**Los Angeles County Employees Retirement Association (LACERA) Budget Application System – LACERA Responses to Written Questions**

**Question**: Can you please provide a breakout of users based on:

Systems administrators (Involved with configuring and maintaining the model)

**Answer:**

Budget Users (read/ write access)

**Answer:**

Read only users

**Answer:**

**Question**: Is there a set budget for this solution? If so, can you please provide that budget?

**Answer:** LACERA has a sufficient budget for the proposed budget solution.

**Question**: Would LACERA be able to provide the link to its budget book?

**Answer:** [https://www.lacera.com/sites/default/files/assets/documents/board/2021-07/2021-06-11\_budget\_agnd.pdf](https://urldefense.com/v3/__https:/www.lacera.com/sites/default/files/assets/documents/board/2021-07/2021-06-11_budget_agnd.pdf__;!!MLIHv8fSxmU!N5WEvDPoljXBlV9YId0Mrpc7eWlxsEti1KlGnaz3HeCQHmdyPHFLolt6HT6NM8X9uDISpfFbVKGryLKH6gJVVxlQlg$)

**Question**: Is LACERA looking for an end-to-end budget book publishing tool that would create the table of content, organizational chart, graphs, charts, narratives, etc.? Or is LACERA looking to have the system provide reports that would form the basis of the budget book, which would then be created outside of the system?

**Answer:** LACERA is looking for an end-to-end budget book publishing tool.

**Question**: How does LACERA currently produce the budget book?

**Answer:** Currently LACERA uses a manual process. Various documents and worksheets from different sources are combined to create the budget book. This process is time consuming, LACERA is looking to automate this process.

**Question**: Is LACERA attached to the format of the budget book, or are you open to changing it?

**Answer:** LACERA is open to change.

**Question**: When it comes to the budget book, what are you not doing today that you wish you could do?

**Answer:** As mentioned above. LACERA is looking to automate the production of the budget book.

**Question**: How many people do you have paginating and concatenating the budget book (core users)?

**Answer:**

**Question**: How does LACERA collect budget data from the departments to put the budget book together?

**Answer:** Budget worksheets are submitted to the Budget division in Excel format. Budget narratives are submitted in Word format, these documents are then combined together with other budget data to create the budget book.

**Question**: How many versions of books is LACERA required to produce?

**Answer:**

**Question**: Does LACERA require the system to provide the functionality to create the Capital budget?

**Answer**: LACERA will require a system capable of creating budgets for grants and special projects.

**Question**: Could you please provide a breakdown of users needing access for Operating Budgeting vs. Personnel Budgeting vs. Capital Budgeting (if needed)?

**Answer:**

**Question**: Do department managers (or the equivalent) manage all budgeting data for each position’s costs (salary, wages, benefits, etc.) within their department? Or alternatively, is the salary & benefit budgeting done by a smaller group (maybe within Finance or HR) on behalf of the departmental users? If the latter, how many individuals (users) would need access to the salary and benefit data for all staff?

**Answer:** Currently, the personnel budget is developed by the budget division with input from each department. However, LACERA will be exploring various options to manage and develop personnel budgeting.

**Question**: Does LACERA require a tool for Transparency? - Sharing information with the general public and/or internal stakeholders on the web.

**Answer**: LACERA will require a tool for Transparency; Both Public and Internal facing.

**Question**: Does LACERA require 4 distinct environments for Production, Training, Test, and Development?

**Answer:** LACERA will require 4 environments with an option for more.

**Question**: Does LACERA require actual costs at the position level to be imported from the HR/Payroll system into the budgeting system, or would high-level (at the account level) suffice?

**Answer:** LACERA will require actual costs at the position and employee level to be imported into the budgeting system.

**Question**: Does LACERA require FEDRAMP certification for any SaaS vendor/application as a basis for selection?

**Answer:** LACERA does not require FEDRAMP certification

**Question**: LACERA’s termination of the contract for convenience - this is an issue we would normally negotiate superseding terms for at a later stage in the evaluation. Is this a deal-breaker?

**Answer:** LACERA will not require the termination for convenience requirement in Appendix E Section 16 of the form agreement. Respondents can delete this section in the redline and it will not affect their proposal responsiveness.