. Information Requested

5.1. High Level Business Requirements:

- 5.1.1. Cloud-based solution, accessible to users from any location within the US
- 5.1.2. Same or higher functionality as current MyBudget
- 5.1.3. Enables virtual work environment (remote user access)
- 5.1.4. Easily supported once implemented
- 5.1.5. Able to integrate with reporting tools
- 5.1.6. User friendly GUI
- 5.1.7. Not on a platform going obsolete or security restricted
- 5.1.8. Better security features, multiple roles
- 5.1.9. Easily replicated into test environment (availability of both test and production environments)
- 5.1.10. No single point of failure (SPOF) technical admin and support roles
- 5.1.11. Reliable, repeatable, data can be readily reconciled
- 5.1.12. Able to retain history
- 5.1.13. Integrate spend plan spreadsheets if possible

5.2. General Security Requirements

- 5.2.1. Security standards must meet minimum State of AZ requirements including AZ Ramp certified. AZRamp is Arizona's certification program which assesses and certifies a cloud vendor's ability to prevent cybersecurity threats. Detail to be provided if a decision made to pursue an RFP.
- 5.2.2. System that can be used by ADEQ's management team and staff. The system should have "Role Based Access Controls" (i.e. restrict or give read/write access to the data based on an users credentials)
- 5.2.3. Meets industry standards

5.3. Data Requirements

- 5.3.1. Ownership of all data will be retained by ADEQ
- 5.3.2. The system's data should be accessible so that ADEQ can integrate or easily transfer the data between its existing systems.

- a. Receive data from AFIS as the current MYBudget tool does
- b. Send data to the data reporting Business Intelligence environment. The BI tool used for reporting and analysis is Tableau and will remain

5.4. Budgetary Information

Provide an estimate of the overall costs of the recommended system and service(s) with sufficient detail, as necessary, to fully illustrate the projected implementation and annual operating costs to include maintenance and any technical support offered for up to estimated 100 users. Itemization of each component is preferred.

5.5. Existing Clients

Provide a list of at least three organizations that have successfully implemented the recommended or similar approach (es). This list shall include, at a minimum, the following:

- A. Name of Client/Agency
- B. Contact Information of client/Agency
- C. Size of the organization
- D. Size of supported population
- E. Years of service provided.

¹ A.R.S. § 13-2001(10)

PART 2 – INSTRUCTIONS

2.1. RFI Key Dates

The following key dates apply to this RFI:

RFI Issue Date	As stated on the RFI Cover Page
Date of Supplier Demonstration	TBD as needed, if needed
RFI Closing Date and Time	As stated on the RFI Cover Page

2.2. Queries and questions during the RFI period

At any point during the RFI process, up until **December 16, 2020**, suppliers can direct any queries and questions regarding the RFI content or process through the **Discussion Forum** in APP. All clarifications, Q&A, and negotiations between the supplier and ADEQ will ONLY be completed using this forum and shall be open for public view at the end of the RFI process; and

It is therefore the supplier's responsibility to manage any information which may be deemed confidential or proprietary to their organization.

2.3. Contents of Your Response

2.3.1. **Detailed Written Response** to any / all areas listed above;

2.3.2. **Presentations/Demonstrations** ADEQ reserves the right to decide if presentations will be scheduled for some or any of the respondents. Please indicate your willingness to schedule an in-person presentation. Should this opportunity become available, ADEQ will contact you with dates and times that are convenient for both parties; and

2.3.3. **A completed Attachment A**, Respondent's information, which includes contact information, including name, title, mail address, email address, authorized signature, and phone number of the contact person for questions relating to the RFI.

2.4. Submission of Responses

2.4.1. Submit response online in Arizona Procurement Portal (APP) at <https://app.az.gov> before the "Bid Opening Date" indicated for the "**RFI # BPM003135**" at the top of these instructions to respondent. The State will not consider a response submitted by any method other than Arizona Procurement Portal. Any other submission method will be deemed void. The electronic submission should be in a common format, e.g., PDF, DOC, XLS, PPT, and RTF.

