Solicitation 742-11378

Enterprise Resource Planning (ERP) System Solution & Professional Services

Bid Designation: Public

CITY OF FORT LAUDERDALE

City of Fort Lauderdale

Bid 742-11378
Enterprise Resource Planning (ERP) System Solution & Professional Services

Bid Number	**742-11378**
Bid Title	**Enterprise Resource Planning (ERP) System Solution & Professional Services**
Bid Start Date	**Aug 5, 2014 5:25:21 PM EDT**
Bid End Date	**Oct 21, 2014 2:00:00 PM EDT**
Question & Answer End Date	**Sep 25, 2014 5:00:00 PM EDT**
Bid Contact	**Richard Ewell Goodnight** **Sr. Procurement Specialist** **Procurement Services** **954-828-5138** **rewell@fortlauderdale.gov**
Pre-Bid Conference	**Aug 26, 2014 2:00:00 PM EDT** **Attendance is optional** **Location: Fort Lauderdale City Hall** **100 N Andrews Avenue** **8th Floor Conference Room** **Fort Lauderdale, FL 33301** **Conference Bridge Telephone Number: 954-828-7451** **Meeting ID followed by # sign: 1112 #**

Addendum # 1

Changes were made to the following items:
Enterprise Resource Planning (ERP) System Solution & Professional Services

Addendum # 2

New Documents **11378 PreBid Sign In.pdf**

Changes were made to the following items:
Enterprise Resource Planning (ERP) System Solution & Professional Services

Addendum # 3

Previous Q & A End Date **Sep 17, 2014 5:00:00 PM EDT** New Q & A End Date **Sep 24, 2014 5:00:00 PM EDT**

Changes were made to the following items:
Enterprise Resource Planning (ERP) System Solution & Professional Services

Addendum # 4

Previous Q & A End Date **Sep 24, 2014 5:00:00 PM EDT** New Q & A End Date **Sep 25, 2014 5:00:00 PM EDT**

Changes were made to the following items:
Enterprise Resource Planning (ERP) System Solution & Professional Services

Addendum # 5

New Documents **Visio-Org Chart-ALL HRD APPROVED FY2015 20141002.pdf**

Changes were made to the following items:
Enterprise Resource Planning (ERP) System Solution & Professional Services

Addendum # 6

Changes were made to the following items:
Enterprise Resource Planning (ERP) System Solution & Professional Services

Description

The City of Fort Lauderdale, Florida is seeking proposals from qualified proposers to procure an integrated Tier 2-level Enterprise Resource Planning (ERP) system focused on local governments for software applications that will include software licensing, project management, implementation, conversion services, training, and technical support for the City of Fort Lauderdale, in accordance with the terms, conditions, and specifications contained in this Request for Proposals.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VIII – REQUIREMENTS OF THE PROPOSAL. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in BidSync shall become part of any contract that is created from this RFP.

For a copy of the RFP, go to www.bidsync.com.

Added on Aug 6, 2014:
Additional class-item codes added.
Added on Sep 3, 2014:
Pre proposal meeting sign in sheet has been attached.
Added on Sep 19, 2014:
Question period extended to 5:00 pm EDT September 24, 2014.
Added on Sep 22, 2014:
Addendum #4 attached.
Added on Sep 25, 2014:
Question period extended to 5:00 pm EDT September 25, 2014.
Added on Oct 2, 2014:
HR Org Chart attached.
Added on Oct 9, 2014:
Exhibit G is being deleted and replaced with Exhibit G - Pricing Forms Revised.
Added on Oct 9, 2014:
There is a format issue with the original Exhibit G. A corrected Exhibit G has been attached to the RFP and is available for download. Please use only the revised Exhibit G when submitting your proposal.
Added on Oct 15, 2014:
Addendum #9 attached.

Addendum # 1

Addendum # 2

Addendum # 3

Addendum # 4

Addendum # 5

Addendum # 6

RFP #742-11378
TITLE: Enterprise Resource Planning (ERP) System Solution and Professional Services

PART I – INTRODUCTION/INFORMATION

01. PURPOSE

The City of Fort Lauderdale, Florida, ("City" or "Client") is seeking proposals from qualified proposers, ("Contractor/Vendor" or "Contractor" or "Vendor"), to procure an integrated Tier 2-level Enterprise Resource Planning (ERP) system focused on local governments for software applications that will include software licensing, project management, implementation, conversion services, training, and technical support for the City of Fort Lauderdale, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP). Any use of vendor specific terminology is purely accidental and unintentional. The City prefers to provision a system that is simple, but powerful, able to comply with industry standards, cost effective, and which provides for rapid deployment. Ideally, a single vendor will provide a satisfactory, integrated solution for all systems. However the City recognizes that this single vendor may not be found, and the City may enter into agreements with multiple Contractor/Vendors.

02. INFORMATION OR CLARIFICATION

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. (See addendum section of BidSync Site). Contractor's please note: Proposals shall be submitted as stated in PART VIII – REQUIREMENTS OF THE PROPOSAL. No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized him/her/itself with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance with all specifications contained in this solicitation. The questions and answers submitted in BidSync shall become part of any contract that is created from this RFP.

03. TRANSACTION FEES

The City of Fort Lauderdale uses BidSync (www.bidsync.com) to distribute and receive bids and proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor.

04. PRE-PROPOSAL CONFERENCE

There will be a pre-proposal conference meeting, also available via Phone Conference on the date and time specified in the Schedule Section of the RFP. It is strongly suggested that all Contractors attend the pre-proposal conference.

While attendance is not mandatory, opportunities at other times might not be available. It is the sole responsibility of the Contractor to become familiar with the scope of the City's requirements and systems prior to submitting a proposal.

No variation in price or conditions shall be permitted based upon a claim of ignorance.

Submission of a proposal will be considered evidence that the proposer has familiarized him/her/itself with the nature and extent of the work, and the equipment, materials, and labor required.

05. ELIGIBILITY

To be eligible for award of a contract in response to this solicitation, the Contractor must demonstrate that a solution can be provided in accordance with the terms, conditions, and specifications contained in this Request for Proposal (RFP) and that he/she/it has successfully completed services as specified in this solicitation, is normally and routinely engaged in performing such services, and is properly and legally licensed to perform such work.

In addition, the Contractor must have no conflict of interest, as determined by the City in the City's sole discretion, with regard to any other work performed by the Contractor for any other client or for the City of Fort Lauderdale, and;

If Contractor Proposes a Hosted or on Premise Solution, all data, systems, and services must remain onshore, to wit, exclusively within the United States of America, and;

The Database Platform must be MS SQL Server.

06. PRICING/DELIVERY

All prices quoted shall be firm and fixed. Pricing shall be in the format contained in Exhibit G - Enterprise Resource Planning (ERP) System Solution - Pricing Forms.xlsx. Alternative approaches for the pricing of the requested products and services may be submitted; however, such alternate approaches shall be described separately and must be **in addition** to the format in Part IX – Proposal Response Format. Do not include cost or price figures anywhere except in the cost and pricing forms section, unless otherwise requested or instructed.

All prices shall be quoted F.O.B. destination at the City's location in Fort Lauderdale, Florida, delivered, installed, and tested. Pricing includes training by the Contractor of the City's designated personnel to the City's satisfaction in accordance with the RFP specifications. **Proposer shall provide firm, fixed prices for additional City purchase of system component parts for a period of twenty-four (24) months following Final System Acceptance of each Task Order. This firm, fixed pricing shall also apply.**

07. RFP DOCUMENTS

The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligation under the Contract.

08. AWARD

The City reserves the right to award to that proposer who will best serve the interests of the City, for the product/service that will best serve the needs of the City of Fort Lauderdale.

The City also reserves the right to waive minor irregularities in the specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all proposals and to award or not award a contract based on this bid solicitation.

09. PROPOSAL COSTS

All costs submitted for this RFP shall remain firm for acceptance for a minimum of one hundred fifty (150) working days from the date of the RFP opening. It is the intent of the City to negotiate and award a contract within this time period. The City may request an extension to hold pricing until products/services have been negotiated and awarded if required.

PART II - RFP SCHEDULE

EVENT	DATE/TIME
Release of RFP	August 5th, 2014
Pre-Proposal Meeting	August 26th, 2014 City of Fort Lauderdale City Hall, 8th Floor Commission Conference Room, 2:00 PM *Conference Bridge Information will be provided prior to the meeting*
Deadline for Questions/Request for Clarifications	September 17th, 2014, 5:00 PM
Proposal Due Date/Time (Deadline)	October 21, 2014, 2:00 PM

PART III - SPECIAL CONDITIONS

01. GENERAL CONDITIONS
RFP General Conditions Form G-107 Rev. 05/14 (GC) are included and made a part of this RFP. EXHIBIT C.

02. NEWS RELEASES/PUBLICITY
News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

03. RFP DOCUMENTS
The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under the Contract.

04. CONTRACTORS' COSTS
The City shall not be liable for any costs incurred by Contractor in responding to this RFP.

05. RULES AND PROPOSALS
The signer of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the Contractor.

06. CONTRACT PERIOD
The initial term of this contract shall commence upon Final System Acceptance of the first Task Order/Scope of Work and delivery of all of the related deliverables for such, and shall expire ten (10) years from that date. The City and the Contractor may extend the contract for two (2) additional one (1) year terms providing all terms, conditions, and specifications remain the same.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the City as authorized by the awarding authority. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

07. COST ADJUSTMENTS
Prices quoted shall be firm for years two (2) and three (3) of the initial contract term. No cost increases shall be accepted during this period in this initial contract term. Please consider this when providing your pricing for this request for proposal.

Thereafter, any increases which may be approved by the City shall be subject to the following: Costs for any increase or extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly

percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U.S. Department of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month, one-year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

08. CONTRACT COORDINATOR

The City may designate a Contract Coordinator whose principal duties shall be:

Liaison with Contractor.
Coordinate and approve all work under the contract.
Resolve any disputes.
Assure consistency and quality of Contractor's performance.
Schedule and conduct Contractor performance evaluations and document findings.
Review and approve for payment all invoices for work performed or items delivered.

09. INVOICES/PAYMENT

A payment schedule shall be developed with the awarded vendor based upon an agreed schedule of deliverables.

The invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice as regards the accepted schedule for that task or project. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the City, in accordance with the Florida Local Government Prompt Payment Act. If, at any time during the contract, the City shall not approve or accept the Contractor's work product, and agreement cannot be reached between the City and the Contractor to resolve the problem to the City's satisfaction, the City shall negotiate with the Contractor on a payment for the work completed and usable to the City.

10. RELATED EXPENSES/TRAVEL EXPENSES

All related expenses chargeable to the City, such as supplies, printing, binders, etc. shall be passed through at Contractor's cost. Related expenses shall not include any postage, telephone toll charges, or other charges incurred in the normal course of business.

Any travel out of the tri-county (Dade, Broward and Palm Beach Counties) area shall be in accordance with the City’s Travel Allowance and Subsistence Policy. Current policy may be

viewed at the City website: No costs for travel, meals, or accommodations shall be charged to the City for travel within the tri county area unless the Contractor's office assigned to the project is located outside this area. Proposer shall include as a part of the solicitation response, all details and costs regarding anticipated travel expenses and note such costs on the Pricing Forms as required.

Contractor shall incur no travel or related expenses chargeable to the City without prior approval by the City's travel officer and the Contract Coordinator.

Contractor shall provide, if required by the City, documentation of all actual travel and related costs.

11. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

While this contract is for software procurement and services as provided to the City as referenced in this Request for Proposal, the City will require similar work for the various modules selected to be implemented or future integrations. Contractor agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Contractor. Subsequent Work or 'Task Orders' will be made part of the original agreement (e.g., Task Order, 1, 2 and so on). Each Task Order and Scope of Work, including pricing, will be developed and approved prior to any work being performed.

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services from another vendor at the City's sole option.

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items or services, and shall provide the City prices on such additional items or services based upon a formula or method, which is the same or similar to that used in establishing the prices in his proposal. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items or services from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

12. DELETION OR MODIFICATION OF SERVICES

The City reserves the right to delete any portion of the Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

13. SUBSTITUTION OF PERSONNEL

It is the intention of the City that the Contractor's personnel proposed for the contract will be

available for the initial Scope of Work. In the event the Contractor wishes to substitute trained, qualified, personnel for those listed in the proposal, the Contractor shall provide the City prior notification at least fifteen (15) working days in advance, and the City shall have the right to review, test and approve such substitutions. The Contractor shall propose personnel of equal or higher qualifications and all replacement personnel are subject to City approval. In the event substitute personnel are not satisfactory to the City and the matter cannot be resolved to the satisfaction of the City, the City reserves the right to cancel the Contract for cause. See Section 5.09 General Conditions.

14. INSURANCE

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability Insurance. This MUST be written in the description section of the insurance certificate, even if you have a check-off box on your insurance certificate. Any costs for adding the City as "additional insured" will be at the contractor's expense.

The City of Fort Lauderdale shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Procurement Services Division.

The Contractor's insurance must be provided by an A.M. Best's "A-" rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City's Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFP shall be deemed unacceptable, and shall be considered breach of contract.

Workers' Compensation and Employers' Liability Insurance

Limits: Workers' Compensation – Per Florida Statute 440
Employers' Liability - $500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Workers' Compensation insurance. Exceptions and exemptions will be allowed by the City's Risk Manager, if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Workers' Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage $1,000,000.

This coverage must include, but not limited to:

a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
b. Coverage for Premises/Operations
c. Products/Completed Operations
d. Broad Form Contractual Liability
e. Independent Contractors

Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	$250,000 each person, $500,000 each occurrence
Property damage	$100,000 each occurrence

Professional Liability (Errors & Omissions)

Consultants

Limits:	$2,000,000 per occurrence

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an "additional insured" for General Liability.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement Services Division
100 N. Andrews Avenue, Room 619
Fort Lauderdale, FL 33301

15. SUBCONTRACTORS

If the Contractor proposes to use subcontractors in the course of providing these services to the City, this information must be a part of the bid response as instructed. Such information shall be subject to review, acceptance and approval of the City, prior to any contract award. The City reserves the right to approve or disapprove of any subcontractor candidate in the City's best interest and to require Contractor to replace subcontractor with one that meets City approval.

In the event Contractor engages any subcontractor in the performance of the agreement, arising out of this RFP, Contractor shall ensure that all of Contractor's subcontractors perform in accordance with the terms and conditions of the Agreement. Contractor shall be fully responsible for all of Contractor's subcontractors' performance, and liable for any of Contractor's subcontractors' non-performance and all of Contractor's subcontractors' acts and omissions. Contractor shall defend at Contractor's expense, counsel being subject to City's approval or disapproval, and indemnify and hold City and City's officers, employees, and agents harmless from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, by or in favor of any of Contractor's subcontractors for payment for work performed for City by any of such subcontractors, and from and against any claim, lawsuit, third party action, fine, penalty, settlement, or judgment, including any award of attorney fees and any award of costs, occasioned by or arising out of any act or omission by any of Contractor 's subcontractors or

by any of Contractor's subcontractors' officers, agents, or employees. Contractor's use of subcontractors in connection with the Agreement shall be subject to City's prior written approval, which approval City may revoke at any time.

16. INSURANCE – SUBCONTRACTORS

Contractor shall require all of its subcontractors to provide the aforementioned coverage as well as any other coverage that the Contractor may consider necessary, and any deficiency in the coverage or policy limits of said subcontractors will be the sole responsibility of the contractor.

17. PAYMENT AND PERFORMANCE BOND

The Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Payment and Performance Bond, in the amount of five percent (5%) of the proposed price for the initial and subsequent Phases/Scope of Work/Task Order as agreed upon, as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year or Scope of Work/Task Order shall be submitted to the City thirty (30) days prior to the termination date of the existing Payment and Performance Bond. The Performance Bond must be executed by a surety company or recognized standing to do business in the State of Florida and having a resident agent.

The surety must have a Financial Size Categories (FSC) rating of no less than "A-" by the latest edition of Best's Key Rating Guide, or acceptance of insurance company that holds a valid Florida Certificate of Authority issued by the State of Florida, Department of Insurance, and are members of the Florida Guarantee Fund.

Acknowledgement and agreement is given by both parties that the amount herein set for the Payment and Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

18. OWNERSHIP OF WORK

Any customized software code or deliverable written upon the request of City for the use of City, together with any related documentation, flowcharts, drawing, charts, source codes, object codes, upgrades, revisions, enhancements and derivative works may be considered works jointly-owned by both Contractor and City unless otherwise agreed in writing by the City and the Contractor or in the Task Order(s). A copy of all custom source code developed, but not included in the Contractor's core Product Set, shall be provided to City upon completion and acceptance.

19. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure")

The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance,

provided that:

A. The non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;

B. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;

C. No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and

D. The non performing party uses its best efforts to remedy its inability to perform.
Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, (in the event that any parts of the system are hosted off premise, performance shall not be excused under this Section for a period in excess of eight (8) hours) provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

20. PUBLIC ENTITY CRIMES
NOTE: Contractor, by submitting a proposal attests she/he/it has not been placed on the convicted vendor list.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

21. CANADIAN COMPANIES
In the event Contractor is a corporation organized under the laws of any province of Canada or is a Canadian federal corporation, the City may enforce in the United States of America or in Canada or in both countries a judgment entered against the Contractor. The Contractor waives any and all defenses to the City’s enforcement in Canada, of a judgment entered by a court in the United States of America. All monetary amounts set forth in this Contract are in United States dollars.

22. LOBBYING ACTIVITIES
ALL CONTRACTORS PLEASE NOTE: Any contractor submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27 & Resolution No. 07-101, Lobbying Activities. Copies of Ordinance No. C-00-27 and Resolution No. 07-101 may be obtained from the City Clerk’s Office on the 7th Floor of City Hall, 100 N.

Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at:

http://www.fortlauderdale.gov/clerk/LobbyistDocs/lobbyist_ordinance.pdf .

23. BID TABULATIONS/INTENT TO AWARD
(Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process, requiring City Commission action, may be found at http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm. Tabulations of receipt of those parties responding to a formal solicitation may be found at http://www.fortlauderdale.gov/purchasing/bidresults.htm, or any interested party may call the Procurement Office at 954-828-5933.

24. SAMPLE CONTRACT AGREEMENT
A sample of the formal agreement template, which may be amended and/or required to be executed by the awarded vendor, can be found at our website:

http://fortlauderdale.gov/purchasing/general/contractsample021412.pdf

25. WARRANTY/EXTENDED MAINTENANCE/SUBSCRIPTIONS/LICENSES
The City requires the total system be fully warranted for a minimum of one (1) year following satisfactory installation and Final System Acceptance. Proposer shall state and consider the initial software warranty in the Pricing Proposal Summary Pages.

Proposer shall also provide information and pricing for extended maintenance and support services that are available after expiration of the initial equipment and/or software warranties. Information shall include specific details on the type of coverage and all exclusions, if applicable.

Proposer should submit guaranteed annual extended maintenance and software support costs to the City for warranty services for the system proposed, in accordance with the RFP specifications.

Costs should be based on a firm, fixed, annual cost to the City for the second (2^{nd}) through tenth (10^{th}) years, following the initial one (1) year warranty expiration. If vendor is unable to guarantee a firm, fixed annual cost, the City will consider a maximum percentage escalator not to exceed 5% per year, or the CPI-U whichever is less.

If the City would be required to sign an extended maintenance contract or software license agreement, Proposer shall include a copy of the standard maintenance forms(s) as a part of the RFP response. Any such agreement shall be subject to City Attorney review, modification, negotiation, and acceptance by the City.

When new users or software are added to the system, the maintenance costs for each item should be adjusted so that all components of the system have the same renewal date. The City's fiscal year is October 1 through September 30 of each year. The City requests that the maintenance renewal date be November 1^{st} of each year.

26. THIRD-PARTY PRODUCTS/OPTIONAL SOFTWARE

The vendor should explicitly state the name of any third-party products that are being suggested or discussed in this Request for Proposals. For each third-party product, there should be a statement about whether the contract with the Vendor would encompass the third party product and/or whether the City would have to enter into a separate contract directly with the third party vendor for the product and maintenance. Any proposed separate contract between the City and a third party vendor shall be subject to review by the city attorney, modification, negotiation, and acceptance by the City.

27. LICENSES

Should the City of Fort Lauderdale desire to expand the license granted hereunder to a non-profit entity not under City of Fort Lauderdale Federal Tax Identification Number, Contractor and City of Fort Lauderdale shall endeavor to reach a mutually agreeable modification to the Application Software License Fees and Annual Application Software Maintenance Fees. Upon agreement Contractor will provide City with a quote to accommodate said situation. Other non-profit entities have expressed an interest in joining or jointly sharing in on the arrangement.

28. UPGRADES AND ENHANCEMENTS

For as long as City continues to pay Software Support Fees for the Licensed Program(s), Contractor shall promptly provide to City, at no additional cost, any changed or enhanced versions of the Contractor Licensed Program(s) which are generally made available to Contractor's customers who have purchased Support Services within thirty days after the changed or enhanced versions are made generally available to Contractor's clients. For all custom software development done by Contractor on behalf of the City, Contractor shall provide upon City's request, sufficient documentation for knowledge transfer to occur to City. Any such custom development shall be provided for through a separate agreement. Contractor agrees that all upgrades and custom program modifications done by Contractor will continue to operate within the new upgrade. Documentation shall include but not be limited to representative examples shown to City prior to the effective date of this Agreement. City will pay for the time required to create this documentation at the rates set forth in this agreement.

29. FUTURE SOFTWARE OPTIONS AND REPLACEMENT SOFTWARE

In the event Contractor makes available successor Contractor Licensed Program(s) (e.g., software products based on a new technical architecture) with substantially similar functionality to the Contractor Licensed Program(s) licensed to City ("Successor Product(s)") within ten (10) years of contract execution, City may transfer the Licensed Program(s) to the Successor Products. City shall receive a credit toward the purchase of the Successor Product(s) as follows: During the first 12 months following execution of this Agreement, City shall receive a discount equal to 100% of the cost for the Licensed Program(s) for which City is requesting a transfer. Thereafter and through the 10th year, following Final System Acceptance, City shall receive a discount 10% less than the eligible discount available during the preceding 12 month period. In such event, City shall pay the then-current Application Software Maintenance Fees for the Successor Products, in addition to any services and/or third party fees associated with the Successor Products.

30. SOLUTION LONGEVITY

Provided City continues to pay for Support Services, contractor certifies that the Contractor Licensed Program(s) licensed herein will remain available and supported for a minimum of ten (10) years following contract execution and that any material changes to Contractor' company

or products will not affect City's implementation or support during such ten (10) year period. Contractor will provide at least eighteen (18) months' notice in the event Contractor elects to cease making available and supporting the Contractor Licensed Program(s) after such ten year period

31. SELLING, TRANSFERRING OR ASSIGNING CONTRACT

No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the prior written approval of the City.

In the event the Contractor is acquired within ten (10) years from the effective date of an agreement, Contractor will require the new owner to support the Contractor Licensed Program(s) for the balance of the ten (10) year period.

32. INSTALLATION DATE

Proposers shall provide a proposed implementation and timeline schedule, from date of City award, to complete the delivery of all critical system core components, including any and all equipment, software, related supervision, and City staff training in order to provide a completed, satisfactory system installation. The delivery time shall be stated in calendar days from the date of City notification of award, or notice to proceed with delivery, as directed by the City. Such timeline information and proposed dates shall include, but not necessarily be limited to: delivery, installation, diagnostic testing, training of designated personnel, and other phase related completion dates, in accordance with the RFP specification services.

33. PERFORMANCE TRIAL AND ACCEPTANCE PERIOD

The successful Contractor shall successfully complete the acceptance testing requirements within ninety (90) days following the mutually agreed upon Contract, Scope of Work/Task Order and Timeline schedule. The City will accept the operational product(s) when the Contractor(s) has/have successfully proven the respective product to function in accordance with the RFP requirements, but not to exceed one hundred twenty (120) working days from the Timeline schedule established in the Contract. Performance trial and acceptance testing shall be based on the system, including all equipment and software, being fully and consistently operational for a period of not less than forty-five (45) working days after receipt and installation.

The City will use this testing period to evaluate the products and verify that all requirements stated in this RFP have been met. In testing for acceptance, the City requires that the products operate problem free for thirty (30) continuous working days. If it is determined that all requirements have not been met or that resolution of any problems cannot be attained, the City reserves the right to return the product(s) at no cost to the City, in which case the Contractor shall refund to the City forthwith any amounts paid for such product(s).

34. FINAL SYSTEM ACCEPTANCE

Final System Acceptance shall be deemed to have occurred when each Module implemented as described in the Scope of Work or Task Orders is used in a live, non-parallel operation for forty-five (45) consecutive working days within a period not to exceed two-hundred-seventy (270) working days following delivery of the first completed Scope of Work or Task Order.

35. PROJECT MANAGEMENT

Contractor shall designate a Project Manager to act as Contractor's primary contact for the City's project team. Contractor shall perform all work in a manner satisfactory to City and in

accordance with the terms and conditions of the Contract. Upon the reasonable request of City, Contractor shall promptly remove and replace from the project any employee, subcontractor or any other person performing work in a manner that is unsatisfactory to City, unprofessional, or in derogation of the Contract terms and conditions.

Contractor shall replace the Project Manager upon the request of City if the City determines that Contractor is not satisfying its responsibilities in default of any Contract provision, or when the following performance and expectations are not met:

1. All activities of Project Manager shall be performed in a legal and ethical manner;

2. The Project Manager shall implement and enforce consistent and effective processes in the following areas:

a) Regular communication, including weekly meetings with City and monthly status reporting contingent on City's attendance at such meetings;
b) Project scope management / change requests;
c) Progress tracking against project plan;
d) Issue and Risk Management; and
e) Accurate project documentation maintenance

3. Contractor shall ensure that its personnel assigned to fulfill a Task Order or an obligation under the Contract have the proper skill, training, background, knowledge, experience, rights, authorizations, integrity, character, and licenses necessary to fulfill the Task Order or complete the contractual responsibility in a competent and professional manner. If City reasonably believes that any employee, officer, or agent of Contractor is not performing in a manner consistent with the requirements for such a position, City shall inform Contractor of such, and Contractor agrees to replace such employee, officer, or agent.

4. The City hereby authorizes the City's Project Coordinator to determine in the first instance, on behalf of the City, the City's position on all questions of any nature whatsoever arising out of, under, or in connection with, or in any way related to or on account of, the Task Order(s), including without limitations: questions as to the value, acceptability and fitness of the Services; questions as to either party's fulfillment of its obligations under the Contract; negligence, fraud or misrepresentation before or subsequent to the City's acceptance of the Proposal; and questions as to the interpretation of the Scope of Services;

36. ISSUE RESOLUTION

City and Contractor agree to use their best reasonable efforts to resolve promptly any functional, technical, and any other issue that may arise during the course of the Project. However, each party acknowledges that certain issues, by their nature, may require more time to resolve and in these situations, each party agrees to use its good faith and best reasonable efforts to expedite the resolution as soon as practicable and without delay.

37. SOFTWARE CODE IN ESCROW

The Vendor shall place the Source Code for the Software modules licensed by the City with an independent third-party escrow service provider located within the United States, selected by the Vendor, (the "Escrow Agent"), subject to the City's approval. The Vendor shall require the Escrow Agent to keep the Source Code at a location within the United States.

The Vendor shall at all time keep the City informed of the location of the Source Code and shall provide to the City documentation of the Source Code's location forthwith upon the City's request.

The Vendor shall keep the escrowed Source Code current with the release(s) and version(s) of the Software in live use at the City. The Vendor shall update the copy of the Source kept by the Escrow Agent at least quarterly on a calendar basis.

The Vendor hereby grants the City a perpetual license, unlimited, unrestricted license, subject to the conditions of this section, for an infinite number of users to use the copy of the Source Code maintained by the Escrow Agent for support of the City's business operations.

1. The license granted pursuant to this section shall become exercisable if and when any of the following events occurs:

a) the Vendor ceases to do business for any reason;

b) the Vendor fails or refuses to perform its obligations under the Agreement arising out of this RFP or fails or refuses to provide the City with support for the Software, the Organization has issued written notice to the Vendor regarding such failure or refusal pursuant to the notice provision of the Agreement, and the Vendor has not cured the failure or refusal described in such written notice;

c) the Vendor seeks relief under any chapter of the bankruptcy laws of the United States or of any other nation or an involuntary petition for relief under any chapter of the bankruptcy laws of the United States or of any other nation is filed against the Vendor, or the Vendor seeks an assignment for the benefit of creditors under the laws of any state, province, or nation, or the Vendor becomes insolvent;

d) the Vendor institutes or has instituted against it receivership, insolvency, reorganization, dissolution, liquidation, or other similar proceedings under any federal, state, or provincial laws;

e) the Vendor ceases supporting the licensed software; or

f) the Vendor undergoes a merger or is acquired and no longer supports the licensed software.

g) the Vendor ceases to exist as a legal entity or is administratively dissolved.

2. On the occurrence and during the continuance of any of the conditions listed above, at the City's request, validation of Source Code shall be performed as follows:

a) A duly qualified computer programmer selected by the City (the "Programmer") shall retrieve the Source Code from the Escrow Agent and shall perform the necessary Source verification and testing procedures at the City's premises on the City's computer systems;

b) The Programmer shall proceed to carry out the steps necessary to correct any deficiencies in the existing Software utilizing the Source Code.

The Vendor's agreement with the Escrow Agent shall provide that the Escrow Agent's duties shall be free of charge to the City.

38. NEGOTIATIONS

Negotiations may be conducted with at least the three (3) best qualified responsible offerors who submit proposals who are determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformation to, the solicitation requirements. If less than three (3) reasonable susceptible offers are received, then negotiations may be conducted with all best qualified offerors.

39. YEAR 2000

The Vendor warrants that all software for which the Vendor sells, licenses, or otherwise provides to the Client and used by the Client after the calendar year 2000, includes or shall include, at no added cost to Client, design and performance so that Client shall not experience software abnormality and/or generation of incorrect results from the software due to date oriented processing.

The software design, to ensure year 2000 compatibility, shall include, but is not limited to: data structures (databases, data files, etc.) that provide 4-digit date century; stored data that contain date century recognition, including, but not limited to, data stored in databases and hardware device internal system dates; calculations and program logic (e.g., sort algorithms, calendar generation, event recognition, and all processing actions that use or produce date values) that accommodates same century and multi-century formulas and date values; interfaces that supply data to and receive data from other systems or organizations that prevent non-compliant dates and data from entering any Client system; user interfaces (i.e., screens, reports, etc.) that accurately show 4 digit years; and assurance that the year 2000 shall be correctly treated as a leap year within all calculation and calendar logic.

40. WARRANTIES OF USAGE

Contractor warrants that the Product Software or Custom Software does not include or contain any virus, clock, timer, counter, or other disabling hardware device, code, design or routine that will cause the Product to be erased or become inoperable, or that will cause the City's data to be erased or be unusable, or that will otherwise restrict City's use of the Product.

41. VARIANCES

While the City allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of the variances taken will be considered in determining proposal responsiveness, and in allocating proposal evaluation points. Contractors/Vendors must list any and all Variances as instructed on the BID/PROPOSAL SIGNATURE PAGE.

42. PASSWORD SECURITY AND VULERNABILITIES

Contractor warrants that no 'back door' password or other vulnerabilities or methods of remote access into the Contractors' software code exists. The City may, in the City's sole discretion, grant access to software code residing on City's server to Contractor.

43. ADDENDA

If revisions become necessary, the City will post addenda to BidSync for all vendors who have registered as vendors for this Request for Proposals. Contractors/Vendors must note their receipt and acknowledgement of any and all addenda issued by the City on their responses to this RFP. Such addenda shall be incorporated into any agreement arising out of this RFP.

44. NATIONAL CONFERENCES

Contractor shall provide to the City four (4) annual no cost passes for admission to its national conference for the first three (3) years following award and execution of an Agreement.

45. VIDEOTAPING

City may videotape and/or audiotape any and all training sessions, whether held at a City site, a Contractor site, or via teleconference. Any such videotape or audiotape is a public record pursuant to Florida law.

46. RECORDED DEMONSTRATION OF PRODUCT

The vendor may provide access to a prerecorded demonstration of some of the product's features utilizing the actual software proposed to show the City what using the software would look like. This demonstration should be no longer than 60 minutes. This should be provided via physical media such as a DVD or CD. Absent an exemption, any record made or received by the City is a public record. The City's determination of whether an exemption applies shall control.

47. EXHIBITS

EXHIBIT A – Bid Proposal Page
EXHIBIT B – Non-Collusion Statement
EXHIBIT C – General Conditions
EXHIBIT D – Organizational Chart
EXHIBIT E – FAMIS DataFlow Chart
EXHIBIT F – ERP Modules and Descriptions
EXHIBIT G – Enterprise Resource Planning (ERP) System Solution - Pricing Forms.xlsx
EXHIBIT H – Enterprise Resource Planning (ERP) System Solution – Specifications.xlsx
EXHIBIT I – Enterprise Resource Planning (ERP) System Solution - Vendor Forms.docx

PART IV - TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

01. Introduction

The City of Fort Lauderdale is situated on the southeast coast of Florida, centrally located between Miami and Palm Beach, encompassing nearly 36 square miles, with a population of about 170,065. Fort Lauderdale is the largest of Broward County's 31 municipalities.

The City was established March 27, 1911. The Form of City Government is Commission – Manager. Fort Lauderdale is a city providing citizens with a full complement of municipal services. The major services provided by the City are administration, public works, water and sewer utility, parks and recreation, planning, permitting, code enforcement, public safety police and fire and parking Services.

The City's Organizational Structure at a high level can be found in **Exhibit D.**

02. Overview

The City of Fort Lauderdale Florida (City) requests competitive sealed proposals from qualified firms of municipal software whose product offerings meets or exceeds current City requirements and is capable of providing an open architecture, Enterprise Resource Planning System Solution, in accordance with the provisions, specifications and proposal instructions as set forth in the Request for Proposal (RFP). The City desires a robust solution set that will allow the City to continue to leverage this investment well into the future as the needs of the City grow and evolve. Any use of vendor specific terminology is purely accidental.

03. Definitions

The following definitions are used in the RFP:

- Client or City means the City of Fort Lauderdale
- Plante & Moran, PLLC: The City's consultant for the ERP system selection project.
- Contractor, Vendor or Proposer means a firm, company or organization submitting a proposal in response to this RFP.
- ERP System Solution the system or software means the software solution that the successful Vendor responding to this RFP will be responsible for providing.

04. Expected Scope of System Solution

The City is requiring that responding vendors propose a complete ERP solution, including software, hardware specifications, project management, implementation, training and other technology services for the entire scope of the project that may or may not include components owned by the vendor.

The following definitions should be considered relative to the list below:

- Core: Components of the solution that MUST be responded to by Vendors in the RFP.
- Optional: Components of the proposed solution that may be optionally proposed by responding Vendors but are not mandatory to include in the Vendor's response.

An outline of the required software system solution has been provided as follows:

Software:

- Core Application Software:
  - Accounts Payable
  - Bank Reconciliation
  - Budgeting
  - Cash Management
  - Cash Receipting/Point of Sale
  - Contract Management
  - Debt Management
  - Employee and Manager Self-service
  - Employee Benefits
  - Fixed Assets
  - General & Technical Requirements
  - General Ledger
  - Human Resources Management
  - Inventory Management
  - Investment Management
  - Miscellaneous Billing and Accounts Receivable
  - Payroll
  - Project and Grant Accounting Management
  - Purchasing
  - Recruiting
  - Special Assessments
  - Talent Management
  - Volunteers and Interns
  - Report Writer
  - Any other necessary software components to support the proposed Core Application Software solution
- Optional Application Software and Related Technologies:
  - Asset Management
  - Fleet Management
  - Work Order Management
  - Others not requested but proposed by responding Vendors

Services:

- Required Services
  - Project Management
  - Hardware design and installation consulting (to include a Production, Test and Development Environment)
  - Software Installation
  - Data Conversion
  - Report Development
  - Integration and Interface Development
  - Software Modifications
  - Implementation and Training Services
  - Change Management
  - Knowledge Transfer to Staff
  - System Documentation Development
  - Operational Redesign Assistance
  - Ongoing Support and Maintenance Services

- Optional Services
    - On-Going Hosting Services

It is important to note that the City is considering both a City-hosted and a Vendor-hosted solution. It is optional, but not mandatory, for Vendors to provide information on both solutions as part of their RFP response. If a Vendor does propose a Vendor-hosted solution, any differences from a City-hosted solution must be clearly delineated in the appropriate sections of the RFP response.

Additional details and descriptions related to the expected scope can be found in section 3 – Proposal Response Format.

05. Summary of Key Transaction Volumes

A summary of key transaction and operating volumes and standards is included below. These volumes and standards reflect actual & estimated amounts for the current environment.

City Operating Volumes/Standards	Current
Population	170,065
Form of Government	City Commission-Manager
Jurisdictional Area (Square Miles)	Nearly 36
Residential Units	93,179
Number of Departments	9 Operating Departments, 5 Charter Offices
Budget (General Fund)	$284,145,715
Budget (Utilities)	$126,775,959
Budget (IT)	$16,442,937
Budget (All Funds)	$549,896,806
Total Staff (Full time: 1FTE)	2,265.00
Total Staff (Part time: 0.5 FTE)	191.20
Number of IT users	64.70
Number of Financial System Users	705
Number of Budget System Users	114
Number of Procurement System Users	300
Number of Users (Anticipated Future) Per Area	
Accounts Receivable	> 21. Does not include end-user departments.
Purchasing/Inventory	Approximately 325
Payroll/Personnel	3,700
Year End Processing	5 plus all purchasing users in BuySpeed Online
General Ledger/Bank Reconciliation	

Complexity of account string	Fund Type:2 Fund: 3 Sub-Fund: 2 Index Code: 9 (3 dept + Division 2 + Activity 2 + Subactivity 2) Different index code for Grants, not always 9 digits. Can be anything up to 11 (projects or grants). These are alphanumeric Character: 2 Object: 3 Sub-Object: 4 (alphanumeric)
Fiscal Year End	September 30th
Number of Funds	90
Number of Department Codes	Approx. 90
Number of Balance Sheet Accounts	Approx. 167
Number of Expense Accounts	Approx. 646
Number of Revenue Accounts	Approx. 1750
Number of Project numbers	Approx. 2,900
Number of Work Order numbers	62,000/yr.
Number of Manual Journal Entries (Monthly)	170
Number of Cash Accounts	3
Number of Bank Accounts	5
Number of Annual Check Voids	Approximately 1500 for FY 2013
Budgeting	
Pre-Encumbrance Controls?	Yes - Pre-encumbrances are when the purchase requisition is created and decreases the available budget
Encumbrance Controls?	Yes - When the PO is issued, the pre-encumbrance is liquidated and the funds are encumbered
Position Control?	Yes
Budget Entry Model (Centralized or Decentralized):	Decentralized
Number of Approval Levels	Various depending on the Purchase and internal polices , at a minimum 2-3 - Within Department 2-3 - Outside Department
Budget Frequency	1 Fiscal with multiple processes
Number of Funds Budgeted	34 Funds including sub funds
Fixed Assets	

Number of Capitalized Fixed Assets	8,950
Fixed asset tagging?	yes - tagged by dept.
Fixed Asset Capitalization Threshold	$5,000
Tracking / Reporting of Non-depreciable Assets?	yes - manually at dept. level
Project/Grant Accounting	
Do Projects/Grants Cross Funds?	Yes
Do Projects/Grants Cross Departments?	Yes
Purchasing / Contract Management / Inventory	
Use of NIGP/Commodity Codes?	yes
Number of Requisitions per Month	697 Average
Number of Purchase Orders per Month	455 Average
Number of Blanket Purchase Orders per Month	9 per year average
Number of Invoices Without a Purchase Orders per Month	Approx. 24,810 per year
Number of Vendors in Purchasing System	4,860
Use of Inventory Item Codes?	Yes
Number of Item Ship to Locations	91
Average Frequency of Physical Inventories	6 per year average in PW Warehouse
Accounts Payable	
Number of Vendors Maintained in Accounts Payable System	132,128 active vendors
Number of Invoices Input Annually	45,079
Frequency of Check Runs	weekly
Check Signature Method	electronic
Payments Types Supported	ACH, Wires, Checks, P-Card, E-Payable
Number of 1099s Processed Annually	1600 - 1099Rs and 450 - 1099Ms
Cash Receipting	
Receipting Model (Centralized or Decentralized)	Decentralized
Number of Cash Registers / POS Terminals	6 UB cash registers, 23 Dept. of Sustainable Dev. cash register users 36 POS Terminals users
Human Resources and Payroll	
Number of Permanent Employees	2260
Number of Part-Time Temp Employees	122
Number of Seasonal Employees	60
Number of Bargaining Units	5
Number of Applicants (Annually)	17,000
Payroll Frequency	Bi-Weekly & others
Fleet & Equipment	
Number of Vehicles and Equipment Managed	1,489 (as of Oct 2013)

FTE Focused on Servicing Fleet & Equipment	49
Number of Annual Fleet Additions	77 (Scheduled for replacement in FY2014)
Number of Annual Fleet Dispositions	102 (FY2013)

PART V– CURRENT APPLICATION ENVIRONMENT

A partial list of the City applications identified through the ERP Needs Assessment process has been assembled, organized by functional area and is presented below:

*** Legend: (Preliminary System Migration Plan)**

Replacement (R):	The City is intending on replacing this application with an ERP System Solution
Consider (C):	The City is considering replacing this application with an ERP solution, based on the strength of the finalist vendor offering and cost / benefit of the replacement module
Maintain (M):	The City is intending on retaining the application, not replacing it.
Interface (I):	The City is intending on keeping the application and interfacing/integrating it with the selected ERP solution.

