

NOTICE OF INTENT TO PURCHASE SOLE/SINGLE SOURCE PRODUCTS AND/OR SERVICES

The products and/or services listed below or on the attached page(s) are believed to be of a unique or proprietary nature and therefore only available from one source.

Posting Start Date/Time	Product/Service	Source of Supply	Posting End Date/Time
January 21, 2021 8:00 AM	Consulting Services (Forecasting Software Model)	Stantec	February 3, 2021 5:00 PM

The above description is intended to describe the products and/or services the City intends to accept.

This notice will remain posted for a period of ten (10) business days.

If you believe you have a “like” product or service you would like to offer, please submit descriptive literature and detailed technical specifications by email to sescoda@cityofgainesville.org.

Responses to this notice will be used to determine whether bona fide competition exists. If Procurement does not receive “like” products/service information during this posting period, the purchase order shall be issued to the listed vendor.

Deadline

The deadline for receipt of descriptive literature and detailed technical specifications is the Posting End Date/Time notified above. Information received after this date/time will not be considered.

Purpose: The City of Gainesville is soliciting proposals from qualified and experienced firms to provide annual consulting services in, but not limited to, forecasting and financial services on an as needed basis. As work is needed to be performed by the contractor, task orders will be generated for the specific requirements needed. The selected firm will be expected to perform such services as assistance in forecasting and financial planning as well as other tasks as may be deemed necessary by the City.

Funds: General, Special and Enterprise

Scope of Services:

The following is a description of the scope of services, which may be required by the City:

- Develop ten-year expense and revenue forecasting model for all funds with ability to create scenario based comparisons in order to identify short-term and long-term impacts of financial decisions, provide a framework for scenario evaluation and sensitivity tests, and consider future cost requirements/events to ensure financial sustainability.
 - Factors for evaluation include, but are not limited to: millage rate, property tax growth, fire assessment, inter local agreements, state revenue sharing estimates, annual required pension contributions, collective bargaining agreements, capital investments including renewal and replacement, general fund transfers (GRU), debt service obligations, CPI, and maintaining reserve requirements.
 - Ability to interface with City's financial system of record.
- Annually, or as required, review and make recommendations on forecasting (quarterly or semi-annual basis)
- Annually, or as required, provide assistance in development of ordinances and resolutions, bulk service agreements, and development agreements and inter-local agreements between the City and other public agencies.
- Participate in periodic meetings and formal presentations including project progress reviews, formal City Commission presentations and public hearings.

Data sources for models:

- Current year all funds operating budget
- Upcoming fiscal year preliminary budget
- Impacts of unexpected events (ex: pandemic)
- Forecast assumptions provided by Budget

The City would prefer to own model, however, is open to exploring licensed agreements for proprietary software.