- 2.4.2. The Submittal is limited to 20 pages maximum, excluding the cover letter, optional table of contents, and certification and awards. Pages over the allowable maximum may not be reviewed.
- 2.4.3. For guidance in responding, on the login page, there are documents on the State Procurement website, <https://spo.az.gov>, under “APP for Suppliers,” which will lead you through the submission of a response.
- 2.4.4. If you have difficulties with logging in or submitting a response, please call the Arizona Procurement Portal Help Desk at **602-542-7600** and they will help you work through the process.
- 2.4.5. The general process for replying to an RFI via APP is:
 - 2.4.5.1. Access APP;
 - 2.4.5.2. Ensure the respondent’s user account includes a simple supplier profile to indicate specific commodity codes; please select a UNSPSC code of **43000000**- (Information Technology Broadcasting and Telecommunications), or at best **43230000** (Software);
 - 2.4.5.3. Access the RFI via the reference number listed in line 2.4.1 (submission of responses);
 - 2.4.5.4. Follow the directions for the submission of a response;
 - 2.4.5.5. Upload the respondent’s submission documents; and
 - 2.4.5.6. If you have questions regarding the RFI contents, you can submit them via the Discussion Forum tab.
- 2.4.6. In accordance with A.A.C. R2-7-C307, the State will not consider late offers. The State will give no extension or grace period for delays or incomplete responses caused by internet connectivity problems, file uploading difficulties, or misunderstanding of the requirements or procedures for online submission in APP.
- 2.4.7. NOTE: Using APP requires a certain level of technical competency; the respondent should select its staff to submit proposals and handle other solicitation general matters in APP carefully, because the APP Help Desk cannot do any of the required actions for the respondent.

2.5. Suppliers to inform themselves

ADEQ has taken all reasonable care to ensure that the RFI is accurate; however, the agency gives no representation or warranty as to the accuracy or sufficiency of the contained information.

2.6. Costs of Preparation

All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. ADEQ shall not pay the supplier, wholly or in part, for its response.

2.7. Formal Solicitation.

Should there be a need for a formal RFP after evaluation of the RFI responses, ADEQ anticipates a public release by January 2021.

ADEQ reserves the right to utilize non-proprietary information, feedback and comments provided by the Respondents in any Submittal or demonstration for the development of a finalized scope of work or specifications related to the System outlined in this RFI. By providing a Submittal to ADEQ, Respondents are affirming that use of Submittal information by ADEQ in later solicitations related to the System will not violate any copyrights, licenses, intellectual property rights or other agreements

2.8. Confidential/Proprietary Information

2.8.1. To the extent allowed by law, information contained in a response to a Request for Information shall be considered confidential until a formal procurement process is concluded or for two (2) years, whichever occurs first. This RFI and responses to the RFI are subject to the Arizona Public Records law and as such, are open to public inspection after this time; and

2.8.2. Suppliers must ensure that their employees, consultants and agents are also bound and comply with this condition of confidentiality and proprietary information.

2.9. Acceptance of these Conditions

Suppliers, by submitting a response to this RFI, are deemed to have acknowledged and agreed to the conditions set out in this RFI.

PART 3- ADDITIONAL INFORMATION

3.1. Supplier Details

In addition to a completed **Attachment A**, supplier may also provide the following with their response:

- 3.1.1. Details of supplier location operation and operating locations;
- 3.1.2. Supplier ownership information, including details of Directors and other key office bearers;
- 3.1.3. Relationships with any parent company (if applicable);
- 3.1.4. Details of joint venture arrangements (if applicable); and
- 3.1.5. Details of any current legal actions pending against the supplier or its directors and/or office bearers.

3.2. Supplier Capabilities and Experience

- 3.2.1. A description of the core supplier business, listing relevant case studies, or examples (a maximum of three) that support this description. Where possible, include case studies that relate to activities that may relate to activities consistent with the opportunity. Within necessary boundaries of confidentiality, please be as specific as possible.
- 3.2.2. Additional services, products and works provided outside of your core business; and
- 3.2.3. Details of key security, environmental or other performance measures.

3.3. Certification and Awards

- 3.3.1. Details of all certifications held (e.g. ISO 9001) including date of last certification/ recertification and details of the certifying body (copies of certifications may be appended to your response); and
- 3.3.2. Details of any recent external corporate awards, including the awarding body, if relevant to the opportunity.