Current ERP Application	Application Notes/Description	Departmental Owner	Migration Plan*
1. CashCloud	Cash Receipts data entry interface to FAMIS (see **EXHIBIT E** for a complete Data Flow of Applications Interface	Finance / Treasury	R
2. Access Database	Tuition reimbursement	Human Resources/Accounts Payable	R
3. Companion Pay	Issues credit card payment through CPS services for paying vendors	Finance/Accounts Payable	I
4. Budget Preparation System (BPREP)	Budget preparation	City Manager's Office/Budget	R
5. Budget Forms	In-House web App used data Entry for BREP	City Manager's Office/Budget	R
6. CIP – Capital Improvement Program	In-House Web App, also used for BREP via Budget Forms App	City Manager's Office/Budget	R
7. GMTS (Grant Management Tracking System)	In-House Web App used for BREP, also via Budget Forms App	City Manager's Office/Budget	R
8. Lawbase v12	Tracking fines related to misdemeanors	City Attorney's Office	I
9. ProBill – Abacus	Bankruptcy information	City Attorney's Office	M

Current ERP Application	Application Notes/Description	Departmental Owner	Migration Plan*
10. TeamMate	Audit Management Software	City Auditor's Office	M
11. EthicsTrac	Meeting Log for Commissioners and Lobbyists	City Clerk's Office	M
12. Lobby Manager	Lobbyist Registration Data	City Clerk's Office	M
13. Lobby Search	Registered Lobbyist and Meetings search	City Clerk's Office	M
14. Audit Compliance Tracking System	In House app for tracking audit issue findings, notes & resolutions	City Manager's Office	M
15. QAlert	Citizen Request Management	City Manager's Office	M
16. ClearPoint Ascendant Strategy Management Group	Performance Management / Scorecarding Solution	City Manager's Office / Structural Innovation Office	I
17. Employee Self Service (ESS)	Payroll self-service application, allows personnel to enroll in benefits and view leave balances. It will also allow personnel to view paycheck information and W2 information online.	Finance / Human Resources	R
18. Cayenta	Utility Billing	Finance	I
19. Cognos	Reporting Tool	Finance	R
20. E-center / Fi-ware	Web based laser check printing system for manual checks	Finance	R
21. Excel Spreadsheets	Single Audit report for grants	Finance	R
22. Excel Spreadsheets	Monthly-financial reporting	Finance	R
23. Excel Spreadsheets	Trust (pension) account reconciliation	Finance	R
24. Excel Spreadsheets	Bank reconciliations	Finance	R
25. Excel Spreadsheets	Year-end close/CAFR	Finance	R
26. Excel Spreadsheets	Annual financial report with State of FL.	Finance	R

Current ERP Application	Application Notes/Description	Departmental Owner	Migration Plan*
27. Excel Spreadsheets	Transportation year-end report due to the County at end of march every year	Finance	R
28. Excel Spreadsheets	Community Redevelopment Agency – year-end report from FAMIS	Finance	R
29. Excel Spreadsheets	Special assessments reconciliation (FAMIS and Community Plus)	Finance	R
30. Excel Spreadsheets	Utility billing reconciliation - Cayenta with FAMIS	Finance	R
31. Excel Spreadsheets	Leave and sick balance tracking for accruals and termination pay	Finance / Human Resources	R
32. Excel Spreadsheets	Allocate interest to bond, investment, and other accounts	Finance	R
33. FAMIS Datamart	An extract program on the IBM mainframe for the FAMIS accounting and FAMIS budget data. This data is sent to a server with Informatica, where it is cleaned and formatted to insert into an Oracle database. This Oracle database is then queried by Cognos 8.3.	Finance	R
34. FAMIS Web	Web Based Interface to FAMIS System	Finance	R
35. Financial Accounting and Management Information System (FAMIS)	Account reconciliation, cash receipts, payment processing/Reporting, Fixed Assets, Accounts Payable	Finance	R
36. FAACS (FAMIS Module)	For tracking capitalized and non-capitalized fixed assets	Finance	R
37. SumTotal System, Inc., Payroll Processing (Cyborg)	Administers salary data, leave accrual, leave tracking, longevity, etc.	Finance / Human Resources	R

Current ERP Application	Application Notes/Description	Departmental Owner	Migration Plan*
38. Purchasing Card	Purchasing card system	Finance	I
39. Special Assessments	Community Plus/Cayenta	Finance	R
40. Silent Partner Technologies	Fire and EMS Asset Inventory and Service Management	Fire Rescue	M
41. TeleStaff	Shift Scheduling Software	Fire Rescue/Police Department	I
42. Employee Performance Reviews	Performance reviews are a custom process written to our specs in the payroll system	Human Resources	R
43. Excel Spreadsheets	Training data	Human Resources	R
44. Excel Spreadsheets	FMLA tracking	Human Resources	R
45. Excel Spreadsheets	Benefits transactions	Human Resources	R
46. Excel Spreadsheets	Grievances, investigations, EEO complaints	Human Resources	R
47. Excel Spreadsheets	Safe driver award	Human Resources	R
48. Excel Spreadsheets	Safety training	Human Resources	R
49. Excel Spreadsheets	Management wellness	Human Resources	R
50. Excel Spreadsheets	Employee discipline	Human Resources	R
51. Excel Spreadsheets	Performance measures for recruitment statistics, requisitions, employee turnover, vacancies, etc.	Human Resources	R
52. ICS - Identifying Criteria for Success	Job analysis software from DDI	Human Resources	C
53. ID Badge	Employee Photo Generation with Employee ID	Human Resources	C
54. Kronos	Timekeeping	Human Resources	I
55. LXR Recruitment Testing Creation	Recruitment Testing Creation	Human Resources	R

Current ERP Application	Application Notes/Description	Departmental Owner	Migration Plan*
56. NeoGov	Job Description maintenance, Recruitment, Application submittals, Pre-Screening, Applicant Tracking, test scoring and Selection.	Human Resources	C
57. Risk Master	Risk Management Information System	Human Resources	C
58. RiskFacs (Gallagher)	Workers Compensation information system	Human Resources	I
59. Word Documents	Union Contracts administration	Human Resources	R
60. Empower 360 ECMS - Document Management System	City is currently conducting a solicitation process to replace this system.	Information Technology/City Wide	I
61. ESRI ArcView, ArcGIS	Geographic Information System	Information Technology	I
62. Granicus Legistar	Commission Agenda software	Information Technology	I
63. Radio Shop	In-house Web App - Inventory management, service tickets, and data management	Information Technology	C
64. Spikes Cavell	Spend and Contract Analytics – Reporting against the FAMIS Datamart	Information Technology	C/I
65. TeleWorks	Payment module for Business Tax, Parking and Cayenta Utility Billing IVR Payments. Also used for Community Plus/OneSolution inspection scheduling and payment module for Permitting,	Multiple	C
66. Excel Spreadsheets	War memorial and various parks location monies collected	Multiple	R
67. CRPD	City Real Properties Database	Parks and Recreation	M
68. MainTrac	Requesting, generating and tracking work orders	Parks and Recreation	I
69. RecTrac	Activity registration, facility reservations, pass management, POS, league, trips	Parks and Recreation	I

Current ERP Application	Application Notes/Description	Departmental Owner	Migration Plan*
70. The Marina Program	Maps 3 City Marinas, shows slip availability, database of City slip rentals and history	Parks and Recreation	I
71. WebTrac	On line registration for Athletic and other Programs offered	Parks and Recreation	I
72. EpiSuite Pro	Management, design, and printing of ID cards	Police	C
73. EvidenceOnQ	Management of physical evidence	Police	C
74. Fishbowl	Police Supply inventory	Police	C
75. Foray	Management of digital evidence.	Police	M
76. Engineering Tracking System (ETS)	In House App used to manage engineering projects	Public Works	I
77. Ensota Primavera Unifier	Project Management System (To Replace Engineering Tracking System above)	Public Works	I
78. First Source	Fleet Management Software	Public Works	I
79. Fuel Charge System	Chargeback system for fuel billing -Billing internal customers via hard copy Expenditure Transfer Voucher (ETV)	Public Works	I
80. E.J. Ward	Fuel Management System	Public Works	C/I
81. BidSync	e-procurement service for the purpose of posting competitive solicitations	Finance/Purchasing	C
82. Excel Spreadsheets	Processing Travel and Expense authorizations and reimbursement forms for FAMIS	Finance/Purchasing	R
83. Excel Spreadsheets	Insurance Certificates for Vendors/contractors	Finance/Purchasing	R
84. Periscope BuySpeed Online (BSO)	Procurement System, Requisitions, Purchase Orders, Master Blankets, Receipts, Invoicing, Warehouse Inventory	Finance/Purchasing	R

Current ERP Application	Application Notes/Description	Departmental Owner	Migration Plan*
85. Procurement Cards Management System	FAMIS Interface - Produces file to be imported to FAMIS	Finance/Purchasing	R
86. Excel Spreadsheets	Client demographics (income category, age of head of household, household size, race, etc.)	Department of Sustainable Development	R
87. Excel Spreadsheets	Grant Awards for multiple years through multiple grant sources	Department of Sustainable Development	R
88. Excel Spreadsheets	Grant Expenditures for multiple years through multiple grant sources	Department of Sustainable Development	R
89. Excel Spreadsheets	Grant Drawdowns from the Federal system for multiple years through multiple grant sources	Department of Sustainable Development	R
90. Excel Spreadsheets	Individuals who have received funds and the multiple draws made on those funds.	Department of Sustainable Development	R
91. Excel Spreadsheets	Agencies who receive funds and the multiple draws on those funds.	Department of Sustainable Development	R
92. SunGard's OneSolution	OneSolution/Community Development Product	Department of Sustainable Development	I
93. Flex	Parking citation and permit A/R and inventory/tracking database; cash receipts and reporting; cashiering; customer database (private, per DMV confidentiality agreement) of vehicle ownership, address, violation status, payment history, correspondence history; customer letters, interfaces to delinquent collection agencies.	Transportation and Mobility	I

Current ERP Application	Application Notes/Description	Departmental Owner	Migration Plan*
94. MeterTrac	POM single-space meter transaction tracking and recording (revenue based) by location, collection tracking (audits) and reporting	Transportation and Mobility	I
95. Parkfolio and EMS	Wireless communication of meter activity to back office, malfunction warnings and reporting; and credit card point-of-sale authorization software proprietary to meter vendors, histories of meter maintenance	Transportation and Mobility	M/I
96. Parking Management System (PMS)	Database developed in-house to collect and aggregate granular citation, parking permit, and meter collection cash deposit details and produce revenue collection reports, summarized by location	Transportation and Mobility	C
97. Pay-by-Phone	Cashless parking program integration	Transportation and Mobility	I
98. Meter Collection Cans Tracking - Manual Process	Meter collection Cans tracking collection cans issued and returned	Transportation and Mobility	R
99. WinWedge	Coin and currency high-speed machine counting, recorded automatically by location and meter to an Excel spreadsheet	Transportation and Mobility	I
100. Access Database	Track all information related to lease terms and conditions, sub-tenants, addresses, contact information, rent adjustment terms and dates, geographic property details, PDF's of leases, property tax information, etc.	Transportation and Mobility (Executive Airport)	R
101. Airfield Management/		Transportation and Mobility	C

	Current ERP Application	Application Notes/Description	Departmental Owner	Migration Plan*
	Inspection software		(Executive Airport))	
102.	Excel Spreadsheets	Invoice generation, payment tracking, late fee calculations and annual CPI adjustments	Transportation and Mobility (Executive Airport)	R
103.	Excel Spreadsheets	Track accounts payable and contracts	Transportation and Mobility (Executive Airport)	R
104.	Excel Spreadsheet	fuel flowage report of fixed base operator	Transportation and Mobility (Executive Airport)	R

PART VI – CURRENT TECHNICAL ENVIRONMENT

The City has established technology standards and prefers to adhere to them as part of the implementation of the ERP. The tables below provide Vendors with a current summary of the City's network and computing environments, and standards.

As part of the proposal process Vendors will be required to submit significant technical detail about the proposed solution detailed in Part X of this RFP. In preparing responses, Vendors must remain diligent in referencing this table to assure that responses clearly identify:

- Areas of known or potential conflict between the Vendor's proposed solution and the City's defined environments.
- Recommendations of how best to implement and operate the proposed solution within the City's defined environments.

01. Summary of Network and Computing Environment

Network Infrastructure Configuration (WAN & Internet)
▪ The City's network consists of approximately 80 buildings/sites. The City primarily uses Fiber Optic cable at 1GB, There are some sites running an MPLS Network at 768k to connect smaller locations to the main campus sites. An upgrade of these sites to 5 MB is planned. ▪ A Checkpoint firewall provides perimeter protection. Net Motion is used for remote access for employees. ▪ A maintenance program is in place to support all key components of the network. Core Systems have a 4 hour response. ▪ The City uses Cisco and What's Up Gold for its primary network monitoring tools.
Data Network
▪ The City's data network uses equipment manufactured by Cisco Systems. Cisco Catalyst 6500 series in the core and 3500 to 3700 model switches are the models used on the network. ▪ The network has a high reliability of above 99.99%. ▪ The LAN technology is based on 100MB Ethernet technologies to the desktop. ▪ Most workstations are connected using 100/1000Tx Ethernet. There are approximately 2100 end user computing devices (workstations) on the City's network.
Logical Network
▪ Multiple VLANS are used on the network. ▪ TCP/IP is used on the WAN and LAN. ▪ Some Voice Traffic is present, but separated by VLAN on the network. ▪ IP Subnets are assigned to the VLANs. ▪ Internet Connection is dual line at 21MB each, going to 33 MB. If the ERP is Cloud based, then there will be a need to upgrade it again.
Server & Operating System Standard
▪ There are 145 servers broken down as follows: Physical servers: 60

Virtual servers: 120

VMWare ESXi Clusters: 3

- Active Directory 2008 is used for Directory Services.
- 50% of the servers are greater than 5 years old, 40% between 1 and 5 years old, and 10% less than a year old.
- Most of the servers that are in use have a utilization rate of between 11 and 50%.
- The Standard Server Operating System in place at the City is Windows 2008 R2, which is run on the majority of servers. Windows Server 2003 is also present in the environment.
- The City has virtualized the environment using VMware Vsphere 5.1.
- The systems are managed by a team of systems administrators.

Storage & Backup Environment

- Backups are performed disk-to-disk and disk to tape. Full backups are performed on systems on a weekly and monthly basis.
- Symantec NetBackup and Dell VRanger are used for backups and the City currently backs up to both tape and to disk.

Workstation Standard

- The majority of the systems are manufactured by Dell.
- The current standard workstation configuration in use is:
  - Intel Core i3/i5/i7
  - 4 GB RAM Minimum
  - 250GB SSD Hard Drive or 550GB Hybrid or 1TB
  - Windows 7 Professional Operating System (primarily 32-bit)
  - DVD-RW Drive
  - 10/100/1000 Base-T/TX PCI Network Interface Card
  - Three (3) year on-site service maintenance agreement on Desktops, 4 years for laptops
- Desktops and laptops are refreshed every four years.
- The standard workstation operating system is Windows 7.
- The City uses SMS 2003 and PDQ Deploy for workstation management.
- The City currently uses Windows SUS system for workstation patch management.
- On the workstations, Sophos 5.3 is used for antivirus protection.

Web Browser Standard

Microsoft Internet Explorer v9, 10, and 11 are used.

02. City Technical Standards

Technical Standards	
Backup solution	Symantec NetBackup for physical servers , Dell Quest vRanger for Virtual Servers
Business application environment	MS Office Suite of Products
Databases Authentication	Both database and operating system (Windows, UNIX) authentication
Desktop hardware	Dell OptiPlex desktops and Latitude laptops, Dell FX170 thin clients with Windows 7 embedded auto connect to a farm of Windows Server 2008 R2 servers (Fire Staff Only).
Desktop operating system	Windows 7
Email system	Exchange 2010
Firewall	CheckPoint SecurePlatform
Geographic information system (GIS)	Esri ArcGIS Esri ArcSDE running on Microsoft SQL Esri Enterprise Geodatabase, Esri file geodatabase, and Esri shapefile
Handheld devices	PARKING 14 handhelds – Motorola MC9500, Verizon network/NetMotion
Imaging/content management system	City is currently conducting a solicitation process to select a new system
Interactive voice response system	Teleworks
Internet browser	Internet Explorer v10
Network operating system	Cisco IOS
Proxy server	ISA 2006 with Websense Integration
Relational databases	Oracle, IBM Informix(being phased out with OneSolution implementation), and Microsoft SQL Server (MS SQL Server is the City's Database Standard)
Remote access	CheckPoint Endpoint Security VPN and Netmotion
Report writer	Cognos 8.3 FAMIS DataMart, Cognos Payroll 7.4(move to 7.5 w/Upgrade), Business Objects XI 3.1 (Risk Master); Cognos 8.4 (Cayenta); Crystal 11 and Crystal 2011
Server hardware	HP; Dell; IBM; Storage would also include NetApp

Server operating system	Microsoft; HP Unix; Linux; VMware
Server virtualization	VMware
User authentication	LDAP; Kerberos; Domain and Local
Virus scanning software	SOPHOS EndPoint Security and Control v10.0
Web server software	IIS 7.5 Perferred

03. Other Planned Technology Initiatives

The City has ongoing and one-time project commitments that will run in parallel to this project.

As part of the proposal process Vendors should note in their staffing plans and proposed implementation schedules the peak work periods that will involve City staff. For reference and planning purposes, the information below is a general list of known City IT related projects that will require staff dedication.

Project Description	Timing
Application upgrades (Cayenta, Oracle, Work Order Management)	Next 12 months
Upgrade / migrate Enterprise MS SQL Server to virtual server instances	Next 12 months
Implement Enterprise Content Management System	Current Soliciation in Process
Implement CRM (Q-Alert)	Phase I Production Implemented May of 2014, Rollout of Phase II in progress
Implement Kronos Timekeeping and TeleStaff	Currently Implementing, Phase II
Implement OneSolution Community Development	Go-live October 2014
Implement Electronic Plan Reviews	Go-live January 2015
Implement Automatic Meter Reading System	TBD

PART VII– PROPOSAL EVALUATION CRITERIA

The award of the contract will be based on certain objective and subjective considerations listed below:

Functional and Technical Requirements This category includes items such as the current technology used, use of industry standards and tools, compatibility with existing infrastructure, ease of migration, and integration with other 3rd party products. This category also includes those General and Technical functional Specifications for the Core and Optional modules including reporting.	**35%**
General Vendor This category includes items such as qualifications and experience; including references, financial stability, number of municipal installations of comparable size and population, quality, clarity and completeness of proposal presentation and completeness of proposed solution.	**10%**
Implementation Requirements This category includes items such as vendor implementation approach, including amount and type of support, Vendor staffing provided on the project, completeness of work plan, training approach, Change Management approach and Project Management approach.	**10%**
Service and Support This category includes items such as ongoing support procedures (e.g., help desk), ability to provide timely mandated changes, and user-group activities.	**15%**
Investment and Costs	**30%**
Total Percentage Available	**100%**

An evaluation committee of qualified City Staff or other persons selected by the City will conduct evaluations of proposals. It may be a two-step process. In step one; the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee shall review each proposal and rank each proposer's evaluation criteria as stated in this RFP (i.e. criteria 1, 2, 3, 4), and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than

three (3) responsive proposals, the committee will give further consideration to all responsive proposals received. In step two, the committee may conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, resulting from this process, to the City Manager for award of a contract.

The City may require visits to customer installations and/or on-site demonstrations of product by Contractor's, as part of the evaluation process.

The City of Fort Lauderdale reserves the right, before awarding the contract, to require a Proposer to submit any evidence of its qualifications as the City may deem necessary, and to consider any evidence available of financial, technical and other qualifications and capabilities, including performance experience with past and present users.

The City of Fort Lauderdale reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of evaluation criteria including cost points, to each responsive, responsible proposer. Each evaluation criteria stated in the RFP has an identified weighted factor. Each evaluation committee member will rank each criterion, from each proposer, giving their first ranked proposer as number 1, and second proposer as number 2 and so on. The City shall average the ranking for each criterion, for all evaluation committee members, and then multiply that average ranking by the weighted criteria identified in the RFP. The lowest average final ranking score will determine the recommendation by the evaluation committee to the City Manager.

PART VIII- REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified on the proposal pages, which follow. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference material included in the additional documents. The City prefers the Contractor to utilize recyclable materials as much as possible. Expensive or fancy binders are not preferred.

All proposals must be submitted in a sealed package with the RFP number, due and open date, and RFP title clearly marked on the outside. If more than one package is submitted they should be marked 1 of 2, etc.

THIS IS A PAPER RFP WITH CD's. All proposals must be received by the City of Fort Lauderdale, in the Procurement Services Division, Room 619, City Hall, 100 North Andrews Avenue, Fort Lauderdale, Florida, 33301 prior to 2:00 pm on the date specified in PART II – RFP SCHEDULE. Submittal of response by fax or e-mail will NOT be acceptable.

PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL PLUS TWO (2) COIPIES OF THE PROPOSAL PAGES INCLUDING ALL ATTACHMENTS.

THE ABOVE REQUIREMENTS TOTAL (3) HARD COPIES OF YOUR PROPOSAL. CONTRACTORS SHOULD SUBMIT YOUR PROPOSAL ALSO ON A CD in the order requested, the City will accept multiple documents/files in the order as instructed and clearly titled. Any documents converted to PDF should be searchable.

CONTRACTOR SHOULD PROVIDE (10) CD COPIES OF YOUR PROPOSAL. CD COPIES MUST MATCH THE ORIGINAL HARDCOPY. IN CASE OF ANY DISCREPENCY BETWEEN THE ORIGINAL HARD COPIES AND THE CD, THE ORIGINAL HARD COPY PREVAILS. FAILURE TO PROVIDE PROPOSALS AS STATED ABOVE, MAY BE GROUNDS TO FIND CONTRACTOR NON-RESPONSIVE.

The proposer understands that the information contained in these Proposal Pages is to be relied upon by the City in awarding the proposed Agreement, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal, relating to the qualifications of the proposer, as may be required by the City.

A representative who is authorized to contractually bind the Contractor shall sign the Bid/Proposal Signature page. Omission of a signature on that page may result in rejection of your proposal.

PART IX - PROPOSAL RESPONSE FORMAT

To facilitate the analysis of responses to this RFP, the Vendor is required to prepare their proposals in accordance with the instructions outlined in this section. **Vendors must respond in full to all RFP sections and follow the RFP format (section numbering, etc.) in their response. Failure to follow these instructions may result in rejection.**

For each question asked in the RFP, the proposer shall provide in their response, the question asked and their answer using the section numbering of the RFP.

Proposals shall be prepared to satisfy the requirements of the RFP. *EMPHASIS SHOULD BE CONCENTRATED ON ACCURACY, COMPLETENESS, AND CLARITY OF CONTENT.* All parts, pages, figures, and tables should be numbered and labeled clearly. The proposal (both Hard copy and electronic copies on CD) should be organized as follows:

All issues should be fully responded to in your proposal in concise narrative form. Additional sheets should be used, but they should reference each issue and be presented in the same order.

Tab 1: Bid/Proposal Signature page (including any variances taken)
Non Collusion Statement

Tab 2: Cost Proposal (Refer to Part IX, Section 13) and Exhibit G - Pricing Forms - Enterprise Resource Planning (ERP) System Solution - Pricing Forms.xlsx

Tab 3: Client References (Refer to Part IX, Section 10).

Tab 4: List of Subcontractors (Refer to Part IX, Section 7)

Tab 5: Executive Summary (Refer to Part IX, Section 1) and
Company Background (Section 2)

Tab 6: Application Software (Refer to Part IX, Section 3)

Tab 7: Technical Infrastructure (Refer to Part IX, Section 4)

Tab 8: Vendor Hosted Option (Refer to Part IX, Section 5)

Tab 9: Implementation Plan (Refer to all items in Part IX, Section 6)

Tab 10: Staffing Plan (Refer to Part IX, Section 7)

Tab 11: Ongoing Support Services (Refer to Part IX, Section 8)

Tab 12: Technical and Functional System Requirements (Refer to Part IX Section 9) and Exhibit H – Enterprise Resource Planning (ERP) System Solution – Specifications.xlsx

Tab 13: Escrow, License and Maintenance Agreements (Refer to Part IX, Section 11)

Tab 14: Additional Materials (Refer to Part IX, Section 12). Any additional attachments to your proposal. Please indicate the RFP section/Item and page number which your attachment refers to.

Tab 15: Vendor Forms. Submit as hardcopy as well, as Enterprise Resource Planning (ERP) System Solution - Vendor Forms.docx

Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

Costs for the Vendor's proposed solution should be submitted on the proposal pricing forms provided in the included Microsoft Excel pricing spreadsheet. Exhibit G. - Enterprise Resource Planning (ERP) System Solution - Pricing Forms.xlsx. Costs should include the complete costs for the solution including travel and operating costs. Use additional pages as needed.

Sections to be incorporated into Tabs Listed Above

Executive Summary (Section 1)

This part of the response to the RFP should be limited to a brief narrative not to exceed two (2) pages describing the proposed solution. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The executive summary should not include cost quotations.

Company Background (Section 2)

In addition to providing responses to the following items, the Vendor must complete the Company Background Form in Part XI of this RFP.

Vendors must provide information about their company so that the City can evaluate the Vendor's stability and ability to support the commitments set forth in response to the RFP. Information that Vendors should provide in this section are as follows:

1. The company's background including a brief description (e.g., past history, present status, future plans, company size, etc.) and organization charts.
2. If the Vendor is proposing to use subcontractors on this project, please provide background information on each subcontractor, Vendor relationship with that firm and the specific services and/or products that the subcontractor will be providing on the project. A complete list of subcontractors is required. The City has the right to approve all sub-contractors of the Vendor at any time. Indicate which solution each vendor will be responsible for and who will act as primary contractor (i.e., systems integrator).

Application Software (Section 3)

As the City is contemplating a City-hosted versus Vendor-hosted solution, aspects of the proposed solution to be provided should be clearly delineated where they vary between these two approaches in the sections below.

The Vendor is required to provide a general description of the application program product and how it will meet requirements of this RFP. This section must address, at a minimum, the following items:

1. Describe your overall proposed technology solution.
2. Describe the product direction for the company, including time frames.
3. Describe unique aspects of the Vendor's solution in the marketplace.
4. Describe components of the solution that are industry standards versus being proprietary to the Vendor.
5. For third party products proposed with the Vendor's solution provide the following for each product:
    a. Reason that this product is a third-party product versus being part of the software Vendor's solution,
    b. Extent to which this third-party product is integrated with the Vendor's solution.
    c. Whether the Vendor's potential contract would encompass the third party product and/or whether the City would have to enter into a separate contract, directly with the third party vendor for the product and maintenance.

Technical Infrastructure (Section 4)

In addition to providing responses to the following items, the Vendor must complete the Technical Requirements Form in Part XI of this RFP, and include it in this section of the response.

As the City is contemplating a City-hosted versus Vendor-hosted solution, aspects of the proposed solution to be provided should clearly delineate where they vary between these two approaches in the sections below.

6. Hardware and Storage Environment
    a. Describe the proposed computer hardware and storage environment to support the system. The City requires a configuration environment that is to include a Production, Test and Development. In the event that there are multiple computer systems available, list all options. Indicate which is the preferred hardware platform and why. List the conditions in which the preferred hardware platform would change. A hardware configuration, which takes into account the size of the City, application modules, database size, and anticipated growth, must be provided.
    b. Provide information regarding the current capabilities toward accessing the software via mobile hardware and applications. Also provide information on the planned initiatives toward further increasing access to the software via mobile devices.
    c. What system architecture do you propose? Describe the number and type of: application servers, database server(s), and development and test environments. Describe your proposal's technical architecture (preferably using a PowerPoint or Visio diagram). This should show components such as the database server, applications server, reporting server, test/training server, firewall(s), web server(s), web browser, minimum workstation requirements, remote access, wireless connectivity, network connectivity to LANs and WAN, etc. Describe any potential use of virtual server technologies (e.g. Microsoft Virtual Server,

VMware) and application accelerators and note what Vendors you partner with or recommend and/or support.

d. Identify where conflicts may exist between your solution and current technologies being used in the City as described in section 1.5.
e. Describe your proposed information architecture/model (preferably using a PowerPoint or Visio diagram). This should depict data models, taxonomy, data elements, coding structures, a process for standardizing on a particular coding structure, data definitions (employees, Vendors, invoices, etc.)

Vendor Hosted Option (Section 5)

Note: response to this section is optional. Vendors will not be penalized for lack of response to this section.

In addition to providing responses to the following items, the Vendor must complete the Vendor Hosting Form in Part XI of this RFP, and include it in this section of the response.

1. Please describe your vendor hosted model, including: hosting, integration, help desk, provisioning and desktop management capabilities, deployment model (dedicated servers, shared environment, etc.), impact to the City's network and bandwidth, estimated bandwidth required per user and any partners that may be involved in service delivery.
2. Please describe your proposed service level agreement, including any tiered levels of service, response times, and standard metrics.
3. Please describe your support model, including: cost structure for support calls.
4. Please describe your data center and storage facilities, including: locations, staffing, physical security, environmental controls (including redundant power), redundancy/load balancing capabilities, data backups and disaster recovery capabilities.
5. Please describe your logical security, including: firewall security, authentication controls, and data encryption capabilities.
6. Please describe your change management, upgrade, and patch management policies & practices.
7. Describe your systems administration/management capabilities including: monitoring of performance measures, intrusion detection, and error resolution.
8. Describe how you will help the City move to a new operation at the end of the contract term or if the contract is terminated, including the process for notifying of termination.
9. Please provide a copy of your most recent SAS70 audit.
10. Please provide a copy of your Independent Service Auditor's Opinion Letter from your most recent SSAE 16 audit.
11. Please provide a copy of your Hosting and licensing options and agreements.

Implementation Plan (Section 6)

The Vendor is to provide an implementation plan in narrative format supported by an activity-level project plan in a Gantt format that details how the proposed solution is to be implemented. This implementation plan should include the following elements:

1. General Implementation Approach
2. Project Management Approach

3. Hardware, Software & Storage Design and Installation Consulting, to Include Production, Test and Development Environments
4. Data Conversion Plan
5. Report Development
6. Integrations and Interfaces
7. Training
8. Change Management Approach
9. Testing
10. Operational Redesign Approach
11. System Documentation and Manuals
12. Disaster Recovery Plan
13. Knowledge Transfer

The Vendor should not be constrained to only include the above items in the Vendor's proposal response if the Vendor feels that additional elements may add value to the overall implementation. The City requests that the Vendor provide their work plan in a Gantt format as part of the proposal response.

It is expected that the Vendor will lead the efforts in each of the implementation areas described below unless stated or agreed to otherwise. Further details on what is to be provided as part of the Vendor's proposed implementation plan are included in the following subsections. The City is expecting a 60/40 ratio of vendor versus City effort during system implementation.

As the City is contemplating a City-hosted versus Vendor-hosted solution, aspects of the services to be provided should be clearly delineated where they vary between these two approaches.

General Implementation Approach (Section 6.1)

Provide a general overview of the implementation approach you plan to use for the City that includes addressing the following items:

1. Describe how you transition from the sales cycle to the implementation phase of the project.
2. Describe key differentiators of the approach as it relates to implementing a solution on time, within budget and with the ability to meet the needs of a diverse client like the City.
3. Describe how you conclude on a preferred implementation phasing of software modules. What is your recommended approach for this implementation?
4. Describe your approach towards running parallel systems for a period of time.

Any unique tools, techniques or methods that you use should be described in this section.

Project Management Approach (Section 6.2)

In addition to providing responses to the following items, the Vendor must complete the Project Management Approach Form in Part XI of this RFP, and include it in this section of the response.

The City expects the Vendor to provide and assign a dedicated project manager and resources leading to the successful deployment of the system. This project manager will work as a co-project lead team member with the City's appointed project manager. It is expected that this

project manager will be “on the ground” as appropriate to team with the City’s Project manager and Team. This project manager can be an employee of the Vendor or a partner of the Vendor who is experienced and knowledgeable in the proposed solution. In either case, the costs for the project manager should be clearly denoted in the pricing section of this RFP.

As part of any significant engagement, the City employs a project management approach that is based on the Project Management Institute’s project management body of knowledge (PMBOK). The City would expect responding Vendors to adhere to such standards as part of the project.

Provide an overall description of the contractor’s project management approach towards this type of engagement and projected timing for major phases.

Provide a high-level work plan for achieving the successful deployment of your proposed system.

Hardware, Software and Storage Design and Installation Consulting (Section 6.3)

The City requires a Development, Test and Production, environment. The City usually installs the required hardware and communications equipment for applications. We are open to other proposals to accomplish a successful deployment. The Vendor is expected to specify, furnish, deliver, install and support all application and system software that may include pre-installing or equipment staging. What do you propose for the most effective deployment of hardware, communications and related equipment?

Additionally, the City expects the selected Vendor to conduct a test of the system backup and recovery solution prior to go-live.

Data Conversion Plan (Section 6.4)

It is anticipated that data conversion will occur when migrating to the new application. The Vendor is expected to assist the City in the conversion of both electronic and manual data to the new system. It is expected that the City will be responsible for data extraction from current systems and data scrubbing and data pre-processing and that the Vendor will be responsible for overall data conversion coordination, definition of file layouts, and data import and validation into the new ERP. Please provide pricing for data conversions in the associated Microsoft Excel pricing spreadsheet.

1. Describe your general approach towards data conversion and how you would work with the City to conclude on what should be converted.
2. Please describe your organization’s recommended approach toward retention of legacy data.

Report Development (Section 6.5)

For specific reporting requirements, it is anticipated that the Vendor will take the lead on developing any reports required as part of the initial deployment of the system. The Vendor is expected to provide specialized knowledge and information to the City staff during the development of needed reports, via technical training on the tools used for report development, database schema and architecture, etc. In addition to providing responses to the following

items, the Vendor must complete the Report Development Form in Part XI of this RFP, and include it in this section of the response.

Provide information on your reporting approach including:

1. Description of various methods of reporting including Business Intelligence,
2. Methods for the City to identify, specify, and develop required custom City reports during the implementation.

Integrations and Interfaces (Section 6.6)

It is expected that information generally would need to be entered only once into the system. Modules within the system should be integrated in real-time with each other such that batch processes are not required to transfer information from one area of the system to another unless that is the preference of the City. Existing City interfaces between core modules that may currently exist (e.g., AP posting to GL) or shadow systems that will likely be replaced are not included as they are assumed to be included in an integrated ERP System.

The Microsoft Excel pricing sheet contains a listing of current and/or desired City application interfaces. Please provide pricing for interface development in the associated Microsoft Excel pricing spreadsheet.

In addition:

1. Describe the extent to which the various modules are integrated together versus being purchased separately and interfaced
2. Describe your approach towards interfacing and integration with other solutions including use of specific tools, methods and standards.
3. Describe data exchange standards (e.g. XML, Web Services, or EDI) supported or provided by your product.
4. As it pertains to the City's current technical environment described previously, identify potential issues for integrating with specific technologies that are used within the City.
5. If local customizations are made, do you provide any tools or assistance to easily incorporate customizations into new version/releases of your software?
6. Please provide a list of internal audit software applications that you have interfaced with.
7. Have you ever interfaced with Granicus Legistar, NeoGov, SunGard's OneSolution Community Development Module, Kronos Time and Attendance Modules, or others? If so, include those references on the reference forms provided, in section 8 of your response.
8. The Microsoft Excel pricing spreadsheet contains a listing of current and/or desired City application interfaces and their likely need in a future integrated environment. Provide pricing for interfaces in the associated Microsoft Excel pricing spreadsheet

Training (Section 6.7)

In addition to providing responses to the following items, the Vendor must complete the Training Form in Part XI of this RFP, and include it in this section of the response.

The City intends to explore the advantages, disadvantages and related costs of two implementation training approaches:

End User Training Approach: All end-user and technical training will be performed on-site through implementation and be performed by the Vendor.

a. End user implementation training will be provided by the Vendor and videotaped by the City. And include joint participation by the relevant City process owner team lead supporting the process area in the new software system.
b. Technical Implementation training will include training for City IT staff on the technologies required to support the new ERP system.

Train the Trainer Approach: The Vendor will incorporate a "train the trainer" approach where only key City team leads will be trained through implementation on their modules and then they will train the remainder of the City staff in their respective areas.

a. There would be roughly 8-10 subject matter experts (SME's) for each module including one team lead. This training would be provided at a City facility.
b. Training materials supplied by the Vendor would be used by SME's and team leads for training their staff.
c. Web conference or remote online tutorial sessions would be available to SME and team lead staff to participate in after initial training was completed in their module.
d. Technical implementation training will include training only key IT staff (3-4) to support the new system.

The Vendor should provide an overall description of both training methods, including the following:

General timeframes in which both types of training will be conducted

The Vendor must list the nature, level, and amount of training to be provided for both options in each of the following areas:

- Technical training (e.g., programming, operations, etc.)
- User training
- Other staff (e.g., executive level administrative staff)

Change Management Approach (Section 6.8)

The City recognizes that a movement from the current environment to a new solution will present change management challenges. The Vendor should clearly identify their approach towards Change Management including any unique approaches or tools that will be used.

Testing (Section 6.9)

The Vendor should describe their recommended approach to the following types of testing that are anticipated to be performed on the project and the type of assistance they anticipate providing to the City related to such testing:

a. System testing
b. Integration testing
c. Stress/performance testing
d. User / System acceptance testing (UAT)

Operational Redesign (Section 6.10)

With the deployment of a new application, the City wishes to take advantage of capabilities within the software that provide support for operational improvements. Vendors are requested to

describe their approach towards operational redesign including discussion on the optimal time in which to conduct redesign as it relates to implementation of the new software.

In addition, please describe your organization's capabilities to assist in a Citywide redesign of the chart of accounts to best leverage the capabilities of the system in order to meet the City's overall financial tracking and reporting objectives.

System Documentation and Manuals (Section 6.11)

The Vendor is expected to provide user manuals and online help for use by the City as part of the initial training and on-going operational support. Additionally, the Vendor is expected to provide technical documentation.

1. Describe what documentation (user guide, technical guide, training materials, etc.) is available on the system proposed and any related costs.
2. Describe what types of documentation you anticipate developing during the course of the project.

Disaster Recovery Plan (Section 6.12)

Please describe the services you provide around disaster recovery, if any, as part of your proposed solution.

Knowledge Transfer (Section 6.13)

The Vendor should describe their process for ensuring that a transfer of knowledge occurs back to City staff such that staff is capable of supporting and maintaining the application in the most proficient manner once the Vendor implementation engagement is complete.

Staffing Plan (Section 7)

In addition to providing responses to the following items, the Vendor must complete the Staffing Plan Form in Part XI of this RFP and include it in this section of the response.

1. The Vendor must detail the type and amount of implementation support to be provided (e.g., number of personnel, level of personnel, time commitment, etc.). Provide a personnel roster and resumes of those who shall be assigned by the Proposer, Including the Project Manager, to perform duties or services under this engagement, including experience working with municipal entities as part of Staffing. If the Vendor is using a subcontractor, please include information on subcontracting staff being used and their specific role on the project (Subcontractor information must be placed in Tab 4 of the Proposal Response Format as instructed in Part IX).
2. Please provide an overall project organizational structure for City staff involvement during the project (for both a City-hosted and Vendor-hosted solution). Identify the roles and responsibilities of each component of this structure. This includes an appropriate governance structure in which to manage the project.

Ongoing Support Services (Section 8)

In addition to providing responses to the following items, the Vendor must complete the Ongoing Support Services Form in Part XI of this RFP, and include it in this section of the response.

1. Please specify the nature and conditions of any post-implementation support options including:
    a. Post-go live support that is included in the proposal response
    b. Onsite support (e.g. system tuning, application configuration, interface issues, report development, network optimization, user training and tips to optimize the user experience)
    c. Telephone support, Toll Free support line
    d. Help Desk services (If there is a service level agreement for your help desk, please provide a copy with your RFP response.)
    e. Hours of operation, time zone
    f. User groups (i.e. - information about it, where it is held and when. If no, are you planning one?
    g. Online knowledgebase (i.e. – how it is accesses, who updates it, etc.)
2. Describe your maintenance programs and options with associated pricing. Include pricing in the Pricing Forms as appropriate. The City desires a 12 hour per day support option.
3. Describe and provide pricing for any “software as a service” (SaaS) model that you offer (where there is no up-front license fee, but instead a monthly charge which may include maintenance). Include pricing in the Pricing Forms as appropriate.

Technical and Functional System Requirements (Section 9)

Responses to the requirements referenced in Part X of this RFP must be provided in this section of the Vendor's response. Use the Microsoft Excel spreadsheet, EXHIBIT H - Enterprise Resource Planning (ERP) System Solution – Specifications.xlsx provided and attach added explanation pages as necessary. Please include any costs associated with modifications in the Microsoft Excel pricing spreadsheet.

Client References (Section10)

The Vendor must provide at least five references from clients that are similar in size and complexity to the City. The format for completing the vendor references is provided in Part XI of this document. In addition, the City requests a listing of all municipal clients. If applicable, at least one of these references should be a Vendor-hosted solution.

License and Maintenance Agreements (Section 11)

Sample escrow, license and maintenance agreements must be provided in this part of the vendor's response for all components of the recommended solution (*i.e.*, hardware, software, operating system, database, etc.). Indicate the basis on how licenses are determined.

Additional Information and Attachments (Section 12)

Please provide any additional information and/or attachments in this section.

