

City of Coquitlam

Request for Information
RFI No. 25-060

Budget System

1 KEY DATES

RFI Issue Date	Friday, April 25, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFI name and number.	2:00 PM (local time) Tuesday, May 13, 2025
Deadline for Issuing Addenda	Thursday, May 15, 2025
Submission Deadline	2:00 PM (local time) Friday, May 16, 2025

2 RFI REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFI, are available on the City's website [here](#).

The requirements that apply to this RFI are:

- a) Instructions to Proponents

3 DEFINITIONS

In this RFI the following terms will have the meaning set out below:

"City" means the City of Coquitlam.

"Contract" means a formal written contract between the City and a Consulting firm selected to undertake Services.

"Consultant(s)" mean those firms that the City has selected to provide professional and technical consulting services relating to recruitment of staff as identified in this RFI.

"Preferred Proponent" means a proponent selected by the Evaluation Committee to participate in a subsequent RFI process or enter into negotiations for a Contract.

"Proponent" means an entity that submits a response to this RFI.

"RFI" means this Request for Information.

"Services" means and includes anything and everything required to be done by the Consultant for the fulfillment and completion of the Contract as described in this RFI.

"Submission" means a response submitted for evaluation in response to this RFI.

4 REQUEST FOR INFORMATION

4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmiñəŋ word kʷikwə́ləm (kwee-kwuh-tlum) meaning "Red Fish Up the River". The City is honoured to be located on the kʷikwə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the s̓q̓əciyaʔt̓ təməxʷ (Katzie), and other Coast Salish Peoples.

4.2 Introduction

The City is seeking information from qualified vendors regarding the supply and implementation of a comprehensive **Budget System** to support municipal financial planning, forecasting, and reporting processes. This RFI is intended to inform a future procurement process such as Request for Proposals (RFP).

The City's objective is to modernize and streamline its budgeting practices through a centralized, secure, and user-friendly system that supports:

- Annual operating and capital budget development (fund accounting)
- Personnel budgeting and forecasting
- Fleet budgeting and internal equipment charges
- Multi-year financial planning and scenario modeling
- Enhanced reporting and business intelligence
- Departmental collaboration and workflow automation
- Integration with the City's existing enterprise systems
- Compliance with applicable privacy and security legislation

The solution proposed at the RFP stage must align with municipal and provincial privacy legislation (e.g., FIPPA) as well as:

- Support the completion of a Privacy Impact Assessment (PIA)
- Demonstrate how the system complies with Protection of Privacy and Security (PPS) standards

4.3 Freedom of Information and Protection of Privacy Act

Information received by the City will be held in confidence and will become the property of the City. The City is however, bound by the provisions of the Freedom of Information and Protection of Privacy Act, and all parties are advised that Expressions of Interest will be treated as public documents and their contents may be disclosed if required to do so, pursuant to the Act.

4.4 No Contract

This RFI is not intended to create a contractual relationship between the City and the Proponent. By issue of this RFI document, the City reserves the right to invite, consider, analyze and select Proponents as the City considers desirable.



City of Coquitlam

SUBMISSION FORM

RFI No. 25-060

Budget System

Proposals will be received as per date and time in Key Dates Section

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFI Number and Name

2. Add files and "Send Files"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

a) Company profile and municipal experience:
b) A clear description of the proposed budget system solution, including key features and modules
c) A detailed overview of the implementation approach, including major phases, timelines, City staff involvement, and change management strategy
a) Security protocols and privacy compliance approach, including readiness for PIA and PPS reviews
b) Integration strategy with ERP/financial systems/Chart of accounts/Fund accounting
c) Hosting options
d) Estimated budget range for licensing, implementation, and ongoing support

Attention Purchasing Manager:

1. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFI and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFI.
2. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFI).
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Legal Name of Company	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.