

CITY OF PITTSBURGH
REQUEST FOR PROPOSAL
FINANCIAL TRANSPARENCY PLATFORM AND SERVICES

I – Summary Information

The City of Pittsburgh (City) is interested in a platform that hosts a “stand-alone” web-based service to assist in the publishing of City financial and budget data to be utilized by internal and external users. This module will assist the City with its initiative for transparent government.

The SCOPE OF WORK includes but is not limited to the following:

- The contractor will use the financial data provided by the City of Pittsburgh’s Office of the Controller to sustain the budget and financial data platform for the City.
- The platform shall consist of a website or software accessible to city staff that allows department users and the public to view multiple years of historic general ledger and budget data, see year-over-year trends, drill down to the budget object level, and download and share financial data in multiple forms such as tables and graphs.
- The data should be filterable and divisible by fund, department, or expense/revenue type. All graphs and tables should be exportable as images or as spreadsheets for analyzing, presenting, or sharing.
- The platform shall be easily and instinctively accessible to all City staff and residents, and will be available to unlimited users 24/7.
- The platform shall have administrative rights to members of the City’s Office of the Controller.
- Contractor will maintain and host the City’s financial data and reporting website for the duration of the contract. Contractor must provide all necessary support and training which includes importing and manipulating data and any other platform function.
- The platform must provide analytics to detail and monitor number of visitors, average duration, and sources.
- The platform must allow users to connect via mobile and desktop devices by leveraging cloud and responsive web technologies. The software must be accessible outside of the City’s network.

The term of the AGREEMENT(s) will be for a period of 3-year(s) with the option to extend the AGREEMENT for 2 additional one (1) year period(s).

Submission requirements include the following:

Due Date: Monday, October 16, 2017, at 4 PM EST

Delivery: Douglas Anderson, Deputy Controller
City of Pittsburgh
City-County Building
Controller’s Office, 1st Floor
414 Grant Street
Pittsburgh, PA 15219

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And via

Email to: douglas.anderson@pittsburghpa.gov
a.dewitt@pittsburghpa.gov
ryan.herbinko@pittsburghpa.gov

Deliverables: Technical Qualifications – 2 hard and 1 electronic copies

The City reserves the right to reject any or all responses submitted. The City further reserves the right to retain all responses submitted and to use any ideas in a response regardless of whether that response is selected. Submission of a response indicates acceptance by the firm of the conditions contained in this request for qualifications, unless clearly and specifically noted in the response submitted and confirmed in the contract between the City and the firm selected.

There is no expressed or implied obligation for the City to reimburse firms for any expenses incurred in preparing responses to this request.

II – Qualifications Requirements

General Requirements – Submission of Qualifications

For a proposing firm to be considered, two hard copies and one electronic copy of the Technical Qualifications is required to be received by Monday, October 16, 2017, at 4 PM EST.

Each submission should include a preliminary section which includes the following:

1. Title Page – include the firm’s name, contact person and contact information for the firm
2. Table of Contents
3. Transmittal Letter – include the following:
 - a. a signed statement regarding the respondent’s understanding of the work to be done,
 - b. a signed statement attesting that the firm will perform the work according to professional standards, and
 - c. a signed statement that the firm understands that, after a selection is made, all qualifications may be public records under the Pennsylvania Right to Know Law.

Technical Qualifications

Please respond to the following sections, clearly marking them accordingly. If you are unable to provide a response to a particular question, simply leave the section blank. Please do not provide any information other than what is specifically requested.

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1. Experience

Provide a list of government agencies or other entities for which your firm provided this service from 2013 through the date of your proposal. Include the year and the type of services provided. Please present your list in reverse chronological order.

2. Specific Examples

Provide a brief description of how your firm intends to provide a platform for the requested data presentations described under Section 1. Discuss any innovative or unique aspects of the data presentations.

3. References

Provide three (3) references. Provide only the names of agency staff members who have directly worked with your firm. Include the reference's name, title, address, email address, and direct telephone number.

4. Firm Profile

Provide a brief profile of your firm using the format below:

- a. Number of support persons
- b. Number of full-time staff
- c. Office locations

5. Primary Qualification

Provide a brief narrative that explains why your firm is best qualified to provide these services to the City.

6. Pricing Methodology

Briefly describe your pricing methodology.

7. MBE/WBE Participation

State succinctly what your firm is doing to promote opportunities for women and minority professionals in your organization and what specifically your firm proposes to do in this regard.

8. Other Information

Please provide any other information which you believe is pertinent to the City's consideration of your firm. Please limit your response to this section to no more than two (2) pages.