Cost Proposal (Section 13)

Costs for the Vendor's proposed solution should be submitted on the proposal Pricing Forms provided in the associated Microsoft Excel spreadsheet, Exhibit G – Enterprise Resource Planning (ERP) System Solution – Pricing Forms.xlsx

It is the responsibility of the Vendor to ensure the accuracy of the pricing provided as part of your response. Any errors in providing an accurate price response due to inaccuracies in the provided templates are the sole responsibility of the responding Vendor. If there is not enough space to describe the pricing on these forms, please attach a separate pricing page and provide the pricing information in the same type of format so that it is easy to understand. The City requests a firm, fixed price for each of the components described below that are included on the attached Microsoft Excel pricing spreadsheet as separate tabs:

- Vendor Checklist (including Hosting/Licensing Model, Travel & Lodging Costs, and Discount)
- Proposal Summary (no direct input required)
- Module Summary (no direct input required)
- Application Software
- Other Software
- Hardware (optional)*
- Implementation Services
- Train-the-Trainer Training
- Optional End-User Training
- Interfaces
- Modifications
- Other Implementation Services

The City will not consider time and materials pricing. Vendors shall provide firm and fixed pricing based on the functionality described. For each item, indicate if the cost is one-time, annual, or other.

- The vendor shall provide price information for each separate component of the proposed solution, as well as the costs of any modifications necessary to fully comply with the RFP specifications.
- In the event the product or service is provided at no additional cost, the item should be noted as "included - no charge".
- In the event the product or service is not being included in the Vendor proposal, the item should be noted as "No Bid".

Vendors shall provide all pricing alternatives in these cost sheets.

- Vendor shall provide prices in U.S. dollars.

Vendor shall make clear the rationale and basis of calculation for all fees.

Vendors shall show separate subtotals for the required elements of the proposed solution, and for any layers of optional elements.

In presenting software license fees, the vendor shall:

- Explain all factors that could affect licensing fees;

- Make clear what type of license is offered for each price (named user, concurrent user, installed copies, processor-based, etc.);
- Indicate which product versions, operating platform(s), and machine classes are included for each price;
- Indicate whether a product is for “server” or “client,” as applicable; and,
- Make clear the extent of any implementation services that are included in the license fees (installation, configuration, training, etc.)

To the extent possible, vendors shall show any applicable discounts separately from the prices for products and services.

The City prefers that Vendors provide separate prices for each item in the proposed solution. However, the Vendor is also encouraged to present alternatives to itemized costs and discounts, such as bundled pricing, if such pricing would be advantageous to the City.

The City reserves the right to pursue direct purchase of all items and services proposed, as well as to obtain independent financing.

The City is strongly considering either a vendor-hosted solution through an ASP or SaaS licensing model or a traditional on-premise solution. As such, the City is requesting proposals to include detailed information regarding the vendors hosting and licensing options and agreements. If multiple solutions are proposed, please include a separate pricing form for each hosting/licensing model.

* Please provide pricing for the recommended hardware design. The City may optionally consider purchasing the recommended hardware through the Vendor.

PART X– FUNCTIONAL AND TECHNICAL REQUIREMENTS

The requirements defined in this section contain the overall general functions of the requested software solution. The primary objective of the City in implementing a new system is to provide a more integrated information system environment that will eliminate the redundant entry of data, provide improved system capabilities, provide improved access to data, and streamline overall operations.

Identified in the attached Excel spreadsheet (version 2010), found in EXHIBIT H - Enterprise Resource Planning (ERP) System Solution – Specifications.xlsx are a number of General and Technical requirements that must be addressed by the vendor's proposal.

These requirements are considered mandatory in implementing the complete solution as defined in section 3. Together they define a system that will operate efficiently in the proposed computer environment while providing a high level of flexibility in meeting the City's current and future data needs. Vendors must replace cells A1:G1 in the first module (Tab/Worksheet) with the vendor's **Company Name** which will be repeated and printed for each subsequent module. The **Priority** column includes one of the following entries to indicate the importance of the specification/report to the City:

"H" – High:	This would be a feature that the City already has and uses in its current software or, alternatively, is available and/or tracked in a shadow system (i.e., spreadsheet, document, external database, etc.).
"M" – Medium:	This is a feature that the City would like in the new system that is not currently being tracked or is not existing functionality.
"L" – Low:	This would be a feature that, while of interest, is not applicable at this time or something that could be a future deployment.

Each vendor should review the specifications and reports listed in each subsection and respond as to their availability within the vendor's software system. The responses should be entered under the "**Availability"** column of each form as follows:

Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software Vendor from the primary software Vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface that may have an impact on future upgradability.

F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within one (1) year of the proposal response.
N	Functionality is not provided

Use the Cost column for “M” or “F” responses to estimate the cost to be incurred by the City to secure the specification/report. Use the Comment column to provide additional comments pertaining to your response for that item.

The Required Product(s) column is to be used to specify what product (e.g. product name / software module) is proposed. The cells D10:G10 in the form which currently read “*Replace this text with the primary product name(s) which satisfy requirements*” must be updated. This name will be automatically populated in the Required Product(s) column for each specification in the module. The automated values in this column must be updated for any exceptions where a different or additional product is required to satisfy the requirement.

Vendors proposing a multi-product solution should complete a *General and Technical module specification* response for each product.

PART XI – PROPOSAL FORMS

INTRODUCTION

This section references the additional forms that should be prepared and submitted along with the Vendor's proposal as instructed in PART IX - Proposal Response Format. The intent of providing such forms is to ensure comparability between proposals. Included as Exhibits to the RFP are the following forms:

- Client Reference Form
- Company Background Form
- Technical Requirements Form
- Vendor Hosting Form
- Project Management Approach Form
- Report Development Form
- Training Form
- Staffing Plan Form
- Ongoing Support Services Form

PART XII - EXHIBITS

- EXHIBIT A - Bid Proposal Page (Includes Checklist and Variances)
- EXHIBIT B - Non-Collusion Statement
- EXHIBIT C - General Conditions
- EXHIBIT D - Organizational Chart
- EXHIBIT E - FAMIS Data Flow Chart
- EXHIBIT F - ERP Modules and Descriptions
- EXHIBIT G - Enterprise Resource Planning (ERP) System Solution - Pricing Forms.xlsx
- EXHIBIT H - Enterprise Resource Planning (ERP) System Solution – Specifications.xlsx
- EXHIBIT I - Enterprise Resource Planning (ERP) System Solution - Vendor Forms.docx

BID/PROPOSAL SIGNATURE PAGE

EXHIBIT A

How to submit bids/proposals: Proposals must be submitted by hard copy only. It will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Services Division, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by:_____
(signature) (date)

Name (printed):_____ Title:_____

Company: (Legal Registration):_____

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit http://www.dos.state.fl.us/).

Address:_____

City:_____ State:_____ Zip_____

Telephone No. :_____ FAX No. _____ Email:_____

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions):

Payment Terms (section 1.04): _____ Total Bid Discount (section 1.05): _____

Does your firm qualify for MBE or WBE status (section 1.09): MBE _____ WBE _____

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.	Date Issued

P-CARDS: Will your firm accept the City's Credit Card as payment for goods/services?

YES _____ **NO**_____

VARIANCES: State any variations or exceptions to RFP requirements, specifications, terms and/or conditions as instructed in I and II below. If no statements are contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation.

HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS?

YES_____NO_____

1) Variances, Exceptions and Deviations from Proposal Requirements

If the Vendor finds it impossible or impractical to adhere to any portion of these terms, specifications and all attachments, it shall be so stated in its proposal, with all variances/exceptions/deviations grouped together in a separate section entitled, "variances/exceptions/deviations from proposal requirements." This section will be all-inclusive and will contain a definition statement of each and every objection or deviation with adherence to specific RFP sections. Variances or deviations expressed only in other parts of the proposal, either directly or by implication, will not be accepted as variances or deviations, and the Vendor in submitting a proposal, will accept this stipulation without recourse.

2) PART III - Special Conditions Compliance Checklist

Proposal responders are to mark the Comply, Exception, or Not Comply column on the following form. Comply indicates the proposal responder understands and agrees to comply fully. Exceptions must be fully explained in the section "Special Conditions – Variances/Exception Explanations." The Client reserves the right to reject any proposal for non-compliance with one or more of the special conditions

Special Conditions Compliance Checklist				
#	**Title**	**Comply**	**Variance/ Exception**	**Not Comply**
3.1	General Conditions - Exhibit C			
3.2	News Releases/Publicity			
3.3	RFP Documents			
3.4	Contractors' Costs			
3.5	Rules and Proposals			
3.6	Contract Period			
3.7	Cost Adjustments			
3.8	Contract Coordinator			
3.9	Invoices/Payment			
3.10	Related Expenses/Travel Expenses			
3.11	No Exclusive Contract/Additional Services			
3.12	Deletion or Modification of Services			
3.13	Substitution of Personnel			
3.14	Insurance			
3.15	Subcontractors			
3.16	Insurance – Subcontractors			
3.17	Payment and Performance Bond			
3.18	Ownership of Work			
3.19	Uncontrollable Circumstances ("Force Majeure")			
3.20	Public Entity Crimes			
3.21	Canadian Companies			
3.22	Lobbying Activities			
3.23	Bid Tabulations/Intent to Award			
3.24	Sample Contract Agreement			
3.25	Warranty/Extended Maintenance/Subscriptions/Licenses			
3.26	Third party Products/Optional Software			
3.27	Licenses			
3.28	Upgrades and Enhancements			

Special Conditions Compliance Checklist				
#	Title	Comply	Variance/ Exception	Not Comply
3.29	Future Software Options and Replacement Software			
3.30	Solution Longevity			
3.31	Selling, Transferring or Assigning Contract			
3.32	Installation Date			
3.33	Performance Trial and Acceptance Period			
3.34	Final System Acceptance			
3.35	Project Management			
3.36	Issue Resolution			
3.37	Software Code in Escrow			
3.38	Negotiations			
3.39	Year 2000			
3.40	Warranties of Usage			
3.41	Variances			
3.42	Password Security and Vulnerabilities			
3.43	Addenda			
3.44	National Conferences			
3.45	Video Taping			
3.46	Recorded Demonstration of Product			
3.47	Exhibits			

Special Conditions – Variance(s)/Exception(s) Explanations
For all items marked as “Exception” in the Special Conditions Compliance Checklist, a Vendor must fully explain the exception in the Exception Explanations form below. Also include any other exceptions that the Vendor has to the RFP in the Exception Explanations form below.

Exception Explanations		
#	Title	Explanation of Variance(s)\Exception(s)

NON-COLLUSION STATEMENT: **EXHIBIT B**

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vvendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

> 3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).
>
> 3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME	**RELATIONSHIPS**
_____	_____
_____	_____
	_____
	_____

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

EXHIBIT C

CITY OF FORT LAUDERDALE
GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Division. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement. In this general conditions document, Invitation to Bid (ITB) and Request for Proposal (RFP) are interchangeable.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

1.01 **BIDDER ADDRESS**: The City maintains automated vendor address lists that have been generated for each specific Commodity Class item through our bid issuing service, BidSync. Notices of Invitations to Bid (ITB'S) are sent by e-mail to the selection of bidders who have fully registered with BidSync or faxed (if applicable) to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with BidSync in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact BidSync. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.

1.02 **DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.

1.03 **PACKING SLIPS:** It will be the responsibility **of** the awarded Contractor, to attach all packing slips to the OUTSIDE of each shipment. Packing slips must provide a detailed description of what is to be received and reference the City of Fort Lauderdale purchase order number that is associated with the shipment. Failure to provide a detailed packing slip attached to the outside of shipment may result in refusal of shipment at Contractor's expense.

1.04 **PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 45 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last**.**

1.05 **TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid**.**

1.06 **BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that the bid and the prices quoted in the bid will be firm for acceptance by the City for a period of one hundred twenty (120) days from the date of bid opening unless otherwise stated in the ITB**.**

1.07 **VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications**.**

By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.

1.08 **NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.

1.09 **MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term "Minority Business Enterprise" means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business" is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than $1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.
HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.
NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.
ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.10 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION
It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he or she will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

1.11 SCRUTINIZED COMPANIES
This Section applies to any contract for goods or services of $1 million or more:
The Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2011), as may be amended or revised. The City may terminate this Contract at the City's option if the Contractor is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2011), as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2011), as may be amended or revised.

1.12 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS
The bidder or proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and subcontractors are presently debarred or suspended by any Federal department or agency.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

2.01 BIDDING DEFINITIONS The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
BID – a price and terms quote received in response to an ITB.
PROPOSAL – a proposal received in response to an RFP.
BIDDER – Person or firm submitting a Bid.
PROPOSER – Person or firm submitting a Proposal.
RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
The following terms may be used interchangeably by the City: ITB and/or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order**.**

2.02 SPECIAL CONDITIONS: Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

3.01 SUBMISSION AND RECEIPT OF BIDS: To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidders should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidders, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.

3.02 MODEL NUMBER CORRECTIONS: If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
Form G-107 Rev. 05/14

3.03 **PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.

3.04 **TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption **number for EIN is 59-6000319, and State Sales tax exemption number is 85-8013875578C-1.**

3.05 **WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

3.06 **APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in the bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in the bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.

3.07 **MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet or exceed these items, and feels that the technical specifications are overly restrictive, the bidder must notify the Procurement Services Division immediately. Such notification must be received by the Procurement Services Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.

3.08 **MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle the bidder to any relief from the conditions imposed in the contract.

3.09 **SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.

3.10 **LIFE CYCLE COSTING**: If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.

3.11 **BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.

3.12 **USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest**.**

3.13 **QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform**.**

3.14 **BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond or cashiers check. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions**.**

3.15 **PUBLIC RECORDS/TRADE SECRETS/COPYRIGHT:** The Proposer's response to the RFP is a public record pursuant to Florida law, which is subject to disclosure by the City under the State of Florida Public Records Law, Florida Statutes Chapter 119.07 ("Public Records Law"). The City shall permit public access to all documents, papers, letters or other material submitted in connection with this RFP and the Contract to be executed for this RFP, subject to the provisions of Chapter 119.07 of the Florida Statutes.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold

harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

EXCEPT FOR CLEARLY MARKED PORTIONS THAT ARE BONA FIDE TRADE SECRETS PURSUANT TO FLORIDA LAW, DO NOT MARK YOUR RESPONSE TO THE RFP AS PROPRIETARY OR CONFIDENTIAL. DO NOT MARK YOUR RESPONSE TO THE RFP OR ANY PART THEREOF AS COPYRIGHTED.

3.16 **PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City**.**

3.17 **RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid**.**

If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.

3.18 **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof**.**

3.19 **BID PROTEST PROCEDURE: ANY PROPOSER OR BIDDER WHO IS NOT RECOMMENDED FOR AWARD OF A CONTRACT AND WHO ALLEGES A FAILURE BY THE CITY TO FOLLOW THE CITY'S PROCUREMENT ORDINANCE OR ANY APPLICABLE LAW MAY PROTEST TO THE DIRECTOR OF PROCUREMENT SERVICES DIVISION (DIRECTOR), BY DELIVERING A LETTER OF PROTEST TO THE DIRECTOR WITHIN FIVE (5) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm**

THE COMPLETE PROTEST ORDINANCE MAY BE FOUND ON THE CITY'S WEB SITE AT THE FOLLOWING LINK: http://www.fortlauderdale.gov/purchasing/protestordinance.pdf

PART IV BONDS AND INSURANCE

4.01 **PERFORMANCE BOND:** If a performance bond is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond, payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor**.**

4.02 **INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions**.**

The Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractors insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED for General Liability Insurance, and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting the bid, agrees to abide by such modifications**.**

PART V PURCHASE ORDER AND CONTRACT TERMS:

5.01 **COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:

- Bidders name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
- All City Departments being advised to refrain from doing business with the Bidder.
- All other remedies in law or equity.

5.02 ACCEPTANCE, CONDITION, AND PACKAGING: The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.

5.03 SAFETY STANDARDS: All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Safety Data Sheet (SDS).

5.04 ASBESTOS STATEMENT: All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB the bidder will supply only material or equipment that is 100% asbestos free.

5.05 OTHER GOVERNMENTAL ENTITIES: If the Bidder is awarded a contract as a result of this ITB, the bidder may, if the bidder has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.

5.06 VERBAL INSTRUCTIONS PROCEDURE: No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.

5.07 INDEPENDENT CONTRACTOR: The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.

5.08 INDEMNITY/HOLD HARMLESS AGREEMENT: The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorneys fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.

5.09 TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.

5.10 TERMINATION FOR CONVENIENCE: The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.

5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS: The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

5.12 RECORDS/AUDIT: The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The Contractor agrees to make available to the City Auditor or designee, during normal business hours and in Broward, Miami-Dade or Palm Beach Counties, all books of account, reports and records relating to this contract should be retained for the duration of the contract and for three years after the final payment under this Agreement, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later.

5.13 PERMITS, TAXES, LICENSES: The successful Contractor shall, at their own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried out under this contract.

5.14 LAWS/ORDINANCES: The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.

5.15 NON-DISCRIMINATION: There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.

5.16 UNUSUAL CIRCUMSTANCES: If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor,

and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.

2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.

3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a stated period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

5.17 ELIGIBILITY: If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.

5.18 PATENTS AND ROYALTIES: The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.

5.19 ASSIGNMENT: Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Commission or the City Manager or City Manager's designee, depending on original award approval.

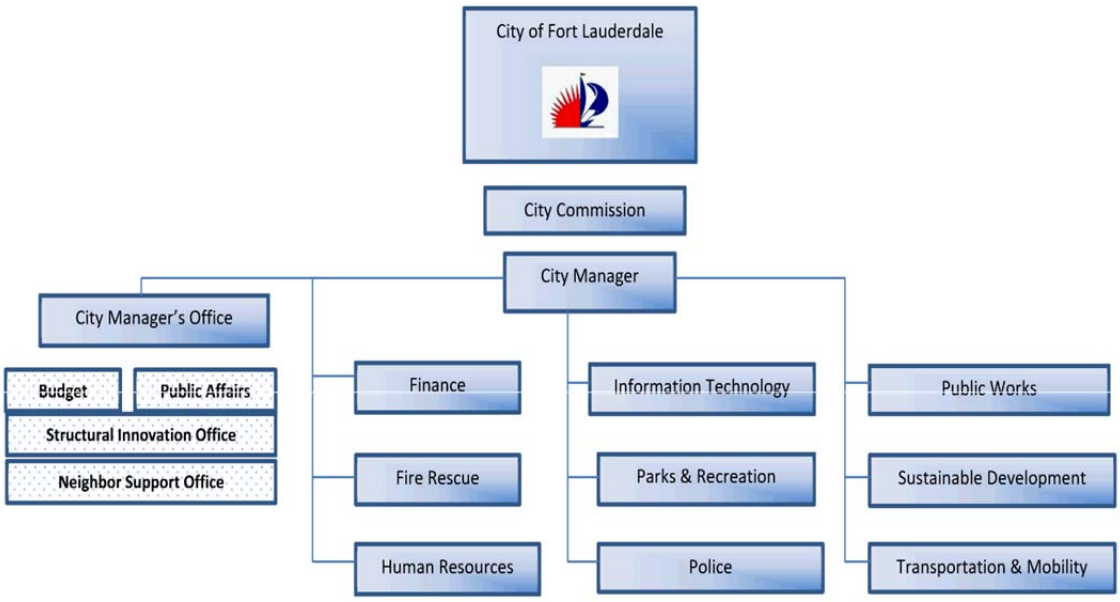
5.20 LITIGATION VENUE: The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

5.21 LOCATION OF UNDERGROUND FACILITIES: If the Contractor, for the purpose of responding to this solicitation, requests the location of underground facilities through the Sunshine State One-Call of Florida, Inc. notification system or through any person or entity providing a facility locating service, and underground facilities are marked with paint, stakes or other markings within the City pursuant to such a request, then the Contractor, shall be deemed non-responsive to this solicitation in accordance with Section 2-184(5) of the City of Fort Lauderdale Code of Ordinances.

5.22 PUBLIC AGENCY CONTRACTS FOR SERVICES: if applicable, for each public agency contract for services, Contractor is required to comply with F.S. 119.0701, which includes the following:

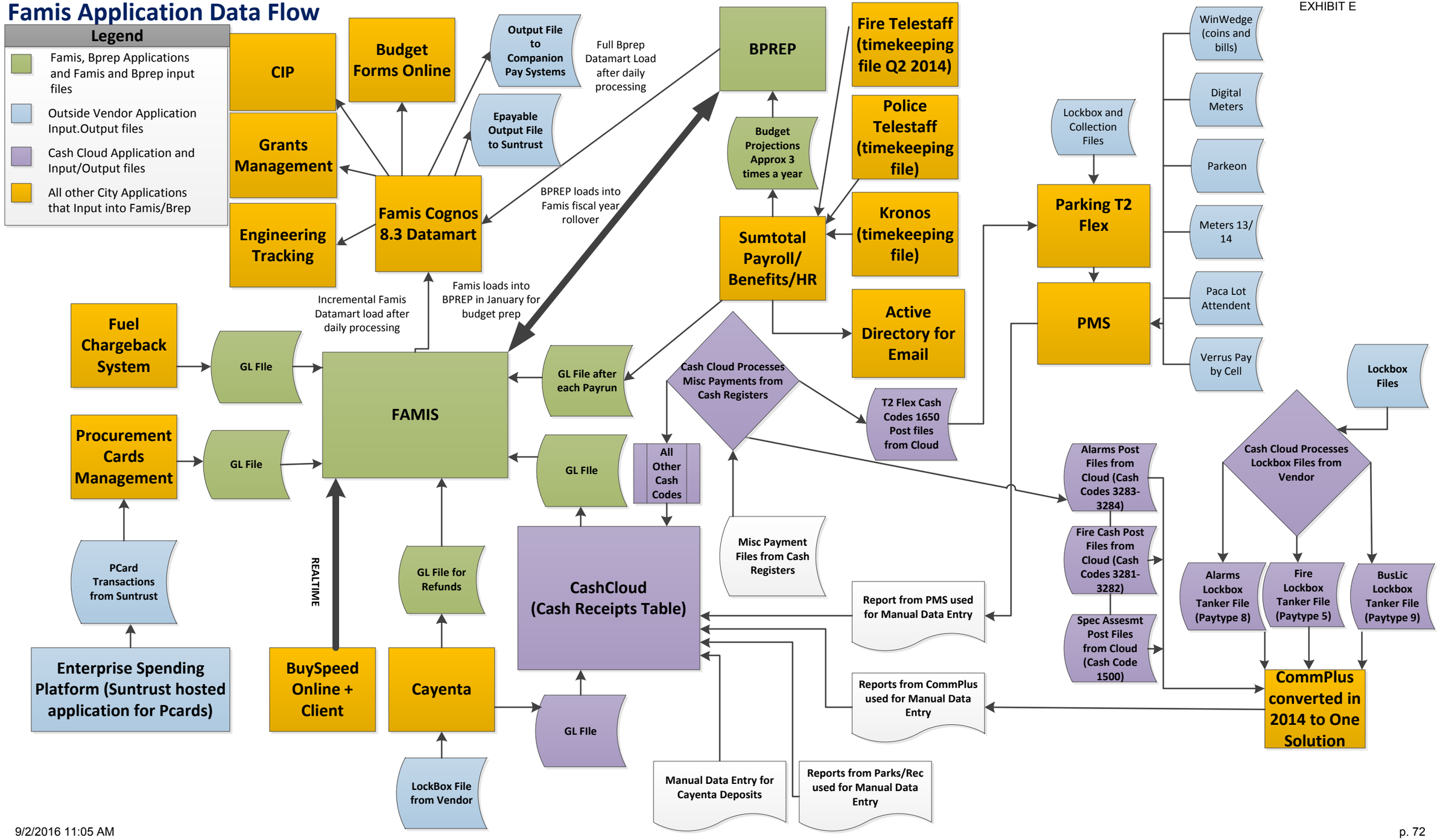
a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
(b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
(d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

EXHIBIT D- Organizational Chart



*The City Attorney's Office, the City Auditor's Office, and the City Clerk's Office report to the City Commission.

Famis Application Data Flow



MODULES	CATEGORIES/DESCRIPTION	
Accounts Payable	(Vendor Setup & Maintenance, Invoice entry & Processing, Payment Processing, Check Processing/Printing, Cancel Check reissue Process, 1099 Processing, Interfaces, Reporting)	
Accounts Receivable and Misc Billing	(Customer Management, Misc Billing and Invoicing, Late Charges/Interest/ Penalties, Statement processing, Receivable Management, Interfaces/Integration, Reporting)	
Asset Management		*Optional*
Bank Reconciliation	(System Processes, System Interfaces, Reporting, Additional Cross Reference with Accounts Payable, Additional Cross Reference with Treasury)	
Budget and Performance Management	(Budget Prep, Position Budgeting, Capital Budgeting, Non Capital Grant Budgeting, Multiyear Budgeting, Budget Maintenance, Budget checking and controls, Reporting)	
Cash Management	Fund Accounting Cash management, Cash Flow Processing, Interface/Integration, Reporting	
Cash Receipting	(POS System, Payment, Receipt Processing, Deposits, Credit Card Processing, Closing, Balancing and Depositing, Interfaces, Reporting	
Contract Management	(Contract Initiation Approval Process, Workflow Change Management, Contract management/Tracking, Payments, Term/Expiration, Reporting)	
Debt Management	Debt Service Management,Interface/Integration, Reporting	
Employee and Manager Self Service	(Performance Management, Social Networking, Other)	

Employee Benefits	(General Integration, Position Control Classification and Tracking, Benefits, Reporting. Deferred Compensation, Accruals, Tuition Reimbursement, Wellness Program, Self Service, Other reporting, Reporting Pension/Retirement, Workflow, Interfaces)	
Fixed Assets	(General requirements, Activation Process, Asset Master File, Asset Management, Adds, Adjustments, Retirements, Transfers, Asset Inventory, Asset Deprecation, Special Situations, Interfaces, Reporting)	
Fleet Management	(System requirements, Interfaces, Fleet Management Functionality, Equipment, Principal Reports, Inspection/Maintenance reports)	*Optional*
General and Technical Requirements	(Documentation, Help System, Online Vendor Support Portal, Error Processing, Forms Processing, Security and Auditing, Archiving, Integrating/Interfacing, System Installations, System Operations and Administration, Technical Standards and preferences, Data Management, Reporting & Printing, User Interface, Data Entry & Transaction Processing, Workflow, Address Management)	
General Ledger	(General Requirements, Chart of Accounts, Account Information, Ledgers, Fund Information, Transaction Processing, Interfund Accounting, Edits/Validations, Journaling, Financial Audit Trail, Period end Processing, Interface/Integration, Reporting, Interest allocation)	
HR Core (Human Resources Management)	General Integration, Position Control, Classification and Tracking, Employee Onboarding, Personnel Administration, Compliance Tracking and Reporting, offboarding, Employee Relations)	
Inventory Management	(Inventory master Record, Ordering / Reordering, Inventory withdrawal, Receiving, Inventory Adjustments, Auditing, Costing, Interfaces, Reports)	
Investment Management	Investment Management, Interface/Integration, Reporting	

Payroll	(General Functional Requirements, Employee Setup and Maintenance, Deductions and Contributions, Garnishments, Earnings, Other Earnings, Overtime, Shift Differential, Comp Time, Retro Pay/Deductions, PTO (V, S, etc.) Labor Distribution, Payroll Processing, Direct Deposit, Payroll Taxes, Void Check Processing, GL Journal Entries, Payroll Calendars, Integrations./Interfaces, Reporting, W2'and 1099s)	
Project and Grant Management and Accounting	(Project Grant Setup, Project Grant Budgeting, Activity, Costing, Tracking, Reimbursements, Close, Interfaces, Reporting)	
Purchasing	(General Requirements, Vendor File and History, Receiving, Requisition Processing, Commodity Codes/NIGP Code use, Bid/Quote Management, Encumbrance Purchase Order Processing, Blanket Purchase Order, Change Order Processing, Vendor Self Service, Workflow Approval Processing, Procurement Cards, Online queries (add Reporting)	
Recruitment	(Application requirements, Applicant Tracking, Testing, Applicant Hiring Decision Support, Reporting / Querying, Employee Onboarding)	
Special Assessments		
Talent Management	(Talent Management & Administration, Skills Tracking or Competency Management, Certifications/Licenses, Personnel Actions, Employee Relations, Risk Management, Performance Management, Career Planning, Succession Management, Interfaces)	
Volunteers and Interns	(Applicant Tracking, Personnel Administration, Training and Management & Administration, Other Reporting Requirements)	
Work Orders	(Consultant base line specs only – optional/expanded module (System Requirements, Integrations/Interfaces, and Reporting)	*Optional*

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.2 - Accounts Payable — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**General Information**					
2	Ability to track and report on the following information in the accounts payable module:	-			N/A	
3	Coding structure elements (from chart of accounts)	H			N/A	
4	Batch number (manual entry or system assigned), batch date (system recorded) and batch total	H			N/A	
5	User ID (system recorded)	H			N/A	
6	Posting date	H			N/A	
7	Discounts (offered, taken, and lost)	M			N/A	
8	Due date	H			N/A	
9	Purchase order number	H			N/A	
10	Invoice number (up to 50 characters), amount and date	H			N/A	
11	Hold indicator	H			N/A	
12	Description/comments/memos on checks/payments (up to 50 characters)	H			N/A	
13	Contract Purchase Order (PO) number/information	H			N/A	
14	Document number	H			N/A	
15	User-defined fields	L			N/A	
16	Payment type/code (e.g. special handling)	H			N/A	
17	Payment date(s)	H			N/A	
18	Payment terms	H			N/A	
19	Check number	H			N/A	
20	Bank clearance date Encashment date for check, posting date for ACH	H			N/A	
21	Ability for a unique identifier for individual ACH payments	H			N/A	
22	Ability for authorized user to set which fields are required to complete for invoices, to streamline invoice processing.	H			N/A	

4.2 - Accounts Payable			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To efficiently manage all cash disbursements, electronically track paid and outstanding invoices, print checks, and generate completed 1099 forms.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
23	Ability to post invoices which will subsequently update the accounts payable file, reduce the related encumbrance(s), update the vendor master file, update the general ledger, generate checks, ACH and wires and create detailed transaction records for audit and analysis.	H			N/A	
24	Ability to handle file maintenance and process any other transaction entries in real time.	H			N/A	
25	Ability to provide a method of assigning separate approval levels to users for processing invoices, receiving reports, payments, requisitions and purchase orders (edit and update functions).	H			N/A	
26	Ability to establish levels of approval and at least one individual with approval authority by Department and within central review organizations (e.g., Purchasing, Fiscal Management, Budget).	H			N/A	
27	Ability to access software program from portable device i.e. tablets, smartphone, etc.	L			N/A	
28	Ability to flag or prohibit the following with the ability of authorized users to override:	-			N/A	
29	The receiving date from being earlier than the requisition date.	L			N/A	
30	The quantity received from being greater than the quantity approved on the purchase order / contract.	H			N/A	
31	The unit price from being greater than the unit price approved on the purchase order / contract.	H			N/A	
32	The payment amount is greater than the defined budgetary category balance.	H			N/A	
33	**Vendor File Set-Up and Maintenance**					
34	Ability to set up alternate vendor for payment i.e. payment to IRS rather than vendor	H			N/A	
35	Ability to establish a control to avoid vendor profile duplication; but allow multiple physical locations	H			N/A	
36	Ability to streamline the process for adding vendors to the system (e.g., use of workflows, automated vendor numbers)	H			N/A	
37	Ability to notify requestor when a vendor is setup.	H			N/A	
38	Ability to automatically assign vendor numbers, with the option to be able to manually assign the numbers (must prevent duplicate vendor numbers from being used).	H			N/A	
39	Ability to provide controls around the vendor information recorded in order to minimize duplicate entries of the same vendor providing warnings to system users of duplicates.	H			N/A	
40	Ability to restrict access to designated vendor attributes based on user role (e.g., AP versus Purchasing).	H			N/A	
41	Ability to assign classifications to vendors (i.e. Regular, One-Time, EFT, Payroll, etc.) and the ability to limit access for updating vendor information based on vendor classification.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
42	Ability to generate a one-time payment as a departmental vendor without creating a permanent vendor for the payee in the master file. System retains information on name, date, and amount of vendor payment etc.	H			N/A	
43	Ability to search one-time payments by vendor name, tax ID, and address	H			N/A	
44	Ability to create multiple addresses per vendor with the ability to assign each address as appropriate (i.e. invoicing, remittance, ordering, 1099, etc.); and the ability to select different remit addresses during the voucher payment process.	H			N/A	
45	Ability to create foreign address with a minimum of 6 lines	H			N/A	
46	Ability to track and search on vendor file address fields including name, address (multiple), phone (multiple), fax and email, contact info, number, type, status (active / inactive), tax ID & type, commodity code (multiple).	H			N/A	
47	Ability to designate which bank account a vendor will be paid from	L			N/A	
48	Ability to enter all needed vendor bank information for EFT payments (ABA number, bank account number, bank name, etc.) with necessary security provided.	H			N/A	
49	Ability to track the following information in the vendor master file:	-			N/A	
50	Vendor number	H			N/A	
51	Status (active, inactive, do not use)	M			N/A	
52	Contact name, address, phone number, remit-to name, and remit-to address (including enough fields/characters for plaintiff and attorney name for settlement checks, for example)	H			N/A	
53	1099 Category	H			N/A	
54	Business classification	H			N/A	
55	Confidential vendor indicator	H			N/A	
56	Federal ID/Social Security Number (with appropriate security)	H			N/A	
57	Flag for p-card	H			N/A	
58	Insurance information	L			N/A	
59	Last time vendor used	L			N/A	
60	Payment processing information (e.g., terms)	H			N/A	
61	Self-employed status	L			N/A	
62	Type of minority business	L			N/A	
63	Vendor bank number (for ACH payments)	H			N/A	
64	Vendor comment field (AP)	M			N/A	
65	Vendor comment field (Purchasing)	L			N/A	
66	Vendor type	M			N/A	
67	W-9 provided	M			N/A	
68	YTD expenditures on the vendor	H			N/A	
69	Additional user-defined fields	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
70	Ability to track and report on all changes to the vendor master record.	M			N/A	
71	Ability to establish security for limited access to social security numbers/FEIN on vendor file.	H			N/A	
72	Ability to interact with vendors on-line, place orders, receive invoices and make payments electronically.	L			N/A	
73	Ability to annually archive inactive vendors based upon flexible, user-generated parameters.	M			N/A	
74	Ability to perform the following vendor self service functions, including:	-			N/A	
75	Register online, identify the services they provide (commodity codes)	L			N/A	
76	Inquire on payment status	M			N/A	
77	Update their contact information	M			N/A	
78	Inquire on payment history	M			N/A	
79	Ability to attach communications and other documents to the vendor record.	H			N/A	
80	**Invoice Entry and Processing**					
81	Ability to restrict the processing of a vendor invoice unless a W-9 record is on file.	M			N/A	
82	Ability to support centralized or decentralized entry and workflow processing related to invoice entry.	H			N/A	
83	Ability to receive and process invoices electronically from vendors.	H			N/A	
84	Ability to enter invoices in batch (or one at a time) providing control totals reconcilable by user.	H			N/A	
85	Ability to default purchase order information on the invoice during invoice entry with source transaction information.	H			N/A	
86	Ability to perform data validation on-line in real time during invoice entry including purchase order number, vendor number and coding elements, checking for required fields as well as allowable field values with the ability to override, with appropriate security. System should provide error messages for on-line transactions (i.e. future payment/posting dates)	H			N/A	
87	Ability to permit an error to be corrected by the user without having to back out of the invoice and resubmit it with appropriate workflow.	H			N/A	
88	Ability to process one invoice or multiple invoices from one purchase order (or encumbrance) and/or for one purchase order line item.	H			N/A	
89	Ability to hold/repeat vendor information when keying multiple invoices into a batch.	M			N/A	
90	Ability to prohibit employees from being paid as vendors	L			N/A	
91	Ability to search vendor file for employees, by address.	L			N/A	
92	Ability to have system check for and prohibit entry of duplicate invoices for a vendor.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
93	Ability to identify different invoice types including:	-			N/A	
94	Limited Purchase Orders	L			N/A	
95	Regular Purchase Order	L			N/A	
96	Blanket Purchase Order	L			N/A	
97	Manual Payment Voucher/Invoice for Payment (IFP)	L			N/A	
98	Credit/Debit Memos	H			N/A	
99	Ability to enter the following information related to an invoice:	-			N/A	
100	Vendor number	H			N/A	
101	Invoice number (alphanumeric)	H			N/A	
102	Invoice date	H			N/A	
103	Description of what was bought (at least 100 characters)	H			N/A	
104	Special instructions	H			N/A	
105	Ability to calculate and apply sales tax to purchases received (e.g., use tax or tax exempt)	L			N/A	
106	Ability to enter tax jurisdiction code	L			N/A	
107	Ability to accommodate State non-resident withholding tax for services	L			N/A	
108	Ability to calculate the quarterly State withholding (compliance) to Franchise Tax Board (FTB)	L			N/A	
109	Ability for user to override and correct tax amount prior to FTB quarterly remittance:	-			N/A	
110	Line item detail	H			N/A	
111	Total invoice amount	H			N/A	
112	Ability to enter an unlimited number of invoice line items on an invoice.	H			N/A	
113	Ability for automated system budget checking and control and define at certain levels (Fund etc.)	H			N/A	
114	Ability to enter an invoice without a corresponding purchase order.	H			N/A	
115	Ability to recognize a PO when an invoice is entered	H			N/A	
116	Ability to scan a vendor invoice with a template applied to that invoice for that vendor that recognizes and pre-fills the invoice entry screen with purchase order number, invoice number, invoice date and invoice amount.	L			N/A	
117	Ability to support creation of templates for recurring invoice	M			N/A	
118	Ability to cancel an invoice and automatically create the appropriate reversing entries.	H			N/A	
119	Ability to create notification when a PO invoice is reversed	L			N/A	
120	Ability to access information, including attached documents, from the referenced purchase order line item(s) during invoice entry.	H			N/A	
121	Ability to distribute invoice payments by item or total into multiple general ledger accounts, department, activities, funds and cost categories, project codes, etc.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
122	Ability to require follow-up actions before processing payments if the amount due on the vendor invoice exceeds the current encumbrance by more than a tolerable threshold (i.e., contact vendor, determine reason for difference, and obtain necessary workflow approvals).	H			N/A	
123	Ability for authorized users to make edits and revisions to unposted invoice transactions prior to posting with appropriate workflow	H			N/A	
124	Ability to designate "separate check" on an invoice transaction.	H			N/A	
125	Ability to designate certain purchase order types to always require a 3-way match (e.g., regular and blanket purchase orders) and others to only require a 2-way match based on the purchase order type and dollar amount. Ability to route workflows for approval based on 3-way or 2-way matching requirements.	L			N/A	
126	Ability to edit a batch without reentering or reprocessing the entire batch.	H			N/A	
127	Ability to generate notification if an invoice was not approved/rejected.	M			N/A	
128	Ability of the system to flag transactions detected in error in the batch processing and preclude only erroneous transactions from further processing.	L			N/A	
129	Ability to delete or modify an invoice record before it is scheduled for payment.	H			N/A	
130	Ability to use debit/credit memos for corrections (including all applicable pay codes, such as state sales tax)	H			N/A	
131	Ability to clear a credit/debit memo without processing payment	M			N/A	
132	Ability to identify capitalized items as invoices are processed and prompt user to enter fixed assets related details.	H			N/A	
133	Ability to make partial payments on purchase orders based on invoice amount (i.e., progress payments).	H			N/A	
134	Ability to pay both travel and non-travel employee expenses including: mileage, lodging, meal allowance / per diem, transportation fares, parking fees, airline, organizational dues, magazine subscriptions, seminar fees, car rental, and other expenses.	H			N/A	
135	Ability to enter expense advances as prepayments and subsequently reduce the amount of the employee expense report.	H			N/A	
136	Ability to reference other company paid travel expenses (credit card charges) to the employee's expense report for reconciliation.	H			N/A	
137	Ability to manage discounts for a specific vendor and apply to payments based on the payment date.	L			N/A	
138	Ability to track discount type and percentage / calculated amount for each vendor.	L			N/A	
139	Ability to set up a workflow to request/manage manual checks.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
140	Ability to apply amounts owed to vendors to receivables that the vendor owes to the City (i.e., "payment intercepts")	L			N/A	
141	**Payment Processing**					
142	Ability to pre-note when establishing a new bank account.	H			N/A	
143	Ability to determine the remaining budget/appropriation amount on a project or purchase order.	H			N/A	
144	Ability to withhold a user-defined percentage or fixed amount of a payment (i.e., retainage) on an invoice under certain user-defined situations (e.g., tax and audit, levies).	H			N/A	
145	Ability to produce independent checks for IRS Tax Levy and the vendor from a single invoice with appropriate workflow.	H			N/A	
146	Ability to prevent the altering of the payment information (e.g., vendor name) once invoices have been linked to PO's or approval of the payment has been secured.	H			N/A	
147	Ability to track changes to vendor names without losing the history.	H			N/A	
148	Ability to insert/apply a code to payables prior to printing checks that must be grouped/printed together for special mailing/distribution.	H			N/A	
149	Ability to automatically produce payments for garnishments from Payroll data	H			N/A	
150	Ability to prevent double posting of batches.	H			N/A	
151	Ability to automatically liquidate current or prior year (as applicable) encumbrances upon posting of payment with ability to track current and prior year purchase order liquidations separately.	H			N/A	
152	Ability to pay via ACH (regular), wire and check and p-card.	H			N/A	
153	Ability to track the following ACH information:	-			N/A	
154	ACH effective date	H			N/A	
155	Department submitting payment	L			N/A	
156	Federal holiday calendar	L			N/A	
157	Free form addenda record	L			N/A	
158	NACHA SEC (Standard Entry Class) codes for addenda records	L			N/A	
159	Ability to attach multiple addenda records.	L			N/A	
160	Ability to process and transmit ACH payments multiple times per day.	H			N/A	
161	**Check Processing/Printing**					
162	Ability to optionally consolidate multiple payments to the same vendor in a check run or have separate checks issued to the same vendor in a check run or have some checks consolidated and some checks separate.	H			N/A	
163	Ability for user-defined check and check stub formatting, including ability to modify without requiring assistance from the software vendor.	L			N/A	
164	Ability to have several check print formatting options available	L			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
165	Ability to process one check per vendor with all claims detail support on the corresponding page for additional check stub overflow capacity (if necessary).	H			N/A	
166	Ability to process check runs at anytime.	H			N/A	
167	Ability to select vouchers for check processing based upon various parameters (i.e. regular, express, one-time, EFT, employee, workers comp, etc.).	H			N/A	
168	Ability to allow selected items to be paid and items to be withheld or deleted from payment for a particular check run.	H			N/A	
169	Ability to restrict printing of a negative check amount.	H			N/A	
170	Ability of the system to have an option of printing or not printing zero amount checks. (i.e. ability to set amount tolerance limit)	H			N/A	
171	Ability to notify the user when a check is to be printed that exceeds a user-defined maximum check amount.	L			N/A	
172	Ability to use sequentially pre-numbered checks and EFTs.	L			N/A	
173	Ability to have check stock control numbers included with check data	H			N/A	
174	Ability to print laser checks on plain paper stock.	L			N/A	
175	Ability to not be restricted on the number of digits for the check number.	L			N/A	
176	Ability to restrict the reuse of a check number.	H			N/A	
177	Ability to print a duplicate, non-negotiable copy of all checks.	H			N/A	
178	Ability to customize order that checks are printed (vendor name, check number or other user-defined order).	H			N/A	
179	Ability of the system to provide for mid-cycle restart of check forms during check run.	H			N/A	
180	Ability to define the check number to restart on, when using blank stock, for a mid-cycle restart.	H			N/A	
181	Ability to create and send a positive pay file to the bank for all accounts (i.e., Payroll, AP, etc.).	H			N/A	
182	Ability to issue checks or EFT payment out of various bank accounts, including providing detailed email notification (include information which would have been on check stub) to vendor of EFT transmittal.	H			N/A	
183	Ability to store and use the next sequential check number to be used for each bank's checking account.	H			N/A	
184	Ability to produce, through secure printers, checks with MICR encoding and electronic signatures.	H			N/A	
185	Ability to generate manual checks on-demand locally.	H			N/A	
186	Ability to restrict payments for manual checks greater than a user-defined threshold to require a physical signature on the check.	L			N/A	
187	**Cancel Check and Reissue Process**					

