

Request for Proposal

Fiscal Note Tracking System Business Process & Technology Solution

Date Posted: May 23, 2022





This page intentionally left blank.

Table of Contents

Section 1: Overview	4
Section 2: Summary of Scope and Objectives	5
Section 3: Proposal Content	6
Section 4: Eligibility, Evaluation Procedure, and Timeline.....	8
Section 5: Questions Regarding this Proposal.....	9
Section 6: Proposal Instructions and Due Date.....	10
Section 7: Overview of the Legislative Budget Office & the Fiscal Note Tracking System	11
Section 8: Background on Fiscal Note Process and Current FNTS Users.....	12
Section 9: General Terms and Conditions	16
Section 10: System Requirements.....	20
Section 11: Appendices	32

Section 1: Overview

The Legislative Budget Office (LBO), a nonpartisan and joint office of the Minnesota Legislature, requests proposals from qualified vendors to:

1. Document current business processes
2. Identify process improvement opportunities
3. Assess how the current technology system supports existing business processes
4. Assist in the identification of options for technology solutions to support both current and future business needs of the office

Proposals are due by June 13, 2022. Each proposal must contain the following:

1. Transmittal Cover Letter
2. Technical Proposal (detailed description of the proposer's plan to manage the project and accomplish the work identified in the RFP)
3. Past Project Experience and Relevant References
4. Background and Qualifications
5. Accessibility Standards
6. Other Services, If applicable
7. Cost Estimates

Section 2: Summary of Scope and Objectives

There are two phases of work for which the LBO plans to solicit proposals. For the first phase, the LBO is soliciting proposals for Business Analyst (BA) and Project Management (PM) services to assist the LBO in developing documentation for current business system and process needs. Furthermore, the LBO is soliciting services to recommend and evaluate options for a future technology solution. Future options include, but are not limited to:

1. Moving the current custom developed .NET FNTS system from the infrastructure that is maintained and supported by the Minnesota Information Technology Services (MNIT) in partnership with Minnesota Management and Budget (MMB) to infrastructure that is maintained and supported by the Minnesota Legislature.
2. Moving the current FNTS system to infrastructure that is maintained and supported by the Minnesota Legislature and make enhancements and changes to the existing system to improve functionality, accessibility, and ease of use.
3. Developing a new technology system that would be developed, maintained, and supported by the Minnesota Legislature.
4. Purchasing a custom-off-the-shelf (COTS) solution that is developed, maintained, and supported by a vendor.
5. Continue contracting with MMB and MNIT to support and maintain the existing system on infrastructure owned by the Executive Branch.

The LBO is also willing to consider other options identified by the vendor.

For the second phase, the LBO plans to solicit proposals to implement the recommendations for technology solutions identified by a vendor in phase one

Implementing changes to the system must include compliance with the [State of Minnesota Accessibility Standard](#). In 2019, the Minnesota Legislature enacted legislation requiring accessibility in the Legislature's information technology systems by October 1, 2024. In August 2021, a legislative staff workgroup began meeting to review the status of current systems and prepare a report to the Legislature. The selected vendor may be asked to provide information to the workgroup or any individual working on behalf of the group to assess the accessibility of the LBO's system. Work assigned to the vendor may also be impacted to the decisions of the workgroup.

Section 3: Proposal Content

1. Transmittal Cover Letter
 - a. Indication of intent to respond to this RFP and acknowledgement of all terms, conditions, and specifications.
 - b. Summary of the vendor's understanding of the project and their ability to perform the requested services.
 - c. Contact information.
 - d. Signature.
2. Technical Proposal: detailed description of the proposer's plan to manage the project and accomplish the work identified in the RFP.
 - a. Overall project approach.
 - b. Proposed project charter including objectives, scope, and responsibilities of the vendor.
 - c. Proposed Timeline: realistic schedule detailing the key tasks and milestones. This can be incorporated into the project charter if applicable.
 - d. Statement that clearly identifies the obligations and responsibilities required of LBO staff, separate from payment for services and time, in order to meet the timeline for the project.
3. Past Project Experience and Relevant References
 - a. Vendors must provide contact information of at least three reference organizations for which the vendor has provided similar services in the past five years that the LBO may contact.
 - i. Organization name, phone number, and address
 - ii. Organization contact, including name, title, phone number, and email address
 - iii. Description of services provided
 - iv. Date service was fulfilled
 - b. If there are any demonstration materials of other clients utilizing a similar suite of services provided by the vendor, the vendor may provide links and information detailing similar deliverables.
4. Background and Qualifications
 - a. Organization Background:
 - i. General overview of the organization, including the number of employees and service offerings
 - ii. History, including year established
 - iii. Qualifications and experience in providing services to complete projects for other organizations similar in size and scope to the project identified in this RFP – particularly those clients that are government or legislative entities
5. Accessibility Standards
 - a. Identify experience modifying technology for compliance with the [State of Minnesota Accessibility Standards](#).
 - b. The State of Minnesota requires all information and communication technology (ICT) to conform to the [State of Minnesota Digital Accessibility](#)

