HIGHLANDS COUNTY
BOARD OF COUNTY COMMISSIONERS
(HCBCC)
PURCHASING DEPARTMENT

DATE: 6/24/16

RFP NO.   16-014   ADDENDUM No. 2

Project.:   BUDGET SOFTWARE SOLUTION

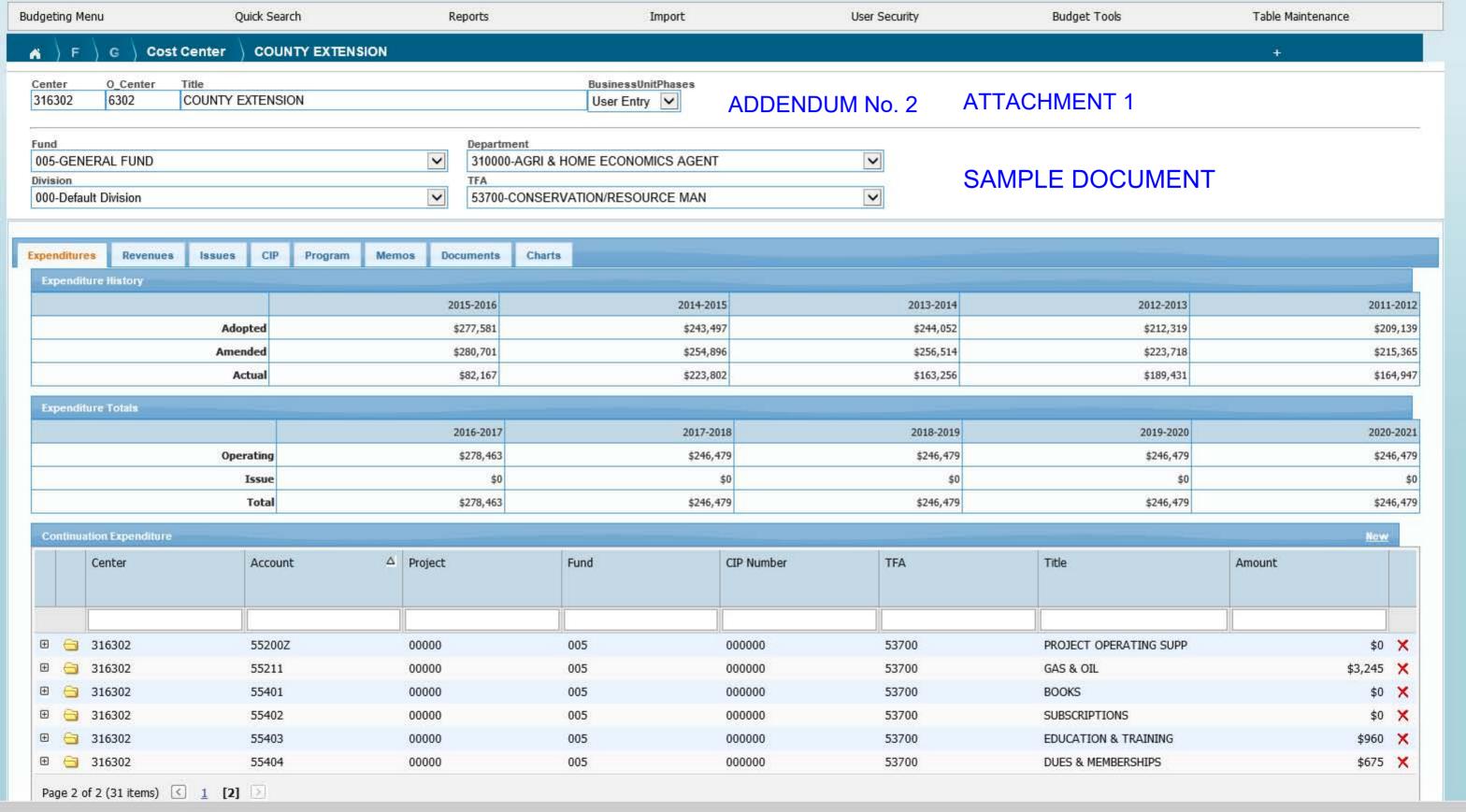Owner: Highlands County BCC
             Attn: Purchasing Department
             4320 George Blvd; Sebring, FL 33875-5803

The purpose of this addendum is to provide clarification of the specification and to address questions submitted to the County by prospective Proposers.

Q.   With respect to below requirement, does the County actually want to see all these columns when entering their budget requests or is this more of a reporting requirement eg. Being able to print a report with all this information.

1. Pg 17 3.d. d. Ability to have available, at a minimum, in the upcoming fiscal year budget worksheet:
    (1) Prior two (2) year's modified budget and actual data
    (2) Current year adopted budget
    (3) Current year modified budget
    (4) Current year actual year-to-date (refreshed from the County's General Ledger when requested)
    (5) Current year department's projections to year-end.
    (6) Budget for upcoming fiscal year

A.   Most of these items are report issues. #5 & #6 would need to be entry fields in the software. I'm attaching two documents that show what we currently use. The first attachment is a screen shot while in the software that shows history for a specific 'cost center' from the past 5 years (current year included) which covers items #1 – 4 but we would like to see some of this data on our budget reports, also, especially a couple years of actual data. The second attachment (expenditure budget) shows what we currently have available thru our provider but would like to upgrade this report also to show two (2) years Actual data instead of one (1) year. This would apply to the revenue reports, also. I hope this information helps.