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
188	Ability to provide full check cancellation, where the vendor master file, general ledger distributions, outstanding checks, and accounts payable detail files are reversed in the general ledger to accommodate cancelled check.	H			N/A	
189	A system with the ability to generate a notification when payments have been reversed. The workflow notification process must provide an audit trail of approvals that are stored with the transaction.	L			N/A	
190	Ability, on cancelled checks, to either issue a replacement check or cancel the check with no replacement with a comment field.	H			N/A	
191	Ability, on voided checks, to cross-reference the new check to the voided check number or a journal number.	H			N/A	
192	Ability for check cancellation to provide the option of restoring funds back to the appropriate encumbering document, or back into the appropriate account's available budget balance, and provides the tracking of the check void on the Purchase Order transaction.	H			N/A	
193	Ability to prompt the user if the Purchase Order should be reinstated, when performing a check void.	H			N/A	
194	Ability to provide security measures by allowing only certain authorized personnel to reissue checks.	H			N/A	
195	Ability to restart jammed check runs on the printer and the appropriate checks in the process when using pre-printed check stock.	H			N/A	
196	Ability to restart jammed check runs on the printer and REPRINT selected checks in the process when using pre-printed check stock	H			N/A	
197	Ability to void and replace checks by: individual check, block of checks or entire check run.	H			N/A	
198	Ability to manage the process for stale checks / escheats to the State.	H			N/A	
199	**1099 Processing**					
200	Ability to comply with IRS reporting requirements for tracking vendor payments that are subject to 1099 reporting.	H			N/A	
201	Ability to prohibit or provide warnings when a vendor without a TIN or SSN is entered, when it is required.	H			N/A	
202	Ability to calculate and deduct backup withholding for vendors that are subject to backup withholding.	H			N/A	
203	Ability to identify specific invoices and payments for vendors as 1099 transactions or non-1099 transactions.	H			N/A	
204	Ability to process different types of 1099 forms.	H			N/A	
205	Ability to access at least 5 calendar years of 1099 information online.	H			N/A	
206	Ability to track all required information for 1099 reporting purposes with ability to make corrections (i.e. 1099 payments versus non-1099 payments, vendor information, etc.) and electronically transmit to the IRS for reporting purposes.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
207	Ability to provide updates to annual 1099 forms, IRS file formats, etc. Should be provided with the annual software maintenance agreement.	H			N/A	
208	Ability to generate necessary analysis reporting for 1099 generation purposes (summary and invoice detail history sorted by tax ID, Report combining multiple vendors with same tax ID).	H			N/A	
209	Ability to print 1099 information and the related forms only for vendors with payments in excess of the designated IRS amount	H			N/A	
210	Ability to print on demand, SINGLE 1099 information and the related form for SINGLE vendor regardless of dollar amount	H			N/A	
211	Ability to view a 1099 report that identifies vendors that have been associated with a 1099 status but do not have complete 1099 information.	L			N/A	
212	Ability to default 1099 codes based on the general ledger account code.	H			N/A	
213	**Interfaces**					
214	Ability to accept transactions from other local systems/applications including the following:	-			N/A	
215	Payroll (garnishments, benefit providers, etc.)	H			N/A	
216	Workers Compensation	H			N/A	
217	P-card provider	H			N/A	
218	Ability to accept transactions from State systems with ability to transmit payment data back to source system	L			N/A	
219	Ability to charge items on an invoice to one or more work orders and/or functions.	H			N/A	
220	Ability to have a complete audit trail of transactions passed to accounts payable from other applications or systems.	H			N/A	
221	Ability to import check information from the bank for purposes of performing bank reconciliation, including identifying 'matches' and 'mismatches' from the bank.	H			N/A	
222	Ability to perform P-card encumbrances as transactions are downloaded from the bank, and liquidate the encumbrance as the transactions are processed	L			N/A	
223	Ability to save all export files, import files and check images within the system for retrieval.	H			N/A	
224	Ability to scan/attach electronic documents to requisitions, purchase orders and payment vouchers including vendor W-9 forms.	H			N/A	
225	Ability to prevent users from removing electronic documents attached within the system. Audit trail and history must be retained.	H			N/A	
226	Ability through workflow to reject an entered invoice, notify the end-user, and require corrections to be made before processing.	H			N/A	
227	**Reporting**					

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
228	A system with the ability to track and report payments by department, by vendor, by account distribution, by check or ACH number, by date and by amount.	H			N/A	
229	Ability to automatically generate performance measures on the AP process (e.g., number of errors on invoice entry, time to process an invoice, etc.).	M			N/A	
230	Ability to allow P-card data to be defined (including who has possession of card)	L			N/A	
231	Ability to query the system on-line for: open invoices by vendor, fund and department including ones on hold, unmatched, disputed, unapproved and approved by vendor, fund and department.	H			N/A	
232	Ability to query the system on-line for transactions setup for batch processing.	H			N/A	
233	Ability of the system to include full drill-down capabilities from summary levels to detail levels for vendor, encumbrance and invoice/payment information.	H			N/A	
234	Ability to perform ad hoc reporting.	H			N/A	
235	Ability to define specific search criteria (summary and detail) and limits while performing an on-line inquiry.	H			N/A	
236	Ability to download 1099 information onto a magnetic media meeting IRS requirements.	H			N/A	
237	Ability for departments to print their own reports.	H			N/A	
238	Ability to print a Capital Asset Expenditure report which includes daily reporting from Accounts Payable to show those assets that were coded towards capital accounts	L			N/A	
239	Ability to provide document history retrieval on-line, linking requisitions to purchase orders, invoices, and checks.	H			N/A	
240	Ability to view a Check Register for multiple accounts, which contains a cumulative list of all checks issued, including those later canceled, and must be updateable with information received electronically from the bank.	H			N/A	
241	Ability to view a Check Register for multiple payment methods i.e. garnishments, welfare	L			N/A	
242	Ability to view Check Register with full VOID dollar amount not zero as is current	L			N/A	
243	Ability to designate a workflow substitute ("delegate") that is easily identified (to locate the current approver when staff are out of the office).	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.3 - Asset Management — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To proactively manage the short-term and lifecycle costs of the City's equipment and infrastructure through a system that leverages asset management best-practices. Additionally to track all maintenance repair and costs of equipment.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**System Requirements**					
2	System tracks all City-owned equipment, by department / division, for all equipment maintenance functions.	H			N/A	
3	Ability to maintain a schedule of each equipment item, to assist with equipment maintenance	H			N/A	
4	Ability to track non-vehicle equipment (e.g. portable generators, trailers, small equipment, radio installations, riding mowers, radio equipment, etc.)	H			N/A	
5	Ability to handle preventative maintenance schedules, work orders and track costs for equipment citywide	H			N/A	
6	Ability to access work orders from local desktop workstation or remotely from a control room, laptop, or tablet to enable personnel to access assigned work orders and update status of work performed.	H			N/A	
7	System provides ability to track operator profile information within the equipment maintenance module, including certifications, license, accident and incident information	M			N/A	
8	System provides an executive level dashboard showing real-time information including open work orders, equipment in service.	H			N/A	
9	System provides an approval workflow for the creation and disposal of equipment.	H			N/A	
10	Ability to notify departmental equipment "owners/responsible personnel" when the equipment should be serviced based on defined preventative maintenance schedules.	H			N/A	
11	System provides ability for departmental "owners/personnel" to submit a service request for critical and non-critical repairs and be notified when repair is completed.	H			N/A	

4.3 - Asset Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's equipment and infrastructure through a system that leverages asset management best-practices. Additionally to track all maintenance repair and costs of equipment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
12	System provides ability for departmental "owners/personnel" to view the status, location, estimated completion date/time for work being completed by staff and costs of projects and subsystems such as lift stations.	H			N/A	
13	Ability to notify departmental "owners/personnel" when the service is complete.	H			N/A	
14	Ability to set a maximum number of equipment that can be out-of-service at any given time by type and by department.	H			N/A	
15	Ability to record and track work performed by contracted services.	H			N/A	
16	System allows for work order entry to be performed directly by service staff so extended service level detail can be provided for each job.	H			N/A	
17	Ability for the system to be easy to configure	M			N/A	
18	Ability for the system to be compliant with regulatory agencies (e.g., OSHA)	H			N/A	
19	**Interfaces & Integrations**					
20	System provides integration with other software modules of the system, including:	-			N/A	
21	Budget	M			N/A	
22	Inventory	H			N/A	
23	Purchasing	M			N/A	
24	Billing	M			N/A	
25	Human Resources (certification tracking to ensure proper licenses/certifications are current)	M			N/A	
26	Work Order	H			N/A	
27	General Ledger	M			N/A	
28	Fixed Assets	M			N/A	
29	System interfaces Project Costs scheduling with the Fixed Assets module and provides ability to accommodate multiple depreciation schedules	H			N/A	
30	Interfaces with the system's Human Resources module to identify certifications, license, accident and incident information for equipment operators	M			N/A	
31	Ability to meet all Federal & State of Florida reporting requirements for operational costs and safety requirements	H			N/A	
32	System provides preventative maintenance functionality integrated with the work order module	H			N/A	
33	Billing function interfaces with the General Ledger to accommodate the necessary inter-fund transfers	M			N/A	
34	System provides a “light” interface for use / deployment on a mobile device such as a smartphone, tablet or iPad. Please specify which mobile operating systems are supported in the comments.	M			N/A	

4.3 - Asset Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's equipment and infrastructure through a system that leverages asset management best-practices. Additionally to track all maintenance repair and costs of equipment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
35	**Asset Management System Functionality**					
36	System has the ability to schedule maintenance and replacement of parts	H			N/A	
37	Work order records support attachments such as photos and letters	H			N/A	
38	In the equipment database, system has the ability to attach pictures, etc.	H			N/A	
39	Ability to setup project codes by department and by asset for purposes of querying records for reporting or summary information	H			N/A	
40	System provides equipment usage history inquiry and reporting features	H			N/A	
41	Warranty tracking and alerts are available and configurable in the system for both parts and equipment.	H			N/A	
42	Ability for staff to be prompted to update warranty information after performing specific maintenance tasks.	H			N/A	
43	Ability to track equipment use history by Dept., and Project, Division, including:	-			N/A	
44	Miliage, Hours, Calendar, and User-Defined	H			N/A	
45	Total Time-in-Service	M			N/A	
46	Cost of Operation (labor, parts, outsourced services, fuel)	M			N/A	
47	Operator	H			N/A	
48	System provides functionality to track, monitor and report on fuel usage history for example portable generators and pumps	H			N/A	
49	On-line preventive maintenance checklists are available in the system and can vary by frequency of inspection/maintenance cycle.	H			N/A	
50	Able to store associate parts lists with each preventive maintenance task. Each parts list can include specific material and equipment requirements for the task being performed.	H			N/A	
51	Ability to automatically or prompt user to extend an equipment's expected life when defined major maintenance work order types are performed	M			N/A	
52	System provides capabilities to maintain a Service History related to each equipment and each project code including:	-			N/A	
53	Service Type Code	H			N/A	
54	Requestor	M			N/A	
55	Service Date	H			N/A	
56	Hours	M			N/A	
57	Service Provider/Mechanic	H			N/A	
58	Costs/Hours Worked	M			N/A	
59	Back-in-Service Date	H			N/A	
60	Job Order #	H			N/A	
61	Equipment Ref. # assigned by Staff	M			N/A	

4.3 - Asset Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's equipment and infrastructure through a system that leverages asset management best-practices. Additionally to track all maintenance repair and costs of equipment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
62	Problem, Cause, Corrective Action fields	H			N/A	
63	Comments	H			N/A	
64	Staff Performing Work	H			N/A	
65	System provides the ability to calculate the ratio of repair cost to equipment value and notify user if needed repair will exceed a pre-set (user-determined) percentage of equipment value.	M			N/A	
66	System has the ability to convert work order activity into a billing for equipment service.	M			N/A	
67	System provides reports that specifically focus on / identify equipment with comparatively excessive repairs/operating costs to other similar items in the same classification.	M			N/A	
68	Ability to capture the cost of repairs, fuel, and labor for each piece of equipment.	M			N/A	
69	Ability to schedule maintenance and optimize resources	H			N/A	
70	Ability to enable preventative and predictive maintenance	H			N/A	
71	**Equipment**					
72	The equipment master file records the following information, for which each field is searchable:	-			N/A	
73	Location and Department	H			N/A	
74	Availability Status (out-of-service, replaced, in-service)	H			N/A	
75	Ownership Status (own, lease, purchase, on loan)	H			N/A	
76	Purchase Date	H			N/A	
77	Serial Number	H			N/A	
78	Equipment Type	H			N/A	
79	Equipment ID Number (user or system assigned) - with alpha-numeric capability.	H			N/A	
80	Equipment Brand, Model, and Manufacturer	H			N/A	
81	Standard fluids to be used (e.g. oil, antifreeze type)	H			N/A	
82	Vendor Purchased From	H			N/A	
83	Purchase Order Number	H			N/A	
84	Purchase Price	H			N/A	
85	Depreciated value	H			N/A	
86	Parent/Child Relationships	M			N/A	
87	Inspection/Maintenance Cycles	H			N/A	
88	Last Inspection Date	H			N/A	
89	Multiple Preventive Maintenance and Project Code Parameters (months, hours, number of runs, user-defined)	H			N/A	
90	Expected Replacement Date	H			N/A	
91	Warranty Expiration Date	H			N/A	
92	Equipment can be assigned to user defined classifications and sub-classifications	H			N/A	

4.3 - Asset Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's equipment and infrastructure through a system that leverages asset management best-practices. Additionally to track all maintenance repair and costs of equipment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
93	System provides ability to retain and edit status and activity history for the entire life of the equipment.	H			N/A	
94	System allows users to pre-define maintenance tasks that can be selected when developing a demand work order or preventative maintenance schedule	M			N/A	
95	Ability to list all the equipment/parts associated with an asset and project code.	H			N/A	
96	**Principal Reports**					
97	User defined reports, easy ability to query the system and provide both summary and detail reporting capabilities.	H			N/A	
98	Ability to generate reports as of a specified date	H			N/A	
99	Equipment listing with model, year, description, replacement cost, actual value by Department & Division for Risk Management insurance requirements.	H			N/A	
100	Inventory Control Report and Summary by maintenance part number, showing parts used, frequency of use (over a user-specified time) quantity on hand and quantity for restocking.	H			N/A	
101	Problem/Exception Report, listing equipment with below average runtimes, between service calls, excessive service times, excessive repair costs (replacement parts), etc.	H			N/A	
102	Expected Replacement Report, including historical costs. Must be configurable to be based on each equipment's expected replacement date, miles, hours, or age.	H			N/A	
103	Preventative Maintenance Compliance Reporting, indicating actual deviations from planned schedules	H			N/A	
104	Inspection/Maintenance Schedule by week, month, year. Ability to print a listing of the upcoming scheduled inspections/maintenance. List item, location, and contact person.	H			N/A	
105	Past-Due Inspection/Maintenance List of all equipment which is scheduled for service that is due or past due for cyclical maintenance.	H			N/A	
106	Service by Department report providing a detailed and aggregate service summary.	H			N/A	
107	Service by Asset report providing a detailed and aggregate service summary.	H			N/A	
108	Service by Major Service Category report representing general service code categories for filtering similar types of repairs.	H			N/A	
109	Ability to maintain and report on Key Performance Indicators	M			N/A	
110	**Inspection/Maintenance Reports**					
111	Maintenance History Report by equipment and project code showing servicing hours of use, costs, and labor hours over a user-specified time period.	H			N/A	

4.3 - Asset Management					Replace this text with the primary product name(s) which satisfy requirements.	
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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
112	Out-of-Service Report showing accumulative number of days that a equipment is out-of-service for maintenance.	H			N/A	
113	Equipment Billing Report, including labor, parts, outsourced costs, and fuel, by equipment and project code.	H			N/A	
114	Equipment Listing by location, ID number, age, department, inspection/maintenance date scheduled, brand or manufacturer, cost of operation, and project code.	H			N/A	
115	Year to date, month to date and life to date Equipment Cost Report	M			N/A	
116	Equipment Service Report providing equipment detail presenting the comprehensive service details for each service work order representing the complete value of the service provided.	H			N/A	
117	Ability for remote clients to function as a standalone database in the event the network is lost/down. After the network is restored the remote client can then forward activities performed when network was unavailable to the server.	M			N/A	
118	Ability to generate safety and compliance reports	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.4 - Bank Reconciliation — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**Bank Reconciliation**					
2	Ability to identify multiple cash accounts.	H			N/A	
3	Ability to associate the cash account with a project.	L			N/A	
4	Ability to capture the type of payment (cash, check, ACH, wire, credit card) by location when reconciling on both deposits and withdrawals.	H			N/A	
5	Ability to separately deposit and reconcile credit cards by Visa/MasterCard/Discover and American Express.	H			N/A	
6	Ability to import a list of cleared checks from the bank for each account.	H			N/A	
7	Ability to manually indicate that a check has been cashed and make corrections with an audit trail.	H			N/A	
8	Ability to cancel checks by batch or check number range	H			N/A	
9	Ability to use drill-down capabilities to see if a check has been issued/cleared for a specified account and originating transaction documentation via a document management program.	M			N/A	
10	Ability to track manual check issues, voids and replacements and original dollar amount of voided check.	H			N/A	
11	Ability to notify, track and monitor the resolution of adjustments that need to be made as a result of an error identified within bank reconciliation.	H			N/A	
12	Ability to enter adjustments through a journal voucher with proper authorization.	H			N/A	
13	Ability to account for missing checks due to issues with printing and $0 checks.	H			N/A	
14	**System Processes**					
15	Ability to export data into spreadsheets, text files, word documents	H			N/A	
16	Ability to manage unclaimed/stale dated checks.	H			N/A	
17	Ability to accept paid check image file from bank which will update the appropriate sub-system (check register) in the relevant area.	M			N/A	

4.4 - Bank Reconciliation	Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
18	Ability to identify and replace lost checks and reflect new check numbers (interface information from sub-modules).	H			N/A	
19	Ability to track check status including outstanding, cleared, stale-dated, replaced, returned and voided.	H			N/A	
20	Ability to execute a process to remove stale dated checks from the list of outstanding checks and create the corresponding journal entry.	H			N/A	
21	**System Interfaces**					
22	Ability to import/download bank item activity (BAI transmission) from Financial Institution	H			N/A	
23	Ability to import any type of payment (i.e., cash, check, ACH, Wire, credit card) from the bank for a from/through date range.	H			N/A	
24	Ability to create automated postings for repetitive imported bank transactions such as ZBA internal transfers (i.e., recurring journal entries with varying dollar amounts based on an original financial institution import, to self-clear a ZBA account)	M			N/A	
25	Ability to perform clearing transactions to match imported bank items to journal entries	H			N/A	
26	Ability to perform automated clearing transactions between general ledger accounts (i.e., zeroing-out and/or matching balances).	H			N/A	
27	Ability to reset/correct clearing transactions for bank items and journal entries	H			N/A	
28	Ability to provide an interface from Cash Receipts module that includes daily deposits by payment type by location for reconciliation purposes.	H			N/A	
29	Ability to reconcile deposits with cash receipt details that tie back to a deposit slip with a breakdown by account.	H			N/A	
30	Ability to interface with the Cash Receipting system for accessing scanned checks that were receipted.	M			N/A	
31	Ability to provide an interface to the Accounts Payable module to identify manual checks written on various accounts.	H			N/A	
32	Ability to provide an interface with the other accounts and G/L where cash is affected.	H			N/A	
33	Ability to provide an interface with all sub-modules for drilldown capabilities for all transactions to see originating entry, including backup documentation via some sort of document management program, and history of entry, including adjusting or reversing entries associated with the original entry.	M			N/A	
34	**Reporting**					
35	Ability to create a report of incoming/outgoing bank items that captures all bank activity	M			N/A	

4.4 - Bank Reconciliation	Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide automation with the bank reconciliation process including the outgoing City payments, incoming deposits and providing for the inclusion of adjustments by full integration to other ERP modules

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
36	Ability to generate a Batch Balance Report that lists any errors that require resolution (e.g., non-match, date errors, etc.). This compares the downloaded listing of checks cleared with those generated from the source systems.	H			N/A	
37	Ability to create a Bank Reconciliation Report, listing GL cash balances, payments and deposits for a user-defined time period, and outstanding payments (e.g., checks) and deposits for each bank account.	M			N/A	
38	**Additional Cross Reference with Accounts Payable**					
39	Ability to view a Check Register for multiple accounts, which contains a cumulative list of all checks issued, including those later canceled, and must be updateable with information received electronically from the bank.	M			N/A	
40	**Additional Cross Reference with Treasury**					
41	Ability to integrate debt service and investment functionality with the bank reconciliation process.	M			N/A	
42	Ability to track balances by fund and tie back to posted bank items (To reconcile bank receipts to total of all funds, validate total of all funds to individual funds)	M			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.5 - Budgeting — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide for an on-line and distributed budget preparation system that is intuitive and streamlines the budget process.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**Budget Preparation**					
2	Ability to maintain budget history based on user defined requirements	H			N/A	
3	Ability to support generation of a biennial budget.	L			N/A	
4	Ability to develop budgets and search at all levels of account structure.	H			N/A	
5	Ability to describe a budget change (i.e., budget development) item by fiscal year at the account level with narrative explanation or attach supporting documentation	H			N/A	
6	Ability to describe a budget request (e.g., ongoing budget modifications) item by fiscal year at the account level with narrative explanation or attach supporting documentation	H			N/A	
7	Ability to print narrative descriptions for each line item	H			N/A	
8	Ability to maintain up to 6 budget versions per fiscal year: (requested, proposed, current, approved, amended, projected/forecast).	H			N/A	
9	Ability to maintain 6 stages of budget development before the final recommended version. (i.e. Department requested, reduction scenarios, one time vs. recurring)	H			N/A	
10	Ability to maintain, track and report up to 6 discrete budget request types per fiscal year: (department recurring, department non-recurring, 5% reduction, etc.).	M			N/A	
11	Ability to allow for departmental budget entry in an account listing style, such as by account, functional area, activity code.	H			N/A	
12	Ability to view progress by departments in budget preparation, as defined in user setup in conjunction with account authority.	M			N/A	
13	Ability to approve all requested budget amounts at the same time and post to the GL with proper approval.	H			N/A	
14	Ability to implement security related to who has access to budget development and view based on their department and organization (e.g., ability to limit user entry of specific accounts / sub-objects).	H			N/A	

4.5 - Budgeting					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for an on-line and distributed budget preparation system that is intuitive and streamlines the budget process.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
15	Ability to customize budget scenarios based on specific department scenarios and global scenarios	H			N/A	
16	Ability to perform Budget Prep global changes (Fringe Benefits, merit increases, inflation), and view several scenarios prior to posting.	H			N/A	
17	Ability to allow for users to input and view comments per budget item / line.	H			N/A	
18	Ability to allow for configuration of which accounts require line item detail with the budget request.	M			N/A	
19	Ability to identify capital and other one-time items in the budget with a capital item descriptor, specific to accounts.	H			N/A	
20	Ability to either create an annual budget or single budget amendment on-line.	M			N/A	
21	Ability to generate proposed budget data by extrapolating multi-year historical financial data using user-defined criteria/specifications.	M			N/A	
22	Ability to limit changes within the unadopted budget after a certain point in the budget process has been reached, and require appropriate user authorization to implement any changes.	H			N/A	
23	Ability to limit user entry of specific accounts vs. central office budget planning (salaries)	H			N/A	
24	Ability to perform multiple methods (e.g. views) of updating departmental budget requests (e.g. departmental account listing, one account at a time, etc.).	H			N/A	
25	Ability to display two previous year actuals	H			N/A	
26	Ability to display current year estimated to date	H			N/A	
27	Ability to display current year actuals to date	H			N/A	
28	Ability to display current year budget vs. actual (variances)	H			N/A	
29	Ability for users to directly inquire by account on current and prior year actual activity during budget entry i.e. drilldown on financial detail	H			N/A	
30	Ability to import off-line developed budget information into the budget planning system.	H			N/A	
31	Ability to generate budget schedules from the system, with support for multiple groupings (i.e., Based on the chart of accounts, such as: Function, activities, revenue source, department, division, etc.)	H			N/A	
32	Ability to prepare base budgets from prior year actual expenditures.	H			N/A	
33	Ability to prepare base budgets from prior year baseline, proposed and approved with the ability to add or subtract one time prior year expenditures or revenues.	H			N/A	
34	Ability to plan transfers or change of positions between departments/funds for budget and analytical purposes. (What if scenarios)	H			N/A	
35	Ability to provide forecast intervals for short-term (1-2yrs), intermediate (3-4 years) and long-term (5 years)	H			N/A	

4.5 - Budgeting					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for an on-line and distributed budget preparation system that is intuitive and streamlines the budget process.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
36	Ability to balance inter-fund revenues/expenditures	H			N/A	
37	Ability to copy budget to a new version as a starting point for incorporating changes or for different budget scenarios	H			N/A	
38	Ability to require staff to enter comments or acknowledge approval if budget amounts are significantly different from historical trends (e.g., activity in the past but $0 in current year or $0 in the past but activity in the budget)	H			N/A	
39	Ability for the system to break out annual budgets into months, based on straight-line or historical seasonality, with ability to override calculated amounts.	H			N/A	
40	Ability to limit changes within the unadopted budget after a certain point in the budget process has been reached, and require appropriate user authorization to implement any changes	H			N/A	
41	Ability to develop overhead allocations	M			N/A	
42	Ability for system to notify staff when they input or approve a budget that has line items that are significantly different from historical trends	M			N/A	
43	Flexibility to implement security based on levels of account structure	M			N/A	
44	Ability to set performance based budgets, using non-financial information (i.e., key performance indicators)	H			N/A	
45	Ability for users to have view-only access, by default, to the budget when it is locked down.	H			N/A	
46	Ability to build a calendar of dates into the system for budget entry, to automate the opening and closing (i.e. lockdown) of the budget preparation time period.	L			N/A	
47	**Position Budgeting**					
48	Ability to import position information from a payroll system to perform budget projections.	H			N/A	
49	Ability to develop budgets by position type and specific pay level as well as budgeting by employee & actuals including relational benefits (full cost).	H			N/A	
50	Ability to perform budget forecasting that incorporates planned salary and benefit adjustments by either percentage, flat rate or other variable to salaries and/or benefits provided by position, department, start and end date, or for other groups/all employees.	H			N/A	
51	Ability to perform budget projections for salaries and fringes based on merit date, bargaining unit/fringe group contract dates or other as of dates.	H			N/A	
52	Ability to enter globally or provide calculation-only fields for:	-			N/A	
53	# of pay periods for upcoming budget year	H			N/A	
54	Medicare calculation based on wages	H			N/A	
55	Retirement System calculation based on wages	H			N/A	

4.5 - Budgeting					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for an on-line and distributed budget preparation system that is intuitive and streamlines the budget process.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
56	Worker's Comp calculation based on the combination of wages and a fixed rate (experience)	H			N/A	
57	Health insurance costs	H			N/A	
58	Scheduled merit increases	H			N/A	
59	Scheduled cost-of-living-adjustment (COLA)	H			N/A	
60	Other pay factors as identified	H			N/A	
61	Ability to perform position budgeting that includes the calculation of benefits specific to the type of position being budgeted. (i.e.. benefits for extra hire over 30 hours per week)	H			N/A	
62	Ability to support personnel cost projections that include fringe benefit costs (based on existing benefits elected).	H			N/A	
63	Ability to integrate the position budgeting functionality with the Payroll and HR modules	H			N/A	
64	Ability to assist with managing new budget implications of live payroll changes (e.g. raises & transfers) performed during the budget development cycle.	H			N/A	
65	Ability to perform position budgeting for vacant positions without the need to assign employees to these positions that includes both salary and fringe projections.	H			N/A	
66	Ability to budget based on position type i.e., budget vs. non budget vs. under-filled	H			N/A	
67	Ability to calculate salary and benefits for unapproved/requested positions.	M			N/A	
68	Ability to perform budget projections for salaries and fringes under different scenarios without the need to use or impact data in the LIVE system (limiting access to the budget team).	H			N/A	
69	Ability to budget for partial-year positions	H			N/A	
70	Ability to budget for fixed term and limited term position	H			N/A	
71	Ability of system to provide budget checking control for creation of new positions.	H			N/A	
72	Ability for system to create visual organization (org chart) based on information within position budgeting.	M			N/A	
73	**Capital Budgeting**					
74	Ability to integrate with Fleet and Fixed Asset module to assist with analyzing equipment replacement (including replacement criteria).	M			N/A	
75	Ability to integrate with capital project system (module) to assist with capital budget development.	H			N/A	
76	Ability to be able to develop the CIP Budget within the system	H			N/A	
77	Ability to automate a distributed "capital budget item request" process providing central approval and reporting (i.e., workflow).	H			N/A	
78	Ability to classify capital project requests and provide reporting by department, classification or type.	H			N/A	

4.5 - Budgeting					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for an on-line and distributed budget preparation system that is intuitive and streamlines the budget process.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
79	Ability to enter CIP general information and project categorization. (Ex. Description, map reference, notes)	H			N/A	
80	Ability to rank CIP projects based on selected criteria and scoring against this criteria.	H			N/A	
81	Ability to manage a multi-year (e.g. six) CIP program.	H			N/A	
82	Ability to apply inflation factors to costs of CIP projects in years beyond the budget year.	M			N/A	
83	Ability to track budget and expense by CIP project.	H			N/A	
84	Ability to track budget and expense by project (sub-units of CIP).	M			N/A	
85	Ability to track budget and expense of operations and maintenance associated with a CIP project at the application phase.	M			N/A	
86	Ability to enter a CIP book and post it to the GL with the appropriate approvals.	H			N/A	
87	Ability to enter and print 5 Year Planned CIP from the system	H			N/A	
88	Ability to approve all adopted CIP budget amounts at the same time and post to the GL with proper approval (only the 1st year of the 5 year plan is adopted).	H			N/A	
89	Ability to drill from the GL module to the CIP module to easily see descriptions of the project	M			N/A	
90	**Non-Capital Project / Grant Budgeting**					
91	Ability to use project budgeting within or across funds and departments as specified by the user.	H			N/A	
92	Ability to track grant budgets to the level needed for annual reporting	H			N/A	
93	Ability to budget based on Sponsor Class definition (i.e., grouping of GL accounts in a summary form other than what is used for the CAFR)	M			N/A	
94	Ability to time-slice budget differently than budget fiscal year (e.g., calendar year or Federal fiscal year)	M			N/A	
95	Ability to create project/grant master file that allows for tracking and reporting, including:	-			N/A	
96	Department (responsible for the project or grant)	H			N/A	
97	Individual project manager (responsible for project)	H			N/A	
98	Alphanumeric project/grant numbers (coding assigned by authorized users to be used to identify grants or projects, including case numbers for example)	H			N/A	
99	Key dates (approval date, start date, end date, extension date, date of last draw, final performance report)	H			N/A	
100	Resolution # for Approval	L			N/A	
101	Grant name (program title)	H			N/A	
102	Descriptions / Comments	H			N/A	
103	Funding source(s)/grantors (e.g., who is providing funding for the grant, project, subproject, activities/task) including contact information and dollar amount for each funding source	H			N/A	

4.5 - Budgeting					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for an on-line and distributed budget preparation system that is intuitive and streamlines the budget process.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
104	Pass-through grant indicator and entity and grant #	H			N/A	
105	Contract number(s) for projects and grants--could have multiple contracts for each	H			N/A	
106	Catalog of Federal Domestic Assistance (CFDA) number, if applicable	H			N/A	
107	Catalog of State Financial Assistance (CSFA) number, if applicable	H			N/A	
108	Amendments (dates, dollars, activity being amended) and allows for multiple amendments	H			N/A	
109	Ability to view Contractor(s) name associated with grants and projects e.g., who is providing funding for the grant, project, subproject, activities/task)	M			N/A	
110	Ability to view detail on contractor (name, contact, address, certifications, Fed ID number, EEO)	M			N/A	
111	Ability to track:	-			N/A	
112	Sub recipient information	H			N/A	
113	Allowable amounts and other information re: restricted use of funds	H			N/A	
114	Total grant / project budget amount, over multiple years as necessary	H			N/A	
115	Budget detail per grant, project, subproject, activities/task, objective	H			N/A	
116	User-defined project attributes related to project types, phases, platforms, etc.	H			N/A	
117	Project milestones and phases	H			N/A	
118	Project milestone and phase start and end dates	H			N/A	
119	Relevant GL accounts (for revenues and expenditures)	H			N/A	
120	Retainage requirements	H			N/A	
121	Accounting basis (e.g. cash vs. accrual)	M			N/A	
122	Indicator of whether or not there is Grant matching, and how much	H			N/A	
123	Multiple other user defined fields	M			N/A	
124	Track EEOC and Davis/Bacon information	H			N/A	
125	**Multi-Year Budgeting**					
126	Ability to prepare / plan budget for multiple years concurrently.	M			N/A	
127	Ability for distributed departments to perform projections periodically including estimate revisions and reporting of actual to estimates - at varying levels of the chart of accounts.	H			N/A	
128	Ability to perform "what if" calculations	H			N/A	
129	Ability to perform trend analysis over multiple years	H			N/A	
130	Ability to project seasonal revenue and expenditures	H			N/A	
131	Ability to perform a historical crosswalk of reorganized organizations	H			N/A	
132	**Budget Maintenance**					
133	Ability to track changes that occur from one authorization point to another, who made the change, and when the change was made, by producing an audit "change trail."	H			N/A	
134	Ability to lock or track adopted budget for any fiscal year	H			N/A	

4.5 - Budgeting			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide for an on-line and distributed budget preparation system that is intuitive and streamlines the budget process.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
135	Ability to prevent or indicate out-of-balance conditions for budget requests with corrections to actuals defined by the user.	H			N/A	
136	Ability to request/approve budget adjustments online, through workflow.	H			N/A	
137	Ability to manage position changes within system, through workflow.	H			N/A	
138	Ability to configure the system to allow for distributed (departmental) entry of budget transfer requests - with configurable multi-level approval functionality	M			N/A	
139	Ability to provide extended comments with budget revision requests	H			N/A	
140	Ability to enter budget amendments during the fiscal year (appropriations or revenue estimates).	H			N/A	
141	Ability to record and track multiple budget amendments requests during the year and inquire on the adjustments after the fact.	H			N/A	
142	Ability to record and track budget amendments during the year and inquire on the adjustments after the fact.	M			N/A	
143	Ability to identify a budget adjustment as one-time (temporary) or permanent (affect future base budgets).	M			N/A	
144	Ability to have multi-level budget approvals on-line, for establishing budgets, line item transfers, budget adjustments (i.e., workflow).	H			N/A	
145	Ability to lock down prior years so they can't be edited.	H			N/A	
146	**Budget Checking and Controls**					
147	Ability to perform funds availability checking at each chart of account or other user-defined level.	H			N/A	
148	Ability to perform funds availability checking by WBS/Phases/Tasks (sub-units of project).	H			N/A	
149	Ability to perform funds availability checking by account series	H			N/A	
150	Ability to perform funds availability checking by grant	H			N/A	
151	Ability to perform funds availability checking by user defined budget unit (i.e. program)	H			N/A	
152	Ability to view "available budget" during requisition/purchase order entry for any type of purchase order, journal entry, or accounts payable invoice transaction.	H			N/A	
153	Ability to have budget control rules by account (e.g. payroll accounts can be overspent).	M			N/A	
154	Ability to have budget control rules by user defined account segment within the chart of accounts	H			N/A	
155	Ability to optionally configure budget control at the account level, in addition to the category level.- i.e. controlling at fund, program, series or GL level (account level) or requiring balanced entries for budgeted transfers or interdepartmental allocations (category level) as desired	M			N/A	
156	Ability to have budget warnings at the account level and project level.	M			N/A	

4.5 - Budgeting					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for an on-line and distributed budget preparation system that is intuitive and streamlines the budget process.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
157	Ability to have budget checking and warnings performed on all system transactions (requisitions, purchase orders, journal entries, budget change requests, etc.)	M			N/A	
158	Ability to restrict transfers to/from specific accounts (e.g., Payroll).	M			N/A	
159	Ability to prevent users from requesting budget transfers from other departments' budgets.	H			N/A	
160	Ability to create negative budget on specified accounts (e.g., contra-revenues and contra-expenses, such as expense reimbursement accounts)	M			N/A	
161	Ability to overspend a budget at the line item.	H			N/A	
162	**Reporting**					
163	A system with user-friendly budget, project, grant, and CIP reports.	H			N/A	
164	Ability to produce budget book.	H			N/A	
165	A report that shows each employee's salaries, benefits, and totals, for both extra hires and full hires.	H			N/A	
166	Ability to maintain the following history for the current and multiple previous years:	-			N/A	
167	Original and Current or Amended Budget Amounts	H			N/A	
168	Amount Requested	H			N/A	
169	Amount Recommended	H			N/A	
170	Amount Approved	H			N/A	
171	YTD Actuals	H			N/A	
172	Ability to report on 3-5 years of prior year budget to actual amounts	H			N/A	
173	Ability to report out on any budget version or type for current plus 5 years	H			N/A	
174	Ability to produce org charts based on position control	M			N/A	
175	Ability to produce charts and graphs	M			N/A	
176	Ability to create custom reports	M			N/A	
177	Ability to import from and export to Microsoft Excel	H			N/A	
178	Ability to report on budget change (i.e., budget development) and request (i.e., ongoing budget activity) text notes	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.6 - Cash Management — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To improve the effective management of City-wide cash.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**System Processes**					
2	Ability to interface to financial institutions, in order for system balances to match the financial institutions'.	M			N/A	
3	Ability to interface to financial institutions to accept banking activity at a transactional detail level	M			N/A	
4	Ability to initiate banking transactions (transfers, ACH, wires, etc.).	H			N/A	
5	Ability to automate the approval process for wire transfer	M			N/A	
6	Ability to schedule banking transactions.	M			N/A	
7	**Fund Accounting, Cash Management**					
8	Ability to track daily accumulated balances by fund and compute an average balance based on user defined dates.	H			N/A	
9	Ability to track balances by fund and tie back to posted bank items (To reconcile bank receipts to total of all funds, validate total of all funds to individual funds)	H			N/A	
10	Ability to have all bank items posted to an exclusive fund, to be offset by operational postings in non- treasurer funds. In other words, ability to have a separate fund for pooled cash.	H			N/A	
11	Ability to track cash by fund.	H			N/A	
12	Ability to track and manage ACH / wire activity between accounts and provide related management and transaction reporting.	H			N/A	
13	Ability to automate daily bank polling for prior and current day bank transactions, float, and opening ledger/collected balances into daily cash position worksheet.	H			N/A	
14	Ability to obtain detailed/drilled down information of daily bank data from summary level to specific transaction detail.	H			N/A	
15	Ability to automate (with manual override option) population of current day cash position with cash flow forecast detail data.	H			N/A	
16	Ability to have a report, query, or notification for pending payments.	H			N/A	
17	Ability to track daily accumulated balances by fund and compute an average balance based on user defined dates.	H			N/A	