Standard, which comprises of Section 508 and WCAG 2.0. Your answers to the following questions attest to your ability to ensure that the State fulfills its legal and operational responsibilities.

- i. Describe how you ensure that your staff and contractors have the knowledge and skills to ensure that all materials are accessible within the scope of project you're being asked to respond to.
- ii. Describe your approach to ensuring Accessibility for your solution (e.g. strategy, tools, design, testing, ongoing validation). Include if/how you incorporate Accessibility into your development process (e.g. requirements, design, development, testing, maintenance, bug prioritization).
- iii. Provide links to websites or copies of documents or access to other examples of ICT work your organization had produced that meet accessibility standards. The materials must be relevant to the services and/or technical skills called for in this solicitation.

6. Other Services, if Applicable

- a. Any information and services that may not have been included in the scope of work outlined in this proposal but that the vendor deems of potential interest to the LBO. These services must contain a subsequent cost estimate.

7. Cost Estimates

- a. Detailed cost proposal outlining all fees and other anticipated costs, including breakdowns by type of services provided (as appropriate) and type of cost inputs (e.g., labor, travel) within the service categories. Amounts quoted should be indicative of a best estimate anticipated amount, but amounts could also reference potential costs within low to high ranges as appropriate.
- b. The payments to the contractor are the sole compensation for services. Payment of federal income tax, FICA payments, and state income tax for any of the contractor's employees is the responsibility of the contractor.
- c. The contractor will invoice for services provided at periodic intervals and in an agreed format as negotiated.

Section 4: Eligibility, Evaluation Procedure, and Timeline

Eligible Applicants

This RFP is open to all entities possessing the appropriate capabilities, qualifications, and experience. The LBO may prefer an entity that has worked and is familiar with the Minnesota Legislature, however this is not a requirement of potential vendors.

Consideration of Proposals

The LBO reserves the right to reject any or all proposals, the right to waive any irregularity, the right to enter into a contract that varies from the specifications or general conditions, and the right to negotiate at any time with those that submit proposals or with any other party. The LBO will not necessarily select the proposals that offer the lowest price; the LBO reserves the right to consider price, quality, reliability, convenience, and any other factors that the LBO deems relevant.

Timeline

Our desire is to have a vendor selected and ready to begin working with us in July. We would like phase one concluded by mid-December.

May 23, 2022: RFP ISSUED

May 30, 2022: Deadline for questions

June 6, 2022: Date LBO posts answers to vendor questions

June 13, 2022: Proposal submission deadline

Section 5: Questions Regarding this RFP

All questions regarding the RFP must be submitted by 11:59PM CT on May 30, 2022. Questions are to be submitted by email to:

Jim Carlson
Lead Budget Analyst
Legislative Budget Office
jim.carlson@lbo.mn.gov

This is the only person designated to answer questions regarding this RFP by interested vendors. Following the deadline for questions, a list of all questions received from all respondents will be compiled. Responses will be posted on the [LBO website](#) by 5:00PM CT on June 6, 2022.

Section 6: Proposal Instructions and Due Date

Proposals must be received by the LBO by 11:59PM CT on June 13, 2022. Electronic submission is preferred. Electronic documents can be e-mailed to the address below. Proposals are to be submitted to:

Attn: Jim Carlson

Jim.Carlson@lbo.mn.gov

Re: Proposal for Business Process and Technology Solution

Legislative Budget Office

100 Rev. Dr. Martin Luther King Jr. Blvd.

B-23 State Office Building

St. Paul, MN 55155

Proposals must be received by the specified deadline. Late submissions may not be accepted. All expenses incurred in responding to this request shall be borne by the responder.

