

# **City of Veneta, Oregon**

## **Request for Proposals (RFP)**

### **To Provide Integrated Municipal Government Financial Software and Related Services**

**Date Due: December 29, 2016**

**Time Due: 3:00 p.m.**

Mailing Address:

City of Veneta

P.O. Box 458

Veneta, Oregon 97487

Hand Delivery:

Veneta Administrative Center

88184 8th Street

Veneta, Oregon 97487



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## **INTRODUCTION**

The City of Veneta is accepting proposals from qualified software vendors to purchase Integrated Municipal Government Financial software. The City expects to achieve substantial gains in productivity, efficiency, and accuracy within the Finance Department.

The City expects the proposals to include all application software, data conversion, initial training, project implementation/administration, and on-going maintenance, training and support services. Support must deal with issues related to adjunct third-party software, if applicable. The City's preference is to purchase from a single vendor; however, the use of multiple vendors will be considered, if necessary.

The City intends to acquire, implement and maintain its own hardware and network. If a cloud solution is proposed, it must use only standard internet protocols (HTTP, HTTPS) for communication.

## **OVERVIEW OF VENETA**

**LOCATION.** The City of Veneta, population approx. 5,000 and covering 2.66 sq. miles, is located about 12 miles west of Eugene (population 184,000) and 47 miles east of Florence (population 10,500). The main access roads are Highway 126 (East and West) and Territorial Road (North and South).

**STRUCTURE.** The City of Veneta was first incorporated in 1962 and functions under the Council-administrator form of government. The Veneta City Council is comprised of a Mayor, who presides at the Council meetings, elected at-large for a four-year term and four Council Members elected at-large for four-year staggered terms. The City Council is responsible for appointing the City Administrator. The City Administrator has responsibility for all City functions, excluding oversight of the Municipal Judge. The City also has a five position Planning Commission, a nine position Park Board and a Budget Committee that is comprised of the Mayor, Council members and five citizen members.

**SERVICES.** The City currently provides water, sewer, park and seasonal swimming pool, planning, street, building and maintenance, building and building related permit, storm-water, animal control, and law enforcement (under contract with Lane County) services. The City also owns an outdoor sports complex which is, at this time, operated by a non-profit organization, a community center that is available for citizens to rent for large gatherings, and a service center that houses numerous non-profit functions for senior citizens.

**CURRENT SOFTWARE.** Financial accounting records are primarily computerized using Springbrook V6.07 accounting software for budgeting, accounting, payroll, bank reconciliation, cash receipts, accounts payable, reporting, and utility billing. MAJIC software is utilized for Municipal Court. City of Veneta intends to replace both of those software programs; however, Springbrook (Accela) is on the direct mailing list to receive this RFP.

**VENETA BY THE NUMBERS.** City budget \$20,299,254 for Fiscal Year beginning July 1, 2016; general ledger includes 21 funds, some with departments; currently have 1,550 utility accounts, billed monthly; 16 current full-time employees and 1 part-time, during the summer hire 10-18 seasonal staff, all paid semi-monthly, no bargaining units; generate approx. 150 paper checks and 15 EFT payments per month; check runs are semi-monthly; one main location; 3 other locations; potential of 5-6 concurrent users of financial software.

**CURRENT IT STATS:**

- Desktop hardware: Dell
- Desktop operating system: Windows 7
- Email system: Office 365 Exchange
- Internet browsers: IE/Chrome/Firefox
- Server hardware: Dell
- Server operating system: Windows 2003/2008

More information about Veneta, as well as, the City's budget documents and financial statements can be found on the City's website: [www.venetaoregon.gov](http://www.venetaoregon.gov) or obtained through the City's Finance Director at P.O. Box 458, Veneta, Oregon 97487, phone (541) 935-2191 ext. 305.

**REQUIREMENTS/EXPECTATIONS**

The vendor shall provide project management, technical installation expertise, and training. The proposal should also include ongoing training, maintenance and technical support. The products of interest, technical foundation required and expectations of overall functionality are listed below. Specific functions/features are listed in Appendix C. The requirements, expectations, functions and features within this Request for Proposal (RFP) are not to be construed as all inclusive; however, they provide the scope of products, functions and services desired.

Vendors are requested to furnish a detailed proposal, required contents are listed in Appendix A, which will provide the functions/features as outlined in this document or so state those functions/features which require exceptions to be taken.

**I. PRODUCTS OF INTEREST**

Veneta seeks an "off-the-shelf" system with minimal customization that includes the following modules:

- General Ledger
- Budgeting/Forecasting
- Bank Reconciliation
- Accounts Payable
- Cash Receipts (Central Cash)
- Accounts Receivables
- Payroll
- Municipal Court
- Fixed Asset Management
- Utility Billing
- Project Management

**II. TECHNICAL FOUNDATION**

- Web-based/SAAS Solution
- SQL Database
- Progress
- Ease of interfacing to all Microsoft Office products

- Check scanning equipment
- Capability to print point of sale receipts

### III. OVERALL FUNCTIONALITY

- Access to all data fields for reports and queries
- Module to module communication
- On-line payment acceptance with interface to Cash Receipts module
- User friendly report writing
- Interface with electronic meter reading software (currently Sensus Autoread)
- Electronic reporting capabilities (PERS, IRS, etc.)
- Direct deposit of payroll checks
- Multi-level security
- Effective and thorough internal controls

### SUBMISSION OF PROPOSALS

All proposals submitted must follow the rules and format established within this RFP. Adherence to these rules will ensure a fair and objective analysis of all proposals. Failure to complete any portion of this request may result in a proposal being rejected.

RFP Available:	November 14, 2016
Final Submission Date:	December 29, 2016
On-Site Demonstrations:	Late January – February 2017
Award Date:	No later than March 31, 2017

1. One original and four (4) copies of proposals are required.
2. Any exceptions to the specifications of this RFP must be clearly identified in writing in the proposal and referenced in the transmittal letter.
3. Proposals must be **received** no later than 3:00 p.m. on Thursday, December 29, 2016. Proposals with postmarks on or after December 29, 2016 will not be considered.
4. Proposals must be in a sealed envelope marked “Financial Software Proposal” and mailed to:

City of Veneta, Finance Director, P.O. Box 458, Veneta, Oregon 97487

or delivered to:

City of Veneta, Finance Director, 88184 8<sup>th</sup> Street, Veneta, Oregon 97487

It is the sole responsibility of the vendor to see that their RFP response is received by the deadline. Any proposal received after the proposal deadline shall be eliminated from consideration and returned to the vendor unopened. Email and facsimile bids will not be considered.

After the scheduled closing time for the receipt of proposals and before acceptance of a proposal, no proposer will be permitted to withdraw the proposal unless said acceptance is delayed for a period exceeding one hundred and twenty (120) calendar days.

Withdrawal of a proposal shall not disqualify the proposer from submitting another proposal provided the time for receipt of proposals has not expired. Any request for withdrawal of a proposal shall be executed and signed by an authorized agent of the proposer.

Costs incurred in the preparation, submission and presentation of proposals are solely the responsibility of each proposer. There is no expressed or implied obligation by the City to reimburse any individual or firm for any costs incurred in preparing, submitting proposals, providing additional information when requested by the city, for participating in any selection interview or for on-site demonstrations of products.

All proposals submitted in response to this RFP become the property of City of Veneta.

The City reserves the right to seek clarification of each proposal submitted. The City also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection.

### **OPENING OF PROPOSALS**

Proposals will be opened in the Bill Smigley Room at Veneta's Administrative Center, 88184 8<sup>th</sup> Street, Veneta, Oregon at 3:15 p.m., December 29, 2016. Once opened, proposals will be filed for public inspection as allowed by Oregon Revised Statutes.

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties. The City will attempt to maintain the confidentiality of materials clearly marked "Trade Secret" to the extent permitted under the Oregon Public Records law.

### **EVALUATION PROCESS AND CRITERIA**

Initial evaluation of the proposals is expected to be completed by February 12, 2017. An evaluation committee will be responsible for reviewing the competing proposals; however, proposals submitted may be reviewed and evaluated by any person(s) at the discretion of City of Veneta.

After initial review of the proposals, qualified proposers may be expected to conduct on-site demonstrations of their software at their own costs. Representatives of the City may choose to visit a client reference to observe the applications in an actual working environment.

Discussions and negotiations may take place with the short list of proposers to ensure clarification and to obtain a best and final offer.

The intention of the City is to procure functionally complete, cost effective and integrated software applications. Generally speaking, the proposals will be evaluated based upon a variety of quantitative and qualitative criteria set forth in this Request for Proposal including, but not limited to, the following:

- Completeness and conformity of the proposal submitted
- System quality and ease of use

- System functionality and flexibility of the system (including reporting writing and queries)
- Suitability to Veneta's requirements and expectations
- Stability (financial viability, business longevity, stable ownership)
- Implementation and conversion strategy and timeline
- Customer service approach and support system
- System, technical and hardware requirements
- Projected maintenance and support fees
- Initial cost
- Expertise of vendor's staff
- Effectiveness of communication style
- On-going training opportunities
- Prior governmental experience
- Responses of references provided or results of on-site visits
- Effectiveness of internal controls and security

Refer to the Evaluation Worksheet for the specific items to be evaluated along with the scoring for each item.

#### **AWARD / REJECTION**

Submittal of a proposal indicates proposer's intent to be bound to the Draft Contract included in this RFP document. The City reserves the right to make changes and complete this contract in its sole discretion.

The committee will select the proposer determined to best meet the criteria, requirements and expectations of the City.

The committee's recommendation will be forwarded to the City Administrator, who will make the final recommendation for award to the City Council. The City Council shall make the final contract award determination.

The City reserves the right to reject all proposals, reject any proposal not in accordance with this solicitation, and to make partial or multiple awards.

The City reserves the right to modify the quantity and types of software and services include in this RFP prior to final execution of a contract.

Price may become important in the event other evaluation criteria appear to indicate that potential proposers are ranked relatively equal.

The City shall provide notice of its decision to award or reject to all proposers by standard mail.

All proposers who disagree with the City's selection decision may protest that decision. The judgement used in the scoring by individual evaluators is not grounds for appeal. No protest because of a solicitation provisions, evaluation criteria, scope of work, specification or contract term that could have

been raised as a Solicitation Protest will be considered. The selection protest must be submitted in writing to the City of Veneta, Attn: Finance Director within seven (7) calendar days of the date of issuance of the Notice of Intent to Award. The selection protest must state all the relevant facts that establish that the proposer is adversely affected by the City's selection because the proposer would be eligible to be awarded the contract in the event that the protest is successful. A written decision will be sent to the protester.

Failure to file a protest within the time specified herein shall constitute a waiver of all rights to protest the City's decision regarding the award of contract.

## **OTHER PROVISIONS**

### **Inquiries about Proposal Documents**

If any person contemplating submitting a proposal for the contract has a question concerning any provision of the proposal documents, the question should be submitted to the City's Finance Director. The person submitting the request will be responsible for its prompt delivery. Oral interpretations or statements cannot modify the provisions of the proposal documents. Any interpretation of the proposal documents will be made only by a written addendum, duly issued and a copy of the addendum will be mailed to each person receiving a set of proposal documents from the City and available on the City's website. Receipt of an addendum must be acknowledged by signing and returning a copy of the addendum with the proposal.

### **Objections to Specifications**

Any proposer who believes any of the proposed specifications may limit competition among potential proposers must submit written comments or objections on the proposed specifications to the City of Veneta, Attn: Finance Director, P.O. Box 458, Veneta, Oregon 97487. The comments must specify why the proposed specification limits competition, and must be received no later than five (5) calendar days before the date when the proposals will be publicly opened.

### **Proposal Items differ from Specifications**

When an item that is proposed is not the same as the item specified in the RFP documents, the City shall determine whether or not the proposed item shall be considered as an approved equal. If the item is not determined to be an approved equal, that proposal item shall be rejected. This determination shall be made prior to contract award.

### **Price Protection**

All prices quoted shall be firm and not subject to increase before the contract(s) is/are signed.

### **Prime Contractor Responsibilities**

Vendors are responsible for determining the specific software requirements from the specifications stated in this RFP and through their own analysis of the City's needs. The selected vendor will be required to assume sole responsibility for delivery, installation, operational testing, and maintenance of all hardware, software and support services stated in the proposal. City of Veneta will consider the selected vendor to be the sole point of contact with regard to all guarantees in the proposal for the price stated in the proposal. In the event that the system does not perform as stated, the vendor is responsible for all costs to bring the system up to the required performance level.

**Exceptions**

Any and all exceptions to the specifications included in this RFP must be fully detailed and explained in the vendor's proposal response. Should the proposer not indicate and explain exceptions, that proposal may be automatically disqualified.

**Alternate Proposals**

Do not submit alternate proposals unless called for on the proposal form. When alternate proposals are requested, the proposer must submit documentation as a part of the proposal to show that the product is comparable to the item(s) referred to in the specifications.

**Rejection of Proposals**

City of Veneta reserves the right to reject any or all proposals. It further reserves the right to waive formalities and technicalities insofar as it is authorized to do so, where it deems advisable in protection of the best interest of the City; and to award the proposal in the best interest of City of Veneta. Proposals may be rejected if they show any omissions, conditional proposals, or irregularities of any kind. City of Veneta further reserves the right to excuse technical defects in a proposal when, in its sole discretion, such excuse is beneficial to City of Veneta.

**Equal Opportunity Policy for Vendors**

The City requires all proposers to comply with equal opportunity policies. The City's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap or political affiliation. A copy of the City's policy is available upon request.

**Recyclable Products**

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposal and in the performance of the work set forth in this RFP.

**Default**

In case of default of the contractor, the City of Veneta may procure the articles and/or services from other sources and hold the contractor responsible for any excess cost incurred.

**Right of Cancellation**

Award to the selected vendor will be made under a contractual arrangement cancelable after the first year or at the end of a fiscal year in the event that continuing funds are not appropriated.

