



## **Appendix II. Price Packet**

### **Debt Management Software**

Request for Proposal No.15-0011

## INSTRUCTIONS

Please refer to the RFP for details regarding the requirements and use of the Price Sheet.

#	Sheet	Detailed Instructions
1	All	The Offeror is required to fill out the "Debt Management Software Package Price" worksheet to provide information on the Offeror's price and fees, the "Operation Cost" worksheet to provide information on ongoing cost of operating the system, the "Payment Schedule" worksheet to provide the Offeror's proposal for the payment timeline, and the "Offeror Assumptions" worksheet to clarify the assumptions made as part of the price proposal.
2	All	The Offeror is to provide information for all cells with a green background, unless otherwise stated (e.g., the Offeror is not required to fill out comment fields; comment fields are provided in case the Offeror wishes to provide clarification)
3	Debt Management Software Package Price sheet	Within the Debt Management Software Package Price worksheet, there are three sections (A, B and C) the Offeror must complete
4	Debt Management Software Package Price worksheet - Section A	<p>Section A of the Debt Management Software Package Price worksheet requires the Offeror to provide the one-time installation fee (including any other non-user based one-time fees), the one-time license fee and ongoing annual maintenance and support fees for 3 years, within the provided structure of functional groups and modules. If needed, the Offeror is allowed to add new functional module categories in Column C of the "Others" bucket, however each addition must be accompanied by a detailed description of the content of the module.</p> <p>The one-time installation fee shall be provided for each of the functional groups (e.g., DAC, FAR, DARM and Others).</p> <p>The one-time user license fees shall be provided for each individual functional module. The IFA will use the estimated number of users in each category to calculate a total that will be used for price comparison between the price proposals.</p> <p>The ongoing support and maintenance fee shall be provided for each of the 3 years of following the go-live, in combination with a detailed description on how these maintenance and support fees are calculated.</p>
5	Debt Management Software Package Price worksheet - Section B	Section B of the Debt Management Software Package Price worksheet allows the Offeror to provide bundled price information for the same categories as section A (one-time installation fee, one-time license fee, ongoing support and maintenance fee). This provides the Offeror the opportunity to provide one bundled price for the Debt Management Software Package. When using this option, the Offeror is required to list any additional functional modules, if any, that would be included by the Offeror as par of the bundled package. The IFA encourages each Offeror to provide a bundled one-time license fee (Debt Management license) in combination with information related to cap and change triggers as the current user numbers are based on estimates.

## INSTRUCTIONS

Please refer to the RFP for details regarding the requirements and use of the Price Sheet.

#	Sheet	Detailed Instructions
6	Debt Management Software Package Price worksheet - Section C	Section C of the Debt Management Software Package Price worksheet should represent the Debt Management Software Package Price worksheet totals in each of the price categories. The offer or should enter the lowest price in case price from section A and section B differ. The Offeror has the opportunity to add any additional price components for one-time (C1) or ongoing (C2) fees, including a detailed description in the comment cell, to ensure that the calculated total in C.3 covers the Offeror's full price proposal.
7	Operational Cost sheet	Within the Operational Cost worksheet, the Offeror must provide information in all four sections A, B, C and D.
8	Operational Cost sheet	Section A of the Operational Cost worksheet is where the Offeror should provide information on the proposed Debt Management Software Package infrastructure requirements in case of an on-premise installation. For each of the provided infrastructure dimensions, the Offeror should detail the specific requirements and the quantity needed to operate the Debt Management Software Package. The Offeror is encouraged to add further dimensions needed, and provide information on the same detail level. For each dimension, the Offeror has to indicate whether the mentioned requirements are included in the Debt Management Software Package Price or will be additional costs for the IFA.
9	Operational Cost sheet	Sections B and C of the Operational Cost worksheet require the Offeror to provide information on select implementation services expert roles (section B), and on select expert roles related to the Offeror's support and advisory services. The cost information shall be provided on a fixed cost basis, and should reflect industry best practices. The Offeror is encouraged to provide the source of the information provided.
10	Operational Cost sheet	Section D of the Operational Cost worksheet requires the Offeror to provide information on the cost dimensions of a hosted solution with managed services (either Offeror or third party hosted).
11	Offeror Assumption sheet	The Offeror Assumptions worksheet requires the Offeror to provide detailed information (description and rationale) for each of the assumptions made within the Price Sheet attachment. The Offeror is required to provide information on the impact on Price of each of the assumptions, in case the IFA determines an assumption to be invalid.