All information provided in proposal submissions must remain valid and open for acceptance in all respects for a minimum period of 84 days after the deadline for submission.

Section 7: Overview of the Legislative Budget Office and the Fiscal Note Tracking System

The LBO is a nonpartisan office within the legislative branch of Minnesota state government. On September 1, 2019, the LBO became responsible for working with state agencies to provide the Minnesota House and Senate with information on the fiscal impact of proposed legislation. The product of this work is known as a fiscal note. Prior to September 1, 2019, Minnesota Management and Budget (MMB), an executive branch agency, had performed this work. The primary goal of the LBO is to provide legislators with the estimated fiscal impact to the state budget for legislation under consideration. To effectively perform this work, the LBO must not be inappropriately influenced by any individual or group. All fiscal notes released by the LBO are based on data provided by the state agencies impacted by proposed legislation.

Non-partisan LBO staff provide an independent review and analysis of this information to assess accuracy, reasonableness, and compliance with the fiscal note standards and procedures prior to submission to the legislature. These policies and standards are approved by the Legislative Budget Office Oversight Commission (LBOOC), which was established in 2018 to review the work of the LBO and make recommendations regarding the LBO's ability to fulfill its duties. The LBOOC is charged with appointing the LBO Director who serves a 6-year term. The office is currently under direction of Interim Director Christian Larson. For more information about the LBO, please visit the [LBO website](#).

On September 1, 2019, the LBO assumed operational control of the Fiscal Note Tracking System (FNTS), contracting with MMB for its use as required by Laws 2017, First Special Session, Chapter 4, Article 2, Section 58, as amended by Laws 2018, Chapter 214, Article 5, Section 13. The current agreement is effective July 1, 2021, and remains effective through June 30, 2023, unless otherwise amended by both parties. Operational control means that the LBO has complete decision-making authority and jurisdiction over FNTS and the fiscal note process. The FNTS includes the hardware and software that supports fiscal note requests and assignments to agencies, including the fiscal note draft development, review, approval, tracking, notifications, reports, and the publishing of completed fiscal notes in a searchable web-based directory. The FNTS is a custom developed .NET application.

Section 8: Background on Fiscal Note Process and Current FNTS Users

8.1 Fiscal Note Process

The fiscal note process is facilitated using the Fiscal Note Tracking System. The process has several steps, involving input from multiple users.

1. The fiscal note is requested by a fiscal analyst in either the House or the Senate. When making the request, the requester will set the due date which defaults to 8 business days but can be set sooner or later.
 - a. The request triggers an automated email for the LBO Coordinator.
2. The LBO Coordinator retrieves the fiscal note request, reviews the bill, and assigns affected agencies to respond to the fiscal note.
 - a. The assignment triggers automated emails to the fiscal note coordinator of each assigned agency and the LBO analyst for each of those agencies.
3. The fiscal note coordinator at the agency reviews the bill and involves other staff and subject matter experts within the agency as needed to complete the agency's fiscal note.
4. Authorized agency staff enter fiscal note information into the fiscal note tracking system. Information entered include a description of the bill, assumptions used to determine impacts, the estimated cost or savings to the agency, additional staff needed, long-term impacts, references, information technology costs, and local impacts.
 - a. The FNTS has checkboxes for indicating yes or no to changes in expenditures, fee/departmental earnings, tax revenue, information technology, and local fiscal impacts, fields for entering costs or savings to the state funds, changes in staff in full-time equivalents, and rich text editing boxes for bill description, assumptions, expenditure and/or revenue formula, long-term fiscal considerations, local fiscal impacts, and references/sources.
5. Once the agency has entered information into FNTS, the fiscal note coordinator has the option to submit the note for a pre-signoff review.
 - a. This triggers an automated email to the LBO analyst for that agency with a preliminary version of the fiscal note pdf attached.
6. When the fiscal note coordinator is ready, he or she signs off on their agency's fiscal note.
 - a. This signoff triggers an automated email to the LBO analyst for that agency and the LBO coordinator notifying them that the fiscal note is ready for review.
7. The LBO analyst goes into the FNTS to retrieve a pdf copy of the preliminary fiscal note for review. If the LBO analyst identifies needed changes for the fiscal note, they will communicate with the fiscal note coordinator.
8. To make the requested changes, the fiscal note coordinator will remove their signoff from the fiscal note. The process returns to step 6.