4.6 - Cash Management			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To improve the effective management of City-wide cash.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
18	Ability to track balances by fund and tie back to posted bank items (To reconcile bank receipts to total of all funds, validate total of all funds to individual funds)	H			N/A	
19	Ability to have all bank items posted to an exclusive (treasurer) fund (to be offset by operational postings in non- treasurer funds)	H			N/A	
20	Ability to track cash by fund.	H			N/A	
21	**Cash Flow Forecasting**					
22	Ability to manage and forecast cash flow based on projections and historical trends.	H			N/A	
23	Ability to forecast in annual summary format for 2 or 3 year projections.	H			N/A	
24	Ability to customize user-defined inflow/outflow categories for the cash flow forecasting.	H			N/A	
25	Ability to automate calendar input for federal holidays.	H			N/A	
26	Ability to perform trend analysis for actual versus actual, and actual versus forecast.	H			N/A	
27	Ability to create multiple forecasts-Original, Dated Version Updates, Final.	H			N/A	
28	Ability to forecast cash flow needs based on percentage increases, date specific, weekday specific, Saturday/Sunday avoidance dates, specific amount, annual specific amount smoothed daily, monthly or by percentage.	H			N/A	
29	Ability to create a cash flow projection based on bank balance, pending payments, and investment activity.	H			N/A	
30	**Reporting**					
31	Ability to create a report of inflows and outflows, estimates vs. actuals.	H			N/A	
32	Ability to graph cash flow statistics (inflows, outflows, estimates vs. actuals).	H			N/A	
33	Ability to include actual data and forecast in annual reports(i.e.-In April, the annual summary report would be March YTD actual data plus April-December Forecast).	H			N/A	
34	Ability to create a report of actual cash flows by fund or group of funds	H			N/A	
35	**Interface / Integration**					
36	Ability to integrate to the AP module for payments and the AR module for receipts.	H			N/A	
37	Ability to integrate with the Budget module for annual budget purposes.	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.7 - Cash Receipting/Point of Sale					**Replace this text with the primary product name(s) which satisfy requirements.**	
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**System Requirements**					
2	Ability to accept multiple payment types including:	-			N/A	
3	Cash	H			N/A	
4	Checks/money orders/cashier's checks	H			N/A	
5	Credit cards	H			N/A	
6	Debit cards	H			N/A	
7	Credit memo (internal) / refund to customer	H			N/A	
8	ACH	H			N/A	
9	EFT	H			N/A	
10	Internet e-payments (Electronic Transaction Receipting, including credit cards, debit cards, EFT, and e-checks)	H			N/A	
11	Imported payment file (e.g., from lockbox)	H			N/A	
12	Other/Miscellaneous (Journal Entries, Interfaces)	H			N/A	
13	Ability to establish unique personnel identification numbers with authority to perform specific functions.	H			N/A	
14	Ability to configure and process workflows for approvals, review, and modification.	H			N/A	
15	Ability to maintain a complete audit trail for all transactions.	H			N/A	
16	**Point-of-Sale (POS) System**					
17	Ability to connect Point of sale (POS) terminals to the financial system within the departments where volume of transactions warrants the use.	H			N/A	
18	Ability to park batches and post with defined security between users who are allowed to place batches on "hold" and those that are allowed to "post" batches	H			N/A	
19	Ability to accommodate numerous P.O.S. terminals and consolidate all P.O.S. terminal receipts at day's end.	H			N/A	
20	Ability to use extensive on-line inquiry (via the P.O.S. terminal) and printout of customer account history and current balances for all modules.	H			N/A	

4.7 - Cash Receipting/Point of Sale					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
21	Ability to sort POS transactions by:	-			N/A	
22	Customer Name	H			N/A	
23	Customer #	H			N/A	
24	Payer Name	H			N/A	
25	Transaction #	H			N/A	
26	Division/Department	H			N/A	
27	Date (or date range)	H			N/A	
28	Time (or time range)	H			N/A	
29	Transaction/Cash Receipt Type	H			N/A	
30	Transaction Amount	H			N/A	
31	Clerk ID/Name	H			N/A	
32	Any Segment of the GL Account Number	H			N/A	
33	Ability to provide both cash register and cash drawer functions.	H			N/A	
34	Ability to provide multiple drawer functionality.	H			N/A	
35	Ability to accept over-the-counter payments and generate appropriate credit.	H			N/A	
36	Ability to quickly access a menu of receivable/charge code types when accepting payments over-the-counter.	H			N/A	
37	Ability to filter the list of AR and charge codes when processing a payment based on the user's location.	H			N/A	
38	Ability to restrict payment to cash only as directed by item alerts.	H			N/A	
39	Ability to calculate the amount of change due back from amount tendered.	H			N/A	
40	Ability to identify, code and process transaction fees	H			N/A	
41	Ability to void all or part of a transaction independent of batch status.	H			N/A	
42	Ability for cash receipting solution to be certified to Check 21 compliance standards.	H			N/A	
43	Ability to interface with electronic deposit software for check processing.	H			N/A	
44	Ability to image checks and associated attachments.	H			N/A	
45	Integration into document management system	H			N/A	
46	Ability to customize error messages.	H			N/A	
47	**Payment and Receipt Processing**					
48	Ability to define batch payment creation (electronic checks, over the counter, mail, etc.).	H			N/A	
49	Ability to include the following information on external receipts for individual transactions:	-			N/A	
50	Name of entry clerk	H			N/A	
51	Customer Name with separate fields for First Name, Middle Initial and Last Names	H			N/A	
52	Payer Name	H			N/A	
53	A/R Account number	H			N/A	

4.7 - Cash Receipting/Point of Sale					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
54	G/L Account coding	H			N/A	
55	Description for the receipt	H			N/A	
56	Amount	H			N/A	
57	Account Balance	H			N/A	
58	Check number (if payment by check)	H			N/A	
59	Credit Card Type (Visa, MasterCard, Discover, Diner, etc.)	H			N/A	
60	Effective Date	H			N/A	
61	Customer ID	H			N/A	
62	Location ID	H			N/A	
63	Ability to process internal payments (i.e., credit memos) without actually entering a payment while not affecting the deposit and updating the correct ERP module (i.e. permits, utility billing, misc. billing, etc.)	H			N/A	
64	Option to suppress printing or select individual printing	H			N/A	
65	Ability to print user configurable comments and messages on the receipt.	H			N/A	
66	Ability to track and search system (internal) records by:	-			N/A	
67	Amount	H			N/A	
68	Bank Account	H			N/A	
69	Batch Number	H			N/A	
70	Check number (if payment by check)	H			N/A	
71	Clerk ID/Name	H			N/A	
72	Credit Card Type (i.e. Visa, MasterCard, Discover, Diner, etc.)	H			N/A	
73	Customer Name with separate fields for First Name, Middle Initial and Last Names	H			N/A	
74	Payer Name	H			N/A	
75	Customer ID	H			N/A	
76	Customer/Type	H			N/A	
77	A/R Account number	H			N/A	
78	Account Balance	H			N/A	
79	Day of Month	H			N/A	
80	Day of Week/Business Day	H			N/A	
81	Effective Date	H			N/A	
82	Department	H			N/A	
83	Entry Date	H			N/A	
84	Name of entry clerk	H			N/A	
85	GL Account Receipted	H			N/A	
86	Key Code / CR Type	M			N/A	
87	Location ID	H			N/A	
88	Receipt Number/Document Number	H			N/A	
89	Terminal	H			N/A	
90	Time of Day	H			N/A	

4.7 - Cash Receipting/Point of Sale					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
91	Transaction Date	H			N/A	
92	Type of Bill	H			N/A	
93	Type of Payment	H			N/A	
94	Description for the receipt	H			N/A	
95	Ability to see the full account description when processing a receipt.	H			N/A	
96	Ability to have an unlimited number of detail lines per receipt	H			N/A	
97	Ability to take receipts offline in the system when the main system is non operational (down for maintenance, etc.) and upload after the fact.	H			N/A	
98	Ability to take website payments when the main system is non operational (down for maintenance, etc.) and upload after the fact.	H			N/A	
99	Ability to specify the order in which receipts are processed against outstanding receivables with the option of overriding the order. This would include outstanding receivables across all modules.	H			N/A	
100	Ability to prepare online receipts for departments without a point of sale terminal.	H			N/A	
101	Ability to designate whether a transaction was post-marked on-time to remove potential interest that may be applied to the bill associated with that payment (e.g., use of effective dates).	H			N/A	
102	Ability to place receipts on "hold" for subsequent release by finance staff.	M			N/A	
103	Ability to release "held" receipts based on user authorization.	H			N/A	
104	Ability to define security between users who are allowed to place receipts on "hold" and those that are allowed to "post" receipts.	H			N/A	
105	Ability to assign each transaction a unique receipt number which is auto-generated by the system.	H			N/A	
106	Ability for the receipt numbering system to automatically reset itself based on the defined number of digits per receipt.	H			N/A	
107	Ability to have receipt number ranges or receipt number format “masks” to be associated to a department or user.	H			N/A	
108	Ability to have receipts remain fully editable until the time they are printed and posted.	H			N/A	
109	Ability to change the payment type (cash, check, credit card, etc.) without voiding a receipt with proper authorization	H			N/A	
110	Ability to have 24 hour access to the system for receipt functionality.	H			N/A	
111	Ability to use Optical Character Recognition (OCR) or laser bar code readers for scanning receipted bills.	H			N/A	
112	Ability to pay multiple bills with a single payment w/description	H			N/A	
113	Ability to print account number and transaction number on checks receipted	H			N/A	
114	Ability to print of amount receipted on checks	H			N/A	

4.7 - Cash Receipting/Point of Sale					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
115	Ability to accept full or partial payments and payments without prior bill. Accepts deposits, bonds, etc.	H			N/A	
116	Ability to enter comments (to be used internally) at time of receipt.	H			N/A	
117	Ability to define multiple payment types (i.e., EFT, money order) on the same transaction.	H			N/A	
118	Ability to reprint duplicate receipts.	H			N/A	
119	Ability to provide pre-coded templates for ease of input.	H			N/A	
120	Ability to lock pre-coded templates to prevent changes by other users.	H			N/A	
121	Ability to save pre-coded templates with a new name when changes are made.	H			N/A	
122	Ability for individual user to delete self-created pre-coded templates	H			N/A	
123	Ability to query lists of all pre-coded transaction templates	H			N/A	
124	Ability to automatically retrieve account information including amount owed from scanned bills. User only has to "key in" amount paid, if different from amount owed.	H			N/A	
125	Ability to prompt user at time of entry/scan that the account being receipted to has had a history of bad checks/credit card chargebacks based on user defined rules.	H			N/A	
126	Ability to perform online entry of remittance information by the department as payment is received, including account distribution.	H			N/A	
127	Ability to enter in a cash receipt that does not have pre-defined codes where the clerk will have to enter in the GL account(s) manually.	H			N/A	
128	Ability to break out sales tax payment based on cash receipt code	H			N/A	
129	Ability to select from standard reason codes when canceling any payment.	H			N/A	
130	Ability to apply payments in current year for a future year license/services/fees and automatically post to deferred revenue	H			N/A	
131	**Deposits**					
132	Ability to track and maintain any customer payments towards an account(s) / retainers where customer pre-pays (e.g., deposits, escrows, pre-pays) and as transactions occur/services provided, the balance is adjusted down.	H			N/A	
133	Ability to perform after-the-fact adjustments to deposits w/approvals.	H			N/A	
134	**Credit Card Processing**					
135	Ability to provide a credit card solution that will interface with third-party gateway providers.	H			N/A	
136	Solution conforms to Payment Card Industry (PCI) standards and has received PA-DSS certification.	H			N/A	
137	Ability to generate credit card authorizations.	H			N/A	
138	Ability to print credit card receipts with authorization number.	H			N/A	
139	Ability to support credit card refunds.	H			N/A	

4.7 - Cash Receipting/Point of Sale					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
140	Ability to support separate Merchant ID for each physical location for accepting credit cards.	H			N/A	
141	**Closing, Balancing and Depositing**					
142	Ability to close registers at the end of the day to a holding area until they are later approved and posted. Summary information is posted to the G/L with drill down capabilities and the detail receipt information posted to the individual modules.	H			N/A	
143	Ability to distinguish among tender types (e.g., cash, check or credit card payment) and to provide separate totals at days end to assist in balancing the drawer.	H			N/A	
144	Ability to summarize and post daily cash receipts by validated General Ledger account.	H			N/A	
145	Ability to settle batches individually or by selection versus all open batches.	H			N/A	
146	Ability to edit on-line and correct transaction errors prior to posting with proper authorization.	H			N/A	
147	Ability to prohibit posted transactions and receipts from being edited.	H			N/A	
148	Ability to enter check list for individual receipt balancing.	H			N/A	
149	Ability to support multiple depository bank accounts and create separate bank deposit slips.	H			N/A	
150	Ability to print deposit ticket with appropriate deposit tracking code.	H			N/A	
151	Ability to assign a bank bag number to each deposit slip.	H			N/A	
152	Ability to provide end-of-day check list by user detailing each check included in a deposit.	H			N/A	
153	Ability to process NSF checks as a reversal to the original revenue posting.	H			N/A	
154	**Interfaces and Integration**					
155	Ability to manage overpayments and store a credit balance in the appropriate account/customer record	H			N/A	
156	Ability to establish and use validations from the G/L chart of accounts.	H			N/A	
157	System integrates with an integrated voice response (IVR) system to allow payments via phone.	H			N/A	
158	Ability to print an exception report in cash receipts for any electronic payments that do not match the balance due in the other appropriate modules (Utility Billing, Misc. Billing, Permits, etc.) or if there are duplicate payments	H			N/A	
159	Ability to provide an online payment portal	H			N/A	
160	**Reporting**					
161	Ability to create a User/P.O.S. Terminal Productivity Report, showing number of transactions processed per day, by operator, by P.O.S. terminal, and by transaction type. Shows average time to process a transaction.	H			N/A	

4.7 - Cash Receipting/Point of Sale					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: Upgrading and centralizing the cash receipting and point-of-sale system to streamline the processing of revenues collected from the federal, state, individual citizens, and local businesses.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
162	Ability to wildcard (*) search or report on any field captured by the system.	H			N/A	
163	Ability to create and save report variants.	H			N/A	
164	Ability to report based on user defined period-to-date; summary or detail.	H			N/A	
165	Ability to export reports to Excel, Word and other common third party software.	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.8 - Contract Management — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To create, manage and close-out contracts.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	System allows users to attach documents/files to contract such as special provisions, Non-Collusion Affidavit, Non-Disclosure Form and etc.	H			N/A	
2	Ability to enter, track and inquire on basic contract information online including:	-			N/A	
3	Grant or CIP Number	H			N/A	
4	Funding Source (local, state, federal, or other)	H			N/A	
5	Commodity Code (NIGP)	H			N/A	
6	Contract amount	H			N/A	
7	Contract balance	M			N/A	
8	Contract ending date	H			N/A	
9	Contract name / title (unlimited characters)	H			N/A	
10	Contract number	H			N/A	
11	Contract starting date	H			N/A	
12	Contract type (Professional Services, Construction, Maintenance Services, Lease, Rentals, Materials, IGAs, etc.)	H			N/A	
13	Contractor name	H			N/A	
14	Contractor address	H			N/A	
15	Contractor contact info (phone, fax, e-mail)	H			N/A	
16	Cooperative contract (yes/no)	H			N/A	
17	Debarment	H			N/A	
18	Department	H			N/A	
19	Division	H			N/A	
20	GL Account where funds are encumbered	H			N/A	
21	Services Description	H			N/A	
22	Maintenance agreements associated with contract (yes/no)	H			N/A	
23	Payment method codes (e.g., flat monthly amount, monthly actual invoice, times unit rate)	H			N/A	
24	Payments against the contract	H			N/A	
25	Period of Warranty (if it exists)	H			N/A	

4.8 - Contract Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To create, manage and close-out contracts.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
26	Progress/Expense reports required (yes/no)	H			N/A	
27	Vendor name and address	H			N/A	
28	User/Contract Manager	H			N/A	
29	Project Manager	H			N/A	
30	Renewal Options Available (e.g., number of options available, the term for each, and number of renewals that have been used vs. remain)	H			N/A	
31	Whether City Manager has the authority to renew the contract	H			N/A	
32	Requisitioner	H			N/A	
33	Revised ending date	H			N/A	
34	State registration status	H			N/A	
35	Tax standing (e.g., for local taxes)	H			N/A	
36	Vendor Number	H			N/A	
37	Is the contractor a MBE, WBE, DBE, Local, PCC, small business firm?	H			N/A	
38	Contractor MBE, WBE, DBE, small business %	H			N/A	
39	Status of any contract [e.g., pending approval, fully executed, awaiting external user approval (indicating which external user) etc.]	H			N/A	
40	User-defined fields (e.g., legislative file number, commission meeting date, agenda item number, etc.)	H			N/A	
41	Ability to track and report the following fields for a Sub-contractor:	-			N/A	
42	Sub-Contractor Name	H			N/A	
43	Sub-Contractor address	M			N/A	
44	Sub-Contractor contact info (phone, fax, etc.)	M			N/A	
45	Is the sub-contactor a MBE, WBE, DBE, small, local, PCC firm?	M			N/A	
46	Sub-contactor MBE, WBE, DBE, small %	M			N/A	
47	Sub-contract dollar amount	H			N/A	
48	Service provided on contract	H			N/A	
49	Ability to automatically use user-defined alphanumeric or numeric assignments for different contract types.	H			N/A	
50	Ability to designate a user-defined maximum dollar and quantity thresholds for contracts.	H			N/A	
51	Ability to post contracts online for public viewing, and indicate at which date they should be made available online for public viewing (e.g., after full execution).	H			N/A	
52	Ability to flag contracts to indicate that they should not be made available online for public viewing	H			N/A	
53	**Contract Initiation and Approval Process**					
54	Ability to handle contracts over multiple fiscal years.	H			N/A	
55	Ability to convert awarded bids to approved contract.	H			N/A	
56	Ability to create and track blanket order contracts and encumbrances.	H			N/A	
57	Ability to allow multiple contracts per vendor.	H			N/A	

4.8 - Contract Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To create, manage and close-out contracts.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
58	Ability to allow multiple vendors per contract.	H			N/A	
59	Ability to allow for multiple phases per contract.	H			N/A	
60	Ability to review and print contract text.	H			N/A	
61	Ability to set-up contracts with recurring payments to vendors with the ability to make one-time payment amount adjustments without affecting the remainder of the contract payment schedule and amount.	H			N/A	
62	Ability to receive a notification of contracts that are coming up in the next 6 months for renewal.	H			N/A	
63	**Workflow / Change Management**					
64	Workflow approvals is required for the following changes:	-			N/A	
65	Change in contract dollar amount	H			N/A	
66	Material change in eligible uses of contract funds (change in scope of work)	H			N/A	
67	Material change in milestone schedule	H			N/A	
68	Change in contract start or end dates	H			N/A	
69	Change in contract scope (addition or deletion of contract scope)	H			N/A	
70	Ability to support on-line work order requests, creation, updates, status and approval workflow	H			N/A	
71	Ability to route the documents electronically to the correct Department for review/revisions.	H			N/A	
72	Ability to view and approve contracts within the system.	H			N/A	
73	Ability to re-route contracts for approval if addendums are added or other changes incorporated (e.g., change in contract dollar amount)	H			N/A	
74	**Contract Management/Tracking**					
75	Ability to link contracts based on parent-child relationships	H			N/A	
76	Ability to track contracts from set-up through contract close-out based upon commodity codes, PO #, Vendor #, Project #, contract status and etc.	H			N/A	
77	Ability to track multiple contracts to a single project.	H			N/A	
78	Ability to track a single contract to multiple projects.	H			N/A	
79	Ability to budget and encumber contracts per line items and also project accounting data.	H			N/A	
80	Ability to track multiple releases (i.e., payments) within a blanket contract/PO.	H			N/A	
81	Ability to record and track contract limits (i.e. multi-year contracts) at user specified levels of detail over the life of the contract.	H			N/A	
82	Ability to encumber a portion of a contract based on fiscal year.	H			N/A	
83	Ability to track and flag contract expiration/extension dates.	H			N/A	
84	Ability to link user defined project # to the Invitation for Bid (IFB) and Request for Proposal (RFP) number.	H			N/A	

4.8 - Contract Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To create, manage and close-out contracts.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
85	Ability to evaluate vendor based on key user-weighted events based upon mutually agreed and defined criteria such as: deliverables, schedule, delivery date, quantity return / defective items, and billing problems by contract.	H			N/A	
86	Ability to track all contract information required by legal authority with supporting documentation, including but not limited to:	-			N/A	
87	Notice of award	H			N/A	
88	Lien notices	H			N/A	
89	Notice to proceed	H			N/A	
90	Notice of Substantial Completion	H			N/A	
91	Notice of Final Completion	H			N/A	
92	Certificates of Insurance	H			N/A	
93	Performance bonds	H			N/A	
94	Permits	H			N/A	
95	Payment bonds	H			N/A	
96	SSAE 16 report	H			N/A	
97	Local vendor preference documents	H			N/A	
98	Various other agreements	H			N/A	
99	Ability to track and report on multiple insurance policies and related expiration dates.	H			N/A	
100	Ability to access contract information on-line and in real time, for users with appropriate security.	H			N/A	
101	Ability to track if the contract is subject to the federal Davis-Bacon requirements.	H			N/A	
102	Ability to interface with a document management application.	H			N/A	
103	Ability to interface with third party project management software	H			N/A	
104	Ability to separate capital contracts from non-capital contracts for retention purposes.	H			N/A	
105	**Payments**					
106	Ability to allow the user to record and auto calculate retention amounts based upon:	-			N/A	
107	Deliverables/Tasks	H			N/A	
108	% of Completion	H			N/A	
109	Dollar Amount	H			N/A	
110	System allows multiple rates of retention based on project progress; for example, first half 10% and second half 5%.	H			N/A	
111	Ability to export contract data including payment and other contract information.	H			N/A	
112	Ability to track multiple encumbrances and payments against a single contract, on a user defined basis (i.e. fiscal year, calendar year, contract year, etc.)	H			N/A	

4.8 - Contract Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To create, manage and close-out contracts.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
113	Ability to process payments against a single contract based upon varying payment terms such as milestones, % completion, time and materials, lump-sum and etc.	H			N/A	
114	Ability to specify retainage amount, when to pay, and payment history.	H			N/A	
115	**Termination / Expiration**					
116	Ability to close-out contracts with final payment requests or release of retention payment	H			N/A	
117	Ability to liquidate encumbrances where balances remain	H			N/A	
118	Ability to place a contract on "Hold" in the event of a contract dispute or termination request	H			N/A	
119	Ability to reinstate a decertification/termination done in error and flag contract administrator (via workflow).	H			N/A	
120	**Reporting**					
121	Ability to define standard and ad hoc reports based upon user defined criteria.	H			N/A	
122	Ability to track (which step, date, etc.) the status of each step in the contracting process. Should be able to look up status online and through on-demand reports.	H			N/A	
123	Ability to track and report out on a user-defined field	H			N/A	
124	Use of electronic signatures	H			N/A	
125	Ability to Add Remarks / Comments free form field	H			N/A	
126	Ability to Track Vendor Business Licenses	H			N/A	
127	Ability to Track Vendor Insurance information, amounts, dates. E.g., expirations dates etc.	H			N/A	
128	Ability to utilize templates for contracts, such as those created by the City Attorney	M			N/A	
129	Ability to manage contracts and compliance issues (grants and other contract deadlines, invoicing, terms, milestones to be reached and reported on, regulatory requirements such as but not limited to Title VI ADA compliance, program specifics for the grant, etc. and other contract types	M			N/A	
130	Ability to use version control capabilities for contracts	H			N/A	
131	Ability to search the full text of all contracts within the database	H			N/A	
132	Ability to have alerts or notifications for contract renewals, insurance expirations, and other pertinent documents.	H			N/A	
133	Ability to interface to documents in ECMS system	H			N/A	
134	Ability to define different workflows for various departments or divisions	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.9 - Debt Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: System to track, analyze and report on debt obligations of all types						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**System Processes**					
2	Ability to interface to financial institutions, in order for system balances to match the financial institutions'.	M			N/A	
3	Ability to interface to financial institutions to accept banking activity at a transactional detail level	M			N/A	
4	Ability to initiate banking transactions (transfers, ACH, wires, etc.).	H			N/A	
5	Ability to automate the approval process for wire transfer	M			N/A	
6	Ability to schedule banking transactions.	M			N/A	
7	**Debt Instrument Set-Up**					
8	Ability to track and manage the following related to debt:	-			N/A	
9	Bond Issued amount	M			N/A	
10	Additions	M			N/A	
11	Reductions / Refunding	M			N/A	
12	Payments	M			N/A	
13	Premium/Discount	M			N/A	
14	Principal / Year	M			N/A	
15	Interest / Year	M			N/A	
16	Remaining Original Issue Premium/Discount	M			N/A	
17	Issuance type (new, refunds)	M			N/A	
18	Multiple Accts depending on type of issuance (Cost of Issuance, Escrow, Capitalized Interest, Deferred Revenue, Premium, etc.)	M			N/A	
19	Program/project principal / interest by year	M			N/A	
20	Fund	M			N/A	
21	Ability to track by debt types:	-			N/A	
22	Individual Lease Agreements (including excise tax leases)	M			N/A	
23	Master Lease Agreements and link to the individual leases	M			N/A	
24	General Obligation Debt and Utility Bonds	M			N/A	
25	Special Assessment Bonds	M			N/A	
26	Revenue Bonds	M			N/A	
27	Certificates of Participation	M			N/A	

4.9 - Debt Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: System to track, analyze and report on debt obligations of all types						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
28	Community Facility Districts	M			N/A	
29	TIF (Tax Increment Financing) Bonds	M			N/A	
30	Notes Payable	M			N/A	
31	Conduit Debt	M			N/A	
32	Contractual Obligations	M			N/A	
33	**Debt Service / Management**					
34	Ability to analyze different financing options through analytics and "what-if" scenarios.	M			N/A	
35	Ability to track invoices and other costs associated with lease agreements through the work order system.	M			N/A	
36	Ability to initiate work orders against a lease agreement for reimbursement purposes.	M			N/A	
37	Ability to report cash flows for arbitrage calculations.	H			N/A	
38	Ability to calculate amortization entries for original issue premium/discount based on user defined method.	H			N/A	
39	Ability to split specific debt obligations between two funds.	H			N/A	
40	Ability to auto-schedule recurring payments, based on amortization schedule.	H			N/A	
41	Ability to create system alerts for when debt payments are due	H			N/A	
42	Ability to calculate debt ratio	H			N/A	
43	Ability to perform calculations related to refinancing and if there would be savings.	H			N/A	
44	**Interface / Integration**					
45	Ability to integrate debt service and investment functionality with the bank reconciliation process.	M			N/A	
46	Ability to provide accruals on debt and investments and interface to GL system	H			N/A	
47	Ability to integrate to the AP module for payments and the AR module for receipts.	H			N/A	
48	Ability to integrate with the Budget module for annual budget purposes.	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.10 - Employee and Manager Self-Service					**Replace this text with the primary product name(s) which satisfy requirements.**	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	Ability to maintain the current status (e.g., part time, full time) and chronological history (e.g., leave history, position history, salary history) of all employees.	H			N/A	
2	Allow attachment of any electronic forms for submission (i.e. change in life event, performance review, etc.).	H			N/A	
3	Allowable search and reporting on any of the attached forms based on security roles.	H			N/A	
4	Allow use of electronic signatures on all documents as needed.	H			N/A	
5	Allowable search and reporting of when electronic signatures are used based on security roles.	H			N/A	
6	**General Requirements**					
7	Ability for employee to change their own demographic data with appropriate workflows and approvals as required or needed.	H			N/A	
8	System provides capabilities to configure and administer an online employee open enrollment, allowing employees to view their benefit choices, costs, copays, deductibles, prior election and how their current elections affect their paychecks (e.g., annual out-of-pocket costs), etc.	H			N/A	
9	Ability for an employee to enter dependent and beneficiary information, make changes, and create notifications automatically when one change requires the employee to make another change (adding a dependent, need to change health plan, etc.)	H			N/A	
10	Ability to monitor the age of dependents, in order to prevent over-age dependents from enrollment.	H			N/A	
11	Ability to require evidence for life events (e.g., birth certificates, marriage certificates, etc.)	H			N/A	

4.10 - Employee and Manager Self-Service					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
12	Ability for authorized manager, with proper security, to view their employees demographics (i.e. including pay rate in bi-weekly / hourly / monthly figures, range, job title, next review date, original hire date, position hire date, general leave balances including holiday, comp time earned/taken, and training hours/courses YTD, merit date, retirement participation date, history of earnings for 10 years, working title, etc.). Employee's view provides the same, personal information.	H			N/A	
13	Ability for designated personnel to view information and enter status changes for designated employees and employees with no self-service (i.e., Manager Self-Service).	H			N/A	
14	Manager receives notification of impending "tasks" (upcoming review dates, transactions awaiting approval, merit actions, leave actions, termination/new hire actions) through a dashboard/portal or email.	H			N/A	
15	Ability for employees to enroll in training classes online	H			N/A	
16	Ability for employees to view and enroll in wellness program activities online	H			N/A	
17	Ability for managers to access a screen which will allow cash value calculation of general leave balances based on balance, rate of pay and available unused vacation.	M			N/A	
18	Ability to manage and workflow an employee suggestion box	M			N/A	
19	Allow for access and entry of Employee information via Smart device (iPad, Smartphone, etc. with all the aspects of security roles in place for all devices)	M			N/A	
20	Portal Supports links to internal sites while enforcing security profiles	M			N/A	
21	Enable employee to access a competency management system in order to maintain a talent/qualification profile. (I.e. skills, talents, and knowledge, including the proficiency level, certifications, licenses etc.). Including a validity date of each qualification	M			N/A	
22	Provide on-line, rules-driven routing of job changes based on signature/approval guidelines.	H			N/A	
23	Enable workflow notifications from e-mail(other media, fax, and letter) of separation to internal(manager/HR) and external entities (unions) for information and action as appropriate.	H			N/A	
24	System allows users to change personal passwords.	H			N/A	
25	System provides a full audit trail (searchable) of employee and manager self-service changes which can be filtered and printed.	H			N/A	
26	System enables supervisor to maintain and track leave of absence on-line, including expected date of return and check list of steps for the employee/supervisor to take when the employee goes or returns from leave.	M			N/A	

4.10 - Employee and Manager Self-Service					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
27	Ability to apply data validations “up front” to prevent managers and other users from omitting required information relevant to the specific transaction (e.g., date of hire, personnel number, name, address, DOB, SS#, effective date) or entering invalid data combinations (e.g., job code vs. department).	H			N/A	
28	Ability to save a transaction in progress so that a manager may return to finish the transaction later.	H			N/A	
29	System allows for access to employee and job data to others than immediate manager (via proxy capability), depending on security, e.g., in the case of a transfer in progress.	M			N/A	
30	Ability for system administrator to establish/override "skip levels", i.e., the ability to automatically advance a workflow to next level of approval after a certain period of time.	H			N/A	
31	**Payroll Self Service**					
32	Ability to maintain appropriate security controls for access to all self-service functions.	H			N/A	
33	Ability for employees to opt out of receiving paper checks and paper advices through self-service.	H			N/A	
34	Ability to provide on-line viewing of pay stubs, W-2 forms, and 1099-R forms.	H			N/A	
35	Ability to produce employee copy of W-2 (1099-R for retirees) back seven years.	H			N/A	
36	Ability to view and make changes to W-4 information (i.e., tax exemption changes) by employees with edits for legal restrictions.	H			N/A	
37	Ability to allow changes by employees to deductions with proper approval.	H			N/A	
38	Ability to notify proper users if any changes are made or requested through Self-Service.	H			N/A	
39	Ability to create a variety of user-defined workflows for self service tasks. These may include notification to employees, ability to NOT activate a change until proper approval, instant activation, etc.	M			N/A	
40	Ability for an authorized employee to view their complete wage/payroll/attendance history online (which may includes overtime, comp time, and leave balances.)	H			N/A	
41	Ability to allow employee to change home address, mailing address and emergency contact.	H			N/A	
42	Ability for employees to see original paystubs and corrected pay stubs through Self -Service	H			N/A	
43	Ability to view information related to employee(s) including total compensation statement – information fed from Payroll and HR, salary, vacation entitlement, banked time entitlement, beneficiary information, etc. Accessible 24/7 (even during payroll runs).	H			N/A	

4.10 - Employee and Manager Self-Service					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
44	Ability to enable employee to review entire personal history of cash and non-cash compensation, such as base salary.	H			N/A	
45	Ability to notify employees of any changes to their master data changes via electronic notification. i.e. Change of position, promotion, rate changes (Pension rates/Tax changes), etc. and reason for the change.	H			N/A	
46	Ability to allow employee to request a report to authorize employment and salary details, and forward to a third party such as a bank or mortgage company.	H			N/A	
47	Ability for manager to view total compensation-related information for direct reports, by department/division, including salary, cash components and non-cash items (i.e. retirement or benefit contributions).	H			N/A	
48	Ability for manager to request or grant base salary increases for employees, which are automatically routed for approval, either during targeted review periods or on an ad hoc basis. (Merit Step increases) Following appropriate work flow approvals.	H			N/A	
49	Ability to enable employee to nominate others for internal Recognition program.	M			N/A	
50	Ability to enable employee or manager to request salary corrections and track and notify both the employee and manager of the status of the request.	L			N/A	
51	Ability to view and search the job classification database for skills, education, minimum qualifications, etc.	L			N/A	
52	Ability to view career ladders within the job classification system.	M			N/A	
53	**Recruiting/Applicant Tracking**					
54	Automatically generate standard applicant letters based on the appropriate action (e.g., rejection, offer, interview confirmation).	L			N/A	
55	System enables applicants to express interest in available positions via electronic form.	L			N/A	
56	Ability to provide a portal access for external recruiters	L			N/A	
57	System enables applicants to update/create personal resume employee profile information via workstation including work experience, training, etc.	L			N/A	
58	Ability to route all application documents electronically to hiring manager.	L			N/A	
59	System provides automatic generation of new hire notifications via workflow (e.g., e-mail, fax) to departments such as Payroll, Benefits , Facilities, etc.). On-boarding checklist.	L			N/A	
60	Ability to provide Separation list of documents online for the department or employees which would include for example (return of equipment, proper document for separation, exit interview, etc.)	L			N/A	

4.10 - Employee and Manager Self-Service					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
61	System provides automatic notification to specified HRIS users and non-users upon initiation of a new hire.	L			N/A	
62	System provides capability for electronic job posting and maintaining of templates for jobs that are frequently open and needing to be staffed.	L			N/A	
63	System enables applicants to view a list of open positions.	L			N/A	
64	System enables applicants to view qualifications and proficiency levels required for a particular position.	L			N/A	
65	System enables applicants to view the status of jobs applied for.	L			N/A	
66	System enables recruiter/hiring manager to track, manage, and produce a report on the status of requisitions with the appropriate work flow approvals.	L			N/A	
67	System enables recruiter/hiring manager or applicants to schedule applicant interviews and for mangers to enter interview results online.	L			N/A	
68	System enables recruiter/hiring manager to search the internal talent pool for qualified candidates. Tie this capability to enable reviewing employee profiles.	L			N/A	
69	System enables recruiter/hiring manager to review leading resume banks and locate external candidates.	L			N/A	
70	System enables recruiter to post requisitions easily to external job boards.	L			N/A	
71	System notifies current manager/supervisor of offer/acceptance -onboarding.	L			N/A	
72	**Learning Management**					
73	Ability to seamlessly integrate with third party Learning Management System	M			N/A	
74	System enables employee to browse available training opportunities.	H			N/A	
75	System enables employee to review their attendance history for an event or training course.	H			N/A	
76	System enables employee to appraise evaluate attended courses or events on-line.	H			N/A	
77	Ability for employee to register for a development event (e.g., training course) on-line and automatically route for required approvals. Workflow-enabled process from prompt to employee; supervisor; enrollment; including update of all employee records upon successful completion.	H			N/A	
78	System provides workflow course communication with enrollees - change to a course/logistics.	H			N/A	
79	Ability to inform employees and managers of re-certification & licensing requirements.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
80	System enables, through workflow process, forms completion, generation of payment, notification of successful completion, or need to repay if unsuccessful completion of course.	H			N/A	
81	**Benefits**					
82	Ability to notify the user of a change to benefits eligibility resulting from a change in employment status via email linking to enrollment site	H			N/A	
83	Ability to provide on-line enrollment capability for open enrollment and ongoing life events (e.g., marriage, birth, divorce, etc.), for both active employee and retirees	H			N/A	
84	Ability to apply the policies/SPD of the benefit plans based on life event and regulations.	H			N/A	
85	Ability to provide online confirmation statement of benefits elections and dependent/beneficiary data.	H			N/A	
86	Ability to provide links to carriers so employee can look at carrier content.	H			N/A	
87	Ability to provide links to claim forms.	H			N/A	
88	Ability to allow users access to all searchable benefit related documents, including SPDs, online.	H			N/A	
89	Ability for employee to create side-by-side plan comparison charts.	M			N/A	
90	Ability to provide modeling/tools - for the employee to use in selecting benefits (e.g., FSA calculator, impact to net pay with benefit choices).	M			N/A	
91	Ability to allow employees to save elections and return at a later time to complete enrollment.	H			N/A	
92	Ability to validate policies and rules for benefits for participant and dependent data.	H			N/A	
93	Ability to provide employee inquiry status of direct billing and payment status.	H				
94	Ability to maintain family data (e.g., number of dependents, date of birth of dependents, relationship of dependents to employee).	H				
95	Ability to designate an emergency contact.	H				
96	Ability to provide any type of notification (i.e., Benefits etc..) on user defined basis and user defined content	H				
97	Ability to provide Benefits education content (i.e. plan information, wellness education, hot topics, programs available, etc.) User developed content and content management	M				
98	Ability for electronic signature approvals from employees' benefit requests.	H				
99	Ability to establish particular users as authorized administrators, who may access employees' self service functionality to assist with benefit enrollment.	H				

4.10 - Employee and Manager Self-Service					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
100	Ability to enter beneficiary allocations (e.g., life insurance) through self-service, including both primary and contingent beneficiaries	H				
101	**Performance Management**					
102	Ability for on-line update of skills, competencies, development completed, etc. by the employee following the appropriate work flow approvals.	H				
103	Ability for employee and/or manager to complete performance evaluations/assessments on-line (paper capability for workforce with no computer capability) and route for additional input or approvals.	H				
104	Ability for employee to view past performance appraisals and performance plans.	H				
105	Ability for employee and/or manager to view and update performance plans.	H				
106	Ability to allow routing and tracking of forms completion for any evaluation program including a 360-degree program. Capture and retain comments, notes, forms, etc.	M				
107	Ability for manager to review employees' past performance appraisals and plans. Ability to secure views by roles.	H				
108	Ability for manager to complete employee performance appraisals on-line.	H				
109	System enables on-line capability for self-assessment (e.g., diversity, leadership, etc.). To support a 360 degree program.	M				
110	Ability to allow employees to access and submit forms online, such as smart forms (fillable PDFs), complaint forms, appeal forms, etc.	H				
111	**Social Networking**					
112	Ability to support a full social platform - IM, profiles, security	L				
113	Ability to provide full collaboration suite with document control	L				
114	Allow for the establishment of communities and networks	L				
115	Allow for outside the "fire wall" networks at the individual level	L				
116	Allow for contributors to be recognized	L				
117	**Other**					
118	Ability to interface with an existing document management system.	H				
119	Ability to archive documents on the authorization of the creator or administrator, but retain the document in archive until deleted by admin	H				

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.11 - Employee Benefits					**Replace this text with the primary product name(s) which satisfy requirements.**	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**General Integration**					
2	Ability to integrate with Accounts Payable to automatically process payments to insurance/benefits providers.	H			N/A	
3	**Position Control, Classification & Tracking**					
4	Ability for system to be set up in tables for positions, classifications and relational benefits, including differentials, which is shared by all users (Dept., HR, etc.). Information should auto fill from default data. Position attributes need to be linked to job attributes so that all data is consistent and updates are reflected in real time.	H			N/A	
5	**Benefits**					
6	Ability to track, inquire and report on Medicare including Medicare number, eligibility status and dates	H			N/A	
7	Ability to enter dependents and beneficiaries and assign each person to multiple roles as dependents/beneficiaries against any benefit type	H			N/A	
8	Ability to determine benefit eligibility and automatically recalculate premiums based on an employee's position.	H			N/A	
9	Ability to manually override benefits assigned based on business rules.	H			N/A	
10	Ability to perform online update of employees benefit enrollment status for each benefit plan.	H			N/A	
11	Ability to support multiple carriers for each benefit plan.	H			N/A	
12	Ability to automatically flag for all Federal and state protected leaves (Ex: FMLA leave eligibility after 12 continuous months of employment if 1250 hours are worked).	H			N/A	
13	Ability to accommodate and identify multiple types of benefit plans (e.g., health, dental, life insurance, etc.) that are employee and/or employer paid with multiple premium amounts per plan (individual, individual+1, family).	H			N/A	
14	Ability to set and calculate variable employee and employer contribution amounts on employee benefit deduction records based on the following input transaction fields:	-			N/A	

4.11 - Employee Benefits			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
15	Effective date	H			N/A	
16	Benefit plan	H			N/A	
17	Dependent coverage (individual +1, family)	H			N/A	
18	Employee group/union	H			N/A	
19	Eligibility	M			N/A	
20	Combination of the above fields	H			N/A	
21	Coverage amount/level	H			N/A	
22	Employee Life event changes	H			N/A	
23	Ability for system to determine insurance premium deductions by rates entered or number of dependents entered on a plan.	H			N/A	
24	Ability to automatically assign end dates for benefits when employee is terminated, or employee is no longer eligible.	H			N/A	
25	Ability for accrual rate to default to zero upon employee separation. If a rehire happens, accrual adjustments should be done accordingly (e.g., if employee is rehired within 60 days).	H			N/A	
26	Ability to handle employees with multiple retirement programs based on employee group. Police and Civilian, several different options in each plan.	H			N/A	
27	Ability to automatically create GL entries to appropriate fund account for employer contributed benefits.	H			N/A	
28	Ability to select specific enrollment information and define the format for interfaces to outside carriers including medical, dental, vision and life.	H			N/A	
29	Ability to automatically calculate service for benefit eligibility, i.e. eligible the first of the month after 30 days of employment.	H			N/A	
30	Ability to track retirement eligibility in the next 5-7 years	H			N/A	
31	Ability to calculate time in medical plan for employee and dependents (history).	H			N/A	
32	Ability to calculate the cost of lost work time due to an accident, illness, or FMLA.	H			N/A	
33	Ability to check and flag dependents who no longer qualify for insurance benefits (age 23 or 26).	H			N/A	
34	Ability to flag disabled dependents to maintain eligibility for benefits	M			N/A	
35	Ability to automatically notify employees prior to and when dependents no longer qualify for benefits.	H			N/A	
36	Ability to automatically remove dependent no longer eligible for coverage from applicable coverage/generate report of dependents removed.	H			N/A	
37	Ability to record employee and dependents' enrollment in all benefit programs	H			N/A	
38	Ability to retain dependent data for a user-specified period of time after the dependent is no longer covered on the employee's insurance.	H			N/A	

