The following questions have been received from organizations indicating an intent to bid on the Denver Urban Renewal Authority’s Financial Software Assessment RFP.

Through this web page, these questions and the Authority’s answers are made available to all bidders.

Denver Urban Renewal Authority contact for all questions and correspondence:

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Question 1

Can we get the output of the “financial operations assessment” that was performed last year?

Answer 1

The RFP includes the outcomes and recommendations from the Financial Operations Assessment that are relevant to the Financial Software Assessment project.

Question 2

Has a project manager and team been identified and allocated for this project and if so, what is their level of allocation and responsibilities?

Answer 2

The Financial Software Assessment project will be managed by Robin Hickey, Deputy Director/CFO and supported by Finance Department staff and Executive Director. Sufficient staff time will be allocated to the project.
Question 3

Are all resources that would be included in the project and participate in interviews in Denver or should other locations be considered?

Answer 3

All resources are located in Denver.

Question 4

Is there a desire to see if you could reimplement the current Sage system or use it more effectively?

Answer 4

The RFP contemplates that the Selected Consultant will evaluate whether the current Sage system could be used more effectively to meet all of DURA’s organizational needs.

Question 5

Can you confirm what processes are considered “accounting functions” and would be considered in scope for the system replacement? (i.e. month end/quarter end/year end processing and consolidation, invoice processing and payments, billing and receivables and collections, fixed asset and depreciation, budgeting and forecasting, debt compliance and monitoring, etc.) Anything else? Construction?

Answer 5

The following is a list of core accounting functions that would be considered in scope for the system replacement. This list is not intended to be exhaustive:

- General and subsidiary ledger management
- Accounts payable
- Accounts receivable
- Payroll
- Loan management
- Month-end, quarter-end and year-end processing and consolidation
- Management and GAAP-based financial reporting
- Asset tracking, including depreciation
- Budgeting
- Debt management
As outlined in the RFP, it is expected that the consultant will take steps to understand DURA’s current software and off-book spreadsheet utilization to gain a full understanding of the organization’s accounting functions, activities, and needs.

**Question 6**

What tax processes, if any, are in scope?

**Answer 6**

As a governmental agency, DURA has limited tax processes outside of those normally included in the payroll function.

**Question 7**

What level of ownership and participation would DURA like to have with this project? For example, what level of ownership or review/participation would DURA like us to assume with respect to managing the RFP process with the vendors and the associated communications and management of their responses and preparation for demonstrations?

**Answer 7**

Per the RFP, DURA is requesting that the Selected Consultant make a recommendation(s) for the DURA Staff and the Board of Commissioners to consider. Based on these recommendations, DURA Staff and the Board of Commissioners will ultimately select and procure the appropriate software. Procurement support is not in the scope of this RFP.

**Question 8**

What is your budgeted range for this selection project? (For example, above or below $50k.)

**Answer 8**

A budget has not yet been determined. Respondents’ cost/value proposition will be a consideration in DURA’s proposal evaluation process.

**Question 9**

Are there any required formats for the final detailed versus summarized reports? Word or PowerPoint?
Answer 9

The Selected Consultant may recommend the most appropriate report format.

Question 10

The RFP expressed that the selected consultant will be ineligible to respond to the implementation RFP. Are there elements of the implementation, such as project management, test management, change management or other governance components that are excluded from this requirement or is this absolute?

Answer 10

At this time, the Implementation RFP is expected to consider all aspects of the implementation process, including project management and change management. Should that expectation change in the future, DURA’s Staff and Board of Commissioners will determine an allowable response structure that is in the best interests of DURA.

Question 11

The RFP expressed that DURA may issue an Implementation RFP. Under what scenarios would you foresee not issuing an Implementation RFP?

Answer 11

Should the Selected Consultant recommend that the current software, Sage 50, is the best solution for DURA at this time, and DURA Staff and Board of Commissioners concur with that recommendation, there may not be an Implementation RFP. DURA reserves the right not to issue an Implementation RFP for any reason.

Question 12

Does DURA anticipate procurement support as part of the project scope?

Answer 12

No, DURA does not anticipate procurement support as part of the project scope.
Question 13

Does DURA anticipate detailed requirements as a deliverable of this project? If yes, what is the preferred format?

Answer 13

The deliverables as outlined in the RFP are:

“The results of this financial software assessment will be summarized in a final report for presentation to the Authority management team, Audit and Finance Committee and/or Board of Commissioners. Both a full detailed final report and an executive summary are required. The report must include all of the alternatives evaluated and the rationale for the selected consultant’s recommendation, including a cost-benefit analysis and a recommended implementation timeline.”

Respondents may choose to suggest or include additional deliverables in their RFP responses, should they believe that such additional deliverables would be benefit the desired outcomes of the RFP.

The appropriate format of all deliverables may be recommended by the selected respondent.

Question 14

Is there a preferred timeline for completion of the project scope?

Answer 14

Per the RFP, DURA has requested that respondents identify an appropriate timeline for the completion of the project scope. DURA expects the contract to begin on or around January 2, 2020.

DURA undergoes its annual audit each Spring. As such, Finance staff will have limited time to dedicate to this project between March 1 and April 20.