- a. This triggers an automated email to the LBO analyst for that agency and the LBO coordinator.
 - b. Steps 6-8 repeat as needed until the preliminary fiscal note is ready for LBO signoff.
9. Once the LBO analyst is satisfied with the fiscal note, they will signoff in the FNTS.
 - a. This triggers an automated email to the LBO analyst, the LBO coordinator, the agency fiscal note coordinator, and the fiscal note requester. The email contains a pdf copy of the completed fiscal note and a pdf copy of any documents (bill language, amendments, etc.) attached to the fiscal note request.
10. If the fiscal note has multiple agencies assigned to respond, the note is called a consolidated fiscal note, and each agency response must be signed off individually. The process for each individual note follows the steps 3-9, until each note has received an LBO signoff. The lead LBO analyst on the note provides the final signoff on the consolidated note once all notes are complete.
 - a. When the last agency fiscal note is signed off, the system sends an automated email to the lead LBO analyst assigned to the fiscal note notifying them that the note is ready for final signoff.
11. The lead LBO analyst goes into the FNTS to retrieve a pdf copy of the preliminary consolidated note for review. If the lead LBO analyst identifies needed changes for a fiscal note, they will communicate with the LBO analyst assigned to the agency to work with the agency to make necessary corrections.
 - a. The process returns to step 8 for that agency's fiscal note.
12. Once the lead LBO analyst is satisfied with the consolidated note, they will signoff in the FNTS.
 - a. This triggers an automated email to the LBO analysts assigned to the note, the LBO coordinator, the agency fiscal note coordinator(s), and the fiscal note requester. The email contains a pdf copy of the completed fiscal note and a pdf copy of any documents (bill language, amendments, etc.) attached to the fiscal note request.
 - b. After a fiscal note has received its final signoff, the completed fiscal note pdf will be published to a public search site within 24 hours.
13. If a fiscal note needs to be revised, an LBO analyst could remove the final LBO signoff.
 - a. The system automatically pulls down the completed fiscal note from the public search site.
 - b. An automated email is sent to the LBO analyst(s) assigned to the fiscal note, the LBO coordinator, the agency fiscal note coordinator, and the fiscal note requester.
 - c. The process returns to Step 8 to revise the fiscal note.
14. Once the LBO analyst is satisfied that the fiscal note is reasonable in content and complies with the LBO's Uniform Standards and Procedures, they will signoff in the FNTS.
 - a. This triggers an automated email to the LBO analyst, the LBO coordinator, the agency fiscal note coordinator, and the fiscal note requester. The

email contains a pdf copy of the fiscal note, now marked revised, and a pdf copy of any documents (bill language, amendments, etc.) attached to the fiscal note request.

- b. The system automatically publishes the completed fiscal note pdf, now marked revised, to the public search site.

8.2 Roles and Responsibilities in the Fiscal Note Process:

Role	Responsibility
Chief Bill Author	Member of the legislature serving as the sponsor for legislative language for which a fiscal note has been requested
Committee Chair	Determines the authority under MN Statutes 3.98 for a fiscal analyst to make a fiscal note request
Requester <i>Has access to FNTS</i>	Enters the request into FNTS; according to statute, can be the chair of the House Ways and Means Committee, the Senate Finance Committee, or another standing committee, or a fiscal analyst or committee administrator working on the chair's behalf
Fiscal Analyst <i>Has access to FNTS</i>	Typically designated as the requester of a fiscal note
LBO Coordinator <i>Has access to FNTS</i>	Reviews bill language for the fiscal note that is requested
Agency Fiscal Note Coordinator <i>Has access to FNTS</i>	Coordinates the agency response and development of fiscal note data
Agency Program, Fiscal, and Administrative Staff	Assists the preparation at the agency level for the response
LBO Analyst <i>Has access to FNTS</i>	Reviews fiscal notes submitted by agencies in the FNTS for accuracy, objectivity, reasonableness, and compliance with the Uniform Standards and Procedures
Lead LBO Analyst <i>Has access to FNTS</i>	The LBO Analyst responsible for the agency designated as the lead agency on the fiscal note