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City of Veneta  
Evaluation Worksheet

Name of Vendor: \_\_\_\_\_  
Name of Evaluator: \_\_\_\_\_

The scale for scoring the proposed software is 1 to 5 for each item below.  
Score of 1: means not favorable, not available, don't agree  
Score of 5: means very favorable, available with no modifications, strongly agree

Software Structure	Scores
All requested modules are currently available in proposed system	_____
Fullfil all technical requirements and specifications	_____
Access to all data fields for queries	_____
Access to all data fields for reports	_____
Module to module interface capabilities	_____
On-line payments accepted	_____
Credit/debit card payments accepted on-site	_____
Interface with electronic meter reading software (SENSUS)	_____
Electronic reporting capabilities (i.e. payroll payables, PERS, direct deposit)	_____
All requested functionality is included in main modules (peripheral modules not needed)	_____
Provides user-defined security to multiple levels including fields	_____
Allows "read-only" access to data and reports fo non-users	_____
Canned reports fulfill standard information requirements	_____
User defined reporting tools are easy to learn, reports are each to create and save	_____
Canned reports can be modified by user	_____
Provides "real time" data processing	_____
Ability to add optional modules at a later time	_____
User defined fields available system wide and reportable	_____
Thoroughness of internal control (audit trails, minimize data input errors)	_____
Ability to view and edit before final posting	_____

Total for Software Structure   
20 (Pts possible 100)

Conversion and Training	Scores
Conversion process/plan is clearly defined in writing	_____
Vendor performs majority of conversion preparation	_____
System in place for on-going training/networking	_____
Implementation timeline (shorter the better)	_____
Expertise of vendor's staff	_____
Effectiveness of communication style	_____
Vendor assists with developing new procedures	_____

Total for Conversion and Training   
7 (Pts possible 35)

Support	Scores
Vendor's regular support hours mirror Veneta's operations	_____
Vendor's average support response time (shorter the better)	_____
Effective system in place for customer support	_____
Vendor's commitment to application development and enhancements	_____
System in place for user input on applications	_____
Ease of update processes (changes for compliance or enhancements)	_____
Services/updates included in annual maintenance fees	_____
System in place for training of vendor's employees	_____

Total for Support   
8 (Pts possible 40)

Other	Favorable ratings from references	_____
	Number of years vendor has been in business (more the better)	_____
	Experience with similar sized muncipal agencies	_____
	Stablity of company	_____
	Proposal complete	_____
	Comply with instructions	_____
	Clarity of information	_____
	Overall system ease of use	_____
	Overall system functionality	_____
	Suitable to Veneta's staff and expectations	_____
	Availability of written user guides	_____
	Availability of user guides/instructions on vendor's website	_____
	Amount of periphral hardware needed (less is better)	_____
	Compatible with 3rd party providers (i.e. card payments, lien reporting)	_____

Total for Other   
14 (Pts possible 70)

Overall satisfaction with the modules listed below (1-not at all satisfied; 5-very satisfied)		
	Accounts payable	_____
	Payroll	_____
	General ledger	_____
	Accounts receivable	_____
	Cash receipts	_____
	Project management	_____
	Fixed assets	_____
	Court	_____
	Budgeting	_____
	Bank reconciliation	_____
	Utility billing	_____

Total for Modules   
11 (Pts possible 55)

## CITY OF VENETA

### GOODS AND SERVICES CONTRACT

BASED UPON the Proposal submitted in response to the Request for Proposal for Integrated Financial Software and Associated Services, as issued and administered by City of Veneta ("City"), City and \_\_\_\_\_ ("Contractor") hereby enter into a contract for the purchase of software and services in accordance with the specifications and proposal provided.

All terms of the following exhibits are hereby incorporated by reference into this Contract, and Contractor agrees to comply with each:

- (1) Exhibit A – Request for Proposals
- (2) Exhibit B – Contractor Proposal
- (3) Exhibit C – Oregon Public Contracting Requirements for Goods and Service Contracts

1. Term. The term of this Contract shall extend from its execution to project completion on or before April 30, 2018, unless extended for additional periods of time upon written mutual agreement of both parties. Notwithstanding this Term, City reserves the right to terminate this Contract as outlined in this Agreement.

2. Scope of Work. Contractor shall provide all materials, software, installation and maintenance services, as specified in the attached Exhibits A and B (Project).

3. Compensation.

3.1 Software Payment. Contractor shall complete Project as defined above and in the attached exhibits for a maximum not to exceed total fee of \$\_\_\_\_\_. Said amount shall be paid as follows: \$\_\_\_\_\_ paid by City to Contractor for software upon delivery and City verification and acceptance, if satisfied, in City's sole discretion. Services in an estimated total amount of \$\_\_\_\_\_ to be paid as performed and invoiced monthly.

3.2 Invoices. Payments shall be based upon Contractor's invoices submitted to City, detailing the previous month's fees and costs.

3.3 Service Payments.

a. City will review Contractor's invoice and within ten (10) days of receipt notify Contractor in writing if there is a disagreement or dispute with the invoice or Project. If there are no such disputes, City shall pay the invoice amount in full within thirty (30) days of invoice date, subject to a five percent (5%) retainage to be paid only after full installation of the system, and the system has passed a City performance test.

b. If City fails to make any payment due Contractor for services and expenses within thirty (30) days of the date on Contractor's invoice therefore, late fees will be added to amounts due Contractor at the rate of 1.0 percent (1%) per month from original invoice date. Invoices in dispute are not subject to such late fees until such time as they are no longer in dispute.

4. Permits. City will be responsible for obtaining all permits, approvals and authorizations necessary for the sale, installation, and operation of the software by Contractor.
5. Termination for Convenience.

This Contract may be terminated by mutual consent of the parties upon written notice. In addition, City may terminate all or part of this Contract upon determining that termination is in the best interest of City by giving seven (7) days' prior written notice of intent to terminate, without waiving any claims or remedies it may have against Contractor. Upon termination under this paragraph, Contractor shall be entitled to payment in accordance with the terms of this Contract for Contract work completed and accepted before termination less previous amounts paid and any claim(s) City has against Contractor. Pursuant to this paragraph, Contractor shall submit an itemized invoice for all unreimbursed Contract work completed before termination and all Contract closeout costs actually incurred by Contractor. City shall not be liable for any costs invoiced later than thirty (30) days after termination unless Contractor can show good cause beyond its control for the delay.

6. Termination for Cause. City may terminate this Contract effective upon delivery of written notice to Contractor, or at such later date as may be established by City, under any of the following conditions:

6.1 If City funding is not obtained and continued at levels sufficient to allow for purchases of the indicated quantity of services. The Contract may be modified to accommodate a reduction in funds.

6.2 If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract or are no longer eligible for the funding proposed for payments authorized by this Contract.

6.3 If any license or certificate required by law or regulation to be held by Contractor to provide the services required by this Contract is for any reason denied, revoked, or not renewed.

7. Termination for Default. Either City or Contractor may terminate this Contract in the event of a breach of the Contract by the other. Prior to such termination, the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, then the party giving

the notice may terminate the Contract at any time thereafter by giving a written notice of termination.

If Contractor fails to perform in the manner called for in this Contract or if Contractor fails to comply with any other provisions of the Contract, City may terminate this Contract for default. Termination shall be effected by serving a notice of termination on Contractor setting forth the manner in which Contractor is in default. Contractor shall be paid the Contract price only for software installed and services performed in accordance with the manner of performance as set forth in this Contract.

8. Remedies. In the event of breach of this Contract, the parties shall have the following remedies:
  - 8.1 If terminated under paragraph 7 by City due to a breach by Contractor, City may complete the work either itself, by agreement with another contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then Contractor shall pay to City the amount of the reasonable excess.
  - 8.2 In addition to the above remedies for a breach by Contractor, City also shall be entitled to any other equitable and legal remedies that are available.
  - 8.3 If City breaches this Contract, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments to which Contractor is entitled.
  - 8.4 City shall not be liable for any indirect, incidental, consequential, or special damages under the Contract or any damages arising solely from terminating the Contract in accordance with its terms.
  - 8.5 Upon receiving a notice of termination, and except as otherwise directed in writing by City, Contractor shall immediately cease all activities related to the services and work under this Contract.
9. Standard of Care. Contractor warrants that the work to be performed pursuant to this Contract shall be done in a good and workmanlike manner and will conform to the highest standards prevalent in the industry or business most closely involved in providing the software and services City is purchasing.
10. Reports. The Contractor shall provide City with reports as detailed in Contractor's proposal, at a minimum of once per week, outlining the Project progress, issues of concern and budget status.
11. Change Orders. Contractor and City reserve the right to order changes to the software and services to be provided herein. Contractor and City shall determine a fair and equitable cost and, if required, additional time for such changes. All such changes shall be ordered and agreed to in writing by both parties.

- 12. Confidentiality. Contractor shall maintain the confidentiality, both external and internal, of any confidential information to which it is exposed by reason of this Contract. Contractor warrants that its employees assigned to this Contract shall maintain necessary confidentiality.
- 13. Security and Substance Check. Contractor agrees that each of its employees and subcontractor’s employees involved in this Project may, at the option of City and in compliance with Contractor policy, be subject to a security background check and/or substance abuse testing.
- 14. Shipping. Shipping and handling charges will be paid by Contractor.
- 15. Notice. Any required or permitted notices hereunder must be given in writing at the address of each party set forth below, or to such other address as either party may substitute by written notice to the other in the manner contemplated herein, by one of the following methods: hand delivery; registered, express, or certified mail, return receipt requested, postage prepaid; or nationally-recognized private express courier:

CITY:

CONTRACTOR:

City of Veneta

\_\_\_\_\_

Phone: (541) \_\_\_\_\_

Fax: (541) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

- 16. Warranty. Contractor’s warranty is as stated within Exhibit B. Contractor further warrants that all materials, software, and/or services provided under this Agreement shall be fit for the purpose(s) for which intended, for merchantability, that material and software shall be properly packaged, that proper instructions and warnings shall be supplied, and that the Project shall conform to the requirements and specifications herein. Acceptance of any service and inspection incidental thereto by City shall not alter or affect the obligations of Contractor or the rights of City.
- 17. Insurance. Contractor shall maintain the following limits of insurance with a carrier(s) rated A- or better by A.M. Best:

Commercial General Liability Insurance:

Products/Completed Operations Aggregate: \$2,000,000 minimum

Each Occurrence: \$1,500,000 minimum

Umbrella/Excess Liability Insurance:

Aggregate: \$ \_\_\_\_\_

Each Occurrence: \$ \_\_\_\_\_

Contractor shall: (a) provide the City with a copy of a current Certificate of Insurance with the coverages listed above; (b) include City as an additional insured for Commercial General Liability (subject to the terms and conditions of the applicable Contractor insurance policy); and (c) ensure that all policies provide a 30-day notice of cancellation to the named insured.

18. Indemnity. To the extent permitted by law, Contractor shall protect, defend, indemnify and hold the City harmless from and against all claims, demands, damages, costs, actions and causes of actions, liabilities, fines, penalties, judgments, expenses and attorney fees, resulting from the injury or death of any person or the damage to or destruction of property, or the infringement of any patent, copyright, trademark or trade secret, arising out of the work performed or goods provided under this Agreement or Contractor's violation of any law, ordinance or regulation, contract provision or term, or condition of regulatory authorization or permit, except for damages resulting from the sole negligence of City.
19. Force Majeure. This section applies in the event that either party is unable to perform the obligations of this Agreement because of a Force Majeure event as defined herein, to the extent that the Agreement obligation must be suspended. A Force Majeure event is an event that prohibits performance and is beyond the control of the party. Such events may include natural or man-made disasters, or an action or decree of a superior governmental body which prevents performance. Should either party suffer from a Force Majeure event and be unable to perform, such party shall give notice to the remaining party as soon as practical and shall do everything possible to resume performance. Upon receipt of such notice, the parties shall be excused from such performance as it is effected by the Force Majeure event for the period of such event. If such event effects the delivery date or warranty provisions of this Agreement, such date or warranty period shall automatically be extended for a period equal to the duration of such event.
20. Independent Contractors. It is the intention and understanding of the parties that Contractor is an independent contractor and that City shall be neither liable for nor obligated to pay sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax that may arise as an incident of employment. Contractor shall pay all income and other taxes as due. Industrial or other insurance that is purchased for the benefit of Contractor shall not be deemed to convert this contract to an employment contract. It is recognized that Contractor may or will be performing work during the term for other parties and that City is not the exclusive user of the services that Contractor provides.
21. Assignment. Contractor shall not assign or subcontract any of its obligations under this Agreement without City's prior written consent, which may be granted or withheld in City's sole discretion. Any subcontract made by Contractor shall incorporate by reference all the terms of this Agreement. City's consent to any assignment or subcontract shall not release Contractor from liability under this

- Agreement or from any obligation to be performed under this Contract, whether occurring before or after such consent, assignment, or subcontract.
22. Governing Law. This Agreement is to be governed by and under the laws of the State of Oregon.
  23. Consent to Jurisdiction. The parties hereby consent to jurisdiction of the Lane County Circuit Court, Lane County, Oregon, over all legal matters pertaining to this Agreement, including, but not limited to, its enforcement, interpretation or rescission.
  24. Public Contracting Requirements. Contractor shall comply with all federal, state and local laws and ordinances applicable to the work under this agreement, including, without limitation, applicable provisions of the Oregon Public Contracting Code including ORS 279B.020, 279B.220, 279B.230, and 279B.235, as more particularly set forth in Exhibit C, attached hereto and incorporated herein by this reference.
  25. Arbitration. If any disputes, disagreements, or controversies arise between the parties pertaining to the interpretation, validity, or enforcement of this Agreement, the parties shall, upon the request of City, submit such dispute to binding arbitration under the Oregon Uniform Arbitration Act, ORS 36.600 et seq. Arbitration shall be requested by delivering to the other party a written request for arbitration. Within five (5) days of receipt of such request, the parties shall select a mutually agreeable arbitrator and designate mutually agreeable rules of arbitration. If the parties cannot agree upon an arbitrator within five (5) days, an arbitrator may be appointed by the presiding judge of the Lane County Circuit Court, upon the request of either party submitted in accordance with ORS 36.645, 36.310. If the parties have not designated mutually agreeable rules of arbitration at such time as the arbitrator is appointed, the arbitrator shall adopt rules for the arbitration. The arbitrator's decision shall be binding upon the parties.
  26. Attorney Fees. If suit, action or arbitration is brought either directly or indirectly to rescind, reform, interpret or enforce the terms of this Agreement, the prevailing party shall recover and the losing party hereby agrees to pay reasonable attorney's fees incurred in such proceeding, in both the trial and appellate courts, as well as the costs and disbursements. Further, if it becomes necessary for City to incur the services of an attorney to enforce any provision of this Agreement without initiating litigation, Contractor agrees to pay City's attorney's fees so incurred. Such costs and fees shall bear interest at the maximum legal rate from the date incurred until the date paid by losing party.
  27. Facsimile Signatures. The delivery of signatures to this Agreement by facsimile transmission shall be binding as original signatures.
  28. Entire Agreement. This Agreement shall be the exclusive agreement between the parties for the Project. No modification of this Agreement shall be effective

unless in writing and signed by an authorized representative of both parties, except as otherwise authorized herein.

- 29. Signatures. This Agreement is not effective unless and until it is approved, signed and dated by an authorized representative of each party.
- 30. Interlocal Purchasing Statement. The City grants to any and all public serving governmental agencies, authorization to purchase equivalent product or products described herein at the same submitted unit bid prices, but only with the consent of the Contractor awarded the Contract by the City. The prices contained herein are valid to \_\_\_\_\_, 20\_\_ and extendable at the option of Contractor. Any City purchasing pursuant to this cooperative purchasing Contract will enter into its own mutually agreeable terms and conditions and service quotation with Contractor.

CITY:

CONTRACTOR:

CITY OF VENETA

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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## EXHIBIT A

### ORS CHAPTER 279B PUBLIC CONTRACTING REQUIREMENTS FOR THE PURCHASE OF GOODS AND SERVICES

- (1) Contractor shall pay promptly, as due, all persons supplying labor or materials for the prosecution of the work provided for in the contract, and shall be responsible for such payment of all persons supplying such labor or material to any Subcontractor. ORS 279B.220(1).
- (2) Contractor shall promptly pay all contributions or amounts due the Industrial Accident Fund from such Contractor or Subcontractor incurred in the performance of the contract. ORS 279B.220(2).
- (3) Contractor shall not permit any lien or claim to be filed or prosecuted against the Contracting Agency on account of any labor or material furnished and agrees to assume responsibility for satisfaction of any such lien so filed or prosecuted. ORS 279B.220(3).
- (4) Contractor and any Subcontractor shall pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.617. ORS 279B.220(4).
- (5) Contractor shall promptly, as due, make payment to any person, copartnership, association, or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to employees of such Contractor, of all sums which the Contractor agrees to pay for such services and all monies and sums which the Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service. ORS 279B.230(1).
- (6) Contractor shall pay employees for overtime work performed under the contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29 USC 201, et seq. ORS 279B.235(3).
- (7) The Contractor must give notice to employees who work on this contract in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and the days per week that the employees may be required to work. ORS 279B.235(2).
- (8) All subject employers working under the contractor are either employers that will comply with ORS 656.017, or employers that are exempt under ORS 656.126. ORS 279B.230(2).