Q.   Can you please restate the following question explaining and providing an example of what the County is looking for as a response? Pg. 25 – 4.1.a. Provide example flow schematics from at least three (34) Budget Software Solution systems used by a government organization of similar size or larger than the County implemented by the Proposer in the past five (5) years.

We just want to see what the steps are to implement the software; in other words, like a flow chart showing the process, does a team member come help with the set-up and give instruction (preferably in person if possible), etc.

F   G   **Cost Center**   **COUNTY EXTENSION**   +

Center	O_Center	Title		BusinessUnitPhases
316302	6302	COUNTY EXTENSION		User Entry ▾

ADDENDUM No. 2   **ATTACHMENT 1**

SAMPLE DOCUMENT

Fund	Department
005-GENERAL FUND ▾	310000-AGRI & HOME ECONOMICS AGENT ▾

Division	TFA
000-Default Division ▾	53700-CONSERVATION/RESOURCE MAN ▾

Expenditures | Revenues | Issues | CIP | Program | Memos | Documents | Charts

Expenditure History

	2015-2016	2014-2015	2013-2014	2012-2013	2011-2012
Adopted	$277,581	$243,497	$244,052	$212,319	$209,139
Amended	$280,701	$254,896	$256,514	$223,718	$215,365
Actual	$82,167	$223,802	$163,256	$189,431	$164,947

Expenditure Totals

	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Operating	$278,463	$246,479	$246,479	$246,479	$246,479
Issue	$0	$0	$0	$0	$0
Total	$278,463	$246,479	$246,479	$246,479	$246,479

Continuation Expenditure   New

	Center	Account △	Project	Fund	CIP Number	TFA	Title	Amount
⊞ 📁	316302	55200Z	00000	005	000000	53700	PROJECT OPERATING SUPP	$0 ✕
⊞ 📁	316302	55211	00000	005	000000	53700	GAS & OIL	$3,245 ✕
⊞ 📁	316302	55401	00000	005	000000	53700	BOOKS	$0 ✕
⊞ 📁	316302	55402	00000	005	000000	53700	SUBSCRIPTIONS	$0 ✕
⊞ 📁	316302	55403	00000	005	000000	53700	EDUCATION & TRAINING	$960 ✕
⊞ 📁	316302	55404	00000	005	000000	53700	DUES & MEMBERSHIPS	$675 ✕

Page 2 of 2 (31 items)   ◁   1   [2]   ▷

Highlands County

Expenditures By Cost Center - Detail

Center: 414100   COUNTY ENGINEER

Fund	Account	Proj/Act		Title	14-15 Actual	15-16 Budget	Estimate	16-17 Request	Issues	Total Request	Variance
				TOLLS, PARKING, FUEL FAC ANNUAL LEGISLATIVE CONFERENCE (1 CE @ 3 DAYS)				$60	$0		
				LODGING NACE ANNUAL CONFERENCE (1 CE @ 6 NIGHTS @ $135/NIGHT)				$810	$0		
				PER DIEM NACE ANNUAL LEGISLATIVE CONFERENCE (1 CE @ 6.5 DAYS @ $38/DAY)				$247	$0		
				TOLLS, PARKING, FUEL NACE ANNUAL LEGISLATIVE CONFERENCE (1 CE @ 6 DAYS)				$84	$0		
				LODGING IMOT (1 EMP @ 1 NIGHT @ $135/NIGHT)				$135	$0		
				PER DIEM IMOT (1 EMP @ 1 DAY & 1 DINNER @ $38/DAY)				$58	$0		
				TOLLS, PARKING, FUEL IMOT TRAINING				$75	$0		
				TRANSPORTATION NACE ANNUAL CONFERENCE				$500	$0		
				TRANSPORTATION NACO ANNUAL CONFERENCE				$500	$0		
				TRANSPORTATION NACO LEGISLATIVE CONFERENCE				$500	$0		
110	54100	00000	54100	COMMUNICATIONS & FREIGHT	$0	$0	$0	$915	$0	$915	100.00%
				CISCO PHONE SYS. DEVICES (1)				$44	$0		
				AIR CARD (1 @ $40/MO)				$480	$0		
				CELL PHONE ALLOWANCE (1 @ $25.08/MO)				$301	$0		
				CISCO PHONE SYS. CIRCUIT CHGS				$27	$0		
				CISCO PHONE SYS. DID (1)				$13	$0		
				IT BANDWIDTH				$50	$0		
110	54500	00000	54100	INSURANCE	$0	$0	$0	$825	$0	$825	100.00%
				CE 1835 LIGHT DUTY 1 (FY16/17 @ $590)				$590	$0		
				EMPLOYEE LIABILITY 1 (FY16/17 @ $235)				$235	$0		
110	54600	00000	54100	REPAIR & MAINTENANCE	$0	$0	$0	$977	$0	$977	100.00%
				TIME CONTROL SUPPORT & MAINT (1 @ $32/EA)				$32	$0		
				CE 1835 - 2007 FORD EXPLORER 4X4 - LABOR				$265	$0		

Expenditures By Cost Center - Detail
390

Friday, June 17, 2016   2:31 pm