8.3 Current FNTS User Base:

Total Active Users: 340

Name of Role	Number of Light Users	Number of Medium Users	Number of Heavy Users	Total
MMB EBO Role	15	0	0	15
Legislative Role	25	0	0	25
Agency Role	0	109	0	109
LBO Analyst	0	11	0	11
Administrator	0	0	8*	8
Agency Sign Off	0	0	172**	172
Total	40	110	180	340

*Includes 5 MMB staff who provide technical assistance

**107 of these have Fiscal Note Coordinator Role status

Categorization of the user roles is based roughly on access within the system, general frequency of use, and actions triggered by the user's interaction with the system. Light users access the system infrequently to view or request fiscal notes. Medium users access the system regularly, use more functions, and their actions usually cause emails to be sent. Heavy users have the most access in the system and trigger the most actions for the system.

8.4 Fiscal Note Volume

Type	2015	2016	2017	2018	2019	2020	2021
Fiscal Note Requests	1,025	630	1,052	613	1,029	671	968
Agency Assignments	1,974	1,040	1,897	1,032	2,060	1,103	2,014

A fiscal note request can be assigned to one agency or many. Even numbered years are non-budget years and odd numbered years are budget years.

Section 9: General Terms and Conditions

1. "LBO" means the Legislative Budget Office. In matters arising out of this proposal or out of any resulting contract, the authorized agent for the LBO is the Director of the Legislative Budget Office.
2. The LBO reserves the right to reject any and all consultant proposals received as a result of this Request for Proposal, or to negotiate separately with any consultant in any manner necessary.
3. Proposals will be received and considered in accordance with Minnesota Statutes 2017, Section 13.591, subdivision 3, Business as Vendor, paragraph (b) which provides as follows:

“(b) Data submitted by a business to a government entity in response to a request for proposal, as defined in section 16C.02, subdivision 12, are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. All other data in a responder's response to a request for proposal are private or nonpublic data until completion of the evaluation process. For purposes of this section, "completion of the evaluation process" means that the government entity has completed negotiating the contract with the selected vendor. After a government entity has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in section 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response.

If all responses to a request for proposal are rejected prior to completion of the evaluation process, all data, other than the names of the responders, remain private or nonpublic until a re-solicitation of the requests for proposal results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remain public. If a re-solicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.”

4. The LBO reserves the right to require a consultant to make an oral presentation of its proposal to the LBO to permit a better understanding of the specifics of a consultant's proposal.
5. The LBO is not responsible for any cost incurred by the consultant in responding to this Request for Proposals.
6. Payment for any contract entered into as a result of the Request for Proposals will be made on a negotiated periodic basis after receipt of billings accompanied by the appropriate verification of work time and satisfactory completion of tasks to billing date. In accordance with Minnesota Statutes 3.225, subdivision 6, paragraph (b), no more than 90 percent of the amount due under the contract may be paid until the LBO's

authorized agents have certified that the consultant has satisfactorily fulfilled the terms of the contract.

7. All contractors and subcontractors must conform to the labor laws of the State of Minnesota, and to all other laws, ordinances and legal requirements affecting the work in this state. The consultant must conform with and agree to the provisions of Minnesota Statutes, Section 181.59, which prohibits discrimination in the hiring of labor by reason of race, creed, or color. That statute reads as follows:

181.59 DISCRIMINATION ON ACCOUNT OF RACE, CREED OR COLOR PROHIBITED IN CONTRACT.

Every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the contractor agrees:

- (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or Contractor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates;
- (2) That no contractor, material supplier, or Contractor, shall, in any manner, discriminate against, or intimidate, or present the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color
- (3) That a violation of this section is a misdemeanor; and
- (4) That this contract may be cancelled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

8. In accordance with Minnesota Statutes, section 176.182, the consultant must provide to the LBO acceptable evidence of compliance with the worker's compensation insurance coverage requirement of Minnesota Statutes, section 176.181, subdivision 2.

9. If the amount of this contract exceeds \$100,000 and the consultant has employed more than 40 full-time employees in this state or in the state in which the consultant has its primary place of business on a single working day in the 12 months immediately preceding the due date for the proposal, the consultant must comply with the affirmative action plan requirements of Minnesota Statutes, section 363A.36, as follows:

- a. If the 40 full-time employees were employed in Minnesota, consultant must, prior to submission of the proposal, either have a certificate of compliance issued by Minnesota Commissioner of Human Rights or that commissioner must have received from the consultant an application for such a certificate. Prior to signing a contract resulting from a successful proposal, the consultant must have the certificate of compliance.
- b. If the consultant did not have more than 40 full-time employees in Minnesota but did have that number in another state in which the consultant has its primary place of business, the consultant must, prior to signing a contract resulting from a successful proposal, either have a certificate of compliance issued by the Minnesota Commissioner of Human Rights or certify that the consultant is in compliance with federal affirmative action requirements.