4.11 - Employee Benefits					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
39	Ability to track and report on all benefit enrollment history including employee and dependents' data.	H			N/A	
40	Ability to identify all COBRA eligible actions and notify employees/dependents as they become COBRA eligible.	H			N/A	
41	Ability for system to determine monthly COBRA payments based on workforce reduction agreement rules.	H			N/A	
42	Ability to calculate and deduct life insurance, short-term and long-term disability premiums each month for all employees based on gross wages and employee age.	H			N/A	
43	Ability to automatically update all employee/employer information when certain insurance information is updated, show effective date of the change and retain for historical reporting purposes.	H			N/A	
44	Ability to allow only authorized users to view, create, modify/adjust, or delete pay rates.	H			N/A	
45	Ability to record and summarize benefits by any employee group level or class and report on that data.	H			N/A	
46	Ability to pool hours for vacation donation, allowing employees to donate vacation time to the pool from their accrued balances (participation restricted by leave plan).	H			N/A	
47	Ability to use a code to track donated hours for catastrophic leave and set rules for maximums and types of hours that may be donated.	H			N/A	
48	Ability to track information on each employee (including deductibles, coverages, and co-pays of health benefits), by type	H			N/A	
49	Allow for any future dated transactions to be entered and held until effective (includes employee, employer, carrier information)	H			N/A	
50	Ability to track multiple pension categories per employee, including deferred compensation	H			N/A	
51	Ability to administer pre-tax deductions for flexible spending accounts (FSA) for medical and dependent care	H			N/A	
52	Ability to allow changes by employees to insurance plans, dependent care, flexible spending accounts at times of qualifying events and during open enrollment.	H			N/A	
53	Ability for employees to self enroll in all available benefits during times of qualifying events or/and during open enrollment.	H			N/A	
54	Ability to associate benefit with employee class	H			N/A	
55	When moved to Retiree, all eligible plans are in effect and other benefits cancelled appropriately	H			N/A	
56	When moved to COBRA participant, all eligible plans are in effect and other benefits cancelled appropriately	H			N/A	
57	Ability to manage/track benefits provided to non-City employees (i.e. DDA).	H			N/A	

4.11 - Employee Benefits			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
58	Ability to provide annual electronic full enrollment files to contractors (after the annual benefits open enrollment) to include enrollment details such as employee name, SS#, ID#, plan option selected, level of coverage, info on each dependent covered (name, date of birth, relationship, gender) for medical, dental, vision and FSA plans (annual dollar amount)	H			N/A	
59	Ability to provide biweekly electronic files to plans of changes for the specific pay period (example, changes in the level of coverage, addresses, name, dependents added or deleted, effective date, benefits end etc.).	H			N/A	
60	Ability to identify dependents by dates of birth, relationship, gender and include flag to indicate if proof of eligibility was provided	H			N/A	
61	Ability to identify plan premiums by year to date (YTD), prior years, biweekly premium deductions	H			N/A	
62	Ability to automatically recalculate supplemental life rates as enrollees change age bracket. Same must apply to spouse/child coverage linked to employee.	H			N/A	
63	Ability to separate pre-tax vs post tax life insurance premium	H			N/A	
64	Ability to pend missed deductions for up to 3 pay periods and automatically withhold from first paycheck received	H			N/A	
65	Ability to generate premium delinquent letter if more than one pay period is missed	H			N/A	
66	Ability to perform user-friendly on-demand queries/reporting for administration	H			N/A	
67	Ability to include online log for documenting conversations/follow-up with employees in chronological sequence	H			N/A	
68	Ability to track average number of hours worked each week for part-timers and temporary employees to be in compliance with the Patient Protection and Affordable Care Act (PPACA)	H			N/A	
69	Ability to provide reports of part-timers eligible (based on number of hours worked) but not enrolled for medical	H			N/A	
70	Ability to migrate at least 7 years history to facilitate research	H			N/A	
71	Ability to create/print online benefits confirmation statements for employees to review, after all benefits changes including open enrollment	H			N/A	
72	Ability to automatically calculate biweekly FSA contributions based on annual contributions selected and remaining pay periods in the plan year	H			N/A	
73	Ability to use table driven rates for annual premium updates	H			N/A	
74	Ability to manage, store and retrieve benefits related documents	H			N/A	
75	Ability to include system edits for rates/mutually exclusive benefits	H			N/A	

4.11 - Employee Benefits					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
76	Ability to prevent same dependent from being covered for benefits by two City employees	H			N/A	
77	Ability to interface with an employee benefits portal	H			N/A	
78	Ability to charge Tobacco/Biometric/HRA premium surcharges based on business rules and flag	H			N/A	
79	Ability to conduct various online employee benefits surveys and compile results	M			N/A	
80	Ability to separately identify all benefits enrolled for (on paycheck summary/stub) even if City pays the full contribution (such as City paid dental premium for Management employees and City paid benefits for Commissioners	H			N/A	
81	Ability to provide data feeds to voluntary benefits plan administrators	H			N/A	
82	Ability to post payments received from retirees and active employees, including workflows with appropriate approvals to the financial modules	M			N/A	
83	Ability to post premium checks received from leave of absence employees and generate accounts receivables reports, including workflows with appropriate approvals to the financial modules	M			N/A	
84	Ability to allow retirees to participate in annual online benefits open enrollment identified as a separate group	H			N/A	
85	Ability to model biweekly life insurance premium at different levels based on eligibility	H			N/A	
86	Ability to allow the mass conversion/enrollment default in the event of changes in contractors	H			N/A	
87	**Benefit Reporting**					
88	Ability to produce letters for COBRA and HIPAA that include all necessary data.	H			N/A	
89	Ability to view/print deduction reports to document the amounts of the employee and employer contributions	H			N/A	
90	Ability to view/print a list of employees contributing to any vendor or benefits provider and amount contributed.	H			N/A	
91	Ability to create annual health insurance benefits summaries by carrier, employee or other user sort.	H			N/A	
92	Ability to view/print benefit enrollment by benefit or by employee.	H			N/A	
93	Ability to view/print reports indicating vacation balances in excess of maximum allowable.	H			N/A	
94	Ability to report on census data for insurance providers and the actuary.	H			N/A	
95	Ability to create an employee statement of current benefits.	H			N/A	
96	Ability to create an employee confirmation statement of changes.	H			N/A	
97	Ability to produce a notice of benefit changes whenever any of the following conditions are encountered:	-			N/A	

4.11 - Employee Benefits			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
98	Employee's name changes	H			N/A	
99	Employee terminates employment	H			N/A	
100	Employee moves to a non-pay status	H			N/A	
101	Employee's deduction is administratively canceled	H			N/A	
102	Employee and/or the employer contribution amount is administratively changed	H			N/A	
103	On demand	H			N/A	
104	Ability to view/print a report or flag employee when move from full time benefit eligible to less than full time benefit eligible.	H			N/A	
105	Ability to view/print a general liability report	H			N/A	
106	**Deferred Compensation**					
107	Ability to defer special pay into a deferred compensation plan	H			N/A	
108	Ability to set maximum tax deferred and taxable dollar amount on deferred compensation deductions across multiple plans.	H			N/A	
109	Ability to set maximum tax deferred contributions for deferred compensation plans based upon employee age.	H			N/A	
110	Ability for system to generate notification to employee when eligibility changes	H			N/A	
111	Ability to calculate employee deferred comp withholding contribution based on percentage of gross wages.	H			N/A	
112	Ability to compute employer-paid retirement contributions based on a percentage of the employee's gross wages.	H			N/A	
113	**Accruals**					
114	Ability to automatically update and record accruals per pay period and annually based on a combination of years of service and employee group for several types of leave plans (PTO, traditional vacation/sick, Police, Department Directors) according to policies.	H			N/A	
115	Ability to track eligibility for protected and negotiated leaves, including FLMA, State Disability Insurance (SDI), catastrophic leave (CAT), and paid family leave (PFL)	H			N/A	
116	Ability to track codes for reasons for using FMLA and PFL (e.g., self, family member, etc.)	H			N/A	
117	Ability to track Workers Comp and FMLA leave used either in pay or non-pay status for the previous 12 months (“rolling calendar”).	H			N/A	
118	Ability to reinstate used vacation/sick time back to the leave banks when an employee returns from time off for workers comp.	H			N/A	
119	Ability to utilize comp time in the period it is earned.	H			N/A	
120	Ability to automatically adjust the paid leave accrued balance by type when leave time is taken (PTO, sick vacation, floating holiday, sick incentive).	H			N/A	

4.11 - Employee Benefits			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
121	Ability to automatically transfer maximums and accruals from the prior year while still being able to track the maximums and accruals for the new year	H			N/A	
122	Ability to automatically adjust leave balances when an employee exercises a "buy back" option.	H			N/A	
123	Ability to manually adjust balances with appropriate security.	H			N/A	
124	Ability for an authorized user to allow employee leave balances to become negative if the vacation, sick, PTO, or comp (used or paid) balances are exhausted.	H			N/A	
125	Ability to calculate medical retiree benefits based on salary, years of service and selection of plan options	H			N/A	
126	Ability to store at least 50 years of employee retirement wage information.	H			N/A	
127	Ability for the system to automatically adjust leave, time off and retirement eligibility accruals if an employee moves to out of paid status	H			N/A	
128	Ability for system to automatically assign accruals based on rehire rules and hours worked, including midyear allocations of prorated benefits.	H			N/A	
129	**Tuition Reimbursement**					
130	Ability to set tuition reimbursement thresholds/max.	H			N/A	
131	Ability to define and implement an approval process for tuition reimbursement requests	H			N/A	
132	Ability to monitor compliance with process, maintain rules, polices, tables, outstanding balances (before and after course is taken).	H			N/A	
133	Ability to calculate reimbursement amount based on grade received and graduate or undergraduate level.	H			N/A	
134	Ability to report number of classes taken by department, graduate or undergraduate level, grades, etc.	H			N/A	
135	Ability to automate application for tuition reimbursement	H			N/A	
136	Ability to automate acceptance and decline notifications to tuition reimbursement applicants	H			N/A	
137	Ability to track course completions, drops, etc.	H			N/A	
138	**Wellness Program**					
139	Ability to configure Wellness programs (e.g. health fairs, flu shots, blood drives, lunch & learns, etc.) administered by the organization and their related meetings / activities	H			N/A	
140	Ability to route wellness enrollment reminders annually based on employee anniversary date.	H			N/A	
141	Ability to track, manage, inquire and report on wellness program activity participation per employee	H			N/A	
142	System provides wellness program activity reporting	H			N/A	

4.11 - Employee Benefits					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
143	Allow for socialization in wellness programs, allow employees to "connect" with others of like interest (recipe exchange, competitions, arrange exercise periods, etc.)	H			N/A	
144	Allow for recognition of individuals who have performed well (employer set guidelines) in a wellness program, provide "leader boards" and allow for an opt in or opt out option for employees	H			N/A	
145	Provide areas of content management for announcements, health tips and outside carrier content to be brought to the wellness program portal	H			N/A	
146	**Self Service**					
147	Ability for employees to create/change online beneficiary designations- include look up tables to verify employee eligibility, built in system rules, discrepancy reports, storage and retrieval	H			N/A	
148	Ability, through intelligent RSVP system, for employees to reserve space at wellness events (based on meeting room capacity) and other workshops/must include administrative reports of number of attendees by workshop, names/department, events, sign in log, email notification and cancellation options	H			N/A	
149	**Other Reporting Requirements**					
150	Ability to track "light-duty "(staff on FLSA disability who work for up to 120 days of light duty), similarly to extra hires, and flexibility within this feature.	H			N/A	
151	Ability to track extra hires' hours over the duration of their employment, especially for use if the extra hire is hired full-time.	H			N/A	
152	Ability to export any system report to a text file or spreadsheet	H			N/A	
153	Ability to perform online inquiry for data sets previously listed.	H			N/A	
154	Ability to create an Overtime report by employee group, class, department, etc.	H			N/A	
155	Ability to view/print attendance reports for active, full-time, part-time on-call, seasonal, temporary and exception employees by pay period and annual totals (calendar and rolling calendar).	H			N/A	
156	Ability to create organizational chart based on supervisor field, tracking position and position number.	H			N/A	
157	Ability to view/print a list of employees with automatic eligibility for promotion and eligibility date.	H			N/A	
158	Ability to view/print advance notifications to department heads of who is approaching retirement qualification dates (reflect multiple retirement systems and multiple requirements of those systems).	H			N/A	
159	Ability to produce reports by department, work location, responsible supervisor, and outcomes on performance evaluations for all probationary, part-time, temporary and permanent employees (to be accessible to appropriate users)	H			N/A	

4.11 - Employee Benefits					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
160	Ability to produce reports by department, work location and responsible supervisor on performance evaluations scheduled, completed and not completed on a monthly, quarterly and annual basis (for regular and extra hires).	H			N/A	
161	Ability to report as of a 'point in time', based on role.	H			N/A	
162	Ability to create a leave without pay workflow and management leave balance report (e.g., trigger off-time entry data so letters can automatically be sent to employees out on LWOP or sick for more than X pay period(s). Trigger (copy of letter) should also be sent to HR for follow-up).	H			N/A	
163	Ability to create retroactive pay calculations and net credited service dates of all employees.	H			N/A	
164	Ability to create summary reports of all service awards, licenses, certificates, and credentials earned by each employee.	H			N/A	
165	Ability to report on temporarily promoted employees and employees on an acting assignment with a scheduled end date (Temporary Assignment Pay).	H			N/A	
166	Ability to create a Promotion/Demotion/Transfer Report, by EEOC classification and department.	H			N/A	
167	Ability to create a Seniority Listing Report which is system calculated and considers seniority adjustments	H			N/A	
168	Ability to create an EEOC report.	H			N/A	
169	Ability to view/print a report of employees near max of FMLA hours.	H			N/A	
170	Ability to have ad hoc report capability with user defined sort on all employees indicating any data maintained in system data elements.	H			N/A	
171	Ability to print mailing labels for employees based on any field of the employee or position record	H			N/A	
172	Ability to create CDL background check forms	H			N/A	
173	Ability to create Fitness for Duty and Return to Duty Forms	H			N/A	
174	Ability to view/print workers comp incidents or liability claims by employee group, class or department, and hours worked.	H			N/A	
175	Ability to auto populate employee demographic information when submitting a claim.	H			N/A	
176	Allow for all forms to be attached to both employee or dependent records (Evidence of Insurability, etc.)	H			N/A	
177	**Reporting - Pension / Retirement**					
178	Ability to report the following individual retirement deduction information in each retirement system's prescribed format:	-			N/A	
179	Employee identification	H			N/A	
180	Retirement plan identification	H			N/A	
181	Employee earnings information	H			N/A	
182	Employee contribution information	H			N/A	

4.11 - Employee Benefits					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
183	Employer contribution information	H			N/A	
184	Employer identification	H			N/A	
185	Total member contribution information	H			N/A	
186	Ability to produce deduction statistical reports which provide extensive detail and summary totals of deductions withheld.	H			N/A	
187	Ability to track total voluntary contributions by individual and total by plan.	H			N/A	
188	Ability to enable retirement information, such as amount due, to be reported upon employees' termination.	H			N/A	
189	**Workflow**					
190	Ability to electronically route personnel action forms from end-users/departments to multiple individuals for approvals.	H			N/A	
191	Ability to route training reminders to employee and supervisor.	H			N/A	
192	Ability to route notices to all appropriate departments (benefits, payroll, training, IT, etc.) when an employee is terminated in the system.	H			N/A	
193	Ability to route notices to all appropriate departments (benefits, payroll, IT, etc.) when an employee's special appointment or temporary promotion ends.	H			N/A	
194	Ability to purge/inactivate extra hires/special appointment hires after a certain user-defined period of no activity.	H			N/A	
195	Ability to route pending job reclassification notifications including ability for supervisor to respond with approval.	H			N/A	
196	Ability to automatically notify employees directly impacted by the class spec changes as needed.	H			N/A	
197	Ability to create and route automated notices to supervisors, on a standardized schedule, of individuals who have not reached their minimum annual training hours	H			N/A	
198	Ability to set training hours required by employee and/or job class	H			N/A	
199	Automated notice to human resources of employees who have been paid under a leave code	H			N/A	
200	Ability to inquire and report on where routed approvals are in the queue (whose inbox the forms are in and how long they have been there).	H			N/A	
201	Ability to create workflows for employee requests for leave (OT, leave, On-call) including type, total hours, purpose and approvals.	H			N/A	
202	Ability to schedule appointments (exams, oral boards, interviews, physicals, etc.) through workflows	H			N/A	
203	Ability to develop and utilize workflows for position requisitions.	H			N/A	
204	Ability to develop and utilize workflows for classification and compensation.	H			N/A	
205	Ability to develop and utilize workflows for appeal process.	H			N/A	

4.11 - Employee Benefits					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
206	**Interfaces**					
207	Ability to interface with benefit providers (i.e. retirement plan, health providers, etc.)	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.12 - Fixed Assets — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide improved control over fixed asset accounting and management.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**General Requirements**					
2	The system is compatible with all GASB 34 requirements	H			N/A	
3	System can track:	-			N/A	
4	Capitalized items	H			N/A	
5	Non-capitalized items	H			N/A	
6	System tracks the following categories of assets:	-			N/A	
7	Land	H			N/A	
8	Buildings	H			N/A	
9	Improvements	H			N/A	
10	Equipment	H			N/A	
11	Furniture's & Fixtures	H			N/A	
12	Vehicles	H			N/A	
13	Capitalized leases	H			N/A	
14	Infrastructure	H			N/A	
15	Conveyances	H			N/A	
16	Works of Art, Historical Treasures or Other Similar Assets	H			N/A	
17	Intangible Assets (e.g., software)	H			N/A	
18	Ability to code transactions as CIP (Construction In Progress) and ability to transfer to depreciable asset once project is complete.	H			N/A	
19	Ability to break above asset categories into multiple subcategories (please identify any limitations in the comments field).	H			N/A	
20	Ability to identify assets based on user-defined thresholds	H			N/A	
21	System tracks donated assets	H			N/A	
22	System allows for upload of multiple assets at once	H			N/A	
23	**Activation Process**					
24	Ability to assign asset numbers:	-			N/A	
25	Automatically	H			N/A	
26	Manually	H			N/A	
27	System identifies potential fixed assets from purchasing module by:	-			N/A	
28	Chart of accounts	H			N/A	

4.12 - Fixed Assets					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide improved control over fixed asset accounting and management.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
29	Dollar amount	L			N/A	
30	Manually	H			N/A	
31	Commodity Codes	L			N/A	
32	Department	L			N/A	
33	System identifies potential fixed assets from A/P module by:	-			N/A	
34	Chart of accounts	H			N/A	
35	Dollar amount	L			N/A	
36	System allows creation of asset without having to go through purchasing module or A/P module	-			N/A	
37	Asset below capitalization dollar threshold	H			N/A	
38	Donated asset	H			N/A	
39	Ability to track assets with shared ownership (shared internally or with external organizations e.g. City, Transit Agency, etc.) and percentage (%) of asset owned	H			N/A	
40	Ability to restrict the payment for an item until capital asset information is completed and a number has been assigned.	L			N/A	
41	Ability to have multiple user defined fixed asset capitalization thresholds (e.g.. Technology threshold is different from construction which is different from fleet)	H			N/A	
42	Ability to automatically record the purchase as a capital asset item requiring generation of a system asset number and matching asset tag for the purchase of items over asset threshold.	H			N/A	
43	Ability to automatically assign and track asset identification, or "tag" numbers in a capital asset master file. Manually entered tag numbers can also be accommodated, assuming there is system default for duplicate error checking.	H			N/A	
44	Ability to establish a tentative capital asset to accumulate capital project costs before being capitalized and placed into service.	H			N/A	
45	Ability for the user to define the activation date for an asset that may be based on date purchased, date received, or date project/work order was closed.	H			N/A	
46	Ability to aggregate a series of AP purchases into a single capital asset – building a skeleton.	H			N/A	
47	Ability to break-out assets that are to be activated into their individual attributes and allocate overhead costs to these individual attributes as part of the activation process.	H			N/A	
48	Ability to include the following items in determining the total cost of an asset:	-			N/A	
49	Original cost	H			N/A	
50	Donation value (assessed fair market value at receipt of donation)	H			N/A	
51	Additional costs	H			N/A	
52	Ability to transfer assets at completion of construction.	H			N/A	

4.12 - Fixed Assets			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide improved control over fixed asset accounting and management.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
53	Ability to track non-depreciable assets in the fixed asset module.	H			N/A	
54	If asset is a replacement of other asset, it references old asset	H			N/A	
55	System has wizard-type entry	H			N/A	
56	**Asset Master File**					
57	Ability to accommodate alpha numeric asset numbers.	H			N/A	
58	Ability to generate tag numbers, have external tag numbers assigned or not have tag numbers.	H			N/A	
59	Ability to restrict the reuse of tag numbers.	H			N/A	
60	Ability to accommodate parent/child relationships between related assets, such as a master unit with one or more accessories.	H			N/A	
61	Ability to reassign parent/child relationships.	H			N/A	
62	Ability to accommodate free-form descriptive text to further describe equipment, land, or buildings. The text is electronically associated with the master file.	H			N/A	
63	Ability to identify grant funded assets:	-			N/A	
64	By identifying more than one grant associated with an asset	H			N/A	
65	By identifying the percentage split, or capitalization breakout (to each grant) for each asset	H			N/A	
66	Ability to track the funding source for grant funded assets.	H			N/A	
67	Ability to maintain and track non-owned assets.	H			N/A	
68	Ability to maintain and track leased equipment.	H			N/A	
69	Ability to identify financing / leasing information for leased assets.	M			N/A	
70	Ability to attach memos, word documents, picture documents, etc. to asset file.	H			N/A	
71	Ability to identify capital outlay by user identified field	H			N/A	
72	Ability to assign, track (i.e., search on), and maintain the following key data elements for an asset:	-			N/A	
73	Asset number	H			N/A	
74	Tag number	H			N/A	
75	Fund number	H			N/A	
76	Department number	H			N/A	
77	Original Funding Source - Fund	H			N/A	
78	Original Funding Source - Department	H			N/A	
79	Location Code	H			N/A	
80	Item Code	H			N/A	
81	Estimated useful life (yy)	H			N/A	
82	Asset Acquisition Cost (999,999,999.99)	H			N/A	
83	Serial number	H			N/A	
84	Vendor number	H			N/A	
85	Purchase Order Number	H			N/A	
86	Vendor name	H			N/A	
87	General description	H			N/A	

4.12 - Fixed Assets					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide improved control over fixed asset accounting and management.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
88	Date acquired	H			N/A	
89	In-Service Date	H			N/A	
90	Acquisition method (i.e. Purchase, Contribution, Construction, etc.)	H			N/A	
91	Chart of Account distribution	H			N/A	
92	Asset condition (working, impaired, damaged, etc.) Please define any limitations in the comments field.	H			N/A	
93	Asset status (i.e. inactive)	H			N/A	
94	Asset type	H			N/A	
95	Asset Class	H			N/A	
96	Asset classification (further breakdown of asset class)	H			N/A	
97	Depreciation convention	H			N/A	
98	Accumulated depreciation	H			N/A	
99	Current fiscal year depreciation	H			N/A	
100	Disposal reason	H			N/A	
101	Disposal limitations (grant prohibits sale or sale proceeds to go to funding agency)	H			N/A	
102	Disposal method	H			N/A	
103	Disposal date	H			N/A	
104	Net Book Value	H			N/A	
105	Trade in Value	H			N/A	
106	Size	H			N/A	
107	Model Number	H			N/A	
108	Model Name	H			N/A	
109	Model Year	H			N/A	
110	Linkage to other assets	H			N/A	
111	Federal Funding indicator	H			N/A	
112	Quantity/Linear feet	H			N/A	
113	Fund owner	L			N/A	
114	To Depreciate (y/n)	H			N/A	
115	Replacement Cost	H			N/A	
116	Sale price	H			N/A	
117	Emergency Project Management asset flag	L			N/A	
118	Risk Management specific data fields (e.g., insurance replacement value)	H			N/A	
119	Comment field	H			N/A	
120	At least 10 user-defined fields	H			N/A	
121	Warranty / Maintenance Information	H			N/A	
122	Ability to add or change data fields to meet changing requirements.	H			N/A	
123	Ability to retain fully depreciated assets in the capital asset master file for inventory control purposes prior to disposition.	H			N/A	
124	Ability to default various asset accounts during asset set-up based on asset class and type.	H			N/A	

4.12 - Fixed Assets			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide improved control over fixed asset accounting and management.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
125	System allows for FEMA & HOMELAND SECURITY tracking (e.g., police and fire equipment)	H			N/A	
126	**Asset Classes**					
127	Ability to code capital assets according to a classification scheme by item code (i.e., desks, cars, etc.). At least 50 class codes desired.	H			N/A	
128	**Asset Management (Adds, Adjustments, Retirements, Transfers)**					
129	Ability to incorporate Work Authorization Document (WAD) information and report into the system for CIP.	H			N/A	
130	Ability of departments to retire, transfer or request disposition of assets through system workflow with proper approvals.	H			N/A	
131	Ability of departments to transfer asset between funds through system workflow, including the full history of the asset and the accounting for the cash transfer, with proper approvals.	H			N/A	
132	Ability to perform a "mass change" of ownership for the following fields:	-			N/A	
133	Fund	H			N/A	
134	Department	H			N/A	
135	Location	H			N/A	
136	Funding source	H			N/A	
137	Asset class	H			N/A	
138	Ability to capitalize items in aggregate (as a group)	H			N/A	
139	Ability to search on asset description, and includes "begins with," "contains," and "sounds like" functionality and create a list for similar items.	H			N/A	
140	Ability to have a complete audit trail of fixed asset activity.	H			N/A	
141	Ability of setting authority for selected data fields allowing department liaisons data entry rights to restrict departments ability to update accounting impacted data elements	H			N/A	
142	Ability to transfer assets between departments, locations and funds, accommodating inter-fund and inter-dept. transfers, duplicating all identifying data from original record.	H			N/A	
143	Ability to automatically track gain or loss on a sale of asset and determine value of acquired asset (trade-in)	H			N/A	
144	Ability to track improvements on an existing asset.	H			N/A	
145	Ability to perform a partial disposition / retirement, for example bundled assets	H			N/A	
146	Ability to make disposals effective as soon as the disposal information is entered versus waiting until the end of the year and specification of retirement date.	H			N/A	
147	Ability to calculate change in fair market value of donated assets and automatically generate a journal entry to record annual loss or gain.	H			N/A	

4.12 - Fixed Assets					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide improved control over fixed asset accounting and management.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
148	Ability to reinstate disposed asset if found (stolen or lost) with appropriate accounting workflow.	H			N/A	
149	Ability to make manual adjustments to assets for additions, disposals, transfers, adjustments (i.e.. Impairments/obsolescence, write-offs, partial retirements, etc.) and depreciation.	H			N/A	
150	**Asset Inventory**					
151	Ability to support barcoded asset tags and portable barcode readers for performing physical inventories.	H			N/A	
152	Ability to print barcoded tags or labels for fixed asset identification.	H			N/A	
153	Ability to utilize RFID for asset tracking	H			N/A	
154	Ability to track and report (detailed information such as component detail, serial numbers, technical specifications, etc.) low value assets and capital asset levels at different locations and segments.	H			N/A	
155	Ability to print inventory reports of assets by data elements	H			N/A	
156	**Asset Depreciation**					
157	Ability to calculate depreciation expense on a monthly basis and periodically update each master file using depreciation schedules and activity status (active, fully depreciated but still in use, not depreciable, retired). Results are automatically reflected in the General Ledger as a journal voucher.	H			N/A	
158	Ability to depreciate capital assets and allocate depreciation to those programs that use the assets.	H			N/A	
159	Ability to reclassify assets from one type to another and effectively manage the new depreciation amount.	H			N/A	
160	Ability to set-up a depreciation based on useful life for each asset class or subclass	H			N/A	
161	Ability to support multiple depreciation schedules / per asset.	H			N/A	
162	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.	H			N/A	
163	Ability to idle assets (suspend depreciation).	H			N/A	
164	**Special Situations**					
165	Ability to track asset / equipment items that the City does not hold title to (i.e.: computer equipment, non-licensed vehicles or grant funded assets owned by the grantor) per department / division.	H			N/A	
166	Ability to support asset value appreciation for real property and provide a detailed audit trail. Any appreciation does not affect cost basis.	L			N/A	
167	Ability to allow increases in asset values when asset lives have been extended due to asset remediation or preventive maintenance of an asset.	H			N/A	

4.12 - Fixed Assets					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide improved control over fixed asset accounting and management.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
168	Ability for assets that are not purchased through PO to be flagged for further review by end users.	H			N/A	
169	**Interface / Integration**					
170	Ability for the Fixed Asset module to integrate with the Accounts Payable and procurement modules. Information on newly obtained fixed assets is reported for verification, then automatically transferred from the A/P module into the Fixed Assets master file system. Ability to make corrections by the asset accountant	H			N/A	
171	Ability to record utility costs, maintenance costs and operational costs in accounts payable, and be able to tie those costs to particular fixed assets.	H			N/A	
172	Ability to integrate to Cash Receipting for Capital Asset disposals.	H			N/A	
173	Ability to create Project Based Assets, that:	-			N/A	
174	Interface with the Project Accounting system to capture project costs for application of overhead costs	H			N/A	
175	Allow a project to be associated with multiple assets	H			N/A	
176	Allow an asset to be associated with multiple projects	H			N/A	
177	Ability to report error of invalid Fund - Department - Account usage and prompt user to take appropriate action.	H			N/A	
178	System has GPS tracking of equipment	H			N/A	
179	Ability to interface into GIS system	H			N/A	
180	**Reporting**					
181	Ability for all fixed asset reporting to be run with an "as of" date and a "date range", to recreate a summary and detail level information 'as of' a point in time that may be in a prior accounting period.	H			N/A	
182	Ability to print the Five Year CIP from the system with live data from financial system on existing projects	H			N/A	
183	Ability to run depreciation reports based on a user defined date range (daily, monthly, annually, etc.)	H			N/A	
184	Ability to print a Capital Asset Expenditure Report which includes daily reporting from AP to show those assets that were coded towards capital accounts	H			N/A	
185	Ability to provide reports to assure that adequate insurance has been secured for property, and expedites the insurance reporting process.	H			N/A	
186	Ability to print reports to support taking of physical inventory by department and location.	H			N/A	
187	Ability to create GASB 34 Reports and modified accrual reports	H			N/A	
188	Ability to automatically generate journal entries for GASB 34 financial reporting purposes based on current year fixed asset activity	H			N/A	
189	Ability to create a report listed by any data element	H			N/A	

4.12 - Fixed Assets			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide improved control over fixed asset accounting and management.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
190	Ability to create a Physical Inventory Worksheet, sorted by department, location, and/or person responsible to assist in conducting physical inventory. Report provides the maximum amount of asset details that would assist in identifying asset locations.	H			N/A	
191	Inclusion of PO information on Physical Inventory Worksheet	H			N/A	
192	Ability to create a Vehicle/Equipment Listing of master file information, including item name, description, location, business area, class number, charge account number, equipment ID number, motor number, model, vin number , manufacturer/make and other user defined fields. Acquisition and disposition information are also included.	H			N/A	
193	Ability to generate a report that can sort and print by data elements	H			N/A	
194	Ability to generate capital assets monthly file maintenance that shows all activity to the asset master file during the month.	H			N/A	
195	Ability to drill-down or report on ALL cost detail associated with a particular asset within the Fixed Asset module that may include AP transactions, journal vouchers, payroll, inventory, purchase order and other pertinent asset costs.	H			N/A	
196	Ability to run historical data comparison reports for any of the fixed asset reports aforementioned	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.13 - Fleet Management — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**System Requirements**					
2	System tracks all City-owned vehicles, by department / division, for all fleet maintenance functions.	H			N/A	
3	Ability to maintain a schedule of registration / reservation information for each equipment item, to assist with scheduling of pooled vehicles	H			N/A	
4	Ability to track non-vehicle equipment (e.g. portable generators, trailers, small equipment, radio installations, riding mowers, radio equipment, etc.)	H			N/A	
5	Ability to handle preventative maintenance schedules, work orders and track costs for fleet operations	H			N/A	
6	Ability to access work orders from a shop floor workstation to enable mechanics to access assigned work orders and update status of work performed.	H			N/A	
7	System provides ability to track operator profile information within the Fleet and Equipment module, including certifications, license, accident and incident information	H			N/A	
8	System provides an executive level dashboard showing real-time information including open work orders, vehicles in service, vehicles out-of-service, fuel usage, etc.	H			N/A	
9	System enables users to configure individual dashboard settings and edit the types of information presented within their dashboards	H			N/A	
10	System provides an approval workflow for the creation and disposal of vehicles, with appropriate security levels.	H			N/A	
11	Ability to notify departmental vehicle "owners" when the vehicle should be serviced based on defined preventative maintenance schedules.	H			N/A	
12	System provides ability for departmental vehicle "owners" to submit a service request for non-critical repairs (e.g. windshield chip) and be notified when the vehicle should be dropped off for service.	H			N/A	

4.13 - Fleet Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
13	System provides ability for departmental vehicle "owners" to view the status and estimated completion date/time for work being completed by fleet staff from service initiation through to delivery.	H			N/A	
14	Ability to notify departmental vehicle "owners" when the service is complete and the vehicle may be picked up.	H			N/A	
15	Ability to set a maximum number of vehicles or equipment that can be out-of-service at any given time by type and by department.	H			N/A	
16	Ability to record and track work performed by external service providers (e.g. dealer under warranty, insurance jobs, body shop repairs, welding, and transmission service).	H			N/A	
17	System allows for work order entry to be performed directly by fleet maintenance staff so extended service level detail can be provided for each job.	H			N/A	
18	System allows for multiple levels of access authority	H			N/A	
19	System provides audit trail capabilities	H			N/A	
20	**Interfaces & Integrations**					
21	System provides integration with other software modules of the system, including:	-			N/A	
22	Budget (for planning vehicle capital replacement)	H			N/A	
23	Inventory	H			N/A	
24	Purchasing	M			N/A	
25	Billing	M			N/A	
26	Human Resources (certification tracking to ensure proper licenses/certifications are current - e.g. ASE, heavy equipment operators, drug-free test result tracking, etc.)	M			N/A	
27	Work Order	H			N/A	
28	Facility Management (for location where vehicle/equipment is stored)	H			N/A	
29	Time and Attendance	H			N/A	
30	Request for Service (for staff to submit service requests to be converted to fleet work orders)	H			N/A	
31	General Ledger	M			N/A	
32	Fixed Assets	H			N/A	
33	Accounts Receivable (for outside billable work performed)	M			N/A	
34	Ability to associate a vehicle in the Fleet module with an asset in the fixed assets module.	H			N/A	
35	System interfaces with the Fixed Assets module and provides ability to accommodate multiple depreciation schedules	H			N/A	
36	Interfaces with the system's Human Resources module to identify certifications, license, accident and incident information for equipment operators	H			N/A	

4.13 - Fleet Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
37	Ability to meet all Federal & State of Florida reporting requirements for operational costs and safety requirements	H			N/A	
38	System provides preventative maintenance functionality integrated with the work order module	H			N/A	
39	Billing function interfaces with the General Ledger to accommodate the necessary inter-fund transfers	M			N/A	
40	System provides a “light” interface for use / deployment on a mobile device such as a smartphone, tablet or iPad. Please specify which mobile operating systems are supported in the comments.	L			N/A	
41	System provides an interface to an AVL system.	H			N/A	
42	Ability to interface with Time and Attendance module to track employee time charged to each fleet work order.	H			N/A	
43	Ability to interface with Time and Attendance module by scanning a service order bar code found on a hard copy work order field sheet to start/stop timer.	H			N/A	
44	Ability for fuel system (e.g., EJ Wards) to interface to this fleet system, providing information regarding fuel and mileage (odometer information), to calculate cost per mile, for example	H			N/A	
45	**Fleet Management System Functionality**					
46	System has the ability to schedule maintenance and replacement of parts	H			N/A	
47	Work order records support attachments such as photos and letters	H			N/A	
48	In the vehicle database, system has the ability to attach pictures, etc.	H			N/A	
49	Ability to set pre-defined equipment usage rates, such as hourly, fuel and commercial	H			N/A	
50	Ability to setup project codes by department and by vehicle for purposes of querying records for reporting or summary information	H			N/A	
51	System provides equipment usage history inquiry and reporting features	H			N/A	
52	Warranty tracking and alerts are available and configurable in the system for both vehicles and vehicle parts.	H			N/A	
53	Ability for staff to be prompted to update warranty information after performing specific maintenance tasks.	H			N/A	
54	System provides functionality to enter recall information and alert the user and a designated staff member when the vehicle/equipment is scheduled for it's next preventative maintenance.	H			N/A	
55	Fleet module allows for tracking, reporting and analysis of vehicle accident details and statistics	H			N/A	
56	Ability to track vehicle/equipment use history by Dept. & Division, including:	-			N/A	
57	Mileage, Hours, Calendar, and User-Defined	H			N/A	

4.13 - Fleet Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
58	Total Time-in-Service	H			N/A	
59	Cost of Operation (labor, parts, outsourced services, fuel)	H			N/A	
60	Operator	H			N/A	
61	System provides functionality to track, monitor and report on fuel usage history by vehicle.	H			N/A	
62	On-line preventive maintenance checklists are available in the system and can vary by frequency of inspection/maintenance cycle. For example, the inspector can be prompted to change the oil and lube the chassis every 3,000 miles, while battery changes and tire replacement are scheduled every 12 months. Off-road equipment scheduling by machines. Special maintenance scheduled by user-defined parameters.	H			N/A	
63	Able to store associate parts lists with each preventive maintenance task. Each parts list can include specific material and equipment requirements for the task being performed.	H			N/A	
64	Ability to automatically or prompt user to extend a vehicle's expected life when defined major maintenance work order types are performed (e.g. replacing a transmission extends vehicle life by XX,XXX miles or X years.)	L			N/A	
65	System provides capabilities to maintain a Service History related to each fleet item including:	-			N/A	
66	Service Type Code	H			N/A	
67	Requestor	H			N/A	
68	Service Date	H			N/A	
69	Mileage / Hours	H			N/A	
70	Service Provider/Mechanic	H			N/A	
71	Claims history/Accidents and descriptions	H			N/A	
72	Costs/Hours Worked	H			N/A	
73	Back-in-Service Date	H			N/A	
74	Job Order #	H			N/A	
75	Vehicle Ref. # assigned by Fleet Staff	H			N/A	
76	Vehicle Equipment # assigned automatically and sequentially by fleet software with the ability to override, as needed.	M			N/A	
77	Problem, Cause, Corrective Action fields	H			N/A	
78	Comments	H			N/A	
79	Mechanic(s) Performing Work	H			N/A	
80	System provides the ability to calculate the ratio of repair cost to vehicle/equipment value and notify user if needed repair will exceed a pre-set (user-determined) percentage of vehicle/equipment value.	H			N/A	
81	System can accommodate billing for equipment usage based on a equipment rate. Overhead rates are accommodated.	H			N/A	

4.13 - Fleet Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
82	System has the ability to convert work order activity into a billing for equipment service.	H			N/A	
83	System provides reports that specifically focus on / identify vehicles/equipment with comparatively excessive repairs/operating costs to other similar items in the same classification.	H			N/A	
84	Ability to capture the cost of repairs, fuel, and labor for each piece of equipment.	H			N/A	
85	System provides the capability to establish a mark-up capability on individual parts in inventory.	L			N/A	
86	Ability for users to have flexible reporting capabilities for analyses	H			N/A	
87	Ability to print barcode labels with user defined data relating to the inventory item.	H			N/A	
88	Ability to support barcoding.	H			N/A	
89	Ability to support RFID (Radiofrequency Identification)	H			N/A	
90	**Fleet Equipment**					
91	The fleet equipment master file records the following information, for which each field is searchable:	-			N/A	
92	Availability Status (out-of-service, replaced, in-service)	H			N/A	
93	Customer Number (for external billing)	H			N/A	
94	Depreciated value	H			N/A	
95	Disposition (e.g., who it was sold to, retired, etc.)	H			N/A	
96	Driver position control #	H			N/A	
97	Equipment Brand, Model, and Manufacturer	H			N/A	
98	Expected Replacement Date	H			N/A	
99	FEMA Type Code (e.g., when using equipment for storms)	H			N/A	
100	Fleet liaison name	H			N/A	
101	Fund and Funding Source (e.g., project, grant, or other financial code)	H			N/A	
102	Inspection/Maintenance Cycles	H			N/A	
103	Last Inspection Date	H			N/A	
104	Location or Department	H			N/A	
105	Multiple Preventive Maintenance Parameters (miles, months, hours, number of runs, user-defined, e.g., oil)	H			N/A	
106	Ownership Status (own, lease, purchase, on loan)	H			N/A	
107	Parent/Child Relationships	H			N/A	
108	Parking location	H			N/A	
109	Purchase Date	H			N/A	
110	Purchase Order Number	H			N/A	
111	Purchase Price	H			N/A	
112	Sale Date and Price	H			N/A	
113	Sale value	H			N/A	

