PEACE RIVER REGIONAL DISTRICT

REPORT

To: Chair and Directors   Report Number: FN-BRD-003

From: Teri Vetter, Financial Services Manager   Date: April 27, 2020

Subject: Budget Software – RFP 14-2020

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RECOMMENDATION: *[Corporate Weighted]*
That the Regional Board award RFP 14-2020 "Budgeting and Financial Reporting Software" to Public Sector Digest (PSD) at a one-time cost of $68,425, plus $12,500 for annual maintenance and support, for a total cost of $80,925 (excluding GST) in 2020; further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

BACKGROUND/RATIONALE:
At the March 26, 2020 Board meeting, the Regional Board adopted the 2020-2024 Financial Plan that included $75,000 for budget software and installation for the PRRD.

The RFP closed on March 25, 2020 and 3 bids were received as follows:

	PSD	**New Comp Analytics**	**Questica**
Mandatory Requirements			
Submission Form (Appendix B)	✓	✓	✓
Pricing (Appendix C)	✓	✓	✓
Cannot rely on third party software to function	✓	✓	?
Scoring Matrix Results			
PROPOSAL COST (Excluding GST)	**$80,925.00**	**$59,535.00**	**$124,166.00**

Although PSD was not the lowest bid, this was an RFP with a disclosed scoring matrix that included price as one component of the score. The proposal from PSD scored higher than the lowest bid for the following reasons:

- PSD has vast knowledge of working with Regional Districts, and understand their budget needs.
- Provided a much better implementation and training schedule (April – September 2020), allowing staff to fully understand and learn the software.
- Allowance for additional training at no cost, and additional phone support.
- Dedicated Software Manager provided for the PRRD.
- Provide configuration of existing developed reports into a database during implementation with hands-on training.

- Other proponents support and maintenance fees were over $22,500/year.
- PSD scored almost 10 points higher than the other proponents as the software appears to be far superior to the others.

Budgeting software provides organizations with precise control over the budgeting process, while offering budget preparation and analysis tools throughout the organization. The software provides a secure centralized database, to allow for customized data entry and interdepartmental collaboration. Multiple reporting views can immediately provide insight into the impact of a budget change on a specific service, department, or the entire organization.

The benefits include:
1. streamlining budget processes and collaboration provides significant efficiency and data reliability gains;
2. better and faster reporting leads to greater staff buy-in;
3. integrated financials from accounting software allowing for streamlined processes and calculations, resulting in significant time savings; and
4. significantly improved forecasting for operating and capital budgets.

ALTERNATIVE OPTIONS:
1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:
☒   Organizational Effectiveness

FINANCIAL CONSIDERATION(S):
$75,000 was budgeted in Function 100 - Administration for 2020 for the acquisition of budget software. There is an annual $12,500 support and maintenance fee as well, which can be accommodated in the 2020 Administration operational budget, and will be accommodated in future years.

COMMUNICATIONS CONSIDERATION(S):
Procurement will advise the successful and unsuccessful proponents of the outcome.

OTHER CONSIDERATION(S):
None.