As required under Minnesota Rules, part 5000.3600, subpart 9: Minnesota Statutes, section 363A.36, and Minnesota Rules, parts 5000.3400 to 5000.3600, are hereby incorporated into this Request for Proposals and will be incorporated into any resulting contract, by reference. A copy of that statute and those rules are available to the consultant from the LBO upon request.

10. As required by Minnesota Statutes, section 270C.65, subdivision 3, a consultant must provide to the LBO either its federal taxpayer identification number or its Social Security number and its Minnesota tax identification number (if applicable). This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require consultant to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment and audit of state obligations. These numbers will not be made available to any other person without the express written permission of the consultant.

11. The consultant certifies its compliance with Minnesota Statutes Chapter 3, specifically with the provision of MS 3.226, in the execution and performance of this agreement.

12. The consultant must agree to comply with the Government Data Practices Act, Minnesota Statutes, chapter 13, as it applies to all data provided by the Commission in accordance with this agreement and as it applies to all data created, gathered, generated, or acquired in accordance with this agreement.

All work products and interim and final reports prepared by the consultant in the performance of its obligations under this agreement are the property of the LBO and must be remitted to the LBO upon completion or termination of this agreement. The consultant must not use, willingly allow the use of, or cause to have the materials used for any purpose other than performance of the obligations under this agreement without the prior written consent of the LBO.

13. Work must begin within the timeframe set in the signed contract between the LBO and the consultant. The signed agreement will terminate upon full performance by both parties of the contract agreement.

14. This contract may be terminated by the LBO as permitted under Minnesota Statutes 3.225, subdivision 6, in whole or in part, whenever the LBO determines that termination is in the interest of the LBO. The LBO will pay all reasonable costs associated with this agreement that the consultant has incurred up to the termination date of the agreement and all reasonable costs associated with termination of the agreement.

Section 10: System Requirements

#	Fiscal Note Process	Required	Preferred	Optional	Notes
1	Can track a fiscal note throughout its entire life cycle from request to final LBO signoff.	x			
2	Ability of certain users to request a fiscal note.	x			
3	The system will have different levels of access and functionality based on the user role assigned.	x			
4	Ability for one agency or multiple agencies to respond to a fiscal note.	x			
5	Ability to link bill language from the revisor's site to the fiscal note request.	x			
6	Ability to attach documents to the fiscal note request.	x			
7	Ability for users to view fiscal note requests, with restrictions based on user role and fiscal note type.	x			
8	Ability to view classified fiscal notes is restricted to only those agencies assigned, and only authorized users in those agencies, to respond to the request. LBO analysts can see all classified notes.	x			
9	Ability to add messages to the fiscal note request.	x			
10	Messages list the date the message was added and who entered the message.	x			

11	Messages cannot be edited or deleted from the fiscal note request.	x			
12	When a message is added, automatic system generated email notifications to LBO analyst, requester, assigned agencies, MMB EBOs.	x			
13	Automatic system generated email notifications to agencies assigned to a fiscal note.	x			
14	Automatic system generated email notifications to LBO analysts assigned to agencies that are assigned to a fiscal note.	x			
15	Ability to assign LBO analysts to agencies.	x			
16	Ability for Admin users to assign a title to the fiscal note.	x			
17	Ability for requester to categorize the fiscal note request as regular, unofficial, or classified unofficial.	x			
18	Ability for requester to enter the bill author on the fiscal note request.	x			
19	Fiscal note has multiple status stages to track the progress of the note.	x			
20	Ability to assign a lead agency to a fiscal note.		x		
21	Fiscal note request lists who requested the fiscal note.	x			
22	Fiscal note request tracks the date and time the request was made.	x			
23	Fiscal note request tracks the date and time the request was retrieved.			x	