- (9) All sums due the State Unemployment Compensation Fund from the Contractor or any Subcontractor in connection with the performance of the contract shall be promptly so paid. ORS 701.430.
- (10) The contract may be canceled at the election of Contracting Agency for any willful failure on the part of Contractor to faithfully perform the contract according to its terms. Public Contracting Rule 137-049-0200(1)(b)(A).
- (11) Contractor certifies compliance with all applicable Oregon tax laws, in accordance with ORS 305.385.
- (12) Contractor certifies that it has not discriminated against minorities, women or emerging small business enterprises in obtaining any required subcontractors. ORS 279A.110.
- (13) Contractor may not assign this contract, delegate its duties, or subcontract these services without prior written approval from Contracting Agency. Public Contracting Rule 137-047-0260(2)(f).

## **APPENDIX A PROPOSAL CHECKLIST**

The proposal must include the documents listed below and be in the order that they are listed. Instructions, expectations and descriptions related to the required documents are also provided as applicable.

1. Signed Attestation form, enclosed as Appendix B, providing written assurances of the proposer's ability to meet the required criteria.
2. Title Page. Should be professional and attractive in appearance.
3. Letter of Transmittal. The letter, similar to a cover sheet, should indicate an interest in providing software and support services to the City of Veneta, include the names of the individuals authorized to conduct business with the City of Veneta, reflect the proposer's intent to comply with all terms, conditions, and specifications set forth in the solicitation, and should be signed by an authorized representative of the proposing firm. The complete name of the firm submitting the proposal, the main office address, and primary and secondary contact person(s) and their respective telephone numbers and email addresses must also be included in this section.
4. Executive Summary. The summary should be limited to a brief narrative highlighting the entire proposal and addressing the requirements, expectations, and criteria listed on the preceding pages. The summary should be geared toward users of the software (i.e. contain as little technical jargon as possible) and be no more than 8 pages.
5. General Questionnaire, enclosed as Appendix C, should be completed in its entirety.
6. Function/Feature Checklist, enclosed as Appendix D, should be completed as instructed on page one (1) of that appendix.
7. List of References. Please provide at least (5) customer references that are representative of the requested system. If possible, include at least one long-time customer and one relatively new customer.
8. Completed Pricing Sheet, enclosed as Appendix E

**APPENDIX B  
AUTHORIZED SIGNATURES AND ATTESTATION**

I/we, the undersigned, an authorized representative of

\_\_\_\_\_

\_\_\_\_\_, whose address is: \_\_\_\_\_  
have read and thoroughly understand the specifications, instructions and all other conditions of the Request for Proposal issued by the City of Veneta for Integrated Municipal Government Financial Software and Related Services.

Acting on behalf of my/our firm, which is listed above, I/we do attest that the services offered by my/our firm meet the City of Veneta specifications in every respect, (check one) \_\_\_\_\_ without exceptions or \_\_\_\_\_ with exceptions (provide detailed explanation on a separate sheet).

The proposal in its entirety shall be valid for 90 days from the proposal due date. The proposal has been created independently and without collusion designed to limit independent proposal or competition.

I/we therefore offer and make this proposal to furnish to the City of Veneta Integrated Municipal Financial Software and Services detailed in my/our proposal at the prices indicated.

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX C GENERAL QUESTIONNAIRE

Provide narrative responses to each question listed below. In some cases additional documentation may be necessary. If so, label the documentation appropriately and attach to back of questionnaire.

### I. **Vendor Background and Qualifications.**

1. Specify the number of years the vendor has been in the software business. Provide the total number of customers, the number of municipal government customers and the percentage of annual revenues from municipal government customers. Also include the average number of years current customers have been using the software.
2. Provide a brief description of your company's size, organization, and expansion plans. Include the number of employees working in 1. Customer support 2. Development 3. Marketing
3. Has this company or product being proposed ever been purchased, merged or acquired by another company? If yes, provide details regarding the name of the companies involved, specific products affected and when such merger or acquisition(s) took place.
4. Describe your customer support procedures and the typical interaction that can be expected on a customer support call.
5. Describe the company's commitment to research and development for the specific municipal government applications being proposed; include development staff size, percentage of annual revenue invested in application development and enhancements and upgrades to existing software and the role of users, if any, in the enhancement process.
6. Provide a list of any sub-proposers the proposed intends to us. Include contact information for each.
7. Explicitly state the name of any third-party products that are part of the proposed solution to the City's list of requirements. For each third-party product there should be a statement about whether the proposer's contract would encompass the third-party product. Include contact information for each.

### II. **Software.** When addressing the issues below, include print screens or other documentation sufficient to explain the points made.

1. Generally speaking, describe the software and the guiding philosophy for its development. Include strengths and weaknesses and what, in your opinion, makes your software different from others on the market.
2. Provide a list of the proposed applications (modules). Briefly highlight the capabilities and limitations of each module.

3. What other modules are available beyond those being requested/proposed? Can modules be added or removed after initial implementation? If so, what is the process?
4. Describe how the reporting system works and what tools and fields are available for queries and reports. Include viewing features.
5. Describe the internal control features. Include data entry (i.e. prevention of duplicate invoices, posting payments to closed accounts), audit trails during and after processes/changes are made, and approving and editing functions prior to final posting.
6. Describe how the security is configured? Include levels of access (view, input, reports) and options for setting the access levels (department, user, and module).
7. Provide an overview of the on-line and electronic capabilities and limitations (reporting, payments, file transfers, interfacing with third parties).
8. Include a description of any products, features, or other value-added components available for use with the proposed software application(s) that have not been specifically requested in the RFP. Consideration of these products, features or components will be given where these may be of value to the City.

### III. **Technology.**

1. Describe your database platform and requirements. Address items from list in the “Requirements/Expectations” section above. If an item is not included, please explain.
2. What development platform is used throughout your application including the application and presentation layers? System processing environment? Use and type of tables?
3. Provide a list of the hardware requirements (client and server) and peripheral equipment needed to perform requested functions.
4. Describe all available client platform requirements including desktop applications and browser clients (and supported web browsers).
5. Provide the operating system specifications, RAM, hard drive space, internet backup, LAN.
6. What type of database is your system? Is it a true relational database? Explain the drill-down capabilities and labeling strategy.
7. Does your applications/ system operate in real time mode? Is there any limitation to the number of years of history maintained within the system?

**IV. Implementation and Training Plan.**

1. Describe in detail the methodology/approach and resources needed to implement the proposed software applications. Attach a proposed Scope of Work with key activities, sample timeline, and responsible party.
2. Describe your overall user training approach and process during implementation, include hours per module. Will training be onsite or at a training center?
3. Are written user guides/instructions provided as part of implementation process? If so, provide samples of them from several modules.
3. Describe project management services that are included within the implementation process.
4. List the documents and the required contents needed for data conversion. Describe the conversion services that are included within the implementation process.
5. Describe vendor's role in developing new written processes needed. Include extra costs, if applicable.
6. Provide the names and brief background of staff members likely to be involved in the implementation and initial training process.

**V. Ongoing Product Support and Maintenance**

1. State your company's service and support philosophy, how it is carried out and how success is measured.
2. List and describe the types of on-going services and support available to your customers. Include training programs and/or classes, online/remote capabilities, help desk, disaster recovery services, and website.
3. Provide a complete description of services covered in the maintenance agreement. Include how problems should be reported and the resolution process.
4. Describe your process to stay abreast of all statutory additions and changes related to your software. Include how you implement those and other changes.
5. Describe the software upgrade and enhancement process. Include any associated costs, how the customer is notified of new releases, and how the release process is implemented.
6. Describe the training program you have in place for your employees performing programming and customer support tasks.

## **APPENDIX D FUNCTIONS AND FEATURES CHECKLIST**

Appendix D is comprised of statements divided by the modules being requested. Each statement provides specific functions and/or features that are expected and/or desired in the software product being offered. Again, these lists are not all inclusive, but a fair representation of the City's expectations.

### **Instructions:**

For each statement indicate your products ability to provide the functions and/or features based on the following scale:

**5** = existing in product, no configuration or programming is required.

**4** = available with a small amount of configuration or programming (no extra cost associated).

**3** = available with a moderate amount of configuration or programming (some extra costs will be charged).

**2** = significant or new configuration or programming needed; however, proposer is willing to add (additional costs could be significant).

**1** = not available and proposer not willing to add.

Use the other comments section for caveats, explanations, etc. Each section must be signed by an authorized person from the proposer's company.

**SYSTEM WIDE**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
SS-1	Utilize a Graphical User Interface.	_____
SS-2	Application server capable of (a) scheduling processes and reports, (b) running processes and reports in the background on the server, and (c) archiving reports.	_____
SS-3	Allow a single user to be in multiple modules at the same time, without running multiple sessions of the application.	_____
SS-4	Allow multiple users to be in the same module at the same time, even if another user is updating customer records and/or posting data to the General Ledger module.	_____
SS-5	Use of Drop-Down Menu Lists or other look-up features to make sure the entry of data is consistent, and to provide validation during data entry.	_____
SS-6	The desire is to move to an Information Technology environment where the user interface of each software package used is as consistent as possible, and complies with the generally accepted GUI conventions.	_____
SS-7	The user interface provides "drill-down" features, such as the ability to drill down from a GL account to the source document that created it in all applications.	_____
SS-8	The drill-down features can be used without keyboard intervention.	_____
SS-9	All fields to allow users to type information directly into the field. Look-up screens should always be optional.	_____
SS-10	Combo boxes or lookup screens are accessible by both a mouse click and a keyboard shortcut.	_____
SS-11	Any look-up screen can export the contents to MS-excel.	_____
SS-12	All screens can be navigated and completed with or without the use of a mouse.	_____
SS-13	Data entry order can be modified on all screens, and each user can have their own data entry order.	_____
SS-14	Data used to create graphical data analysis will be easily exported in an Excel format.	_____
SS-15	The software is inherently (does not require a third-party interface) ODBC compliant providing the ability to access data with third party products such as Microsoft Excel, Microsoft Access, etc.	_____
SS-16	The product must be capable of running in a Windows 2003, Windows 2000, Windows NT and Windows XP network environment.	_____
SS-17	The system should provide security that allows for adequate internal controls and is in compliance with all state and federal laws including, but not limited to, HIPAA and state public records laws. Does your security allow restrictions down to the following levels:	_____
SS-18	Lock-out of specific modules (no access) Read-only access to specific modules	_____
SS-19	Lock-out of specific menu items (no access) Read-only access to specific menu items	_____
SS-20	Lock-out of specific menu items (no access)	_____
SS-21	Read-only access to specific menu items	_____
SS-22	Lock-out of specific field-level items (can remove them from the screen)	_____
SS-23	Read-only access to specific field-level items (view-only on screen)	_____
SS-24	The system should provide a management tool for work flow, so that supervisors may be automatically notified when certain steps are completed in a process.	_____

**SYSTEM WIDE**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
SS-25	Reports should support the following features:	
SS-26	Create output for review, either on screen, in report format, or as an export file.	
SS-27	Capability to create user defined reports using all fields in the applications.	
SS-28	The report writer should provide the user the choice of either displaying selected data on the screen, printing selected data, formatting a report, or transferring the data to an ASCII file.	
SS-29	Ability to page up and page down through a report when previewing.	
SS-30	Provide the ability to archive a report via PDF instead of printing either by user direction or automatically.	
SS-31	Ability for user to define directories in which PDF files will be saved. Separate locations allowed for each process and/or module/application (user defined).	
SS-32	PDF file name created automatically that includes date rather than random file numbers or user able to name file in preview.	
SS-33	Ability to print a single page or range of pages while previewing.	
SS-34	At each workstation, reports can be sent to any printer available either locally or on the network.	
SS-35	All standard reports are modifiable by the user.	
SS-36	All reports should include the name and title of the report, date and time the report was produced, parameters selected by the user and the date(s) for which the report covers.	
SS-37	Built-in report-writing tools that allow an employee with no knowledge of report-writing programs to build their own reports across multiple databases and by single or multiple accounts.	
SS-38	Built-in report-writing tools allow the user to export reports to XML datasets.	
SS-39	All reports can be exported to an electronic file (ASCII or Excel).	
SS-40	Ability to run reports that cross fiscal years and by calendar year.	
SS-41	All modules are developed by the same vendor and operate in a 64 bit environment.	
SS-42	All modules are on the same release version.	
SS-43	All modules must use the .NET framework version 4 or higher.	
SS-44	Utilize Single Sign On technology such as Microsoft Active Directory or LDAP.	
SS-45	System must provide a rich client experience using MS Winforms or WPF (Windows Presentation Foundation) technology.	
SS-46	System must be able to deploy without the use of Internet Explorer	
SS-47	System must be able to run independently of an internet browser	
SS-48	System must utilize an MDI (Multiple Document Interface) for docking and undocking	
SS-49	System must allow for resizing of all screens.	
SS-50	System must have work flow notification and approvals that utilizes both an internal messaging system and MS-Outlook.	
SS-51	Must have the ability to have an unlimited number of attachments without relying on a document imaging application.	
SS-52	Ability for multiple theme and/or color options by user	
SS-53	Allow all data entry screens to be customized by each individual user, including removing non-required fields from the screen.	
SS-54	System must have a user-defined Executive Dashboard customizable for every user.	

