



**REQUEST FOR INFORMATION
RFX # 6100014104 (21-084)
Citywide Lease Management Software**

PURPOSE

The purpose of this Request for Information (RFI) is to assist the City of San Antonio (City) in understanding the market availability, technical characteristics, and functionality of a lease management software solution that will meet the City's need to centralize lease contracts and comply with Government Accounting Standards Board (GASB) Statement No. 87 Leases. In addition, the City seeks to gather information from qualified firms well versed in the reporting and disclosure requirements of GASB 87 to assist the City in determining the values to be reported in the annual financial statements.

The City welcomes information from all interested Respondents on each or all the questions contained within this RFI. The City does not intend to award a contract based on responses nor otherwise pay for the preparation of any information submitted or the City of San Antonio's use of such information. Acknowledgement of receipt of responses will not be made, nor will respondents be notified of the review of the information received. The information collected in this RFI will be used to refine the City's specific requirements and create the appropriate acquisition strategy.

Respondents should note that this RFI is for information and planning purposes only and should not be construed as a solicitation or as an obligation on the part of the City.

DESCRIPTION OF OBJECTIVE

The City seeks comprehensive information from qualified firms to aid with GASB 87 implementation and/or a GASB 87 compliant lease accounting software solution and subsequent implementation that supports all City departments. Respondents should state the various capacities in which they can assist the City with meeting GASB 87 requirements (recognition of leased assets and liabilities previously classified as operating leases), account for and disclose lessee and lessor agreements and tracking of lease contracts. Respondents should also clearly state how their solution will meet City requirements.

Please limit your response to no more than twenty (20) pages (not including illustrations) in Microsoft Word format. Provide your responses directly in the RFI – ATTACHMENT A

immediately after each request for information. Respondents are not required to enter information against all requests listed.

CURRENT ENVIRONMENT

The City's ERP system is SAP and various departments utilize it along with Microsoft Excel to track numerous contract components. Additionally, the City's technical environment is attached as Exhibit A. Currently, there is not a centralized system that will allow the Finance department to extract data to prepare the calculations required by GASB 87. Based on prior year operating lease reporting the City has approximately 500 lessor type transactions and 500 lessee type transactions. In addition, there are approximately 40 staff members across various City departments involved in tracking various components of lease contracts.

MINIMUM REQUIREMENTS

Features the reviewing team will be looking for include, but are not limited to the following:

General Software:

- Complete support accounting and management of leases for both lessor and lessee accounting perspective in accordance with GASB 87.
- Calculate future lease liability based on net present value (NPV) of future payments based on interest rates which could differ by contract. Systems will store appropriate data and provide respective journal entries by at the fund level.
- Calculate the right-to-use asset with respective journal entries and amortization schedules at the fund level.
- Separate lease & non-lease components (such as rent holidays, CAMS, insurance, utilities, etc.) for accounting purposes.
- Track terms including renewals, options, expirations, impairments, etc.; terms and agreements can be stored within the system.
- Account for payments that are fixed in substance versus variable under GASB 87.
- Handle short-term, sublease and leaseback accounting.
- Standard GASB 87 reporting on quantitative disclosures requirements.
- Ability to create ad hoc reports to include future forecasted revenues or expenses.
- Create audit trails by tracking changes made by users (who, what, when) and provide updated amortization schedules and journal entries based on those updates.
- Export journal entries, amortization schedules, disclosures, etc. to Microsoft tools.
- Apply user restrictions and allow for auditors to view information.
- Alert notifications for lease renewals and deadlines to ensure start and end dates are not missed.
- Integration with the City's ERP system SAP. Allow for flat file data integration from other City contract and grant management systems.

Implementation Services:

- Experience with implementing GASB 87 in respect to local government lease accounting (including but not limited to airport, information technology and convention and tourism contracts).

- Review lease contract listing and provide guidance on contracts that meet the GASB 87 definition.
- Provide schedules summarizing the calculations and other relevant information used to determine the value for each lease.
- Assist with at minimum categorizing leases, creating thresholds, selection of rates, footnote disclosures, etc.
- Provide training to City staff.
- Develop framework for evaluating new contracts and documenting procedures.

