Project Management COMMUNICATION

MEETING DATE: **L&F 11/14/12; Council 11/19/12**   Item Number: **No. LF111412-04**

TYPE OF ITEM: **Request for RFP**

PRESENTED BY: **Pauline Sumption**

SUBJECT/AGENDA TITLE:
Authorize Staff to Issue a Request for Proposals for Financial Management Software

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EXECUTIVE SUMMARY: **The Finance Office requests City Council authorization to release a Request for Proposal for purchase and implementation of Financial Management Software to replace the current IFAS software. If approved, the Request for Proposal will be released November, 2012.**

COUNCIL OPTIONS:

1. **Deny request, however the current system will no longer be updated after 12/31/2012 which would put the City of Rapid City on a different software version from their other clients. In addition, we would be limited in the software support that the City would receive.**
2. **Approve request and begin the process to move to a more robust and progressive system as is defined in the RFP**

RECOMMENDED OPTIONS: **I recomend the Council approve this request to authorize staff to issue an RFP for Financial Management Software**

 FISCAL IMPACT & FUND SOURCE FOR RECOMMENDED ACTION: **Partial funding has been identified through the CIP Fund. Additional funding will be requested after estimates have been determined through the RFP process.**

BACKGROUND AND ISSUE ANALYSIS:
A four person steering committee (Pauline Sumption, Mary Floto, Jeff Barbier, and Greta Chapman) was identified to research and prepare an RFP for new software. Core modules and project objectives have been identified and are included in the RFP. We are currently having the City Attorney's Office and BerryDunn, an independent consultant, review the RFP prior to its release.

Attached: Draft RFP (if substantial changes are requested by either the CAO or BerryDunn, we will provide that information to the Council)