**SYSTEM WIDE**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
SS-55	Executive Dashboard allows end-users to gain access and present data that "lives outside" of the modules proposed. For instance, data in a module from another software vendor.	_____
SS-56	Report and Workflow notification display the number of "open item counts" and reports include only those run for the current user. (similar to how Microsoft Outlook only shows your messages with the number of unread messages)	_____
SS-57	System must have a Report Publishing section that allows for staff to write reports for other departments and then publish those reports for select users.	_____
SS-58	System must have a scheduler for report scheduling.	_____
SS-59	System should operate in an N-Tier environment.	_____
SS-60	Business Intelligence/Analytics must be available to show pertinent data in graphic formats.	_____
SS-61	Dashboard will be able to incorporate Business Analytics into its design.	_____
SS-62	Ability to develop letters, etc. in MS-Word and utilize a merge function within the software to complete document.	_____
SS-63	Notification emails through MS Outlook must allow the user to open the work flow item from a "hyper-link" without the end-user having to navigate to the module and select menu options	_____
SS-64	Look-up grids are customizable, allowing by user to select any available fields, determine column order, sort on any column and have grouping and sub-grouping capabilities.	_____
SS-65	Have the ability to set up at a minimum one production database and two testing databases with easy access into all three at the same time.	_____
SS-66	<b>Disaster Recovery:</b>	_____
SS-67	Perform automatic nightly backups and store data in 3 redundant sites.	_____
SS-68	Offer the option of backing up more than just your software	_____
SS-69	Provide at least one test for reliability at no charge.	_____
SS-70	Support at least the five (5) previous software releases.	_____
SS-71	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help website to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection from central place or from each module.	_____

Other Comments:

My signature below verifies that I have read the above statements and confirm that the responses given to each one are accurate to the best of my knowledge.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**BANK RECONCILIATION**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
BR-1	Utilize a Graphical User Interface. Is an interactive set of programs/modules that allow the user to reconcile monthly bank	
BR-2	statements to General Ledger cash accounts.	
BR-3	Allows for clearing of deposits and checks using the same method.	
BR-4	Allows items to be identified for clearing during the current month's reconciliation in a batch, full screen, or individual item mode.	
BR-5	Ability to have an unlimited number of cash accounts per fund.	
BR-6	Ability to have multiple bank accounts tied to cash accounts.	
BR-7	Integrated with Accounts Payable, Cash Receipts, and Payroll transactions that automatically post to the Bank Reconciliation system.	
BR-8	Ability to automatically upload an electronic file of cleared items from the bank to the check reconciliation system.	
BR-9	Able to produce monthly reconciliation statements detailing the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, and miscellaneous items.	
BR-10	Ability to set void check function to be date sensitive. A check issued in November, voided in January would be an outstanding item in December.	
BR-11	Ability to preview all reports through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report saving function through defined folder structure on server, with ability to retrieve and reprint any or all previous reports.	
BR-12	Reconciliation Statement: this report to produce a new bank balance with a detail of outstanding items to prove the General Ledger cash account balance. It can be run by account and as of a specific date.	
BR-13	Bank Reconciliation Register: ability to run this report by account and filtered for type of transaction, status, range of dates, amounts, and sub-system posted from. These transactions can also be grouped by type.	
BR-14	The Bank Reconciliation system should interface with the following modules:	
BR-15	General Ledger	
BR-16	Accounts Payable	
BR-17	Payroll	
BR-18	Cash Receipts	
Other Comments:		

My signature below verifies that I have read the above statements and confirm that the responses given to each one are accurate to the best of my knowledge.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**CASH RECEIPTS (CENTRAL CASH)**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
CR-1	Utilize a Graphical User Interface.	_____
CR-2	Capacity to automatically assign the transaction date as the journal entry date without having to manually enter date.	_____
CR-3	Ability to cancel and track mis-posted receipts and re-enter.	_____
CR-4	Multiple batches allowed at one time.	_____
CR-5	Print and reprint receipts	_____
CR-6	Able to have roll-up/roll-down capabilities for all line items.	_____
CR-7	Itemized balancing report and prevents closing of unbalanced batches	_____
CR-8	Capability to have seamless export and import capabilities to and from Excel.	_____
CR-9	User defined types assigned to general ledger accounts	_____
CR-10	Creates uniquely numbered receipts displaying name, type of payment, check number, balance due	_____
CR-11	Ability to handle credit/debit card payments both on-site and on-line.	_____
CR-12	Capacity to set-up automatic payments.	_____
CR-13	Allows customers to pay on multiple types of invoices with one payment.	_____
CR-14	Reports by user defined date ranges and transaction types	_____
CR-15	Bank deposit slip generated	_____
CR-16	System must use the .Net framework version 4 or higher and provide a rich client experience using MS Winforms or WPF technology	_____
CR-17	Ability to make a payment on one or more types of accounts (utility payments, accounts receivable, building permits, licenses, fees, etc.).	_____
CR-18	Cashiers are to have a workstation with a dedicated receipt/validation printer, automated cash drawer, and an optional bar code scanner. Certain workstations can be designated for cash collections without the peripheral equipment, but will have restricted capabilities as a result.	_____
CR-19	The system provides the option to have more than one operator logged in to a workstation at the same time. Each operator is given a code that must be used by the operator receiving the payment. If only one operator is logged on to the workstation, the code should not have to be re-entered before each payment posted.	_____
CR-20	Each operator can have multiple batches active in the system and the ability to update each separately.	_____
CR-21	Cash receipts for integrated systems such as Utility Billing, Licenses, Permits, Accounts Receivable, etc., will post to those accounts with a true real-time.	_____
CR-22	Each type of receipt should carry a unique code that indicates the type of payment being posted. A look-up feature should be provided that allows the operator to view the available codes authorized for that operator and make their selection.	_____
CR-23	Support an unlimited number of predefined general ledger accounts that may be debited/credited for each transaction code using the category and type codes.	_____
CR-24	The system should be capable of endorsing checks and validating a customer's utility bill on one pass-through or printing a separate receipt. The time, date, operator code, amount paid, how paid, amount posted, and change given, should be printed on the receipt or bill.	_____
CR-25	The user should be able to edit the receipt template in the system without using a separate report-writing tool.	_____
CR-26	Provide on-line account number validation for any integrated subsystems such as the Utility Billing System, Accounts Receivable, Building Permits, etc., with on-line look up of the respective account available once the transaction code for that subsystem is selected.	_____

**CASH RECEIPTS (CENTRAL CASH)**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
CR-27	If a customer pays less than the current balance in a utility account, the system should distribute the payment to revenue categories based on a user defined formula. The system should provide the ability to override this distribution at the operator's request. Users should also have the ability to designate how overpayments are applied.	
CR-28	When posting a payment to a customer's account, the Central Cash Collection system should provide the ability to look-up accounts by account number, the account name or a portion of the name. (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM" and provide the ability to select the desired account). Once the account is selected, the operator can choose from all invoices available for that customer to apply payment, no matter which module created the invoice.	
CR-29	Ability for cashier to collect payments for items that are not pre-billed in any system. These transactions would only post to the respective general ledger accounts. These could include, but are not limited to, transaction codes such as copy fees, rent, entrance fees, vending machine receipts, etc.	
CR-30	From the receipt window, the operator with appropriate security rights can create, open, and close batches. The operator can also enter payments, void a receipt, and reprint a receipt.	
CR-31	At the end of a cashier's scheduled work day, a close-out report should be printed to be balanced with the cash, checks, money orders, etc.. in the operator's drawer.	
CR-32	The system should provide for the ability to void a receipt (for users with appropriate security clearances).	
CR-33	The system should never allow receipts to be deleted. They can only be voided.	
CR-34	System should provide a complete audit trail that shows the user name, date, time, and a description of the change. This audit trail is not editable by any user.	
CR-35	When processing a customer's payment, the system should provide the ability to go to the account management window and inquire on information such as transaction history, detailed data of current bill, consumption history for utility billing, etc. based upon security rights.	
CR-36	Provide the ability, at any time during the day, to display a summary of all receipts processed at a cash collection workstation. Information displayed should include the operator's code and name, and total receipts for each type of transaction (utility payments, deposits, building permits, etc.) and by type (cash, check, credit card, etc.). The grand total of all receipts at the workstation should be displayed as well as the total number of receipts voided.	
CR-37	Support the processing of payments for multiple utility accounts from one customer as a single transaction and print a single receipt.	
CR-38	Support the processing of a single payment for different types of transactions from one customer as a single transaction (utility bill, accounts receivable invoice, building permit) and print a single receipt or multiple receipts based on the types of transactions..	
CR-39	When posting a payment to a customer account, the system should default to the balance currently owed by the customer for all modules (Utility Billing, Accounts Receivable, Permits, etc.).	
CR-40	Automatically prompt the operator to have the receipt printer endorse checks.	
CR-41	Have a process for entering mail-in payments so that receipts are not printed. The operator should be able to scan the customer's bar code, ensure the amount of the payment matches the balance due, and proceed to the next utility payment. The only input required would be in the event the amount paid does not match the customer's current balance displayed on the screen.	

**CASH RECEIPTS (CENTRAL CASH)**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
CR-42	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.	
CR-43	Cash Collection Receipt Register: This report should be printed when an operator is ready to closeout a batch of payments taken by the operator. This report should include all transactions handled by the operator in the batches selected. The report should be printed in receipt number or transaction number order and should include receipt number, date, time, operator code, workstation number, payment type (utility, court fine, etc.), amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment will update, voided receipts, utility account number and utility customer name. The batches can then be approved and updated.	
CR-44	Daily Cash Collection Register: This report should print a summary of all Cash Collection Receipt Registers during the day totaled by operator and workstation. Total receipts for each payment type (utility, court, building permits, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other. This report should include a General Ledger posting report and deposit recap.	
CR-45	Journal Report: User defined parameters should include the ability to select the operators and workstations to be included in the report. The report should be printed in receipt number order and should include receipt number, date, time, operator code, workstation number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. Utility payments should include utility account numbers and customer's names. The report should include summaries by operator and workstation.	
CR-46	History Report: User defined parameters should include the ability to select by ranges of transaction numbers, dates, and receipt numbers. Option to print history only on transactions related to a subsystem (utility billing, accounts receivable, etc.). Option to print history on transactions generated from a designated workstation and/or operator. Information printed on the report should include receipt number, date, time, operator code, workstation number, transaction type, subsystem (if applicable), amount applied, charges, amount tendered, method of payment, and notes (if applicable). Daily totals should be provided for the range of dates specified and grand totals for the overall report.	
CR-47	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Cash system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.	
CR-48	The Central Cash Collection system should interface with the following modules:	
CR-49	Utility Billing	
CR-50	General Ledger	
CR-51	Accounts Receivable	

Other Comments:

My signature below verifies that I have read the above statements and confirm that the responses given to each one are accurate to the best of my knowledge.

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Authorized Signature Date

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**ACCOUNTS RECEIVABLE**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
AR-1	Utilize a Graphical User Interface.	_____
AR-2	Able to maintain customer master records that include name, address, phone numbers, €	_____
AR-3	Ability to scan documents and attach to customers account. System allows for individual late fee codes associated with a rate.	_____
AR-4	Able to generate invoices and statements for specified time periods.	_____
AR-5	User defined statements and reports with sorting options.	_____
AR-6	Allow for posting of partial payments.	_____
AR-7	Provide source document control over input invoice transactions to the computer by use of a batch system with a unique number.	_____
AR-8	Capability to have seamless export and import capabilities to and from Excel.	_____
AR-9	Ability to look up customers by name, invoice number, invoice date and invoice amount.	_____
AR-10	Capacity to enter notes or comments on specific customers with unlimited characters.	_____
AR-11	Alert if overpayments are entered.	_____
AR-12	User defined types mapped to general ledger accounts.	_____
AR-13	Handle an unlimited number of fees and rates.	_____
AR-14	Have both taxable and non-taxable fees. Data must share a centralized customer table with all other customer-based modules,	_____
AR-15	such as Utility Billing, Licenses, Permits, Special Assessments, etc.	_____
AR-16	Ability to provide on-line viewing of amounts due.	_____
AR-17	Trial balance for a user-defined date range that provides beginning balance, invoices, payments and adjustments during the period, and ending balance by customer.	_____
AR-18	Unlimited accounts and history.	_____
AR-19	Allow for recurring invoices that can be grouped together to facilitate creating invoices.	_____
AR-20	Track credits and deposits.	_____
AR-21	Allow credit and deposits to be applied to accounts and have a process for any other adjustments such as write-offs.	_____
AR-22	Have the capability to automatically create refund invoices in Accounts Payable to refund credits and deposits. The system will automatically create a vendor record for the customer without having to re-enter the data into the AP system.	_____
AR-23	Allow for multiple billing cycles.	_____
AR-24	Aging report that allows the user to define the dates and ages that print on the report.	_____
AR-25	Statements can be printed at any time.	_____
AR-26	Detail report for each receivable G/L account.	_____
AR-27	Provide the ability to design and create reports in a user-friendly reporting tool within the General Ledger, without having to use a formal report writer.	_____
AR-28	Minimum 24 user defined fields with field labels.	_____
Other Comments:		

My signature below verifies that I have read the above statements and confirm that the responses given to each one

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Authorized Signature

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Date

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**PROJECT MANAGEMENT**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
PM-1	Utilize a Graphical User interface.	<hr/>
PM-2	Ability to maintain subsidiary ledger activity for each project and record, store and allow retrieval of both current and historical project related information.	<hr/>
PM-3	Allows set-up and tracking of project budgets, financial activity, and remaining balances across multiple fiscal years and for an unlimited number of fiscal years.	<hr/>
PM-4	Provides reporting capability based on any date range.	<hr/>
PM-5	Support the ability for multiple users to access the project information simultaneously.	<hr/>
PM-6	Ability to correct errors or edit on-line in real time.	<hr/>
PM-7	Ability to correct errors within the module if general ledger coding is correct and corrections made in general ledger reflect in PM module.	<hr/>
PM-8	Ability to correct classification errors within module (i.e. engineering expense is erroneously entered as legal).	<hr/>
PM-9	Allows for types of expenses to be associated with all projects (i.e. expense type "Engineering" to be assigned to all projects needing engineering work).	<hr/>
PM-10	Allows multiple projects to be recorded in same account numbers.	<hr/>
PM-11	Allows projects to be recorded in one or more account number.	<hr/>
PM-12	Ability to track all project related costs for the life, inception-to-completion, of the project for a minimum of 5 years crossing fiscal years as necessary.	<hr/>
PM-13	Ability to enter and track funding sources for each project.	<hr/>
PM-14	Ability to track projects with multiple funding sources and identify expenditures by funding sources within individual projects for the life of the project and or for the individual fiscal years.	<hr/>
PM-15	Ability to enter names, descriptions, amounts, identification numbers, etc. about each funding source.	<hr/>
PM-16	Unlimited characters for resource names, numbers and descriptions.	<hr/>
PM-17	Ability to identify and report status of project by user definitions.	<hr/>
PM-18	Identify department in charge of work being completed by project.	<hr/>
PM-19	Unlimited characters for project name, number and description.	<hr/>
PM-20	The project name is printed and displayed with the project number in any reports where a project summary is printed or on screens where a list of projects is displayed.	<hr/>
PM-21	The associated department can be entered.	<hr/>
PM-22	The department name field unlimited length.	<hr/>
PM-23	A description of the type of project can be entered. For example, a project type may be a grant, a capital project, a program such as meter change outs, etc.	<hr/>
PM-24	A short description of the project can be added.	<hr/>
PM-25	Additional lines for detailed descriptions and notes can be displayed.	<hr/>
PM-26	Reports can be run for groups of projects related to a specified master project.	<hr/>
PM-27	Provide summary information on activity and total expenses for the entire group of projects.	<hr/>
PM-28	A project can be tied to a master project by selecting from a list of master project codes.	<hr/>
PM-29	If a project is associated with contracts, the contract name, number(s) and amount can be assigned to the project.	<hr/>
PM-30	The contract related fields at least twenty-five characters.	<hr/>
PM-31	Ability to track contract(s) amounts, expenses and balances within project tracking.	<hr/>
PM-32	The project can be tracked by entering the starting month and year for the project fiscal year.	<hr/>

**PROJECT MANAGEMENT**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
PM-33	The list is representative but, not all inclusive, of the functions and features the City is must be able to attach an unlimited number of electronic files to a project.	
PM-34	Must be able to scan invoices directly through the system without a third-party interface and automatically attach those scans to the project record.	
PM-35	A listing of the individual transactions posted to a line item, will display the date, description, G/L account, vendor, and amount of each transaction.	
PM-36	When posting items to projects through the Payroll, Accounts Payable, Purchase Order, Accounts Receivable, Cash Receipts, and General Ledger systems, a detail transaction is also posted to the Project Management files.	
PM-37	The project report provides general information about each project (such as description, type, department, grant and contract information), and lists the budgets for each line item.	
PM-38	A report can be run for a range of project numbers and you may select a master project for which to run the report, if you want report totals to provide a summary for all projects tied to a selected master project.	
PM-39	The Line Item report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year.	
PM-40	The Line Item report can be run for a range of project numbers, and you can select a master project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected master project.	
PM-41	The detail report prints the detail of each transaction posted within a selected range of dates.	
PM-42	Transactions are listed by line item for each project, and activity and balance totals are printed for each line item, and for the entire project.	
PM-43	A summary report can be run for a range of project numbers, and you may select a master project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected master project.	
PM-44	The Project Management system interfaces with the following modules:	
PM-45	General Ledger	
PM-46	Accounts Payable	
PM-47	Cash Receipts	
PM-48	Payroll Systems	

Other Comments:

My signature below verifies that I have read the above statements and confirm that the responses given to each one are accurate to the best of my knowledge.