**DEBT MANAGEMENT SOFTWARE PACKAGE PRICE**

All Prices on this sheet will be considered Final Prices for scoring - therefore please state Prices that already include any discounts that apply.

**A. INDIVIDUAL PRICE PER FUNCTIONAL MODULE**

		Total number for user (for self-service <sup>2</sup> ):			One-Time Prices: Software installation price/non-user-based license fees	License fees: User-based license Please provide user-based license fees (UL) - mandatory					Ongoing Price (For the 3 years following the go-live)			
		Core user <sup>2</sup>	Casual user <sup>2</sup>	Development user <sup>2</sup>		License fee per Core user	License fee per Occasional user	License fee per Self-service user	License fee per Development user	Total UL	YEAR ONE SUPPORT/MAINT FEES (Total annual support and maintenance fee based on expected # of users)	YEAR TWO SUPPORT/MAINT FEES (Total annual support and maintenance fee based on expected # of users)	YEAR THREE SUPPORT/MAINT FEES (Total annual support and maintenance fee based on expected # of users)	TOTAL OF 3 YEARS OF SUPPORT/MAINT FEES (Total annual support and maintenance fee based on expected # of users)
Functional modules														
DAC	DEBT AND COMPLIANCE, i.e. monitoring and documenting compliance, debt service schedules, payoff scenarios and reporting requirements, etc. for:	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Bonds	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Notes	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Loans	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Miscellaneous	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Canned Compliance Reporting	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Ad hoc Compliance Reporting	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Compliance Checklist Integration	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Compliance Workflows and Approvals	15	8	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FAR	FINANCIAL ACCOUNTING AND REPORTING, i.e. Integrating with General Ledger ERP systems and providing syncing of data for:	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Chart of Accounts	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Journal Entries	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Canned Financial Reporting	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Ad hoc Financial Reporting	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CAFR Requirements	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Financial Checklist Integration	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Miscellaneous	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Financial Transaction Workflows and Approvals	15	8	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DARM	DOCUMENT AND RECORDS MANAGEMENT, i.e. Ability to link directly with all records in IFA's records and	15	8	2		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Miscellaneous	15	8	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	[Others - please fill in]	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**DEBT MANAGEMENT SOFTWARE PACKAGE PRICE**

All Prices on this sheet will be considered Final Prices for scoring - therefore please state Prices that already include any discounts that apply.

A. INDIVIDUAL PRICE PER FUNCTIONAL MODULE													
OTHERS <sup>1</sup>	[Others - please fill in]	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	[Others - please fill in]	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	[Others - please fill in]	-	-	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total of individual prices</b>					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**B. OPTIONAL BUNDLED PRICING**

OPTIONAL - Bundled price for each of the price columns	One-Time Prices: Software installation price/non-user-based license fees	License fees: User-based license Fees Based on Bundled Price	Ongoing Price (For the 3 years following the go-live)			
			YEAR ONE SUPPORT/MAINT FEES (Total annual support and maintenance fee based on bundled price)	YEAR TWO SUPPORT/MAINT FEES (Total annual support and maintenance fee based on bundled price)	YEAR THREE SUPPORT/MAINT FEES (Total annual support and maintenance fee based on bundled price)	TOTAL OF 3 YEARS OF SUPPORT/MAINT FEES (Total annual support and maintenance fee based on bundled price)
In case you provide a bundled price, the IFA will compare the total of individual prices and your bundled price and will use the lower one for comparison. Should user numbers change, the IFA reserves the right to take the price that is most advantageous for the IFA.  [Please describe additional functionality provided as part of bundled price: e.g., fleet management, order entry, capacity planning, bill of materials]	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**C. TOTALS**