4.13 - Fleet Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
114	Serial Number	H			N/A	
115	Standard fluids to be used (e.g. oil, antifreeze type)	H			N/A	
116	Status (active / inactive)	H			N/A	
117	Supervisor assignment	H			N/A	
118	Take home status	H			N/A	
119	Task Assignment	H			N/A	
120	Trade in value	H			N/A	
121	Vehicle/Equipment ID Number (user or system assigned) - Minimum of 3 digits and user-defined Vehicle ID with alpha-numeric capability.	H			N/A	
122	Vehicle/Equipment Type	H			N/A	
123	Vendor Purchased From	H			N/A	
124	VIN Number	H			N/A	
125	Warranty Expiration Date	H			N/A	
126	Other user-defined fields	H			N/A	
127	Equipment can be assigned to user defined classifications and sub-classifications	H			N/A	
128	System provides ability to retain and edit status and activity history for the entire life of the vehicle (>20 years).	H			N/A	
129	System allows users to pre-define fleet tasks that can be selected when developing a demand work order or preventative maintenance schedule	H			N/A	
130	Ability to list all the equipment associated with a vehicle	H			N/A	
131	**Principal Reports**					
132	User defined reports, easy ability to query the system and provide both summary and detail reporting capabilities.	H			N/A	
133	Ability to generate reports as of a specified date (e.g. how many vehicles were managed at as of a specified historical date).	H			N/A	
134	Equipment listing with model year, description, replacement cost, actual value by Department & Division for Risk Management insurance requirements.	H			N/A	
135	Inventory Control Report by maintenance part number, showing parts used, frequency of use (over a user-specified time), and quantity on hand	H			N/A	
136	Problem/Exception Report, listing vehicles/equipment with below average MPG, excessive service times, excessive repair costs (replacement parts), etc.	H			N/A	
137	Expected Replacement Report, including historical costs. Must be configurable to be based on each vehicle/equipment's expected replacement date, miles/hours, or age.	H			N/A	

4.13 - Fleet Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To proactively manage the short-term and lifecycle costs of the City's fleet and equipment through a system that leverages fleet management best-practices. Additionally to track and allocate these maintenance and repair costs to appropriate departments within the City.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
138	Preventative Maintenance Compliance Reporting, indicating actual deviations from planned schedules	H			N/A	
139	Inspection/Maintenance Schedule by week, month, year. Ability to print a listing of the upcoming scheduled inspections/maintenance. List item, location, and contact person.	H			N/A	
140	Past-Due Inspection/Maintenance List of all vehicles and equipment which is scheduled for service that is due or past due for cyclical maintenance.	H			N/A	
141	Service by Department report providing a detailed and aggregate service summary.	H			N/A	
142	Service by Asset report providing a detailed and aggregate service summary.	H			N/A	
143	Service by Major Service Category report representing general service code categories for filtering similar types of repairs.	H			N/A	
144	System allows for FEMA tracking and reporting, such as Police and Fire equipment	H			N/A	
145	**Inspection/Maintenance Reports**					
146	Maintenance History Report by vehicle, showing servicing per miles or hours of use, costs, and labor hours over a user-specified time period.	H			N/A	
147	Out-of-Service Report showing accumulative number of days that a vehicle/equipment is out-of-service for maintenance.	H			N/A	
148	Vehicle Billing Report, including labor, parts, outsourced costs, and fuel, by equipment/vehicle.	H			N/A	
149	Equipment/Vehicle Listing by location, ID number, age, fleet, department, inspection/maintenance date scheduled, brand or manufacturer, and cost of operation.	H			N/A	
150	Revenue / Expense by Vehicle including overhead and depreciation	M			N/A	
151	Year to date, month to date and life to date Vehicle Cost Report	H			N/A	
152	Vehicle Service Report providing a vehicle/equipment detail report presenting the comprehensive service details for each service work order (e.g. consistent with a automotive dealership or auto car center report) representing the complete value of the service provided.	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.14 - General & Technical — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To ensure that the application operates consistently and to the technical standards of the entities.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**Documentation**					
2	Ability to provide online software documentation, topology, and detail design for all software application modules.	M			N/A	
3	Ability to provide an on-line tutorial to assist users learning the software.	M			N/A	
4	Ability to provide all vendor supplied software that is accompanied by sufficient technical documentation to enable comprehensive understanding of its internal structure and operating procedures.	H			N/A	
5	Ability to provide Release Notes that document changes between version releases. These documents must be written in a fashion that is easily understandable by the end user. The format of the Release Notes must be conducive to analyzing which changes effect the organization.	M			N/A	
6	Documentation must be Section 508 compliant	M			N/A	
7	Ability to provide a copy of the database schema, ERD (entity relation diagram.), network diagram.	H			N/A	
8	**Help System**					
9	Ability to provide a menu-driven system with comprehensive utility and "help" screen capabilities at the field and the page level.	M			N/A	
10	Ability to provide field-level and screen level help throughout the application that can be customized by trained and authorized users.	M			N/A	
11	**Online Vendor Customer Support Portal**					
12	Ability to provide a portal solution to access various on-line information regarding the vendor's solution including:	-			N/A	
13	Knowledge base of user documentation	M			N/A	
14	Release notes	M			N/A	
15	Other documentation	L			N/A	
16	Upcoming releases	M			N/A	
17	Changes	M			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
18	Ability to provide a portal solution that allows users to submit enhancement requests and system bugs on-line that allows for tracking of progress on individual items.	M			N/A	
19	Ability to provide a portal solution that allows users to query on specific items that they and other clients have submitted.	M			N/A	
20	Ability to provide an on-line user community for posting questions and sharing information.	L			N/A	
21	**Error Processing**					
22	Ability to customize or modify system provided error messages and store/log for future review and reporting. Error messages should be meaningful to the user versus being of a technical nature.	L			N/A	
23	Ability to allow user defined reporting from the error log.	L			N/A	
24	Ability to allow the system support administrator or designated end-users to view the error log on-line to provide support for the users.	M			N/A	
25	Ability to perform error checking to verify the quality of the information being entered and that system balances are maintained.	H			N/A	
26	Ability to turn on/off different levels of error logging functionality within the system.	M			N/A	
27	**Forms Processing**					
28	Ability to generate forms using Microsoft Office Suite and/or Adobe Acrobat.	M			N/A	
29	Ability to generate interactive forms using Microsoft Office Suite and/or Adobe Acrobat (for data entry purposes).	M			N/A	
30	Ability to provide an integrated Forms Solution that allows for custom developed forms within the system that can be integrated with financial processes. without having to modify application code.	M			N/A	
31	Ability to use either blank paper stock or pre-numbered check stock (i.e., system generates forms on blank paper, routing & check numbers on blank check paper, etc.).	M			N/A	
32	Ability for trained users to customize forms without the need for Vendor assistance. Customized forms will be able to be incorporated into future vendor releases without the need for retro-fitted changes.	M			N/A	
33	Standard software functionality provides the ability for all forms created within the vendor's solution to be stored to allow for future use of that form within the vendor's solution.	M			N/A	
34	**Security and Auditing**					
35	Ability to use Active Directory (AD) as the source for security credentials if solution is on premise. AD shall be used as the primary authentication level for user sign-on into the system (single sign-on).	H			N/A	
36	Ability to authenticate to multiple AD domains is solution is on-premise.	H			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
37	Ability to restrict access for add/update/view/delete at the transaction level.	M			N/A	
38	Ability to deliver security in a layered format (i.e. data, database, application, network physical).	H			N/A	
39	Ability to deliver system security that includes security logging into the system.	H			N/A	
40	Ability to restrict a user's access to specific screens.	H			N/A	
41	Ability to define standard security roles for entry, query and reporting	H			N/A	
42	Ability to provide security at the record level.	M			N/A	
43	Ability to turn on/off auditing at the table level.	M			N/A	
44	Ability to configure security access to restrict a user's access to individual fields.	H			N/A	
45	Ability to maintain system security controls while using the system on mobile devices	L			N/A	
46	Ability to restrict user access to fields based on a certain range.	L			N/A	
47	Ability to log all file changes in a detailed permanent audit trail, by user ID, based on user login.	M			N/A	
48	Ability to provide role based and class based system security; must be configurable and must establish rules for editing.	M			N/A	
49	Ability to have locks on time/date stamp with limited and audited override authority.	L			N/A	
50	Ability for an administrator to change a user's status to inactive.	M			N/A	
51	Ability to support electronic/digital signatures.	M			N/A	
52	Ability to trace the source of all transactions at both terminal and ID user levels.	M			N/A	
53	Ability to identify users making inquiries or extracting reports from key databases.	L			N/A	
54	Ability to support the encryption of data communications between the client and the server if a hosted solution.	H			N/A	
55	Ability to support the encryption of stored data in the database.	M			N/A	
56	Ability to define specific user access to processes, icons, screens, reports, records and code tables based on individual and group profiles.	H			N/A	
57	Ability to restrict a user's access to records meeting certain criteria (I.e., certain divisions).	M			N/A	
58	Ability to apply security restrictions to report writer utilities.	H			N/A	
59	Ability to apply security restrictions to global update functions.	H			N/A	
60	Ability to apply security restrictions to all data connections such as ODBC, JDBC, OLE.	H			N/A	
61	Ability to differentiate access between ability to view versus update for specific data elements.	H			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
62	Ability to restrict the accessing of security configuration and audit logs based upon user profiles or administrator level settings	H			N/A	
63	Standard system functionality restricts System Administrator account from performing transactions on the system.	L			N/A	
64	Ability to require both user ID and password to access system functionality.	H			N/A	
65	Ability to provide password security which will automatically restrict or deny access after a specified number of erroneous attempts to access.	M			N/A	
66	Ability to ensure that system password expiration settings are "flexible" (higher privileged accounts should have passwords which expire every 30-60 days while lesser privileged accounts expire every 60-90 days).	M			N/A	
67	Ability to restrict reuse of system passwords for a specifiable period of time.	M			N/A	
68	Ability to enforce minimum password length and strength and set limits exceeding this minimum, as appropriate.	H			N/A	
69	Ability for users to reset their own password.	L			N/A	
70	Ability to monitor concurrent users accessing the database through the application (e.g. open connections).	M			N/A	
71	Ability to automatically log off an inactive user. This should be configurable based on the organization's needs.	M			N/A	
72	Ability to ensure that system passwords are suppressed during entry (****** appears instead of the clear-text representation of the password when logging in).	H			N/A	
73	Ability to track the relevant audit trails and allow "drill down to the source" functionality to review the history of all changes to the data.	M			N/A	
74	Ability to allow management to review the system administrator's activities.	H			N/A	
75	Ability to provide a "flexible" system audit (can be configured to audit based upon "criticality levels" identified by management for each action performed within the system).	M			N/A	
76	Ability to provide audit reporting that is "user friendly" (audit reports are not "cryptic", they are easy to understands and act upon).	M			N/A	
77	Ability for the internal finance administrators to have access to change settings in the finance modules without going through IT.	M			N/A	
78	**Archiving**					
79	Ability to provide an archiving solution for all data elements which provide configuration options for archiving schedules.	H			N/A	
80	Ability to interface with a third party document management system for archiving.	H			N/A	
81	Ability to preserve historic transactional integrity when master data changes.	H			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
82	System design provides an “archive” environment for historical data.	H			N/A	
83	**Integration and Interfacing**					
84	Ability to import / export non-configuration data (e.g. transaction data) to/from a common data interchange format (e.g. ASCII, XML, etc.)	H			N/A	
85	Ability to import / export configuration data to/from a common data interchange format (e.g. ASCII, XML, etc.)	H			N/A	
86	Ability for all data import functions in the system to observe all pre-set data validation rules to enforce data / database integrity	H			N/A	
87	Ability to support web services as a means of real-time data exchange with other applications.	H			N/A	
88	Ability to import data into master files (commodity codes, Zip, etc.).	H			N/A	
89	Ability to provide utilities to assist in data conversion from existing system to the new ERP system.	H			N/A	
90	Ability to provide utilities to assist in data conversion of subset data from existing system to replicate environment	M			N/A	
91	Ability to apply security restrictions to all imports performed by a user.	H			N/A	
92	Ability to attach multiple documents / images to a single ERP transaction and have that attachment flow with the transaction throughout it’s life in the ERP (i.e. requisition to purchase order).	H			N/A	
93	Ability to create tables with future dates (i.e. benefits premiums during open enrollment)	H			N/A	
94	All databases tables are accessible for custom reporting across all modules	M			N/A	
95	Ability to interface with Microsoft Office applications (Word, Excel, Project, Exchange, SharePoint, etc.)	L			N/A	
96	**System Installation**					
97	Ability to provide capabilities for system to be deployed with an "agentless client".	L			N/A	
98	Ability to retain user preferences when installing new releases of the vendor's software.	M			N/A	
99	Ability to support the following environments during system implementation including: DEV, TEST, TRAIN, LIVE.	M			N/A	
100	Ability to customize the amount of data transferred between the system environments DEV, TEST, TRAIN, LIVE.	M			N/A	
101	Ability to provide a configuration management solution to allow for easy management of moving data and programs between the various environments.	M			N/A	
102	**System Operations and Administration**					
103	Ability for application to be operated in a hosted environment (ASP option, cloud, SaaS, etc.).	L			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
104	Ability to supply various utilities to facilitate file maintenance, data manipulation, and backup/recovery. These may include, but are not limited to, sorts, file generators, and file-to-file copying utilities.	L			N/A	
105	Ability for system to include the appropriate administrative and programming toolsets to configure, modify and customize the software applications.	L			N/A	
106	Ability for the software vendor(s) to have the facilities to diagnose and maintain the application software and database remotely.	L			N/A	
107	Ability for the vendor to provide ongoing software maintenance and new software releases periodically to meet all State and Federal requirements at no additional charge (included in the m & s contract).	H			N/A	
108	Ability to remain on-line and inquire into multiple applications for extended periods of time.	L			N/A	
109	If system allows user to switch screens to display in another language, the system provides a user-friendly process for changing the language back and forth.	L			N/A	
110	**Technical Standards & Preferences - Applies to ALL products being proposed by the vendor.**					
111	Ability to provide system components that operate under a web services solution environment.	M			N/A	
112	Ability to provide a system that operates under a Service Oriented Architecture (SOA) environment.	H			N/A	
113	Ability to use existing computers and printers.	H			N/A	
114	Ability to use recent versions of different web browsers (IE, Firefox, etc.)	M			N/A	
115	Ability to provide a solution that operates with the city's current standards	H			N/A	
116	Ability to support virtualized server environment.	H			N/A	
117	**Data Management**					
118	Ability for all informational data elements tracked to be maintained in an enterprise ODBC-compliant integrated database to allow efficient data sharing, customized report writing, and automated posting.	H			N/A	
119	Ability to add user defined data fields and tables to meet changing requirements.	M			N/A	
120	Ability to identify/define character numbers/limitations for custom fields.	H			N/A	
121	Ability for system to interact with the relational database and offer robust querying and online analysis tools that do not require programming knowledge, allowing users to pick and choose fields, link tables, and establish criteria under appropriate security controls.	H			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
122	Ability to log all on-line input and provide the ability to recover the data files to the point of the last transaction in the event of a programming or system failure. This recovery process should minimize user involvement.	H			N/A	
123	Ability to access tables from other systems using both SQL and non-SQL data sources.	H			N/A	
124	Ability to support referential integrity through the use of data definitions.	H			N/A	
125	Ability to create database integrity constraints that match the business rules enforced by the system through the modules code.	H			N/A	
126	Ability for the database to allow for data access in a seamless manner even though the data may physically reside on another server.	H			N/A	
127	Ability to flag specific information as confidential, and redact it, so that it is not provided to the public with open records requests.	M			N/A	
128	**User Interface**					
129	Ability for system to ensure that all features and functions within the application will be available and operate identically regardless of the user interface that is used (i.e., web-based or client-based, tablet vs. laptop, etc.).	H			N/A	
130	Ability to ensure that the software complies with accessibility standards including all system components. To comply with the Americans with Disabilities Act (ADA), Information technology must be accessible to people with disabilities. And the information technology's accessibility level must comply with accessibility standards set forth in Section 508 of the Rehabilitation Act. Section 508 requires that Federal agencies' electronic and information technology is accessible to people with disabilities.	M			N/A	
131	Ability to ensure that the software applications provide functionality for or are compatible with third party industry standard screen magnification products to enlarge the print on the computer screen and configure print size, contrast and color selection for blind users. Please note third party product compatibility in Comment field.	L			N/A	
132	Ability for the software applications to provide functionality for or are compatible with third party industry standard screen reading software (used to operate a speech synthesizer, which voices the contents of a computer screen) for blind users. Please note third party product compatibility in Comment field.	L			N/A	
133	Ability for system to provide a Web-based interface that uses "point and click" device functionality to choose between pull down menus and options.	L			N/A	
134	Ability for system to ensure a consistent use of command keys and screen layouts across the application.	M			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
135	Ability for system to allow multiple screens to be open simultaneously within the same session.	H			N/A	
136	Ability to allow any screens to be modified\Configured to suit a client's business needs.	H			N/A	
137	Ability to allow unused data elements to be removed, hidden or modified to conform to existing practices without compromising the ability to perform system updates that will result in these changes being lost.	M			N/A	
138	Ability to modify pull down menus and pick lists, with proper security authorization.	M			N/A	
139	**Data Entry & Transaction Processing**					
140	Ability to control entry of data to ensure user enters data into all required fields on the screen.	H			N/A	
141	Ability to have data entry fields automatically default to a specific value (e.g., date fields should default to current date).	M			N/A	
142	Ability to perform batch data entry of transactions with batch totals.	M			N/A	
143	Ability for system to provide data entry transaction templates (i.e. journal entries, requisitions, etc.), with custom defined fields as a default.	H			N/A	
144	Ability to configure tabbing order on all data entry screens.	M			N/A	
145	Ability to “auto fill” in field level information (i.e. – vendor name, account name) based on information entered (e.g., enter vendor #, name populates, etc.)	H			N/A	
146	Ability for back-ups or other transactions in one module to not block, delay, or otherwise interfere with transactions in other modules.	H			N/A	
147	Ability for the system including complete system backup activities, to be available 24 hours a day.	H			N/A	
148	System provides record locking functionality which only allows viewing and query access to system records by users, while a user is making edits to the record.	H			N/A	
149	Ability for system to provide free form comments fields for all transactions – prior to posting, after the fact (multiple un-editable comments with user stamping and date stamping)	H			N/A	
150	A system with intuitive transaction names.	M			N/A	
151	**Central Document / Transaction Workflow Engine**					
152	Ability to provide workflow functionality, automating business processes within the system that can be controlled and managed by a trained end-user. This workflow includes routing based on roles defined in the system and assigned to each user and rules determining how a process is handled and works consistently across all module areas and user interfaces within the application.	H			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
153	Ability to set up workflows to allow for user-defined levels of approval. (Please identify any workflow approval limits in the comments field).	H			N/A	
154	System provides audit trail history of transaction approvals.	H			N/A	
155	Ability to provide workflow functionality that allows users to lookup a transaction and see the status in an approval tree.	H			N/A	
156	Ability to provide workflow functionality that is role based such that departments can perform approvals in a “person independent” manner.	H			N/A	
157	Ability to provide tickler / reminder functionality throughout the system that could be set to trigger based on certain events (e.g., more than 2 weeks have passed and you are responsible for completing this step, contract is going to expire soon, etc., Capital Assets, Grant item being purchased). Optionally, be able to trigger a standard email to be sent through e-mail system.	M			N/A	
158	Ability to provide the same workflow rules and engine regardless of the user interface that is used (i.e., web-based or client-based interface).	H			N/A	
159	Ability to provide workflow functionality that allows a user to enter text and/or attach a document indicating the reason for the rejection and allows for complete viewing of this text by the user receiving the rejection notice.	M			N/A	
160	Ability to provide workflow functionality that allows a user to forward workflow items for a user-designated period of time to another user who will act as a surrogate / delegate in being able to review, approve and reject all workflow items in the first user's absence.	M			N/A	
161	Ability to provide workflow functionality that allows for items to be put into workflow with sequential approvals.	H			N/A	
162	Ability to provide workflow functionality such that in a parallel approval the following options are possible: * All users must approve an item before moving to the next step * One user must approve an item before moving to the next step * Rejection by only one of the users will push the workflow back to the previous step or original step. * Previous step of process is locked once approval is authorized	H			N/A	
163	Ability to provide workflow functionality that allows for reporting/Audit on how long each step in a workflow is taking to perform.	H			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
164	Ability to provide workflow functionality with the following options when reviewing an item: * Approve, *Collaborate, * Forward, *Return * Hold * Reject *Cancel	H			N/A	
165	Ability to provide workflow functionality that allows for notification of the results of a workflow step to be sent to a user via email or be viewable internally within the application. The type of notification (email or internal to application) can be customizable for each individual user.	M			N/A	
166	Ability to provide workflow functionality that allows for users receiving workflow updates via email to click on a link provided within the email that takes the user to the appropriate area within the application to perform the next steps on that workflow.	M			N/A	
167	Ability to automatically route reports via a workflow.	L			N/A	
168	**Address Management**					
169	Ability to meet USPS Publication 28: Postal Addressing Standards for street address and street naming convention including segments for all addresses within the system.	M			N/A	
170	Ability to maintain separate components for an address record including:	-			N/A	
171	House number	H			N/A	
172	Pre-Directional	H			N/A	
173	Street name	H			N/A	
174	Street suffix	H			N/A	
175	Post Directional	H			N/A	
176	Unit	H			N/A	
177	City	H			N/A	
178	State	H			N/A	
179	Zip code + 4	H			N/A	
180	Ability to add User Defined Fields such as Parcel ID (Folio #) , Unit, Special Assessment # (aka Lien #), Improvement # and Fund	H			N/A	
181	Ability to accommodate foreign addresses and Phone numbers (e.g. (Procurement/Financials, we also may need to accommodate foreign address such as PO Box 177 2600 MH Delft The Netherlands T +31 (0)88 335 7500)	H			N/A	
182	Ability to support a single customer record that is not duplicated within the system.	H			N/A	
183	Ability to enforce address standards to ensure consistency with master address list	H			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
184	Standard system functionality provides ability to import master City/State/ZIP file from a 3rd party (US Post Office).	H			N/A	
185	Ability to integrate with industry standard third-party address validation software	M			N/A	
186	Options to incorporate a map base display and position (geocode) address locations using a Geographic Information System (GIS) server based web mapping application or similar application capability	H			N/A	
187	**Reporting and Printing**					
188	Ability to create ad hoc queries and reports using a built-in reporting tool, in a user-friendly manner i.e. simple navigational tools, tutorials and etc.	H			N/A	
189	Ability to interface with a third party business intelligence solution/data warehouse	H			N/A	
190	Ability to provide a real-time snapshot of the financial performance based on key defined metrics determined by the administrator/user.	H			N/A	
191	System should include an easy to use report generator, with all data downloadable to MS Excel spreadsheet format for ad hoc reporting.	H			N/A	
192	Ability to provide a user-configurable 'management dashboard' which allows users to identify and view key summary performance statistics from various components of the ERP system and drill into them for further detail.	M			N/A	
193	Ability to add or delete new fields by which on line inquiries can be made.	H			N/A	
194	Ability for system to provide a reporting environment that satisfies a number of different users needs and levels of reporting sophistication.	H			N/A	
195	Report Writer capability with file organization structure consistent between all application modules	H			N/A	
196	Ability to run reports without impacting system performance.	H			N/A	
197	Ability for system to have an integrated report writer with the following features:	-			N/A	
198	Flexible report formatting capabilities	H			N/A	
199	Ability to modify or create underlying reporting structure	H			N/A	
200	Mailing list and label generation capability	H			N/A	
201	Ability to retrieve information from multiple tables / files	H			N/A	
202	Ability to specify desired subtotal breaks and totaling fields	H			N/A	
203	Ability to obtain reports in different sort sequences	H			N/A	
204	Ability to calculate percentages	H			N/A	
205	Ability to calculate averages	H			N/A	
206	Ability to make minor alterations to previously defined reports.	H			N/A	
207	Ability to prepare / print reports from any accounting period and across periods.	H			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
208	Ability to set up menus of created reports for easy access and printing	H			N/A	
209	Generate sequentially numbered pages on reports	H			N/A	
210	Represent current date and reports "as of" date	H			N/A	
211	Option available to send report to the screen, a printer, file, or email.	H			N/A	
212	Ability for reports to be scheduled and generated to a target output format (i.e. to PDF)	H			N/A	
213	Setup reports to accommodate optimized page size and layout (e.g. portrait and landscape orientations).	H			N/A	
214	Ability to select any account or range of accounts in the chart of accounts for inclusion in reports or exclusion	H			N/A	
215	"Wildcard" and/or “Keyword” capability to allow easy accessing of a range of values when creating reports	H			N/A	
216	Ability to quickly access a range or set of accounts for report creation by specifying a fund, utility and/or account type	H			N/A	
217	Data fields include commas, decimal points, dollar signs, +/- signs, etc. and are right or left justified as appropriate	H			N/A	
218	Ability to "drill down" allowing a user to begin with a summary level screen / online report and inquire on progressively more detailed (i.e., source) transactions.	H			N/A	
219	Ability to output electronically (file or online) to key governmental entities as required by law.	H			N/A	
220	Ability to execute reports with an "as of" date.	H			N/A	
221	Ability to allow end users to directly print reports and inquiry screens to printer, without cumbersome use of a "print queue".	H			N/A	
222	Ability to allow search criteria on reports to be not-exact matches, partials, or similar (e.g., soundex).	H			N/A	
223	Ability to provide system-wide search functionality for keyword search, across all master and transaction records, to assist with fulfilling Open Records Requests.	H			N/A	
224	Ability for system to allow users to perform inquiries and searches by any field available for data entry.	H			N/A	
225	Ability to reprint reports, checks, or bills with restart capability when reports, checks, or bills being printed are interrupted.	H			N/A	
226	Ability for the user to print all reports from their PC's using their choice of installed system printer(s)	H			N/A	
227	Ability for system to provide report formats that are developed to maximize data available on a page while still being readable.	H			N/A	
228	Ability to print Accounts Payable and Payroll checks to laser printers with signatures and MICR coding (with appropriate security measures in place).	H			N/A	

4.14 - General & Technical					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To ensure that the application operates consistently and to the technical standards of the entities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
229	Ability to allow formatted output to be matched to printer device characteristics without intervention by the user.	H			N/A	
230	Ability to report/query on all user defined fields	H			N/A	
231	Adhere to all GAAP, GASB and CAFR requirements. GASB 34 and GAAP compliance.	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.15 - General Ledger					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated, integrated, in-house General Ledger system that will improve the City's ability to manage and accurately report its financial affairs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**General Requirements**					
2	Ability to simultaneously comply with financial accounting and reporting standards in accordance with:	-			N/A	
3	GAAP (Generally Accepted Accounting Principles)	H			N/A	
4	GASB (Governmental Accounting Standards Board) statements	H			N/A	
5	CAFR (Comprehensive Annual Financial Reporting) requirements (i.e. government-wide and fund statements)	M			N/A	
6	Cash basis of accounting	L			N/A	
7	Modified accrual basis of accounting	H			N/A	
8	Full Accrual basis of accounting	H			N/A	
9	Ability to allow multiple fiscal years to be open (and have transactions processed against them) simultaneously. This includes the ability to have related reversing entries automatically post to the new fiscal year (i.e. AP, inter-fund journals, accruals, etc.).	H			N/A	
10	**Chart of Accounts**					
11	Ability to auto-generate chart of accounts based on sequential order of chart “segments” (i.e. fund, account, category, division, department, etc.) defined within the system.	H			N/A	
12	Capability to classify accounting transactions by the following structures: fund, program, organization, project, activity, cost center, object class, and any other data elements needed to meet data classification and/or reporting needs	H			N/A	
13	Ability to modify and customize the chart of accounts structure to be specific to the organization.	H			N/A	
14	Ability to establish rules to validate segments of the components of the Chart of Accounts.	H			N/A	
15	Ability to have chart of account segment numbers that are alphanumeric .	H			N/A	
16	Ability to expand chart of account segments at any point in time without re-entering/re-converting entire chart.	H			N/A	

4.15 - General Ledger					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated, integrated, in-house General Ledger system that will improve the City's ability to manage and accurately report its financial affairs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
17	Ability to provide options for account roll-up capabilities at any level of the chart of account segments.	H			N/A	
18	Ability to support sub-level chart of account codes that roll up to standard account codes.	H			N/A	
19	Ability to associate user logins with an organization, or other segment within the chart, and only allow user edit only access to transactions and balances related to that user's segment as defined by the chart.	H			N/A	
20	Ability to associate an account type (revenue, expense, fund balance, asset, liability, net assets, etc.) with each account when defining the chart of accounts.	H			N/A	
21	Ability to support crosswalk from existing chart of accounts for data conversion purposes.	H			N/A	
22	Ability to retain history on account segment combinations:	-			N/A	
23	Current Year Adopted Budget Amount (expenditures and revenue)	H			N/A	
24	Current monthly, quarterly and Year-to-Date actual Amounts (all balance sheet and income statement accounts)	H			N/A	
25	Current Year Budget Adjustments	H			N/A	
26	Budget Balance Remaining (Adjusted Budget minus Year-to-Date Actuals)	H			N/A	
27	Amounts Encumbered	H			N/A	
28	Prior Year Monthly Totals	H			N/A	
29	Prior Year Final Budget Amount	H			N/A	
30	Prior Year Adopted Budget Amount	H			N/A	
31	Last Transaction Date	H			N/A	
32	Ability to support the use of 'Cost Centers'	-			N/A	
33	Group (xxx)	H			N/A	
34	Department (xxx)	H			N/A	
35	Division (xxx)	H			N/A	
36	Section (xxx)	H			N/A	
37	Subsection (xxx)	H			N/A	
38	Ability to allow a particular Department to charge to functions in another fund.	H			N/A	
39	Ability to limit a Department to charge only against certain functions.	H			N/A	
40	**Account Information**					
41	Ability for users to lookup account numbers (a portion, wild card, etc.).	H			N/A	
42	Ability to accommodate up to a 180-character transaction description.	L			N/A	
43	Ability to define master "account code shortcuts" (i.e. – abbreviated accounts) that cross-reference shortcut name to an account code.	H			N/A	
44	Ability to allow the user to use synonym/account names to inquire on accounts (user specific names that relate to specific account codes).	H			N/A	

4.15 - General Ledger					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated, integrated, in-house General Ledger system that will improve the City's ability to manage and accurately report its financial affairs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
45	Ability to maintain a self balancing set of accounts for each fund including assets, liabilities, fund balance, expenditures and revenues including the ability to automatically close to fund balance (user defined) to open the new year.	H			N/A	
46	Ability to optionally configure budget control at the account level, in addition to the category level.- i.e. controlling at fund, program, series or GL level (account level) or requiring balanced entries for budgeted transfers or interdepartmental allocations (category level) as desired.	H			N/A	
47	Achieve consistency between budget and accounting classifications (i.e., mapping) and ability to synchronize to other deliverables (i.e., CAFR, budget book, grant reporting) that may require a different mapping scheme/structure.	M			N/A	
48	**Ledgers**					
49	Ability to maintain control account balances from subsidiary ledgers for revenue, expenditures (CY, Prior Year), encumbrances (CY, Prior Year), appropriation (CY, Prior Year).	H			N/A	
50	A system that meets tracking needs for asset forfeitures.	M			N/A	
51	**Fund Information**					
52	Ability to accommodate fund/encumbrance-based accounting.	H			N/A	
53	Ability to reverse encumbrances in the period when they were established.	H			N/A	
54	Ability to define a default set of posting codes for a fund.	M			N/A	
55	Ability to define the details of a fund including: fiscal year, posting periods, valid posting date ranges, etc.	H			N/A	
56	Ability to change how a specific fund rolls up in the index.	H			N/A	
57	**Allocations**					
58	Ability to automatically allocate between specific accounts (or account groups) as defined by the user (e.g., for lease chargebacks).	H			N/A	
59	Ability to perform journal entry functionality to provide assistance in performing allocations, by a percentage or based on a separate allocation table.	H			N/A	
60	Ability to allocate multiple accounts codes to a single line item and receive a fixed dollar amount for each as well as for invoicing.	H			N/A	
61	Ability to accommodate an index / suffix for projects and grants within funds and include additional sub-projects or sub-grants.	H			N/A	
62	Ability to allow for flexible / configurable timing of posting of allocations based on work order business rules.	H			N/A	
63	Ability to use the accounting classification structure to identify all segment information to support the cost accumulation and assignment process.	L			N/A	
64	Ability to support managerial cost accounting by providing the capability to measure and report the costs of each segment's output.	L			N/A	

4.15 - General Ledger					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated, integrated, in-house General Ledger system that will improve the City's ability to manage and accurately report its financial affairs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
65	Provide an audit trail that traces the transaction from the original cost pool to the final cost object, and vice versa.	L			N/A	
66	Ability to establish/use multiple assignment methods, such as fixed fee, square footage, full-time equivalent (FTE).	H			N/A	
67	Ability to allocate direct and indirect costs differently.	H			N/A	
68	Produce various allocation schedules prior to the financial closing for the period.	M			N/A	
69	System allows changing allocation schedule at any time during year	H			N/A	
70	Automatically prepare a journal entry from each allocation schedule.	H			N/A	
71	**Transaction Processing**					
72	Ability to import General Ledger transactions from external data sources with validation rules.	H			N/A	
73	Ability to set up security to have individual levels of authorization.	H			N/A	
74	Ability to either have transaction posting require authorization or be automatic based on user security.	H			N/A	
75	For purchasing (PO & Non PO), restrict GL use to only the expenditure accounts associated with purchasing	H			N/A	
76	Ability to limit the accounts eligible to be selected for posting revenue to the general ledger by individual user or by department (i.e., limiting access to post to cash).	H			N/A	
77	Ability to allow for transaction / batch approval prior to posting the transaction.	H			N/A	
78	Ability to restrict posting transactions to inactivated accounts.	H			N/A	
79	Ability to retain all transactions for at least 10 years on-line.	H			N/A	
80	Ability to identify the sub-ledger source for transactions.	H			N/A	
81	Ability to enter transactions and inquire of master file data in an on-line, interactive mode, providing an audit trail of each transaction.	H			N/A	
82	Ability to prevent one-sided transactions.	H			N/A	
83	Ability to attach files / images /user notes/emails, documents to a transaction within the system.	M			N/A	
84	Ability to enter text description next to each individual GL line item within the journal entry.	H			N/A	
85	Ability to prevent specific users from requesting budget transfers from other departments' budgets.	H			N/A	
86	**Inter-Fund Accounting**					
87	Ability to perform and track inter-fund transfers.	H			N/A	
88	Ability to flag inter-fund entries for review and reconciliation of inter-fund receivables and payables. System has the ability to automatically generate the required inter-fund transactions based on fund relationship definitions.	H			N/A	
89	**Edits/Validations**					
90	Ability to add and maintain validation rules defined by the City.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
91	Ability to apply all established validation rules during the data entry process, giving the user a warning but allowing them to save the transaction – for further review and edit / approval.	M			N/A	
92	**Journaling**					
93	Ability to process automated/recurring and manual journal entries.	H			N/A	
94	Ability to process system-generated transactions, such as automated accruals, closing entries, cost assignment transactions, and recurring payments.	M			N/A	
95	Ability to establish unique journal entry numbering schemes specific to a department, separate from the main journal entry numbering scheme.	H			N/A	
96	Ability to establish, save and use journal entry templates that will allow users to easily create new journal entries using pre-saved journal entry details.	H			N/A	
97	Ability to have journal entry approval functionality include rejection abilities, comment abilities, response with attachments, and re-routing to originator for correction.	H			N/A	
98	Ability to maintain Disaster Tracking information through quick setup of chart of accounts codes and by adding additional fields to journal transactions (quantities of materials, material types, equipment rates, equipment types).	H			N/A	
99	Ability to record recurring accruals and the related reversing journal entries in the next period or next year.	H			N/A	
100	Ability to warn the user at transaction entry if a cash balance creates a negative balance.	M			N/A	
101	Ability to journal in batches.	H			N/A	
102	Ability to allow entries to unlimited accounts with one journal entry (one credit and multiple debits, multiple debits and multiple credits, etc.) with validation of all transactions being in balance.	H			N/A	
103	Ability to have journal entries (entered into the system in batches via interfaces) be accompanied by a control total which is created outside the system and is the sum of all sub-ledger postings to ensure the integrity of the data prior to the posting function. Integrity checks should include a batch number to detect duplicate or skipped batches, and validity of header and trailer records to ensure that counts and amount in trailer agree with records in batch.	H			N/A	
104	Ability to summarize distributions to the same account (e.g., cash) or show details of every transaction (i.e., multiple cash disbursements are displayed/stored on-line as a single, summary cash disbursement and shows the details of the balancing disbursements) based on user definition.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
105	Ability to submit journals on hold ("park") for later review and release based on authorized security and other user-defined business rules.	H			N/A	
106	Ability to make adjusting entries that do not affect the GL but allow for necessary reclassifications for financial reporting.	H			N/A	
107	Ability to create and approve journal vouchers via automated workflow.	H			N/A	
108	Ability to route journal vouchers via workflow based on the type of journal, e.g., reversing entries.	H			N/A	
109	Ability to support journal vouchers with dollar amounts in excess of $999,999,999.99	H			N/A	
110	Ability to delegate approvals to other authorized users, excluding the user who initiated the transaction.	H			N/A	
111	User entry and query screens support validation of codes entered on the screen and assist users in determining correct codes if an invalid code is entered (e.g., entering a number displays the related account description; a drop down box/search can be used to find the appropriate account)	H			N/A	
112	Ability to process intra-governmental transactions and track intra-governmental balances related to state and federal agencies.	M			N/A	
113	Ability to have the option for departments to create journal entry corrections with level one approval and Finance to perform the final approval of the entry.	M			N/A	
114	**Financial Audit Trail**					
115	Provide for traceability of changes made to previously posted transactions (i.e. provide audit trails that identify document input, change, approval, and deletions by journal entry originator).	H			N/A	
116	Ability to track all workflow components. (i.e., creator, approver, attachments, date and time, status, changes)	H			N/A	
117	Provide audit trails to trace transactions from source documents, original input, other systems, system-generated transactions, and internal assignment transactions.	H			N/A	
118	Ability to drill down into fund/department/account/PO/expenditure/check issued/receipt detail.	H			N/A	
119	Provide audit trails to trace source documents and transactions through successive levels of summarization to the financial statements and the reverse.	H			N/A	
120	Provide audit trails to identify changes made to system parameters and tables that would affect the processing or reprocessing of any financial transaction.	H			N/A	
121	Ability to select transactions for review based on user-defined criteria by type of transactions	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
122	**Period End Processing**					
123	Ability to perform closes at monthly, quarterly, or annual periods.	H			N/A	
124	Ability to archive "prior year history" at close of year to a separate archive database, but still be readily reportable.	M			N/A	
125	Ability to move prior year cancelled encumbrances to unencumbered fund balance.	H			N/A	
126	Ability to move balance sheet accounts, unexpended available balances and unreleased encumbrances over to a new year.	H			N/A	
127	Ability to suppress roll forward of appropriations and encumbrances at fund level, department level and/or the grant/project level based on user defined roll forward criteria.	H			N/A	
128	Ability to start processing against any open period in the new fiscal year prior to close of last fiscal year. Retroactive transactions only to open periods are allowed.	H			N/A	
129	Ability for authorized users to reopen closed periods.	H			N/A	
130	Ability to provide year-end closing procedures that close-out revenues and expenditures/expenses, and carry forward the appropriate balances.	H			N/A	
131	Ability to support up to 14-month periods (i.e., to show adjusting journal entries for categories such as accruals, reclassifications for reporting purposes, etc.).	H			N/A	
132	Ability to process journals in multiple months simultaneously.	H			N/A	
133	Ability to automatically reverse year end accruals.	H			N/A	
134	**Integration**					
135	Ability to provide a software integration environment where other applications can be interfaced into the GL.	H			N/A	
136	Ability to track posting status of other ERP application modules	H			N/A	
137	Ability to maintain the budget as compared to actual reporting, by fund, account, category, division and department (i.e. any segment) within the General Ledger module, regardless of whether the Budget module is implemented.	H			N/A	
138	Ability to enter and maintain the original budget, supplemental budgets and budget transfers into the General Ledger module, regardless of whether the Budget module is implemented.	H			N/A	
139	Ability to define budget charges/ transfer approvals by segments	H			N/A	
140	Ability to maintain unique security on payroll data elements in the General Ledger.	H			N/A	
141	Ability to perform timesheet capture to include additional field level tracking to identify usage / quantity and have a rate structure identified that could be used for cost allocation (i.e. FEMA equipment rates).	M			N/A	
142	**Reporting and On-Line Inquiry**					