24	Fiscal note request tracks the date and time the request was assigned.	x			
25	Fiscal note request includes a due date set by the requester, with a default of 8 business days.	x			
26	The due date can be changed prior to the final LBO signoff.	x			
27	When the due date is changed, automatic system generated emails go to requester, assigned agencies, LBO analysts, MMB EBOs.	x			
28	Due date cannot be in the past.	x			
29	Fiscal note request tracks the date and time the fiscal note was completed.	x			
30	Fiscal note request includes a field to list a previous bill number and which previous session it was from.	x			
31	Fiscal note request includes a field to list agencies the requester thinks should be assigned to the fiscal note.	x			
32	Fiscal note can link to a fiscal note request for a companion bill if it exists.	x			
33	If a fiscal note is completed and a request has been made for a companion bill, the completed fiscal note responses are automatically duplicated for the other request.	x			
34	Fiscal note request includes the requesting committee.	x			

35	Fiscal note request includes the fiscal analyst.	x			
36	Fiscal note request includes multiple status stages for the agency's response.	x			
37	Fiscal note lists the day and time an agency signs off on their notes	x			
38	Fiscal note lists who at the agency signed off on the fiscal note.	x			
39	Ability to sign off on fiscal notes is limited to certain agency users.	x			
40	System notifies the LBO analyst assigned to an agency when the agency signs off on a fiscal note.	x			
41	System notifies the agency, requester, LBO analyst, LBO Coordinator, and bill author when the fiscal note is completed.	x			
42	To be completed, a fiscal note requires final signoff from lead analyst assigned to the fiscal note when multiple agencies are assigned.	x			
43	Fiscal note tracks the day and time the LBO analyst signs off on a note.	x			
44	Fiscal note tracks the day and time an LBO analyst removes their sign off.	x			
45	Fiscal note tracks the day and time an agency removes their sign off.	x			
46	Fiscal note tracks the day and time the lead LBO analyst signs off.	x			

47	After a note is complete, the fiscal note can be revised.	x			
48	Fiscal note tracks the day and time a completed fiscal note is revised.	x			
49	When a revised note is completed, the fiscal note document must indicate that the note is revised.	x			
50	When signing off on a fiscal note, the LBO analyst has the option to leave a comment that will appear on the fiscal note document.	x			
51	The LBO analyst comment is required when the fiscal note is being revised.	x			
52	When an LBO analyst signs off, there is a standard message added to the fiscal note stating the note is in compliance with the uniform standards and procedures.		x		
53	System can compile the information provided by agencies into an accessible document.	x			
54	System can compile the information provided by multiple agencies for one fiscal note into a single document that is accessible.	x			
55	System provides an easy-to-use and accessible interface for agencies to enter their responses to fiscal note requests.	x			
56	System provides a way to enter the fiscal impacts of the bill to show costs or savings,	x			

	revenues, transfers, absorbed costs.				
57	System provides fiscal impacts to be shown at the fund level.	x			
58	System provides a way to enter full time equivalent impacts to the agency.	x			
59	System provides text fields to enter fiscal note narratives with the ability to add tables, lists, and nested lists.	x			
60	System has the ability to attach a Word document containing the fiscal note narrative.			x	
61	System can compile the fiscal information entered in the system and the narrative information (whether entered to attached) into the final fiscal note document.	x			
62	System can compile multiple final fiscal note documents into a single consolidated fiscal note when the fiscal note has multiple agencies assigned.	x			
63	The fiscal note document generated by the system meets the State's accessibility requirements.	x			
64	The fiscal note document is generated in the PDF file format.	x			
65	The system maintains a list of all agencies that could be assigned to a fiscal note.	x			

66	Each agency has a unique identifying code assigned to it.		x		
67	Each agency has a list of users who are granted access to the FNTS system.	x			
68	Each user has a unique and secure login id and password.	x			
69	System can utilize login security measures and process established by an existing legislative or executive branch system if advantageous and feasible.			x	
70	Users have the ability to reset their password using features built into the system.	x			
71	Login process includes two factor authentication.			x	
72	One user for each agency must be designated as the fiscal note coordinator for the agency. Fiscal note cannot be assigned if there is no FN Coordinator.	x			
73	Only the designated fiscal note coordinator or a user with agency signoff rights has the ability to signoff for an agency.	x			
74	Any user for an agency can enter fiscal note information for that agency.	x			
75	User information includes first and last name, email address, phone number, agency, employee ID or assigned user ID, and log in ID.	x			