RESPONSE SUBMISSION

The deadline for submitting a Response is **2:00 p.m., Central Time, Wednesday, June 16, 2021**. Please submit One (1) electronic response, “**RFI – Citywide Lease Management Software**”

Respondents MUST submit proposals electronically.

When submitting electronically through City’s portal, scan and upload these documents with your proposal. Email submissions are also acceptable.

Electronic submission via email:
 City of San Antonio, Finance Department, Procurement Division
 ATTN: Jody De La Rosa
jody.delarosa@sanantonio.gov

Questions about this RFI may be submitted via email to:

Jody De La Rosa, Procurement Specialist I
jody.delarosa@sanantonio.gov

Any submissions received after 2:00 p.m., Central Time, Wednesday, June 16, 2021 may not be considered.

GENERAL TERMS AND CONDITIONS

1. This is a REQUEST FOR INFORMATION (RFI) and should not be construed as intent, commitment or promise to acquire a lease tracking system presented by respondents.
2. Respondents to this RFI may be asked to provide a demonstration to the City seeking to gain a better understanding of product offering. Any demonstration will be held either at a City of San Antonio facility or electronically at a date later to be determined. Sufficient notice will be given.
3. The City of San Antonio will not be obligated to any respondent as a result of this RFI. The City is not obligated for any cost incurred by respondents in the preparation of the Request for Information. The City will not pay for any information herein requested nor is liable for any costs incurred by the Respondent. For economy of presentation, special bindings, colored

displays, promotional materials and the like are not required but if they are presented, the City will not be responsible for this cost.

4. This RFI is being issued for the purpose of gaining knowledge of the products and services available on the market that address the purpose of the RFI.
5. The City will review all information and recommendations received to assess our needs and define our requirements.
6. All information obtained shall become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by the respondent should be clearly noted on the page(s) where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by the respondent may not be considered confidential under Texas law, or pursuant to a Court order.
7. The City welcomes respondents to submit any pertinent information, except specific pricing, that the City should consider, including topics that the City has not included in our RFI.

Please provide your responses directly after each request on the below RFI – Attachment A. Respondents are not required to enter information for all listed requests.

RFI ATTACHMENT A

RESPONDENT QUESTIONNAIRE

1. A cover letter on the respondent's letterhead containing the following information:
 - a. Your organization's name
 - b. Organization's web site and mailing address
 - c. Primary point of contact's (POC's) name and title
 - d. POC's office and cell telephone number and email address
 - e. Organization's DUNS number
 - f. Does the respondent have a contract with another city on a similar product?
2. A description of the Respondent's experience in providing lease software contract and implementation in an environment like the City of San Antonio.
3. A brief history of your company, how long your company has been in business, last FY year's annual US sales, and statement demonstrating its financial viability.
 - a) If any third-party Respondents or sub-contractors will be utilized on the project, a full description of that party's qualifications and specification of its roles and responsibilities in the proposed project.
4. A reference list containing the agency name, agency contact name, agency contact email and telephone number for at least three (3) municipal entities who are using the respondent's lease monitoring system in a manner comparable to that being proposed for the City.
5. A detailed description of the lease software contract being proposed for this project and estimated timeframe for implementation for an entity of the City's size.
6. Any brochures, technical documents and other supporting material.
7. What kind of information your organization would need in order to prepare a specific proposal in response to a possible solicitation?
8. Please provide any comments on other creative procurement options, technical considerations, or other information that we should take into consideration in development of a possible solicitation.
9. Describe the use of any best practices in the development and delivery of the respondent's solutions.
10. Provide the expected timeframe for each of the following activities:
 - a. Availability of proposed contract

b. Implementation timeframe

11. Discuss any relevant experience your organization has in providing lease software contracts and GASB 87 implementation to governmental entities.
12. Provide sample cost information that would apply to a lease software contract as described in the RFI response. To preserve your company's ability to bid on any future procurements related to this RFI, it is important to provide **general pricing information only** (i.e., competitive ranges, and variable impacting price, etc., not a specific price quote
13. Can your firm offer your firm's solution through a pre-competed, cooperative contract or public sector contract? Acceptable cooperative contract references can include but are not limited to Texas Department of Information Resources, Texas Associations of School Boards (TASB BuyBoard), Omnia Partners, General Services Administration, Sourcewell, The Interlocal Purchasing System.
14. Is your solution available through resellers or partner integrators?