<b>C.1 Total one-time price</b>	
Total Software installation price:	\$ -
Total License fees:	\$ -
<b>Total one-time price</b>	<b>\$ -</b>
<b>C.2 Total ongoing price for 3 years</b>	
Total ongoing Maintenance and support fees for 3 years	\$ -
<b>C.3 Total price (one-time and ongoing for 3 years)</b>	
Total price of the Debt Management Software Package (all one-time prices plus ongoing costs for 3 years)	\$ -

**Notes:**  
1. It is the responsibility of the Offeror to ensure spreadsheet calculations are correct.

**OPERATIONAL COST**

**A. Infrastructure requirements for on-premise solution**

Infrastructure element (Infrastructure quantity should be able to support all necessary platform instances, e.g., production instance, testing instance, development instance)	Detailed description (e.g. processors, type of storage and memory, type of network card)	Quantity (# of units required)	Is cost of specific dimension included within Debt Management Software Package price? (Yes/No)	If infrastructure element is not provided as part of the Debt Management Software Package, please provide a cost estimate for these infrastructure requirements Estimates will not be used for scoring - infrastructure cost will be calculated on quantity required and IFA benchmarks		
				One-time cost per unit, in USD	Ongoing cost per unit, per year, in USD	Total cost (one-time plus ongoing cost for 3 years)
Database				\$ -	\$ -	\$ -
Application server				\$ -	\$ -	\$ -
Web server				\$ -	\$ -	\$ -
Network infrastructure				\$ -	\$ -	\$ -
[Others - please fill in <sup>1</sup> ]				\$ -	\$ -	\$ -
[Others - please fill in <sup>1</sup> ]				\$ -	\$ -	\$ -
[Others - please fill in <sup>1</sup> ]				\$ -	\$ -	\$ -

**B. Implementation and support services**

This will be used for cost comparison of implementation and support cost

Implementation Role	Estimated "Industry-Practice" Fixed Cost	Offeror Comments Please provide source of estimate and add further comments needed for clarification
Functional Analyst		
Technical Analyst		
Project Manager		

**C. Debt Management Software Package Offeror support and advisory services**

This will be used for cost comparison of advisory and support cost. Any services provided by the Offeror need to be provided based on the agreed upon rate card costs.

Debt Management Offeror Support Roles	Fixed Cost	Offeror Comments Please provide source of estimate and add further comments needed for clarification
Technical Support Expert		
Solution Architect		
Client Advisor <sup>2</sup>		

**OPERATIONAL COST**

**A. Infrastructure requirements for on-premise solution**

**D. HOSTING-Provide prices based on best-practice hosting option (either hosted directly by vendor or by recommended third party)**

Hosting Service Element	Estimated One-Time Cost	Estimated Ongoing Cost Per Year	Estimated Total Cost (one-time plus ongoing cost for 3 years)	Offeror Comment
Infrastructure Management & Data Storage	\$ -	\$ -	\$ -	
Database Management	\$ -	\$ -	\$ -	
Backup & Disaster Recovery	\$ -	\$ -	\$ -	
Application maintenance	\$ -	\$ -	\$ -	
Application upgrades and modifications	\$ -	\$ -	\$ -	
Application services and support (e.g., Help-desk, User administration, Application administration, System-support)	\$ -	\$ -	\$ -	
Facility Services	\$ -	\$ -	\$ -	
Other [please use comment field to detail the components]	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Notes:**

1. The Offeror shall describe all proposed hardware.
2. It is the responsibility of the Offeror to ensure spreadsheet calculations are correct.

**OFFEROR ASSUMPTIONS**

<b>ASSUMPTION #</b>	<b>OFFER SECTION (PAGE NUMBER, PARAGRAPH/SECTION)</b>	<b>DETAILED DESCRIPTION</b>	<b>COST IMPACT</b>
1			
2			
3			
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