\_\_\_\_\_  
 Authorized Signature Date

**PAYROLL**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
PR-1	Utilize a Graphical User Interface.	_____
PR-2	Ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof.	_____
PR-3	Provide for complete security and restrictions to access.	_____
PR-4	Ability to define multiple earnings types.	_____
PR-5	Ability to support employees in multiple labor distributions. Support automatic distribution of pay and other benefits on a percentage basis and on the basis of hours worked at each job.	_____
PR-6	Ability to produce an hourly or salaried payroll or a combination thereof.	_____
PR-7	Ability to produce a supplemental payroll.	_____
PR-8	Ability to pay employees for multiple positions in one pay period.	_____
PR-9	Provide an unlimited number of hourly/salary rates and expense distributions for each employee.	_____
PR-10	Ability to set Federal Tax, FICA Tax, and/or Medicare Tax withholding on an employee-by-employee basis.	_____
PR-11	Able to enter hours worked, leave time taken, along with General Ledger distribution with defaults for each.	_____
PR-12	Provide the capability to edit and verify the labor distribution prior to the actual payroll check production.	_____
PR-13	Able to automatically calculate gross pay from multiple user defined components such as base pay, longevity, educational incentive pay, shift differential, etc.	_____
PR-14	Capability to automatically distribute an employee's base pay, overtime, leave pay, employer retirement contribution and other employee costs based on a predefined percentage to multiple funds/departments/line items within the General Ledger.	_____
PR-15	Automatically generate liability accruals to be posted to the General Ledger along with liability payments and accrual relief entries.	_____
PR-16	Support ability to handle earned income credits resulting in reduction of payroll tax deposit, reporting on 941 and reporting on W-2.	_____
PR-17	Support direct deposit capabilities. Prepare an ACH file for transmission to a central repository bank for input into the Federal Reserve System for deposit into individual employee accounts. Ability for each employee to designate an unlimited number of bank/savings accounts, etc. for direct deposit.	_____
PR-18	Provide audit trail of on-line file maintenance to critical fields with operator ID, date/time, and old/new data.	_____
PR-19	Prepare employee earnings\check stub for each employee, including employees on direct deposit, showing pay period, hours being paid, earnings, deductions and all year to date totals and leave balances and other requirements.	_____
PR-20	System will provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.	_____
PR-21	System shall allow for non cash pay adjustments such as car used for personal use, city owned lodging, taxable per diem and spousal insurance.	_____
PR-22	Capability to handle a cafeteria benefits plan with flexible spending accounts.	_____
PR-23	Maintain an unlimited amount of prior years' detail and totals.	_____

**PAYROLL**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
PR-24	Capability to separate allowance from base pay.	_____
PR-25	Ability to correct or change time accounting up to the deadline for processing payroll.	_____
PR-26	Provide the capability for automated check reconciliation.	_____
PR-27	Ability to expense the payroll to multiple funds and internally keep all funds in balance.	_____
PR-28	Create both payroll and General Ledger distribution data from same input.	_____
PR-29	Provide for the calculation of overtime pay with user-defined parameters.	_____
PR-30	Ability to select tax treatment of earning categories for various tax calculations.	_____
PR-31	Allow for an extra withholding tax deduction in any amount at the option of the employee for federal and state.	_____
PR-32	Ability to compute shift, overtime premium, retro and/or exception pay.	_____
PR-33	Provide capability for time to be entered for an employee who works temporarily in a higher pay class or position.	_____
PR-34	Ability to adjust pay for "differential" hours worked at a different rate than the employee's normal rate.	_____
PR-35	Ability to accurately track workers compensation codes for each employee, including tracking employees that change positions resulting in different codes for various ranges of dates during the year.	_____
PR-36	Payroll processing will include updates to employee data, time reporting, adjustments, calculation of gross and net pay, accruals, disbursements, registers, and other reports.	_____
PR-37	Allow the preparation of paychecks at any time during the pay period for terminated employees, back pay, special allowances, and other reasons.	_____
PR-38	Calculate payroll and print payroll checks and related reports.	_____
PR-39	Permit the input of taxable allowances, which will be used to automatically calculate the imputed income for each employee.	_____
PR-40	Provide the capability to reconstruct a previously posted payroll register, along with related payroll check registers and deduction registers.	_____
PR-41	Maintain the following general information for each employee:	_____
PR-42	Employee name and number	_____
PR-43	Address	_____
PR-44	Social Security Number	_____
PR-45	Normal hours worked per pay period and annually	_____
PR-46	Pay cycle (weekly, bi-weekly, semi-monthly, monthly, etc.)	_____
PR-47	Status and dependents for tax withholding calculations	_____
PR-48	Title and department	_____
PR-49	Date of birth	_____
PR-50	Date of last raise	_____
PR-51	Date hired	_____
PR-52	Date terminated	_____
PR-53	Full time / part time	_____
PR-54	Sex and race	_____
PR-55	EE0-4 Category	_____
PR-56	Home telephone number	_____
PR-57	Previous and current pay range and step	_____
PR-58	Exempt flag	_____
PR-59	Email address	_____

**PAYROLL**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
PR-60	Mobile phone number	
PR-61	If security is granted, an employee can request time off and have the request electronically approved.	
PR-62	Calendaring feature that provides employee, department head and payroll staff to view what day(s) the employees took leave.	
PR-63	System must provide a detailed audit trail on the payroll maintenance files. Information should contain: Who/What/When/and Why did something change, such as the tax tables, pay codes, etc.	
PR-64	Provide ability to easily prioritize direct deposit information. An example would be that the employee wants the first 25% of net pay to go to savings and 75% of net pay to checking.	
PR-65	While viewing a payroll proof list, provide drill-down capability to click on an employee ID and have the system "launch" time-card entry for that employee.	
PR-66	<b>Time Entry</b>	
PR-67	Allow for time entry on an exception basis; for example, only exceptions to a pre-established work schedule should require entry.	
PR-68	Capability of facilitating time entry at any point or points during the pay period, including daily if desired.	
PR-69	Ability to accommodate varied work cycles used in determining hours worked in accordance with Federal Labor Standards Act (29 C.F.R. Part 553).	
PR-70	Permit the entry of information concerning multiple types of leave. Accrual of leave amounts should be automatic and should not require input during the time entry process.	
PR-71	During the time entry process, allow the user to override the default labor distribution to specify possible multiple accounts for distribution. Changes to the distribution should not affect the liabilities recorded to federal and regulatory authorities, unless specified by the user.	
PR-72	Ability to assign holiday pay and other benefits to a particular pay period automatically as specific by the user without having to input for each employee.	
PR-73	Allow Split distribution between accounting periods based on time card date and/or between date worked vs. date paid.	
PR-74	Additional pays such as longevity automatically increases the other next user-defined level.	
PR-75	System allows time entry to a specific project(s) for cost accounting. The employee benefit will follow the wage distribution	
PR-76	The employee can enter equipment used on a project at the same time they are entering time.	
PR-77	The system can restrict access to pay codes to employees that are not eligible for that pay type based on user-defined classification of employee.	
PR-78	If decentralized time-card entry is utilized, system provides for user-defined electronic workflow.	

**PAYROLL**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
PR-79	If decentralized time-card entry is used, system automatically calculates overtime based on user-defined business rules. For example: Bi-Weekly payroll - An employee works 45 hours in week one and enters 45 hours, the system knows that 5 hours needs to roll to OT and calculate time-and-a-half. In week two, the employee works 34 hours and takes 8 hours of sick time. Even though the total is 42 hours the system does not calculate 2 hours of OT because the employee did not physically "work" 42 hours.	
PR-80	Additional pays such as longevity automatically increases the other next user-defined level.	
PR-81	<b>Benefits/Deduction Features</b>	
PR-82	Support an unlimited number of deduction codes for items such as insurance, retirement, child support, etc. These deductions should be able to set up as a flat amount or a percentage of gross or other user defined pay field. Options should be provided to designate the tax treatment of the deduction code (after federal and state tax, before federal and state, before FICA, etc.) in order to accommodate various retirement plans and Section 125 type deductions.	
PR-83	Provide the ability to assign an unlimited number of deduction codes to each employee.	
PR-84	Ability to designate if a deduction code is global or employee specific for purposes of ongoing maintenance of deduction codes. A retirement plan deduction might be global (all employees pay the same percentage, the City contributes the same percentage for all employees, meaning an increase or decrease would apply to all the employees with the deduction code), a child support code would be employee specific (changes would have to be made at the employee record level).	
PR-85	Provide the ability to assign accounts payable vendors to each deduction code with flexible parameters for definition of due dates.	
PR-86	Provide the ability to distribute the City's share of benefits across multiple funds and departments in the same percentages that an employee's pay is distributed.	
PR-87	Once a deduction code is set up, provide the ability to stop and start a deduction on an employee-by-employee basis. Year-to-date totals should be maintained.	
PR-88	Ability to provide global control of what deductions are included in each payroll process.	
PR-89	Ability to establish limits for deductions and employer taxes. The deduction should stop when a specified limit for the employee is reached. Option to automatically re-establish the deduction for purposes of employee bond purchase plans, etc. Limits should include annual maximums and lifetime maximums.	
PR-90	Ability to distribute deduction and benefit expenses to the Project Accounting module.	
PR-91	Ability to withhold garnishments.	
PR-92	Ability to void or reverse checks. Voiding a payroll check should reverse all General Ledger and employee entries, along with any Project Management entries.	
PR-93	Ability to calculate deductions based on net pay.	
PR-94	Ability to withhold IRS tax levies.	

**PAYROLL**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
PR-95	Provide comprehensive reporting capabilities for deductions including user-defined parameters. Deduction reports should provide options such as range of dates (including prior years data), sorting options (alpha, employee number, by department, social security number, etc.), deduction code(s) (options for one, multiple, all). Option to print gross amount of pay, employer's share of deduction code, department totals, general ledger detail, and social security numbers.	<hr/>
PR-96	Ability to setup predefined consolidation codes for purposes of grouping deduction codes for reporting purposes (i.e. one report consolidating information for several retirement plans, or all cafeteria plan deductions).	<hr/>
PR-97	Ability to enter a benefit rate increase with an effective date in the future.	<hr/>
PR-98	Ability to calculate and track city paid benefits.	<hr/>
PR-99	Ability to generate deduction calculations automatically for:	<hr/>
PR-100	First Pay period of the month.	<hr/>
PR-101	Second pay period of the month.	<hr/>
PR-102	Third pay period of the month (when applicable).	<hr/>
PR-103	All pay periods.	<hr/>
PR-104	Current pay period only.	<hr/>
PR-105	Or any other user defined cycle.	<hr/>
PR-106	<b>Leave Tracking Features</b>	<hr/>
PR-107	Accrue sick and vacation time and an unlimited number of other user-defined leave categories for each employee based on user-defined tables with leave category, length of service, and/or job classification.	<hr/>
PR-108	The system should track each of these leave categories on an annual or employee anniversary basis.	<hr/>
PR-109	Provide on demand leave accrual for holidays.	<hr/>
PR-110	On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number.	<hr/>
PR-111	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.	<hr/>
PR-112	Ability to post adjustments, with concurrent authorization, to an employee's leave balances. A history of any adjustments posted must be maintained for inquiry or reporting purposes.	<hr/>
PR-113	Ability to limit accrual of leave time to maximum allowed.	<hr/>
PR-114	Provide a report of the dollar amount of the City's liability for accrued benefits and compensated absences in compliance with GASB 34.	<hr/>
PR-115	Validate availability of leave at time of payroll input.	<hr/>
PR-116	<b>Payroll History Capabilities</b>	<hr/>
PR-117	Provide detailed history of all payroll checks. Ability to designate any range of dates (unlimited history) for prior year's history for inquiry purposes on screen including posting date, check date, check number, gross pay, deductions, taxes, reimbursements, and net pay. Ability to retrieve further detail in a report format.	<hr/>
PR-118	Capacity to track salary, accrual rates, deduction changes, date of change, old and new rate, and reason for change.	<hr/>

**PAYROLL**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
PR-119	Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees.	
PR-120	<b>Personnel/Human Resources Feature</b>	
PR-121	The system must have the capability of tracking information related to the performance review of the individual:	
PR-122	Date review due	
PR-123	Date of discussion with employee	
PR-124	Next review date	
PR-125	Follow-up review date	
PR-126	Pay increase granted	
PR-127	Maintain date employee goes on C.O.B.R.A benefit and C.O.B.R.A code.	
PR-128	Maintain date of last physical and date of next physical.	
PR-129	Provide emergency information for each employee including name, address, phone number, and relationship.	
PR-130	Provide fields for disabled veteran flag and code, military code, and veteran code.	
PR-131	Unlimited free form text area for maintaining a history of employee reviews and promotions. The information should be displayed in reverse chronological order.	
PR-132	Unlimited number of attachments, which can be scanned documents, any existing electronic document file, or any MS Office file. Scanning must be available through the software, without having to use 3rd party scanning software.	
PR-133	Ability to set up user defined fields to track human resources related data such as educational qualifications, licenses held, continuing education requirements and history, spouse's name, address, phone number, date of birth, employer, employer phone number, insurance data such as group health census data, life insurance amounts, number of children covered, types of insurance coverage, etc.	
PR-134	Provide for the recording and retention of data relating to employee performance, commendation, and disciplinary action.	
PR-135	The system should be able to record, in the employee record, the various training courses an employee completes while working for the city, including such information as grade or certification received in the course.	
PR-136	Ability to process COLA increases for an individual employee classification or for multiple employee classifications by a percentage or flat amount.	
PR-137	Position Control: Provide ability to see the history of a position in a display mode and report mode. At a minimum display who has occupied the position and the dates the individual occupied the position.	
PR-138	Requirements Report: Report on employees that are about to expire on requirements, or have already expired.	
PR-139	Provide for a Personal Action Form Microsoft Word Merge that can be used for the COLA process, the Pay Adjustment Process and the applicant screening process.	
PR-140	<b>Reporting Capabilities</b>	
PR-141	Print check numbers on computer generated check register.	
PR-142	Prepare monthly, quarterly, and year-end reports as required for Workers Compensation, insurance, tax withholding, and FICA.	