76	System has a list of the funds available for fiscal notes and each fund must be available in the budget system.	x			
77	Each fund in the system has a unique fund number that matches the fund number in the budget system.	x			
78	System has a list of the house and senate committees.	x			
79	Only Admin role users have the ability to enter a fiscal note request.	x			
80	Only LBO users with Admin rights have the ability to retrieve the fiscal note request.		x		
81	Only certain LBO users have the ability to assign a fiscal note request to agencies.	x			
82	Any LBO user can sign off on any agency fiscal note response.	x			
83	All agencies must submit a fiscal note response before the consolidated fiscal note can receive its final signoff.	x			
84	PDFs generated to view fiscal notes in progress are date and time stamped.	x			
85	System has a notes section for LBO only for CRM information	x			
86	24 hours after completion, regular and unofficial fiscal notes are published to a searchable public website (maintained by LBO)	x			
87	Fiscal notes are organized by biennium and session/special	x			

	session (whenever numbering starts over)				
88	Reports - some available to all, some only to LBO users	x			
89	Fiscal notes are searchable in FNTS using a variety of search fields	x			
90	Announcements can be posted by the LBO coordinator and trigger an automated email to users.			x	
91	Maintenance of lists available to Admin users	x			
92	Ability for admin users to add email addresses for notifications for committees and agencies	x			
93	User roles control which command buttons are visible to user, what actions they can perform, etc.	x			
94	Ability to copy completed fiscal notes.	x			
95	System keeps iterative versions of the fiscal note request data.	x			
96	System keeps the information for original date and time the fiscal note was completed.	x			
97	System keeps the date and time the fiscal note is revised.	x			
98	Fiscal note document cannot be limited in number of pages.	x			
99	The fiscal note document shows five years, starting with the current biennium.	x			
100	The fiscal note document only	x			

	changes when a new biennium starts.				
101	The system does not allow users to enter data in a biennium that has ended.	x			
102	System must define the bill versions and will only accept a 0, #A, #DE, #UE.	x			
103	System automatically assigns the bill number for an unofficial or classified unofficial fiscal note.	x			
104	System has a place where the LBO coordinator can add announcements.			x	
105	Adding a reason for the request when creating a fiscal note request.			x	
106	The fiscal note document must pull in information from the fiscal note request like the bill number and version, the bill title, the bill author, the committee.	x			
107	Agency can submit a pre-signoff draft note for LBO analyst review.	x			
108	System automatically sends an email to the LBO analyst assigned to the agency with a pdf version of the pre-signoff draft of the note.	x			
109	Pre-signoff drafts and drafts generated before LBO analyst signoff must say Preliminary in the document header.	x			
110	Agencies can be added to or removed from a fiscal note request.	x			

111	When an agency is removed from a fiscal note, the system sends an email to that agency and the LBO analyst for that agency.	x			
112	Fiscal note request can be inactivated prior to final LBO signoff.	x			
113	Fiscal note request cannot be inactivated after final LBO signoff.	x			
114	A fiscal note that has been inactivated can be reactivated.	x			
115	When a fiscal note is inactivated, system automatically emails the requester, LBO admin, agency, MMB EBOs.	x			
116	When a fiscal note is reactivated, system automatically emails the requester, LBO admin, agency, MMB EBOs.	x			
117	Once a fiscal note is past due, system generates automatic emails to the assigned agency(ies) and the LBO analyst(s) that have incomplete notes.	x			
118	Agency cannot remove their signoff after LBO signoff.	x			
119	At the end of a biennium, fiscal note requests for that biennium are no longer editable.	x			
120	Ability to develop custom reports to meet the needs of LBO and other users.	x			
121	System has a production environment and test environment.	x			

122	System will have a sandbox environment.		x		
-----	---	--	---	--	--

Section 11: Appendices

1. [Legislative Budget Office Uniform Standards and Procedures:](#)

Document Web Address: <https://www.lbo.mn.gov/fn/documentation/LBOUSP.pdf>

2. [Legislative Budget Office Fiscal Note User Guide:](#)

Document Web Address:

<https://www.lbo.mn.gov/fn/documentation/LBOFNTSUserGuide.pdf>

3. [Legislative Budget Office Fiscal Note Training Materials:](#)

Document Web Address: <https://www.lbo.mn.gov/fn/training.html>