



Date: Tuesday, September 26, 2023

Honorable Mayor and Council Members

Author and title: Cindy Peterson, Finance Manager; Nicole Casey, Administrative Services Director

Title: **Budget Software Consultation C2205 – Contract Award**

Jen Callaway, Town Manager

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**Recommended Action:** That Town Council authorize the Town Manager to award and execute the Budget Software Consultation contract to Averro Advisors in the amount of \$79,800.

**Discussion:** The Town is embarking on a project to select and implement a software product for operating and capital budgeting. This product will replace the Town's existing process which is carried out in Excel. Excel is no longer sufficient to handle the Town's budget process due to how big the budget is and how many users need to participate in the budget process. The capital budget, in particular crashes frequently, and the Town has had to recreate the whole capital budget from paper records in the middle of the budget process, causing significant strain on staff. The budgeting process is critical to the Town's operations and long-term financial sustainability, therefore having a product that meets the Town's needs and is functional is crucial.

An additional goal of this project is to increase the transparency and accessibility of the Town's budget. The Town currently produces a 400+ page PDF document that is not easy for new users to navigate. It is the intention that the new software will have a more dynamic online interface that is easier for an average individual to navigate and locate information. In order to ensure that the Town secures a software that meets all these needs and to ensure that the Finance Division has the appropriate level of support in implementing the new software, staff felt that a consultant was needed.

Staff issued a request for proposals (RFP) on August 9, 2023, via the Town website. Specifically, the Town desired to secure a consultant to assist in determining the Town's needs for a budget software and developing a comprehensive RFP for a new software. The consultant will help ensure that the software RFP is delivered to qualified software companies. Once a software is selected, the consultant will assist with vendor contract negotiations and lead the process in implementing the new software product.

The RFP closed on August 24, 2023, at 4:00 pm. The Town received two bids for this project. Staff reviewed the proposals that were received and evaluated the following on a scale of 1 to 5, with 5 being the highest score, with the recommended consultant, Averro, scoring higher:

- Qualifications and experience of the project team.
- Understanding of the work required.
- Quality and responsiveness of proposal.
- Capacity and timelines.
- Budget approach/cost effectiveness.

Both consultants were asked to present to the Town virtually and were asked a series of interview questions to ascertain additional details about their process and qualifications. After the interview

process, staff contacted references for the preferred consultant, including a California local government client. Based on the review of the proposal, the interview process, and the reference checks, staff are recommending that Council authorize the Town Manager to award and execute the Budget Software Consultation contract to Avero Advisors in the amount of \$79,800.

**Priority:**

<input checked="" type="checkbox"/>	Enhanced Communication	<input type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input type="checkbox"/>	Housing
<input type="checkbox"/>	Infrastructure Investment	<input type="checkbox"/>	Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/>	Core Service

**Fiscal Impact:** There is sufficient budget in C2205 Budget Software to cover the cost of this contract.

**Attachments:**

Proposal from Avero Advisors