**PAYROLL**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
PR-143	Prepare W2's as required including capability to prepare an electronic file for transmission of federal withholding and social security deductions. File format must meet federal requirements.	
PR-144	Capability to maintain and report employee tax withholding data and generate W-2's at any time of the year.	
PR-145	Ability to run W-2's for prior year after payrolls for current calendar year have been posted.	
PR-146	Ability to produce quarterly reports at any time during the year for a previous year.	
PR-147	Prepare PERS retirement reports including capability to prepare an electronic file, meeting the format requirements for transmission to PERS system.	
PR-148	<b>Reports</b>	
PR-149	Payroll Check Register: Print employee number, name, check date, check amount and check number and provide number of regular and manual checks printed with totals.	
PR-150	Leave Liability: A report showing the dollar amount and the hours of the City's liability for unused leave and sick time and other user defined leave categories. Report to be available by employee, department, and Citywide.	
PR-151	Worker's Compensation Report: Provides ability to input the City's discount rate and experience factor for purposes of automatically calculating the Worker's Compensation premium for the period specified. Produces the necessary report for the City's Worker's Compensation carrier.	
PR-152	Deduction Report: The system will have the capability to produce a report for each deduction. These reports will list at a minimum, Employee, Social Security number, department, amount of deduction, total amount, and total number of employees participating in the deduction. Provide options to sort by employee name, employee number, department number, or social security number. Provide option to print for one or more deduction codes in one report.	
PR-153	Employee Profile Report: User defined parameters should include sort sequence (number, department, alpha), department, and employee number if information on a single employee is requested. This report should print a summary of all information in an employee's master file.	
PR-154	941 Report: Option to print for any range of dates.	
PR-155	Payroll History Report: User defined parameters should include range of dates to include employee number(s). The report should print the following information from each pay period: check number, posting date, the following in both hours and dollars: net pay, gross pay, overtime pay, vacation pay, sick pay, holiday pay, any other leave pay. All deductions should be included, including employer contributions. Should include totals by calendar quarter.	
PR-156	Employee Review Report: Should print history of an employee's evaluations with the City. Ability to provide reminder of employees who may be due a review.	
PR-157	Retirement Plan Report: Prints necessary information for three different employee retirement systems in format acceptable to the State's retirement system.	
PR-158	Leave Balance/Usage Report: Listing of accumulated leave and leave taken so that beginning balance, taken, and current balance are reported. Listing should be for each employee in department/division sequence. Should provide both summary and detail reports. Detail report should allow selection to print history of one or more leave categories and list leave time earned, taken and any adjustments for each leave category selected.	

**PAYROLL**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	

- PR-159 Payroll Calculation Report: This report is to be used to proof payroll data prior to printing payroll checks. The report should be printed in employee number order, subtotaled by department and should include, but not necessarily be limited to, the following information for each employee:  
\_\_\_\_\_
- PR-160 Employee number \_\_\_\_\_
- PR-161 Employee name \_\_\_\_\_
- PR-162 Earnings in hours and amount for each applicable earnings type \_\_\_\_\_
- PR-163 Leave time in hours and amount for each applicable leave category \_\_\_\_\_
- PR-164 Benefits and reimbursements \_\_\_\_\_
- PR-165 Deduction information including both employee and associated employer contributions \_\_\_\_\_
  
- PR-166 Taxable wage totals, employee and employer contributions for federal withholding, FICA and Medicare \_\_\_\_\_
  
- PR-167 This report should show totals for all departments, provide department recap totals, and detailed journal of transactions to be posted to the Accounts Payable system. General Ledger totals should also be provided showing all debits and credits that will be posted to the General Ledger. Errors and/or warnings regarding this report should be listed including page numbers on which errors and/or warnings appear. \_\_\_\_\_
  
- PR-168 Employee List: User defined parameters should include sort sequence (employee number, name, social security number, and choice to print specific or all departments.) Report should include employee number, name, social security number, department number, annual wages, hourly rate/salary and status (active, terminated). \_\_\_\_\_
  
- PR-169 Performance Review Reminder Report: This report should include the next review date, for those reviews overdue and also include those due within the next sixty days. \_\_\_\_\_
  
- PR-170 End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Payroll system. The interface must be ODBC compliant and have the capability to transfer data to MS applications. \_\_\_\_\_
  
- PR-172 The Payroll system should interface with the following software modules: \_\_\_\_\_
- PR-173 General Ledger \_\_\_\_\_
- PR-174 Accounts Payable \_\_\_\_\_
- PR-175 Project Management \_\_\_\_\_
- PR-176 Bank Reconciliation \_\_\_\_\_

Other Comments:

My signature below verifies that I have read the above statements and confirm that the responses given to each one are accurate to the best of my knowledge.

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Authorized Signature
Date

**FIXED ASSETS**

FUNCTIONS/FEATURES		PROPOSER RESPONSE (5-1)
ITEM #:	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
FA-1	Utilize a Graphical User Interface.	_____
FA-2	Drill-down capabilities for detail.	_____
FA-3	Integrated with Accounts payable module to facilitate additions to the fixed assets inventory.	_____
FA-4	Assets sent over from the Accounts Payable module automatically record the purchase amount, purchase date, description, vendor, invoice number, and purchase order number.	_____
FA-5	Allow for model, manufacturer, serial number recording.	_____
FA-6	Allows user to assign fixed assets to departments.	_____
FA-7	Allows asset to be recorded to one or more funds with ability to review coding.	_____
FA-8	Allows the user to define classes of fixed assets.	_____
FA-9	Allows the user to define types of fixed assets.	_____
FA-10	Allows for user defined locations and moving from one location to another.	_____
FA-11	Able to scan unlimited documents and invoices directly through the system without a third-party interface and automatically attach those scans to the asset record.	_____
FA-12	Allows acquisition and disposal methods to be tracked.	_____
FA-13	Includes a reminder function (alerts that 60 day hold period is expired).	_____
FA-14	Allows for disposal information to be tracked (i.e. date deemed surplus, buyer, date, sale price).	_____
FA-15	Allows for additions, deletions and ending fiscal year balances in compliance with GASB 34 including the ability to calculate gain or loss on disposals.	_____
FA-16	Capability of bar coding assets for physical inventory.	_____
FA-17	Ability to have an unlimited number of component assets tied to a master asset.	_____
FA-18	Ability to do mass updates for infrastructure updates.	_____
FA-19	Allow an unlimited history, with formulas showing for depreciation calculation.	_____
FA-20	Structured processes, with audit trails for transfers, life adjustments, adjustments, etc.	_____
FA-21	Calculates depreciation amounts and allows for manual adjustment.	_____
FA-22	Posts depreciation automatically to the appropriate General Ledger accounts.	_____
FA-23	Capability to attach electronic files to an particular asset.	_____
FA-24	Interface with General Ledger.	_____
FA-25	Interface with Accounts Payable.	_____
FA-26	Interface with Project Management.	_____
FA-27	Unlimited user-defined fields, with customizable labels.	_____

Other Comments:

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Authorized Signature

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Date

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**MUNICIPAL COURT**

FUNCTIONS/FEATURES		PROPOSER RESPONSE (5-1)
ITEM #:	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
MC-1	Utilize a Graphical User Interface.	_____
MC-2	Ability to provide on-line viewing of amounts due.	_____
MC-3	Capability to search by name, docket #, social security #, and drivers' license #	_____
MC-4	Unlimited case numbers and history.	_____
MC-5	Ability to produce a preliminary docket and final docket on demand.	_____
MC-6	Ability to check defendants in for court electronically	_____
MC-7	Able to have roll-up/roll-down capabilities for all line items.	_____
MC-8	Able to easily enter case events and dispositions.	_____
MC-9	Capability to have seamless export and import capabilities to and from Excel.	_____
MC-10	Automatically adds fees for specific fines.	_____
MC-11	Ability to take a payment on one case or multiple cases with one receipt.	_____
MC-12	Ability to divide payments according to user defined types and order.	_____
MC-13	Capacity for automatic pay agreement for one or multiple cases; documents generated and saved electronically.	_____
MC-14	Updates financial due date in case file when payments are made.	_____
MC-15	Ability to manually change payment date on existing payment agreement.	_____
MC-16	Ability to view and print receipt for payments that include the balance due on each citation/docket.	_____
MC-17	Generates reports as needed showing payments due to State or County	_____
MC-18	End user reporting tools available to create queries and/or reports, using data from any of the fields within the Court system. The interface must be ODBC compliant and have the capability to transfer data to MS applications.	_____
MC-19	Ability to handle collections and pre-collection correspondence	_____
MC-20	Ability to handle refunds and victim restitution payments	_____
MC-21	Ability to attach unlimited documents to particular cases or defendant records.	_____
MC-22	Ability to download citations.	_____
MC-23	Capacity to generate documents needed from original entry (sentence orders, commitments, pay agreements)	_____
MC-24	Capacity to automatically go through the steps needed for FTA (2nd court date, guilty by default, assesses fines and fees, sets payment date, failure to pay suspension, additional fee) including necessary documents.	_____
MC-25	Includes electronic calendar for appearances, trials and arraignments.	_____
MC-26	Multiple users at one time	_____
MC-27	Interface with Accounts Payable, Accounts Receivable, General Ledger and Central Cash.	_____
MC-28	Reports available for previewing prior to printing or saving to pdf file.	_____
MC-29	Automatic or manual saving in pdf to user defined directories	_____
MC-30	Ability to create user defined fields including a place to make notes about a defendant that are not case specific	_____
MC-31	Capacity for automated and/or manual purge of case files per state retention schedule.	_____
MC-32	Capacity to clear all warrants and suspensions that are past a certain date.	_____
MC-33	Ability to purge or remove records for false names and expungements.	_____
MC-34	Reports available to show changes made, when they were made and by which user.	_____
MC-35	Ability to redact documents.	_____

Other Comments:

My signature below verifies that I have read the above statements and confirm that the responses given to

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Authorized Signature Date

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**GENERAL LEDGER**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
GL-1	Utilizes a Graphical User Interface.	_____
GL-2	Accommodates the structural requirements of fund accounting such as maintaining multiple fund General Ledgers, Appropriation/encumbrance/expenditure/revenue details, and should interface with financial support systems, which collect data from the entity's day-to-day financial activities.	_____
GL-3	Provide for the maintenance of separate funds, each of which is a self- balancing set of accounts, with all funds recorded being processed simultaneously by the common system.	_____
GL-4	Capability to post to any of the months in the current fiscal year or the next fiscal year without closing any of the months of the current fiscal year.	_____
GL-5	Able to view and report account detail across multiple fiscal years.	_____
GL-6	Allow journal entries to post with zero dollars on some lines.	_____
GL-7	Allow for journal entry lines to be deleted in groups rather than one line at a time.	_____
GL-8	Changing an account name in one year carries forward if new year has been created.	_____
GL-9	Making an account inactive in current year keeps it active in previous years.	_____
GL-10	Able to run reports (budget and financial) that includes accounts that were active in previous years even if they are inactive in current and future years.	_____
GL-11	Ability to have two sets of books one for City and one for Urban Renewal Agency.	_____
GL-12	Ability to delete accounts with zero activity as of a certain date without affecting previous years.	_____
GL-13	Ability to edit journal entries when viewing.	_____
GL-14	Provides notification to user when journal entry is out of balance by account or fund.	_____
GL-15	Able to create recurring (repeating) journal entries, preferably with no dollar amounts	_____
GL-16	Able to change order of accounts in recurring journal entries.	_____
GL-17	Ability to balance entries from other modules to accounts in GL.	_____
GL-18	Ability to view and correct automatically generated journal entries prior to posting.	_____
GL-19	During all processing, the system edits transactions to insure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity.	_____
GL-20	Support up to a forty-two-digit account number. The account numbers to be user defined and component structured.	_____
GL-21	Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds, which are accounted for in one centralized (pooled) bank account.	_____
GL-22	Provide the ability to account for cash in funds where cash is maintained separately from the pooled cash bank account.	_____
GL-23	Ability to maintain unlimited detailed historical financial data, i.e. actual amounts for both budgetary and financial data. This information to be available for both systems reports and inquiry functions.	_____
GL-24	Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. The system must be able to maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget to comply with GASB 34.	_____
GL-25	Ability to run interim financial reports during an accounting month.	_____

**GENERAL LEDGER**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
GL-26	Provide for an automated bank reconciliation process for multiple cash and bank accounts.	<hr/>
GL-27	Have at least one optional "adjustment period" available for posting audit adjusting entries to prior year balances (period 13).	<hr/>
GL-28	Ability to have or add additional "adjustment periods" for posting and separation audit adjustments for GASB and CAFR Reporting. These periods to have specific journal entry types.	<hr/>
GL-29	Allow the user to reverse a previously posted journal entry. Also allow re-posting a journal entry after it's reversal. The system should provide a complete audit trail for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/re-post. This applies to both manually entered general journal entries and journal entries created internally by the system.	<hr/>
GL-30	Journal entries are given a unique identifying transaction code or number.	<hr/>
GL-31	Allow for main journal entry description and line item descriptions. Both to be unlimited in length and appear in preview and on reports.	<hr/>
GL-32	Ability to prevent journal entries from posting to months, fiscal years, or accounting periods, which have already been closed for accepting business transactions.	<hr/>
GL-33	Authorized users are able to close and re-open accounting periods as necessary.	<hr/>
GL-34	Maintain detailed transaction descriptions for both system and manually generated journal entries.	<hr/>
GL-35	Prevent posting transactions to invalid or inactive account numbers.	<hr/>
GL-36	Ability to activate an account temporarily for the current fiscal year.	<hr/>
GL-37	Ability to automatically balance all journal entries when posting a transaction to one fund which will affect other funds.	<hr/>
GL-38	Provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.	<hr/>
GL-39	Ability to view and/or print journal entry transaction detail and allow for corrections without leaving preview mode prior to posting the journal entry.	<hr/>
GL-40	Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries. Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts entered by the operator.	<hr/>
GL-41	All look-up grids in the GL must be completely customizable by user, selection of column, data, grouping, etc. and all grids must be able to be exported to a fully formatted MS excel document.	<hr/>
GL-42	Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's General Ledger.	<hr/>
GL-43	System to allow the user the ability to post audit-adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's General Ledger and reflect prior year audit adjusting entries in individual account historical data.	<hr/>
GL-44	Allow users the ability to post audit-adjusting entries to prior year's data after the initial year-end close has been processed.	<hr/>

**GENERAL LEDGER**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	
GL-45	Automatically post all adjusted balance sheet amounts to the current year's General Ledger, and reflect prior year audit adjusting entries in individual account historical data.	
GL-46	Allow for on-line account number look-up at any prompt for an account number. Filtering options should be available on the look-up to allow the user to quickly find the desired account.	
GL-47	General Ledger Data Display - Data on status and history of an account including account number, account name, type account and account balance.	
GL-48	Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), account balance, both the original and current amount budgeted, and the amount encumbered.	
GL-49	The inquiry program provides an option to display detailed information on transactions posted during the fiscal year. The system should display the transaction date, transaction number, reference (check number, etc.), description, and amount of the transaction.	
GL-50	The monthly activity, budget information and transaction detail information described above available for on-line inquiry for the current fiscal year as well as for an unlimited number of previous years.	
GL-51	Ability to inquire on transactions by journal entry numbers, including transactions created internally in the system.	
GL-52	All data entry screens in the GL must be completely customizable by user; including data entry fields and order of entry.	
GL-53	<b>REPORTS:</b>	
GL-54	Provide the ability to design and create reports in a user-friendly reporting tool. Data elements for purposes of creating reports should include at a minimum, the following: current year-to-date actual, prior year-to-date actuals for up to three years, current year budget amounts, prior year budget, current month actual, prior year month actual, and percentage comparison of YTD amount and total budget amount.	
GL-55	Provide a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account.	
GL-56	Provide an expenditure report by fund, organization and expense object, showing budget, expenditures for the period, expenditures YTD, prior YTD, percent of budget expended, outstanding encumbrances and unobligated balance with totals by summary accounts.	
GL-57	Ability to generate financial statements by individual funds, departments or combinations of both.	
GL-58	Ability to combine funds into an unlimited number of user-defined groups for sub-totaling and filtering purposes.	
GL-59	Provide the ability to run all applicable reports for the current fiscal year's data or from data from any previous fiscal year and across fiscal years.	
GL-60	The system must generate data necessary for compliance with all state and federal laws and regulations.	
GL-61	The following financial reports must be included:	
GL-62	Chart of Accounts	
GL-63	Statement of Revenues and Expenditures	
GL-64	Trial Balance	
GL-65	Balance Sheet	
GL-66	Budget Worksheet	

**GENERAL LEDGER**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
	The list is representative but, not all inclusive, of the functions and features the City is seeking.	

GL-67	Budget Presentation	
GL-68	General Ledger Detail Report: Report parameters include the ability to choose fund or any other account section, range of dates, and range of accounts. There should also be an option to include unposted journal entries. For each account selected, the report should print the account number and name, beginning balance, debits and credits for the periods selected, and ending balance.	
GL-69	Budget Report: Report parameters include the ability to choose the fund(s), budget code, accounting period(s), starting and ending account number. For each account selected, the report should print the account name and number, and beginning balance, and current balance.	
GL-70	The General Ledger system should interface with the following modules at a minimum:	
GL-71	Accounts Payable	
GL-72	Payroll	
GL-73	Utility Billing	
GL-74	Accounts Receivable	
GL-75	Cash Receipts	
GL-76	Project Management	
GL-77	Budget Management	
GL-78	Fixed Assets	
GL-79	Court	

Other Comments:

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Authorized Signature Date

**ACCOUNTS PAYABLE**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
AP-1	Utilize a Graphical User Interface.	_____
AP-2	System can utilize a designated disbursement fund.	_____
AP-3	System can utilize a pooled cash account.	_____
AP-4	Support cash, accrual, modified accrual, or combinations thereof.	_____
AP-5	Ability to process credit memos on-line.	_____
AP-6	Ability to store credit memos for each vendor.	_____
AP-7	Ability to provide a comment field that can accommodate various comments, which are printed on the check.	_____
AP-8	At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history.	_____
AP-9	Ability to automatically accept and create liabilities from payroll.	_____
AP-10	Automatically accept all refund batches from customer-based modules such as miscellaneous Accounts Receivable, Court, and Utility Billing.	_____
AP-11	Ability to set up pre-defined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Preferably with zero dollar amount or by flat amount.	_____
AP-12	Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator.	_____
AP-13	Internally generate all entries to keep all funds in balance if an item is expensed to multiple funds.	_____
AP-14	Ability to pay an invoice out of current calendar year before printing 1099's from previous calendar year.	_____
AP-15	Accommodate payment of all invoices from a single disbursement fund account and automatic generation of receivables and payables between various funds and a disbursement fund.	_____
AP-16	Provide function for automated process of reversing accounts payable checks. Provides option to automatically create reversing entries in the general ledger, and void the check in the check reconciliation system. When voiding a check, the system will give the user the option to leave the invoice open for payment, or void the invoice automatically.	_____
AP-17	Vendor numbers and G/L account numbers validated by the system at the field level.	_____
AP-18	Ability to accept future dated entries, which would not be processed until that date is reached. These entries must be maintained in the unpaid file until processed.	_____
AP-19	Ability to print separate checks for a single vendor, when needed. The system default, however, must be able to pay all invoices from a vendor with one check.	_____
AP-20	Payment information will be maintained both on a calendar basis and on a fiscal year basis for each vendor.	_____
AP-21	When checks have been issued, and files are updated, the vendor file must automatically be updated for subsequent 1099 use.	_____
AP-22	Must not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain why it is necessary.	_____
AP-23	Vendor record must contain fields for both ordering and remittance addresses.	_____
AP-24	Vendor data to include but not necessarily be limited to following:	_____
AP-25	Vendor number	_____
AP-26	Name	_____
AP-27	Remittance address	_____
AP-28	1099 Type Code	_____
AP-29	Telephone Number	_____

**ACCOUNTS PAYABLE**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
AP-30	Fax number	_____
AP-31	Contact person (unlimited number of contacts)	_____
AP-32	Email address for all contacts	_____
AP-33	Taxpayer ID numbers (federal, state, and local)	_____
AP-34	At least 10 user-defined fields	_____
AP-35	Provide lookup capability by vendor number, vendor address, or vendor name. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.	_____
AP-36	Provide a process to merge the vendor master information and vendor history for duplicate vendors.	_____
AP-37	Ability to select invoices for payment based upon manual selection or automatic selection using payment dates, vendors, bank accounts, funds, invoice batches, or invoice numbers.	_____
AP-38	Option to pay items with a specific vendor or for all vendors.	_____
AP-39	Ability to print edit report of selected items with option to make desired changes prior to processing checks.	_____
AP-40	Print accounts payable checks and check register.	_____
AP-41	Provides emergency check writing with concurrent authorization controls.	_____
AP-42	Ability to add/edit vendors from item input with system maintained security.	_____
AP-43	Ability to handle handwritten checks and bank drafts.	_____
AP-44	Unlimited distribution accounts for the invoice amount. Prior to processing, the user must be able to access the invoice to change the account distribution as needed. The user must be able to make these changes directly to the accounts and/or amounts.	_____
AP-45	Ability to allow individual documents to be held back when generating a batch of recurring documents.	_____
AP-46	Allow invoices to be associated with predefined projects and funding sources from the Project Accounting system directly from input with project code lookup using drop-down lists.	_____
AP-47	Ability to flag a Fixed Asset at the time invoices are entered and have the system create a Fixed Asset record in that module and reverse record if invoice is voided.	_____
AP-48	Ability to attach an unlimited number of electronic files to an invoice.	_____
AP-49	Ability to scan invoices directly through the system without a third-party interface and automatically attach those scans to the invoice record.	_____
AP-50	Ability to enter multiple invoices and multiple line items per invoice, split among an unlimited number of G/L accounts, on a single screen.	_____
AP-51	Support the creation of a Positive Pay file to send to the bank for every batch of checks processed in the system.	_____
AP-52	System checks for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.	_____
AP-53	The system provides on-line item detail for user defined length of time. This detail must include:	_____
AP-54	Vendor number	_____
AP-55	Vendor name	_____
AP-56	Invoice number	_____
AP-57	Description	_____
AP-58	Due date	_____
AP-59	Adjustments and purchase order numbers	_____
AP-60	Item date	_____
AP-61	General ledger distribution	_____

**ACCOUNTS PAYABLE**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
AP-62	Amount paid	_____
AP-63	Discount taken	_____
AP-64	Date paid	_____
AP-65	Check number	_____
AP-66	An unlimited amount of history available, with an option to purge all paid items prior to a user specified date.	_____
AP-67	Provide ability for users to lookup and display a listing of all checks issued to a vendor.	_____
AP-68	All invoices, even when paid, are available for on-line review for a user specified period of time.	_____
AP-69	System to provide an option to look at unpaid items or all items.	_____
AP-70	Ability to print 1099's for selected vendors at the end of the calendar year.	_____
AP-71	Able to flag invoices as 1099 items even after they are paid.	_____
AP-72	Ability to provide a cash requirement report based on user defined periods of time.	_____
AP-73	Able to produce all registers and audit reports necessary to provide a complete audit trail	_____
AP-74	Able to print the contents of the 1099 field in report format, prior to the actual production of the 1099's	_____
AP-75	Accounts Payable Check Register: includes vendor number, invoice number, vendor name, check date, amount for each invoice, check number, check amount.	_____
AP-76	History Check Register: Provide the ability to print a check register for any range of dates or check numbers.	_____
AP-77	Able to print 1099s on a laser printer.	_____
AP-78	Accounts Payable Disbursements Report: User defined parameters includes ability to sort on all fields and print paid items within a range of payment dates. Sort sequence options must include fund, department and vendor. Choice to print General Ledger distribution and fund totals.	_____
AP-79	End user reporting tools available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to MS applications.	_____
AP-80	Accounts Payable system interface with the following modules:	_____
AP-81	General ledger	_____
AP-82	Bank Reconciliation	_____
AP-83	Project Management	_____
AP-84	Fixed Assets	_____
AP-85	Payroll	_____
AP-86	Accounts Receivable	_____
AP-87	Court	_____
AP-88	Utility Billing	_____

Other Comments:

My signature below verifies that I have read the above statements and confirm that the responses given to each one are accurate to the best of my knowledge.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

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**BUDGETING/FORECASTING**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
BM-1	Utilize a Graphical User Interface.	_____
BM-2	Include a user defined budget work sheet and budget proposal report as specified by the Organization. A report generator should be available that provides the capability for the user to create additional user defined budget reports.	_____
BM-3	Budget work sheets and proposals should be capable of including account number, account name, one or more previous year's budget amounts, one or more previous year's actual amounts, current year's actual YTD, estimated final annual amount, and current fiscal year budget in addition to the proposed budget.	_____
BM-4	Allows automatic installation of the adopted budget.	_____
BM-5	Allows the user to create projected budgets for an unlimited number of years into the future.	_____
BM-6	Able to have roll-up/roll-down capabilities for all line items.	_____
BM-7	Ability to include free form text notes at the line item, department, and fund level. These notes can be printed with budget work sheets and budget proposals at the user's discretion.	_____
BM-8	Capability to have seamless export and import capabilities to and from Excel.	_____
BM-9	During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.	_____
BM-10	Able to accommodate an unlimited number of versions, per year, of the budget and multiple changes per cost center.	_____
BM-11	Ability to maintain changes in separate records, and displayed in separate windows in the system.	_____
BM-12	Subsequent to the final adopted budget being established in the system, all versions used during budget formulation will still be available for on-line inquiry and report printing.	_____
BM-13	Ability to change amounts at any time. All changes to the final approved budget only allowed as amendments and maintained in a budget adjustment file. Any files in other subsystems or the primary financial system using budget data, should reflect these changes.	_____
BM-15	End user reporting tools available to create queries and/or reports, using data from any of the fields within the Budget Management system. The interface must be ODBC compliant and have the capability to transfer data to MS applications.	_____
BM-16	The budget must be able to support attachments without the use of a third-party document imaging system.	_____
BM-17	Security must be robust enough to allow an end-user to see only their accounts and modify/enter budget amounts on only those accounts they have clearance for. (e.g. see all accounts in their dept. but not be able to modify payroll/benefit accounts)	_____
BM-18	System must have ability to set-up budgets for multiple years.	_____
BM-19	Budgeting must allow for an unlimited number of user-defined types, such as requested, proposed, revised, adopted.	_____
BM-20	System should allow for an unlimited number of scenarios within each user-defined budget type.	_____
BM-21	Budgeting module should allow for electronic workflow for notifications and approvals.	_____
BM-22	Allow Budget administrator to lock out updates to revisions.	_____
BM-23	Upon completion of adopted budget system will show all the roll-down detail in the Chart of Account menu.	_____

**BUDGETING/FORECASTING**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
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BM-24	Ability to look at the total amount budgeted for a particular account number that occurs in multiple departments and/or funds.	
BM-25	Ability to enter estimated beginning and ending fund balances and to have these figures appear in budget reports and viewing.	

Other Comments:

My signature below verifies that I have read the above statements and confirm that the responses given to each one are accurate to the best of my knowledge.

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Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**UTILITY BILLING**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
UB-1	Utilize a Graphical User Interface.	_____
UB-2	Automatic alert if a payment is being posted to a closed, inactive, deleted or suspended account.	_____
UB-3	Ability to scan checks; scanning creates a cash receipts batch and posts to utility accounts.	_____
UB-4	Bar codes on remittance portion of billings.	_____
UB-5	Ability to transfer deposits from one utility account to another.	_____
UB-6	Ability to search payments by check number or amount paid.	_____
UB-7	When owner account is connected to rental account that the connection follows through in the new account set up (new tenant).	_____
UB-8	Ability to designate whether or not account notes to stay with property permanently.	_____
UB-9	Accomodate an applicant and co-applicant on customer master record.	_____
UB-10	Ability to enter multiple phone numbers, drivers' license numbers, email addresses and other user defined fields.	_____
UB-11	Capacity to administer backflow testing process.	_____
UB-12	Consistency of information on different reports.	_____
UB-13	Proper display of past due amounts as a separate item on the billings and past due notices.	_____
UB-14	Ability to regenerate billings once the billing process is completed (i.e. a customer loses bill and wants another one).	_____
UB-15	Ability to create a corrected billing after an adjustment is made.	_____
UB-16	Report that shows the date of the last payment for all accounts.	_____
UB-17	Ability to automatically re-active accounts for customers who leave for extended times and provide return dates.	_____
UB-18	Ability to permanently delete an account after it has been paid in full and closed for three years.	_____
UB-19	Payments show as a (subtraction) on billings.	_____
UB-20	Ability to bill and post payment of deposits on new accounts prior to completing the regular "move out/in" process.	_____
UB-21	Ability to show sub-total of current month's charges on billings.	_____
UB-22	Ability to sort new billing report by amount of water use or filter out excessive use amounts.	_____
UB-23	Ability to block on-line payments to closed or inactive accounts.	_____
UB-24	Capacity to create a cash receipts batch and/or post "on-line" bank checks without having to manually enter each payment.	_____
UB-25	Capacity to integrate with SENSUS Autoread system.	_____
UB-26	Capacity to generate a file to send to third party for on-line lien reporting.	_____
UB-27	Ability to automatically update "door hanger" or "shut-off" reports to reflect last minute payments that come in.	_____
UB-28	Ability to run "Past Due" report without actually starting the past due process (batch creation).	_____
UB-29	Support an unlimited number of billing cycles per month.	_____
UB-30	Support an unlimited number of books/routes per billing cycle.	_____
UB-31	Support an unlimited number of utility accounts (service addresses) per book/route.	_____
UB-32	Provides all file maintenance on-line real-time via display.	_____
UB-33	Support both accrual and cash accounting methods and the ability to automate general journal entries in the General Ledger.	_____
UB-34	Support the ability to enter first and last names in separate fields.	_____

**UTILITY BILLING**

ITEM #:	FUNCTIONS/FEATURES	PROPOSER RESPONSE (5-1)
UB-35	<p>The list is representative but, not all inclusive, of the functions and features the City is seeking.</p> <p>When setting up a new utility account the system should warn the operator if a customer with the same driver's license number or social security number has had an account with the city and either owes a balance or has been written off as a bad debt.</p>	
UB-36	<p>Provisions for user-defined fields with parameters defined by the user.</p>	<hr/>
UB-37	<p>Ability to turn off and turn on individual services (water, sewer, sanitation, etc.) resulting in automatic, user defined, prorating of services. Ability to automatically turn services off and back on at specified dates or vice-versa.</p>	<hr/>
UB-38	<p>Provide for displaying and/or printing any customer account history (financial and consumption) upon request.</p>	<hr/>
UB-39	<p>Accepts full and partial and pre-payments. Distributes partial payments received on a pro-rata basis of what is owed based on user defined formula able to accommodate different distribution rules for current and past due balances.</p>	<hr/>
UB-40	<p>Provision for data entry correction of any distribution errors.</p>	<hr/>
UB-41	<p>Provision for unlimited text or notes for a customer's accounts with ability to identify as occupant related or address related notes. Provide ability to assign alert flags to accounts with notes.</p>	<hr/>
UB-42	<p>The system must utilize "Wizards" to expedite processes. i.e. Setting up new accounts, finalizing accounts, meter change-outs, etc.</p>	<hr/>
UB-43	<p>The ability to have an unlimited amount of rate codes per service, per account.</p>	<hr/>
UB-44	<p>Provides security down to the field level. This access should allow each user group to be granted full access, read-only access or no-access on field basis. Users must be able to have access granted based upon assignment of user groups.</p>	<hr/>
UB-45	<p>The system must include a built-in utility consumption and revenue summary by rate class.</p>	<hr/>
UB-46	<p>The ability to export in a Microsoft Access or CSV (Comma Separated Value) format not using an ODBC (Open Database Connectivity) link.</p>	<hr/>
UB-47	<p>ODBC drivers must be embedded with the database.</p>	<hr/>
UB-48	<p>End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Utility Billing system.</p>	<hr/>
UB-49	<p>Ability to track information through system by contact and property. Provide ability to see all accounts (current and prior) at a given property. Conversely, be able to view multiple accounts associated with a single contact.</p>	<hr/>
UB-50	<p>System must be able to provide an audit trail for changes to the account. Audit trail must include: user name, date, time stamp, what used to be in the field, and what currently is in the field.</p>	<hr/>
UB-51	<p>Provide the ability to look up accounts by meter number. The meter lookup feature should accept a partial meter number, displaying a list of all meters beginning with the numbers input by the user.</p>	<hr/>
UB-52	<p>Ability during data entry, inquiry, or maintenance of any data/files, to access any related files for inquiry. For example, while entering a customer payment, the user should be able to temporarily stop entering the data and enter an inquiry mode.</p>	<hr/>
UB-53	<p>Ability to run reports on a single account (i.e consumption, payment history, notes, etc.)</p>	<hr/>
UB-54	<p>Provided the ability to look up the account based on any of the following criteria:</p>	<hr/>
UB-55	<p>All or a portion of the customer's last name.</p>	<hr/>
UB-56	<p>All or a portion of the service address.</p>	<hr/>
UB-57	<p>Driver's license number.</p>	<hr/>
UB-58	<p>Owner</p>	<hr/>

**UTILITY BILLING**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
UB-59	Social Security number.	_____
UB-60	Meter Route	_____
UB-61	Meter Sequence	_____
UB-62	Serial Number	_____
UB-63	Register ID	_____
UB-64	Tax Lot ID	_____
UB-65	Account number from previous utility billing software.	_____
UB-66	Inquiries should be able to search all account statuses (i.e. Active, Final, Suspended, Vacation, Delete).	_____
UB-67	The system should support unlimited transaction and consumption history. History purging for transaction history and consumption history must be controlled by the user	_____
UB-68	Transaction history screen should be in reverse chronological order, should include: post date, transaction date, type transaction (bill, payment, deposit, deposit refund, adjustment, etc.), references (check number, adjustment type, etc.), debits, credit	_____
UB-69	Display balances by service (electric, gas, water, sewer, sanitation, tax, etc.).	_____
UB-70	Display consumption history for an unlimited number years by month (including both actual meter readings and computed consumption). Any readings that were estimated should be automatically flagged by the system.	_____
UB-71	Provide user-defined comment status and the ability to run reports based on a comment status.	_____
UB-72	Provide the ability to attached an alert code to a comment.	_____
UB-73	Provide internet billing delivery and payments.	_____
UB-74	Ability to provide user-specified and maintained rate tables.	_____
UB-75	Provide for billing up to 21 services (i.e. water, sprinkler meters, gas, electricity) per service address, with an unlimited number of categories for each service and an unlimited number of rates.	_____
UB-76	Provide ability to base charges for non-metered services such as sewer on water consumption from customer's water consumption. The system must provide the ability to base sewer charges that are dependent on water consumption or user defined winter average.	_____
UB-77	Ability to identify and bill for sales tax for taxable items or services if the customer has not established non taxable status. These taxes must be able to be allocated to an unlimited amount of agencies (i.e.: federal, state, city, county, water district).	_____
UB-78	Ability to vary rate structure to accommodate an unlimited number of rate tables for each service.	_____
UB-79	Ability to vary rate structure for different rate types for each service as city ordinances change. This includes the minimum consumption, billing rate breaks for consumption and dollars, tax rate, penalty amount, base charge, minimum charge and maximum .	_____
UB-80	Provide for flat rate billings or one-time special charges.	_____
UB-81	Interface with Accounts Payable, Accounts Receivable, General Ledger and Central Cash.	_____
UB-82	Ability to bill for residential flat rate service.	_____
UB-83	Ability to have an unlimited number of attachments, scanned documents or any MS Office document.	_____

**UTILITY BILLING**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
UB-84	Provide for billing for demand meters on any service. The charge for this service can be calculated from a rate table using the demand reading.	_____
UB-85	Print user defined messages on bills.	_____
UB-86	Print bar codes on bills representing the customer's utility account numbers. Ability to read bar codes with bar code scanners upon receipt of payment from customer.	_____
UB-87	Provide for bank draft option for customers. Bills marked "Paid by Draft" should be printed for customers on bank draft.	_____
UB-88	Provide for address certification to maximize postage discount.	_____
UB-89	Ability to automatically add late penalties or interest charges to delinquent accounts according to a flexible rate structure determined by the user.	_____
UB-90	Automatically generate a cut off list after printing a preview report, which can be reviewed for possible revisions.	_____
UB-91	Ability to age accounts in 30, 60, 90, and 120-day increments	_____
UB-92	Automatic printing of disconnect notices and cut-off service orders through interface to a service order system.	_____
UB-93	Ability to produce delinquent bills for customers that have already received a final bill but continue to maintain an unpaid balance.	_____
UB-94	Automatically generate cut-off letter notices or other suitable shut-off notices after printing a preview report, which can be reviewed for possible revisions.	_____
UB-95	Provides ability to post payments and adjustments to bad debt accounts.	_____
UB-96	Provides ability to reinstate a bad debt account to the active data files without having to re-enter account information.	_____
UB-97	Service order system provides automated updates to the utility system upon completion of applicable service orders. Examples are turn-ons, turn-offs, re-reads, meter change outs, transfers, etc.	_____
UB-98	A history of all service orders related to a service address should be displayed in the inquiry window at the service address. The status of each service order should be displayed. Service orders should provide drill-down functionality for details of account.	_____
UB-99	Each service address should include a history of all meters that have been installed at the service address. This history should include the date a meter was removed, the meter serial number and last reading.	_____
UB-100	Actual reading and consumption for each meter will be determined by the number of dials to be read for that meter and should support a minimum of nine digits.	_____
UB-101	Store date and time of readings when captured through automated meter reading system.	_____
UB-102	Ability to change out (Swap) meters at any time. Where meters have been changed out, ability to show separate individual meter readings and consumption, and to show total consumption and billing amount on the same bill.	_____
UB-103	Ability to handle multiple meter changes for a single metered service within a single billing period.	_____
UB-104	When a customer transfers to a new service address, the system has the ability to automate the transfer of the customer's balance, deposits and any other occupant	_____
UB-105	The customer master record should maintain the date of the transfer and the account transferred to or from.	_____
UB-106	The system should prorate bills for new accounts and final accounts based on user-defined formulas.	_____

**UTILITY BILLING**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
UB-107	Ability, as soon as a meter reading is obtained, to calculate a final bill with deposit applied and print on printer associated with the workstation.	<hr/>
UB-108	Ability to sort bills by zip code plus four and carrier route or complete CASS (Coding Accuracy Support System) certification to take advantage of available postage discount.	<hr/>
UB-109	Supports calculation of consumption using current and previous meter readings multiplied by user-defined multipliers.	<hr/>
UB-110	If a meter change occurs during the billing period, the system should have the ability to support different consumption multipliers on each meter.	<hr/>
UB-111	Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing of a customer account.	<hr/>
UB-112	Has the ability to automatically apply deposits to a final bill.	<hr/>
UB-113	Ability to prorate final bills based upon user-defined criteria.	<hr/>
UB-114	Ability to estimate consumption for a complete route or routes in the event of emergencies and produce bills. Also, provide the ability to estimate bills for single accounts of all un-read meters.	<hr/>
UB-115	Estimated readings are flagged in consumption history to differentiate from actual readings.	<hr/>
UB-116	Ability to change meter reading sequence without changing the customer account number.	<hr/>
UB-117	Handle data transfer from multiple Automated Meter Reading systems. This data transfer is handled through a pre-defined system routine for upload/download from the AMR route management software.	<hr/>
UB-118	Flexible high/low feature that allows the user to adjust the range of parameters. This high/low would be both on the information sent to the Automated Meter Reading system before readings, and on the edits performed in the Utility Billing System.	<hr/>
UB-119	Permit off-cycle billing for accounts that have been disconnected in order to get final bills to customer's as soon as possible.	<hr/>
UB-120	Provides consumption reports prior to generating the billing. Reports would include: Proof list, meter change-out, possible misreads, and unread meters.	<hr/>
UB-121	Prorates service fees for partial month billing on initiation and termination of accounts. Prorates occur only upon user-defined services set for prorating.	<hr/>
UB-122	Ability to bill by cycle and produce corresponding billing registers and journal entries.	<hr/>
UB-123	Ability to print edit report for all bank draft accounts, make necessary changes. Posting all bank drafts as a single process.	<hr/>
UB-124	Ability to interface to a Special Assessments package that would incorporate different installment bills on the utility bill. These items are identified separately.	<hr/>
UB-125	System should calculate and bill on level or average-monthly-payment basis. This can be a continuous twelve-month rolling-average calculation or once calculated, billed on a flat basis until recalculated or removed from enrollment on level payment plan.	<hr/>
UB-126	Where meters have been exchanged, show individual meter readings and consumption, a message that the meters were exchanged, and total consumption and amount on the bill.	<hr/>
UB-127	Ability to handle non-utility services such as sales of merchandise, meter damage, billings for hydrant meters, shut off fees and repairs.	<hr/>

**UTILITY BILLING**

ITEM #:	FUNCTIONS/FEATURES The list is representative but, not all inclusive, of the functions and features the City is seeking.	PROPOSER RESPONSE (5-1)
UB-128	Ability to place an account on hold, resulting in the account not being billed until taken off hold. Deposits should not be refunded.	_____
UB-129	Allow for the cashier to modify the distribution of moneys to various services.	_____
UB-130	Provides interface to cash collection system supporting real-time, on-line cash receipts entry, with entry validation and individual cashier totals.	_____
UB-131	The system can handle multiple donation types and payment "round-up".	_____
UB-132	Allow for the cashier to modify the distribution of payments to various services.	_____
UB-133	Deposit information must include type deposit, date of deposit, amount, receipt number, check number, and refund date. Vendor's cash collection system should interface with deposit programs in utility billing system to capture all deposit information.	_____
UB-134	Ability to calculate interest on deposits. Interest may be applied to account, added to deposit, or disbursed to customer by check.	_____
UB-135	Can automatically refund deposited funds plus accrued interest, if applicable, when the account is closed.	_____
UB-136	Ability to transfer deposit(s) from one billing account to another, as when a customer moves and wants the old deposit to transfer to his new location.	_____
UB-137	General Ledger: The utility billing and collection system should fully integrate with the general ledger for posting billings, adjustments, and collections.	_____
UB-138	Accounts Payable: If the utility system does not generate its own deposit refund checks, it should integrate fully with the accounts payable module for processing of refund checks to customers.	_____
UB-139	Automated Meter Reading: Provide for upload and download of data to hand-held meter reading system.	_____
UB-140	Central Cash Collection: Fully integrate with centralized cash receipts module for posting payments, deposits, etc. to utility billing system. Should provide immediate updates to the utility billing system of payments pending until posted at end of day.	_____
UB-141	Service Orders: Service order creation, completion and inquiry should be accessible from any screen in the utility billing system. Completed service orders related to the utility billing system should automatically update the utility billing system.	_____
UB-142	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report warehousing function through defined folder structure on server, with ability for user defined file name.	_____
UB-143	Each report should include in the title the name of the report, date and time when printed, the date or dates covered by the data in the report, and page numbering.	_____
UB-144		

My signature below verifies that I have read the above statements and confirm that the responses given to each one are accurate to the best of my knowledge.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**APPENDIX E  
SOFTWARE PROPOSAL FORM**

<b><u>Application Software</u></b>	<b><u>Purchase Price</u></b>	<b><u>Annual Maintenance</u></b>
General Ledger	_____	_____
Budgeting/Forecasting	_____	_____
Bank Reconciliation	_____	_____
Accounts Payable	_____	_____
Cash Receipts	_____	_____
Accounts Receivable	_____	_____
Payroll/Direct Deposit	_____	_____
Utility Billing	_____	_____
Fixed Asset Management	_____	_____
Municipal Court	_____	_____
Project Management	_____	_____

Total Application Software \_\_\_\_\_

**Data Conversion**

General Ledger	_____
Budgeting/Forecasting	_____
Bank Reconciliation	_____
Accounts Payable	_____
Cash Receipts	_____
Accounts Receivable	_____
Payroll/Direct Deposit	_____
Utility Billing	_____
Fixed Asset Management	_____
Municipal Court	_____
Project Management	_____

Total Data Conversion \_\_\_\_\_

**Other Implementation Costs**

List below all other anticipated purchase and implementation costs (i.e. mileage, lodging, project management, etc.). Also provide the cost for each item listed and indicate if hourly or flat.

Total Other Implementation Costs \_\_\_\_\_

Grand Total Application Software/Purchase/Conversion (i.e. Total Proposal Cost) \_\_\_\_\_

**On-going Service Costs**

For each of the services below provide the current cost and how the cost is assessed (hourly, flat, other, etc.). This is meant to be a list of potential services, beyond what is included in the maintenance agreement that we may need in the future. Please add services missing as applicable.

- System Development/Design \_\_\_\_\_
- Customized Programming \_\_\_\_\_
- Installation/Setup \_\_\_\_\_
- Project Administration \_\_\_\_\_
- Training \_\_\_\_\_
- Hourly charge for travel time \_\_\_\_\_
- Per mile charge for travel \_\_\_\_\_
- Per Diem charge for overnight travel \_\_\_\_\_
- Software Updates \_\_\_\_\_
- Software Upgrades \_\_\_\_\_