4.15 - General Ledger					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated, integrated, in-house General Ledger system that will improve the City's ability to manage and accurately report its financial affairs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
143	Ability to create financial reports for any set of dates, including overlapping fiscal years.	M			N/A	
144	Ability to provide a financial system report writer that allows for custom report configurations to be saved for future use.	M			N/A	
145	Ability to generate a report on-demand that indicates those accounts with an abnormal balance (e.g., asset with a credit balance).	M			N/A	
146	Ability to allow for departments to view revenue and expenditure activity against their accounts at any time.	H			N/A	
147	Ability to support cross-department and cross-fund account analysis.	M			N/A	
148	Ability to prepare preliminary financial statements before period close.	H			N/A	
149	Ability to summarize defined activities/functions across departments.	M			N/A	
150	Ability to run Historical General Ledger reporting across fiscal and calendar years with a minimum of current and two previous years simultaneously.	M			N/A	
151	Ability to populate trend information for user-defined activity and time periods.	M			N/A	
152	Ability to produce reports using different sort sequences (i.e., cost center, etc.).	M			N/A	
153	Ability for users to design reports and extract files for their specific requirements and to perform table look-ups and expansion of codes when needed to clarify the information contained within those reports.	M			N/A	
154	Ability to provide an option to list all detailed accounts that are combined into each line of the financial reports for verification of accounting accuracy.	H			N/A	
155	Ability to search chart of accounts for inactive accounts with no history (by user defined time period) / budget to permit batch deletion / inactivation.	M			N/A	
156	Ability to generate a Trial Balance, by fund and fund rollup (detail and summary) by account. Description field should display full description for fund and account. Total should be generated for total assets and total liabilities & fund balance, revenue, expense and other financing sources and uses.	H			N/A	
157	Ability to report according to account classification structure established for a specific accounting period (i.e., retaining mapping from prior periods for reporting purposes).	M			N/A	
158	Ability to create a General Ledger - Ledger Activity Report that is easy to read and understand.	H			N/A	
159	Ability to create an Expense Summary by Expense Category and Expense Function for Selected Funds.	H			N/A	
160	Ability to create all required reports for production of the CAFR.	H			N/A	

4.15 - General Ledger					Replace this text with the primary product name(s) which satisfy requirements.	
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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
161	To configure the system to only utilize modified accrual accounting in the governmental funds. At year end, a GASB 34 fund could be utilized for creation of the CAFR government-wide statements.	H			N/A	
162	Ability to prepare Single Audit Report, such as Schedule of Expenditures of Federal Awards.	M			N/A	
163	Ability to create an Overhead Rate Report, showing a rate that can be used for charge backs, grants, etc. Rate is based on expenditures by department, location and/or service category.	M			N/A	
164	Ability to upload or download data using Excel or Access or any other format.	H			N/A	
165	**Interest Allocation**					
166	An automated system posting to the specified GL Cash account as the other side of a journal entry within the same fund.	H			N/A	
167	Ability to track average daily cash balance by fund for user defined period.	M			N/A	
168	Ability to define interest apportionment requirements and create automatic allocation entry.	M			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.16 - Human Resources Management — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**General Integration**					
2	Ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction.	H			N/A	
3	Ability to integrate position request with Budget module for development of personnel budget	H			N/A	
4	Ability to keep electronic employee records	H			N/A	
5	Ability to allow changes to time sheet and employee records in the past based on the authority level.	H			N/A	
6	Ability to lock users in the system from making changes to employee records as needed.	H			N/A	
7	Ability for users to view/display employee records and time sheets without allowing any changes to the records during payroll processing.	H			N/A	
8	System allows for attachment of electronic documents from the Electronic Document Management System (documents, spreadsheets, images, PDF's, emails saved to HTML, etc.) to employee record, and that information can transition during the move from applicant to employee.	H			N/A	
9	System natively integrates to the Microsoft Office productivity suite for mail merge of letters	H			N/A	
10	Ability to tie certain job characteristics to a position.	H			N/A	
11	Seamless integration between all of the modules of the system to and from the CORE HR module	H			N/A	
12	**Position Control, Classification & Tracking**					
13	Ability to have unique identifier for each position	H			N/A	
14	Ability to handle several types of position classifications, including part time, full, temp part / full time, seasonal, elected, other	H			N/A	
15	Ability for system to track allocation of hours for positions.	H			N/A	

4.16 - Human Resources Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
16	Ability to make classification changes automatically to individual positions, by job classes, categories, status, employee group, union, across all positions in the classification, etc.	H			N/A	
17	Ability to have system warnings or prevent users from entering inconsistent class characteristics.	H			N/A	
18	Ability to alternately fill and track a budgeted position (i.e. position is budgeted at a Doctor, but the City must alternately fill position with two Nurses, or a budgeted managers position must be filled with a temporary manager).	H			N/A	
19	Ability to report on salary savings from an alternately filled position.	H			N/A	
20	Ability to create, view, inquire and report on online class specifications (i.e., pay plan).	H			N/A	
21	Ability to perform online class specification approvals.	H			N/A	
22	Ability to maintain history of creations, promotions, changes and abolishment's - to coding, position attributes (e.g., end dates), title, pay range assignments, definitions, minimum qualifications.	H			N/A	
23	Ability to associate an employee with a position or multiple positions	H			N/A	
24	Ability to allocate FTE or budget allocation of a position based upon the hours of the job (i.e. 75 or 80 hours)	H			N/A	
25	Ability to calculate and monitor employee turnover rates by job classification, department, and other user-defined criteria.	H			N/A	
26	Ability to create Head Count Reports.	H			N/A	
27	Ability to maintain Position Control history	H			N/A	
28	Ability to manage workforce planning by development of future positions and association of class and comp structures for financial forecasting (e.g., Reduction in Force) - allow for modeling of the new organization, provide org charts and provide multiple versions of the model	H			N/A	
29	Ability to track length of time (by date) positions have been vacant.	H			N/A	
30	Ability to create and track all position request activities, status and progress.	H			N/A	
31	Ability to maintain a history of classification codes and cross-walk to new classification codes (codes should have relevant relationships that indicate classification characteristics and relate to SOC if reassigned).	H			N/A	
32	Ability to report salary change history by single class or group of classes.	H			N/A	
33	Ability to incorporate salary schedule and pay ranges into system.	H			N/A	
34	Ability to flag classifications (positions) that will not be filled, allow for deletion of positions but retain the history at the City and employee level (e.g., retired person leaving a position that will no longer be filled.)	H			N/A	

4.16 - Human Resources Management			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
35	Ability to track time in job class (including tracking hours separately for each class if an employee has two classifications)	H			N/A	
36	Ability to track positions based upon they type of position characteristic (i.e. limited term, non-budgeted, etc.)	H			N/A	
37	Ability to tie an alternatively filled position to the related budgeted position.	H			N/A	
38	Ability to flag a particular job that there is a re-employment list.	H			N/A	
39	Ability to distinguish between budgeted and non-budgeted positions.	H			N/A	
40	System must support designation of a position as the "primary"	H			N/A	
41	Ability to track start / effective dates and end dates for all tables, employee records, position records, etc.	H			N/A	
42	Ability to support "cascading" of class characteristics to reduce error in data entry (e.g., positions that fall within particular class characteristics)	H			N/A	
43	System must support reporting of all available historical data	H			N/A	
44	**Employee Onboarding**					
45	Ability to perform 'hire' action which will pull over any information on the applicant into the HR and Payroll functions	H			N/A	
46	Ability to define and establish a listing of onboarding activities and track onboarding progress against them for each employee hire, including extra hires.	H			N/A	
47	Ability to define and establish electronic forms and workflows that need to be completed for onboarding activities, which populate the appropriate HR and payroll information.	H			N/A	
48	Ability to track pre-employment process status (e.g. drug test complete, all forms complete).	H			N/A	
49	Ability to track multiple hire dates including original hire, position hire and benefit date.	H			N/A	
50	Ability to track additional dates including seniority,	H			N/A	
51	Ability to report on all employee and non-employee data for planning/management purposes.	H			N/A	
52	Ability to provide web based (whether cloud or on premise) user interface for new hire prior to actual hiring to allow for onboarding process	H			N/A	
53	Ability to create different onboarding workflows based on the new hire's employment classification and/or union	H			N/A	
54	**Personnel Administration**					
55	Ability to calculate service by:	-			N/A	
56	Hours	H			N/A	
57	Elapsed time	H			N/A	
58	Elapsed time with multiple breaks in service	H			N/A	

4.16 - Human Resources Management			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
59	Ability to maintain the current status and chronological history of all employees and allow comprehensive searching/sorting/reporting on the following information:	-			N/A	
60	Identification number (different from Social Security Number)	H			N/A	
61	Employee name	H			N/A	
62	Address (unlimited) and address type	H			N/A	
63	Phone (unlimited) and phone type	H			N/A	
64	Former/maiden name (unlimited)	H			N/A	
65	ADA	H			N/A	
66	Adjusted effective hire date	H			N/A	
67	Allowance amounts	H			N/A	
68	Anniversary date (i.e., time in job)	H			N/A	
69	Base, range and current salary	H			N/A	
70	Birth date	H			N/A	
71	Certifications/licenses (license number, expiration date(s), endorsements)	H			N/A	
72	Citizenship	H			N/A	
73	Completed physical	H			N/A	
74	Job classification and grade change history	H			N/A	
75	Date of death	H			N/A	
76	Days worked	H			N/A	
77	Department	H			N/A	
78	Department date	H			N/A	
79	Dependents (names, ages, social security numbers)	H			N/A	
80	Discipline records	H			N/A	
81	Division date	H			N/A	
82	Driver's License number (including type, expiration and restrictions, state issued and number)	H			N/A	
83	Education/training received (degrees, majors/minors/training)	H			N/A	
84	Email (both Work / Personal)	H			N/A	
85	Emergency information i.e. contact name (minimum of 3), phone, address, doctor preference and medical alert)	H			N/A	
86	Employment status changes (including dates)	H			N/A	
87	Ethnic background/EEOC classification/Standard Occupational Classification (SOC)	H			N/A	
88	Gender	H			N/A	
89	Hiring dates/termination dates (cumulative employment history)	H			N/A	
90	I-9 certification status	H			N/A	
91	e-Verify status	H			N/A	
92	Immunizations	H			N/A	
93	Languages spoken	H			N/A	

4.16 - Human Resources Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
94	Last date worked	H			N/A	
95	Layoff/leave of absence/recall/return dates (including military leave)	H			N/A	
96	Leave accrual	H			N/A	
97	Leave of absence start and stop dates, type of leave, hours, remarks	H			N/A	
98	Longevity date	H			N/A	
99	Marital status	H			N/A	
100	Military status	H			N/A	
101	Other/user-defined	H			N/A	
102	Overall wage history	H			N/A	
103	Past Work experience (including prior employers)	H			N/A	
104	Pay for performance with eligibility and amounts received.	H			N/A	
105	Pay range, step	H			N/A	
106	Performance evaluations and dates (including next review date)	H			N/A	
107	Photograph of employee (including date)	H			N/A	
108	Position change history (including dates)	H			N/A	
109	Position number	H			N/A	
110	Preferred name / alias	H			N/A	
111	Probation dates	H			N/A	
112	Probationary status	H			N/A	
113	Promotions/demotions and dates	H			N/A	
114	Retirement effective date and number	H			N/A	
115	Safety sensitive position	H			N/A	
116	Scheduled hours	H			N/A	
117	Seniority dates (multiple) with adjustments	H			N/A	
118	Social Security number (not to be changed by employee, only by HR)	H			N/A	
119	Spouse's name	H			N/A	
120	Step increase date	H			N/A	
121	Supervisor (multiple levels)	H			N/A	
122	Termination date	H			N/A	
123	Training History (City and prior employers)	H			N/A	
124	Transfers	H			N/A	
125	Veteran status including classification	H			N/A	
126	Visa type & expiration	H			N/A	
127	W4 information	H			N/A	
128	Work location	H			N/A	
129	Workers Compensation code	H			N/A	
130	Unlimited user defined fields	H			N/A	
131	Ability to provide hardware and software in order for City to take photographs of employees, create badges, and store photographs within the ERP system	L			N/A	

4.16 - Human Resources Management			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
132	Ability to auto-generate unique employee id number for new hires with no duplicate id numbers.	H			N/A	
133	System provides an "Employee Communications" log which can be used by Personnel staff to log conversations with employees related to various aspects of their employment. Log is easily visible from the main electronic employee record.	H			N/A	
134	Ability to grant review rights and set security levels on active/terminated/ retired employee history.	H			N/A	
135	Ability to set up employees with regular and special work hour schedules.	H			N/A	
136	Ability to track the same information for employees, regardless of temporary or regular status.	H			N/A	
137	System allows for employee building access assignments.	H			N/A	
138	System provides functionality to manage assignment of other organization materials (e.g. security ID badges/key fobs, fire extinguishers, AED, vehicles, IT resources, etc.) to employees, including tracking of historical assignments and retrieval of assignments upon termination	H			N/A	
139	Ability to submit future personnel/payroll actions, e.g.,. be able to submit April, May, June actions at the time the actions are known rather than waiting until effective date.	H			N/A	
140	Ability to enter/key more than one personnel action at a time (e.g. a supervisor sends a list of all their employee's salary increases - system has a panel where all can be entered at once).	M			N/A	
141	Ability to create a workflow for approvals to hire above the minimum for the salary.	H			N/A	
142	Ability to track re-employment eligibility for laid off employees and to factor that into the rehire process	H			N/A	
143	Ability to assign only one employee identification number per employee regardless of the number of positions held.	H			N/A	
144	Ability to enter one employee in multiple positions with multiple job titles, pay rates, classifications, cost centers, etc. during the same pay cycle without the need for manual journal entries; show cross reference in payroll register.	H			N/A	
145	Ability to flag terminated employees who are ineligible for rehire.	H			N/A	
146	Ability to automatically give cost of living increases based on the base salary	H			N/A	
147	Ability to produce mass changes by employee group using percentages or flat rates with effective dates	H			N/A	

4.16 - Human Resources Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
148	Ability to track supervisor relationships on the employee level. When positions are moved, there should be system defaults established to move/assign supervisors automatically so no employee is in the system without a supervisor.	H			N/A	
149	Ability for new hire to attach electronically required supporting documentation as needed during onboarding	H			N/A	
150	Automated dependent enrollment and unenrollment of dependents for benefit purposes in case of life event	H			N/A	
151	Point in Time capability to properly incorporate these changes. IE a termination at the end of the month leaves the employee as an Active employee until then, particularly in displaying that status via employee self service	H			N/A	
152	Ability to move from Active employee to retiree.	H			N/A	
153	Ability to move from Active employee to COBRA participant.	H			N/A	
154	Ability to end date an employee from one position without terminating the entire employee record.	H			N/A	
155	Ability for department location to have an end date	H			N/A	
156	**Compliance Tracking & Reporting**					
157	Ability to track and report all necessary elements for compliance with the following laws:	-			N/A	
158	Equal Employment Opportunity (EEO) - all categories including ADEA (Age Discrimination and Employment Act) and any other data fields needed record Standard Occupational Classification (SOC) codes and EEO 4 data	H			N/A	
159	COBRA	H			N/A	
160	INS - immigration laws including fields for tracking I-9 documents verified	H			N/A	
161	Veterans	H			N/A	
162	Disabilities (ADA)	H			N/A	
163	Accommodations - free form text field for accommodations provided	H			N/A	
164	Fair Labor Standards (FLSA) status by position for all positions	H			N/A	
165	Unemployment claims	H			N/A	
166	Child Labor	H			N/A	
167	Federal Aviation Administration (FAA)	L			N/A	
168	Approved exceptions to Fair Labor Standards (FLSA) status for all positions.	H			N/A	
169	**Off boarding**					
170	Ability to track exit activities, including return of material assignments, exit interview results, etc.	H			N/A	

4.16 - Human Resources Management					Replace this text with the primary product name(s) which satisfy requirements.	
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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
171	Vendor provides software updates to maintain compliance with all applicable Federal and State laws related to HR tracking and management	H			N/A	
172	Ability to assist with security changes, inactivating badges	H			N/A	
173	Ability to support collection of assets (phone, laptop, etc.)	H			N/A	
174	Ability to provide user-configurable checklist for exiting employees	H			N/A	
175	Ability to support activation of administered pension plan	H			N/A	
176	Ability to provide a user-configurable checklist for the death of an employee	H			N/A	
177	Ability to assign and track assets related to employee	H			N/A	
178	**Employee Relations**					
179	Ability to track grievances and complaints, including status	H			N/A	
180	Ability to generate user defined reports on grievance and complaint information.	H			N/A	
181	Ability to track online grievances and complaints by department, employee and type / class	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.17 - Inventory Management					**Replace this text with the primary product name(s) which satisfy requirements.**	
Objective: To support multiple inventory locations and provide on-line master file information on all equipment and supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**Inventory Master Record**					
2	Ability to support multiple inventory numbering schemes in a single system.	H			N/A	
3	Ability to cross-reference the above-mentioned numbering scheme to vendor and vendor part number	H			N/A	
4	Ability to support user defined numbering schemes.	H			N/A	
5	Ability for system to automatically use sequential item numbering for particular types of items (e.g., chemicals)	H			N/A	
6	Ability to support multiple inventory locations.	H			N/A	
7	Ability to provide for maintenance of the following data elements for all inventory items. Inquiry and reporting on inventory items can be based on any of the following fields:	-			N/A	
8	Alternate Item Number	H			N/A	
9	Audit Priority for continuous inventory (A,B,C)	H			N/A	
10	Average Cost	H			N/A	
11	Bin Number/Shelf number	H			N/A	
12	Charge to Job/Account	H			N/A	
13	Classification	H			N/A	
14	Current Cost (last price paid)	H			N/A	
15	Current Cost Date	H			N/A	
16	Custodian/Assigned to	H			N/A	
17	Date Issued	H			N/A	
18	Date Item Entered Inventory	H			N/A	
19	Date Item Ordered	H			N/A	
20	Economic Order Quantity	M			N/A	
21	Employee Assigned To	H			N/A	
22	Employee Name and Number Ordering Item(s)	H			N/A	
23	Emergency Item?	M			N/A	
24	Expiration Date	H			N/A	
25	General Ledger Account Number (including Program)	H			N/A	

4.17 - Inventory Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To support multiple inventory locations and provide on-line master file information on all equipment and supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
26	Inventory Item Number	H			N/A	
27	Issue Tracking	H			N/A	
28	Issued By	H			N/A	
29	Issued To	H			N/A	
30	Item Commodity	H			N/A	
31	Item Description	H			N/A	
32	Latest Quantity Received	H			N/A	
33	By location (including room, shelf, aisle, and bin)	H			N/A	
34	Manufacturer Name	H			N/A	
35	Manufacturer Part Number	H			N/A	
36	Month-to-Date Receipts	H			N/A	
37	Most Recent Purchase Order Number	H			N/A	
38	Multiple Vendor Numbers	H			N/A	
39	Ordering Account Number	H			N/A	
40	Overhead Rate	M			N/A	
41	Quantity Available	H			N/A	
42	Quantity on Hand	H			N/A	
43	Quantity on Order	H			N/A	
44	Quantity Reserved	H			N/A	
45	Received By	H			N/A	
46	Received Date	H			N/A	
47	Reorder Point (maximum/minimum) and Replenishment Quantity	M			N/A	
48	Reserved By (multiple departments)	M			N/A	
49	Shelf Life	H			N/A	
50	Total Value of Quantity on Hand	H			N/A	
51	Type (each, dozen, etc.)	H			N/A	
52	Units of Measure for Issue	H			N/A	
53	Units of Measure for Purchase	H			N/A	
54	Vendor Part Number (as cross reference)	H			N/A	
55	Warehouse Identifier	H			N/A	
56	Year-to-Date Receipts	H			N/A	
57	Multiple additional user defined fields (please identify any limitations as to how many fields the system can support.)	H			N/A	
58	Ability to have fields automatically fill if keyed information is redundant.	M			N/A	
59	Ability to accommodate alpha numerical commodity and sub-commodity codes, consistent with universal NIGP commodity codes.	H			N/A	
60	Ability to notify appropriate users when inventory levels have reached the reorder point.	H			N/A	
61	Ability to associate a Material Safety Data Sheet (MSDS) to an inventory item.	M			N/A	
62	Ability to associate an image with an inventory item.	M			N/A	
63	Ability to use handheld devices to assist with physical counts.	H			N/A	

4.17 - Inventory Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To support multiple inventory locations and provide on-line master file information on all equipment and supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
64	**Ordering / Reordering**					
65	Ability to prepare requisitions for stock replenishment (integration with purchasing).	H			N/A	
66	Ability to process back orders.	H			N/A	
67	**Inventory Withdrawal**					
68	Ability to support the development of a catalogue of inventory available to internal customers (including both regular and surplus inventory).	H			N/A	
69	Ability for internal customers to place on-line orders.	H			N/A	
70	Ability to remove materials or parts from inventory based on work order requirements. System is updated automatically when parts are issued to work orders	H			N/A	
71	Ability to handle multiple inventory locations and prioritize them for stock picking purposes.	H			N/A	
72	Ability to provide a surplus “excess or obsolete” function to withdraw inventory, posting to a separate GL account.	H			N/A	
73	Ability to restrict inventory access to those items / locations the user is authorized for.	H			N/A	
74	Ability to account for reselling of used material as scrap	H			N/A	
75	Ability to ensure availability of the parts to do the project.	H			N/A	
76	**Receiving**					
77	Ability to print barcode labels with user defined data relating to the inventory item.	H			N/A	
78	Ability to process, on-line, receipts at multiple receiving locations.	M			N/A	
79	Ability to support barcoding.	H			N/A	
80	Ability to support RFID (Radiofrequency Identification)	H			N/A	
81	**Inventory Adjustments/Auditing**					
82	Ability for authorized users to perform inventory level adjustments	H			N/A	
83	Ability to create a cycle count report without freezing inventory.	H			N/A	
84	**Costing**					
85	Ability to automatically calculate weighted average, FIFO, LIFO, etc. cost of inventory items when stock contains items at multiple prices.	M			N/A	
86	Ability to apply an overhead rate to the item cost for an inventory item.	M			N/A	
87	Ability to perform conversions (e.g. tonnage to yards)	M			N/A	
88	**Interfaces**					
89	Ability to interface with other inventory systems throughout the organization	H			N/A	
90	Ability to import and export data from Excel and Access Databases.	H			N/A	
91	**Reports**					
92	Ability to provide on-line access to inventory transactions (receipt, issues, and adjustments) and status.	H			N/A	

4.17 - Inventory Management					Replace this text with the primary product name(s) which satisfy requirements.	
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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
93	Ability to generate inventory reports on an ad-hoc or systematic basis for maintenance personnel, financial staff, and management.	H			N/A	
94	Ability to support reporting by multiple inventory/warehouse locations.	H			N/A	
95	Ability to report on vendor activity, by item, date, or value.	H			N/A	
96	Ability to create a vendor/Item Cross Reference Report.	H			N/A	
97	Ability to produce an ABC Inventory Analysis.	M			N/A	
98	Ability to generate a price list for each item.	H			N/A	
99	Ability to create a report of Recommended Orders, for all or user-selected items below reorder point, including:	-			N/A	
100	Maximum and Minimum Reorder Points	H			N/A	
101	Date of Last Purchase	H			N/A	
102	Year-to-Date Issuances	H			N/A	
103	Year-to-Date Receipts	H			N/A	
104	Ability to generate a Back Order Status report, of all items currently on back order.	H			N/A	
105	Ability to generate a Receiving Report, with each item by date or vendor or P.O.#.	H			N/A	
106	Ability to create an Active Parts Report that lists all materials and parts currently assigned to open work orders.	H			N/A	
107	Ability to create a Material Usage Report, including value and quantities by account, department, division, vehicle, part number, or program for a specified time period.	H			N/A	
108	Ability to notify system user of inactivity of inventory items for user specified time.	H			N/A	
109	Ability to report on current inventories and historical usage to be used in capacity planning.	H			N/A	
110	Ability to identify available funds by inventory commodity	M			N/A	
111	Ability to require the validation of funds prior to release of requisition orders or purchase requests for inventory items.	H			N/A	
112	Ability to support for physical verification of inventory balances by location and type	H			N/A	
113	Ability to record changes in physical condition (i.e. excellent, good, fair, or poor), quantities, etc., based on the results of physical inventory verifications.	H			N/A	
114	Need user-level security controls to prevent personnel from unauthorized access, edits, deletions, review, etc.	H			N/A	
115	Need audit trail reporting of ALL inventory activity including user name, date, type of activity, data entered, etc.	H			N/A	

4.17 - Inventory Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To support multiple inventory locations and provide on-line master file information on all equipment and supplies for purchasing, tracking, and disbursement to multiple departments.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
116	Ability for remote clients to function as a standalone database in the event the network is lost/down. After the network is restored the remote client can then forward activities performed when network was unavailable to the server.	M			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
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M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.18 - Investment Management					**Replace this text with the primary product name(s) which satisfy requirements.**	
Objective: To improve the effectiveness of City investments.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**System Processes**					
2	Ability to interface to financial institutions, in order for system balances to match the financial institutions'.	M			N/A	
3	Ability to interface to financial institutions to accept banking activity at a transactional detail level	M			N/A	
4	Ability to initiate banking transactions (transfers, ACH, wires, etc.).	H			N/A	
5	Ability to automate the approval process for wire transfer	M			N/A	
6	Ability to schedule banking transactions.	M			N/A	
7	**Investment Management**					
8	Ability to track pooled investments.	H			N/A	
9	Ability to provide reconciliation of monthly custodian report to par, cost and interest income.	H			N/A	
10	Ability to manage agreements and track letters of credit, performance bonds and cash deposits.	H			N/A	
11	Ability to flag performance bonds and cash deposits to indicate debt offset.	M			N/A	
12	Ability to associate draw bill/refund relationship.	H			N/A	
13	Ability to tie 'customer loan' system to accounts payable for cash deposit release.	L			N/A	
14	Ability to integrate Investment Management activities into general ledger directly.	H			N/A	
15	Ability to provide detailed projected yield and maturity analysis tools:	-			N/A	
16	Based on current scenarios	M			N/A	
17	Based on "what if" scenarios	M			N/A	
18	Ability to track:	-			N/A	
19	U.S. Treasury Bills	H			N/A	
20	U.S. Treasury Notes	H			N/A	
21	U.S. Treasury Strips	H			N/A	
22	Repurchase Agreements	H			N/A	
23	Commercial Paper	H			N/A	

4.18 - Investment Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To improve the effectiveness of City investments.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
24	Bankers Acceptances	H			N/A	
25	Agency Discount Notes	H			N/A	
26	Agency Bonds - Bullets	H			N/A	
27	Agency Bonds - Callables	H			N/A	
28	Reverse Repurchase Agreements	H			N/A	
29	Certificates of Deposit (callable)	H			N/A	
30	Certificates of Deposit (non-callable)	H			N/A	
31	Collateral	H			N/A	
32	Local Government Investment Pool (LGIP)	H			N/A	
33	Municipal Bonds	H			N/A	
34	Ability to maintain the following information for each investment:	-			N/A	
35	Book Value	H			N/A	
36	Broker/dealer	H			N/A	
37	Call Date(s)	H			N/A	
38	Call Price	H			N/A	
39	CUSIP	H			N/A	
40	Custodian / Holder	H			N/A	
41	Entry Audit Log	H			N/A	
42	Interest Rate	H			N/A	
43	Issue Date	H			N/A	
44	Issue Date	H			N/A	
45	Last Interest Payment Date	H			N/A	
46	Market Value	H			N/A	
47	Maturity Date	H			N/A	
48	Net Gain/Loss	H			N/A	
49	Next Interest Payment Date	H			N/A	
50	Par Value	H			N/A	
51	Premium/Discount	H			N/A	
52	Purchase Date	H			N/A	
53	Purchase Price	H			N/A	
54	Purchase Price/Sale Price/Market Price	H			N/A	
55	Purchased Interest	H			N/A	
56	Sale Price	H			N/A	
57	Security Type	H			N/A	
58	Settlement Date	H			N/A	
59	Short/Long First/Last Coupon	L			N/A	
60	Yield	H			N/A	
61	Ability to assign and track an investment that is associated with one or more funds.	H			N/A	
62	Ability to target investment earnings to another fund.	H			N/A	
63	Ability to set up a fund as non-interest bearing.	H			N/A	
64	Ability to track fund balances for distribution of interest.	H			N/A	

4.18 - Investment Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To improve the effectiveness of City investments.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
65	Ability to calculate an interest rate for pooled investments for the month.	L			N/A	
66	Ability to allocate interest earnings, including negative interest, based on average balances calculated from user defined to/from dates.	H			N/A	
67	Ability to allocate unrealized gain/losses resulting from fair valuation of pooled investments based on average balances calculated from user defined to/from dates.	L			N/A	
68	Ability to track interest receivable by fund/org.	L			N/A	
69	Ability to track FMV balances on a fund/org level.	L			N/A	
70	Ability to auto post interest distribution to the G/L module.	H			N/A	
71	Ability to auto post FMV adjustment to the G/L module.	L			N/A	
72	Ability to determine and track interest income that considers situations in which portions of a pooled investment have been drawn down or added to the pool during the investment period such that the original, deposits and withdrawal activity can be tracked separately.	L			N/A	
73	Ability to record investment partial sales.	H			N/A	
74	Ability to record rate changes.	L			N/A	
75	Ability to track a pool of collateral for sweep repurchase agreements and CD's.	L			N/A	
76	Ability to record investment calls and partial calls.	L			N/A	
77	Ability to modify/adjust fields rather than reverse entries for investment activity with an audit trail of changes.	L			N/A	
78	Ability to auto-generate the security ID No.	M			N/A	
79	Ability to create and manage multiple user defined portfolios.	H			N/A	
80	Ability to calculate amortization/accretion utilizing a user defined method (i.e., straight line, constant yield, etc.).	M			N/A	
81	Ability to calculate multiple yields (e.g. yields based on industry standards).	L			N/A	
82	Ability to perform and print investment compliance review (comparing the portfolio to the policy) based on user-defined parameters.	H			N/A	
83	Ability to track each fund's share of the investment portfolio.	H			N/A	
84	Ability to produce an investment ledger which contains a history of the investment.	H			N/A	
85	Ability to recognize sales and new requisitions.	H			N/A	
86	Ability to maintain individual detail for sales/acquisitions.	M			N/A	
87	Ability to maintain multiple investment pools with in the general ledger to automate the allocation of interest income as required by various debt covenants.	H			N/A	
88	Ability to establish individual locations for each investment pool.	H			N/A	
89	Ability to manage fuel hedging	H			N/A	
90	**Reporting**					

4.18 - Investment Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To improve the effectiveness of City investments.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
91	Ability to create an Interest Apportionment Report based on user defined dates	M			N/A	
92	Ability to create an Interest Apportionment Report based on user defined GL accounts or other criteria	M			N/A	
93	Ability to graph portfolio statistics (investment allocation, historical yields, etc.) based on user defined criteria.	H			N/A	
94	Ability to generate a Monthly Investment Report that includes the following:	-			N/A	
95	Individual investments within a particular portfolio including Book Value, Market Value and Maturity Date	H			N/A	
96	Listing of investments by fund type (Book Value)	H			N/A	
97	Listing of investments by investment manager (Par Value)	H			N/A	
98	Comparison of current month, previous month and current month of previous years' rates	H			N/A	
99	Comparison of Fed rates (3-month, 6-month, 1 year, 3 year, 5 year) for the current month and same month prior year to the overall investment portfolio performance for that month	H			N/A	
100	Comparison of Portfolio size with increase/decrease amount as compared to same month in the previous year	H			N/A	
101	Interest income for current month (bonds, all else), YTD (bonds, all else) and prior year month and YTD (bonds, all else)	H			N/A	
102	Listing of weighted average maturity and weighted average life for the period	M			N/A	
103	Comparison of NAV deviation (book value vs. market value) for the period and prior year	M			N/A	
104	Listing of investments purchases for the period and prior year	H			N/A	
105	Listing of maturities and calls for the period and prior year	H			N/A	
106	Listing of unrealized gain/loss for the period and prior year	H			N/A	
107	Listing of accrued interest for the period	H			N/A	
108	Listing of number of investments for a certain reporting period	H			N/A	
109	Listing of investments by type (discount note, CD, coupon etc.)	H			N/A	
110	Ability to generate GASB disclosures.	H			N/A	
111	Ability to create GASB 31 (fair value-recognize unrealized gains/losses) and GASB 40 (credit risk, WAM) reports for a user defined period	H			N/A	
112	**Interface / Integration**					
113	Ability to integrate debt service and investment functionality with the bank reconciliation process.	M			N/A	
114	Ability to provide accruals on debt and investments and interface to GL system	H			N/A	
115	Ability to integrate to the AP module for payments and the AR module for receipts.	H			N/A	

4.18 - Investment Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To improve the effectiveness of City investments.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
116	Ability to integrate with the Budget module for annual budget purposes.	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.19 - Miscellaneous Billing and Accounts Receivable			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**Customer Management**					
2	Ability to associate Customer number ranges or Customer number format "masks" (i.e., field validation) to a department or receivable type.	H			N/A	
3	Ability for system to generate customer ID numbers and link ID to master name.	H			N/A	
4	Ability to split or combine customer accounts.	H			N/A	
5	Ability to identify duplicate accounts by user defined criteria	H			N/A	
6	System must provide the ability to maintain and query the following customer information:	-			N/A	
7	Customer Number	H			N/A	
8	Name of Customer	H			N/A	
9	Separate fields for First Name, Middle Initial, Last Name	H			N/A	
10	Owner / Business Address(s)	H			N/A	
11	Customer master two addresses lines (i.e., physical vs. mailing)	H			N/A	
12	Bill To Address (Nine Digit Zip Code)	H			N/A	
13	Description	H			N/A	
14	Telephone - Work/Cell/Home	H			N/A	
15	FAX Number	H			N/A	
16	Customer Type	H			N/A	
17	Number of Insufficient Fund Checks Received	H			N/A	
18	Date of Last Insufficient Fund Check Received	H			N/A	
19	State Tax Exempt Number plus expiration date	H			N/A	
20	Federal Tax ID number	H			N/A	
21	Social Security Number (with ability to restrict access)	H			N/A	
22	Drivers License Number	H			N/A	
23	Last payment date	H			N/A	
24	Last payment amount	H			N/A	
25	Email Address	H			N/A	
26	Customer Notes (in log form, tracking user ID, date, and time)	H			N/A	

4.19 - Miscellaneous Billing and Accounts Receivable					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
27	Unlimited number of user defined fields	H			N/A	
28	Current balance	H			N/A	
29	Last invoice date	H			N/A	
30	Due date	H			N/A	
31	Prepaid deposit/advance on account	H			N/A	
32	Pending transactions	H			N/A	
33	Last statement balance	H			N/A	
34	Liens	H			N/A	
35	Installment (Payment) Plans	H			N/A	
36	Ability to review a customer's billing/transaction history at a summary level and be able to drill down and select a bill or transaction item to view in detail.	H			N/A	
37	Ability for the system to automatically maintain and allow viewing of an audit log of all changes to a customer account.	H			N/A	
38	Block postings to an inactive account.	H			N/A	
39	Ability to develop user-defined flags and warnings.	H			N/A	
40	Ability to block customer account for payment and provide a notification/warning (e.g., to notify the clerk/customer that additional action is needed first or the payment must be paid at a different location).	H			N/A	
41	Ability to establish effective and end dates for managing all customer flags.	H			N/A	
42	Accepts overpayments and stores a credit balance in the appropriate account/customer record, including the appropriate accounting entry based on defined accounts (i.e., suspense accounts).	H			N/A	
43	Ability to process refund against customer credit balance from overpayment.	H			N/A	
44	Ability to apply overpayment amounts to other invoices for that customer.	H			N/A	
45	System to warn for customer overpayment	H			N/A	
46	Ability to support eGovernment customer self-service function, whereby each customer has the ability to access customer account level information, including viewing their invoices, payments, a statement, etc.	M			N/A	
47	Ability to see all outstanding receivables on a customer's account across all implemented ERP modules	H			N/A	
48	AR account open item management	H			N/A	
49	Ability to accept a payment and apply to billings on user defined bill types	M			N/A	
50	Ability to report customers that have had no activity as of a user specified date, so that the customer can be archived from the system and option to reactivate.	M			N/A	

4.19 - Miscellaneous Billing and Accounts Receivable					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
51	**Miscellaneous Billing and Invoicing**					
52	Ability to support recurring billing functions allowing the user to establish effective date and frequency of recurring billing.	H			N/A	
53	Ability to bill a minimum billing amount based on bill type (e.g., for installment agreements).	H			N/A	
54	Ability to select the "remit to" address on the invoice from a list of centrally approved/managed addresses.	H			N/A	
55	Ability to establish a series of department specific bill types for various charges.	H			N/A	
56	Ability to establish bill types and rate tables and schedules for each with the ability for authorized users to change these default rates on invoices.	H			N/A	
57	Ability to accommodate various bill calculation methods using rate tables (e.g., flat rate, unit charge, flat rate plus a unit charge, etc.).	H			N/A	
58	Ability for a particular bill type to be configured to require the association of that bill to a parcel number or other user defined field (e.g., unique identifiers for interface transactions).	H			N/A	
59	Ability for the system to automatically apply penalties and interest based upon system-defined rules and/or criteria	H			N/A	
60	Ability to enter payment with an effective (posting) date for payment	H			N/A	
61	Ability to maintain the following information associated with a particular bill type:	-			N/A	
62	Associated customer accounts	H			N/A	
63	Revenue and receivable accounts	H			N/A	
64	Related department	H			N/A	
65	Frequency	H			N/A	
66	Ability for user to define an invoice format specific to each bill type without programming intervention required.	H			N/A	
67	Ability for the bill print formatting features to be enabled by forms design tools, not performed through mail merge.	H			N/A	
68	Ability to print invoices in a specified order such as customer number, customer name, invoice number, zip code etc.	H			N/A	
69	Ability to establish installment payment schedules (including over multiple years) and take partial payments, including applying interest to outstanding amounts.	H			N/A	
70	Ability to automatically generate separate GL batches when processing invoices, payments, adjustments, etc.	H			N/A	
71	Produce customer reconciliation statements showing beginning balance, charges, credits and payments, and a new outstanding balance.	H			N/A	
72	Produce standard bill types, business-unit aging reports, past due reports, account statuses, and collections statuses.	H			N/A	

4.19 - Miscellaneous Billing and Accounts Receivable					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
73	Ability to send an "estimate/deposit" (should not be labeled as an invoice, should be labeled as an "estimate/deposit").	M			N/A	
74	Ability to establish user-defined receivable types using code tables.	H			N/A	
75	Ability to input billing information at the departmental level.	H			N/A	
76	Ability to generate a credit memo/adjustments to specific invoices or to a group of invoices.	H			N/A	
77	Ability to apply discounts to billing rates on an ad-hoc basis or to pre-defined types of billings with proper override or user authorization level	H			N/A	
78	Ability to assess/maintain/track NSF fee.	H			N/A	
79	Ability to manage return payments on customer accounts (i.e., record payment reversals for NSF checks).	H			N/A	
80	Ability to import/export invoice line item information from/to external data sources (i.e., Excel) into a working (not yet printed/posted) invoice.	H			N/A	
81	Ability to barcode invoices and have receipting scanners identify the customer account/invoice for applying payments.	H			N/A	
82	Ability to establish payment terms (# days until due) based on bill type.	H			N/A	
83	Ability to allow one-time invoices (i.e., one-time customers for miscellaneous sales).	H			N/A	
84	Ability to credit each line item on an invoice to multiple revenue accounts.	H			N/A	
85	Ability to reprint billings/invoices.	H			N/A	
86	Ability to develop invoices with multiple pages of detail with the option to summarize the charges onto one line item with an attachment.	H			N/A	
87	Ability to specify due dates for bills, based on type of bill or billing frequency, such as 30 days from the printing or mailing date or other user-defined criteria.	H			N/A	
88	Ability to e-mail an invoice versus printing and mailing.	H			N/A	
89	Ability to specify invoice numbering schemes specific to each bill type (i.e., alphanumeric).	H			N/A	
90	Ability to perform internal billing for hourly work (City Attorney).	H			N/A	
91	Ability to generate a bill for over a $1,000,000.	H			N/A	
92	Ability to have an open receivable greater than $1,000,000.	H			N/A	
93	Ability to perform notes receivable and mortgages.	H			N/A	
94	Ability to provide loan servicing capabilities including escrow accounts for taxes and insurance.	H			N/A	
95	**Late Charges/ Interest/Penalty**					
96	Ability to automatically calculate interest and penalties on a delinquent bill based on bill type with user defined rules (e.g. billing date, first day of month, etc.).	H			N/A	

4.19 - Miscellaneous Billing and Accounts Receivable					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
97	Ability to establish late charges and penalties as a percentage of overdue amount, a flat penalty, a daily penalty, etc..	H			N/A	
98	Ability to establish late charges with user definable frequency as to when late charges are applied (I.e. daily, weekly, monthly, quarterly, etc.).	H			N/A	
99	Ability to waive penalty for an individual customer or invoice with proper authorization.	H			N/A	
100	**Statement Processing**					
101	Ability to generate one statement for all bill types being billed to same customer.	H			N/A	
102	Ability to support late notice statement processing with "configurable" language based on the aging results.	H			N/A	
103	Ability to print statements with zero balances if there was any activity for the month	H			N/A	
104	Ability to print statement with zero balances on request if there was no activity for the month	H			N/A	
105	**Receivables Management**					
106	Ability for the system to be configured to allow decentralized entry, workflowed to central authorized users for review of any and all remotely entered information for accuracy before final posting to the General Ledger and Accounts Receivable.	H			N/A	
107	Ability to identify on an unpaid invoice on the customer record, if an item is "in Collections".	H			N/A	
108	Ability to assign an unpaid invoice to Central Collections with proper authorization (e.g., via a user-defined field on the invoice record, not the customer record).	H			N/A	
109	Ability to identify on an invoice on the customer record, if an item is being disputed.	H			N/A	
110	Ability to have an approval process where a request is routed through a workflow for including approval of a write off or adjustment.	H			N/A	
111	Want ability to flag debt for write off once it reaches the timeframe indicated in City policy.	H			N/A	
112	Ability to flag notes to be forgiven after a certain number of years.	H			N/A	
113	Ability to attach documents	H			N/A	
114	Ability to set security rights for viewing attachments, such as limiting only designated users access to HIPAA sensitive information (e.g., inmate billings).	H			N/A	
115	System must provide the ability to compile delinquent receivables for:	-			N/A	
116	Transfer/export to a collection agency	H			N/A	
117	Write-off the balance	H			N/A	
118	Adjustment of the balance	H			N/A	

4.19 - Miscellaneous Billing and Accounts Receivable			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
119	When invoices are transferred to a collection agency, the system has the ability to automatically post these to a different AR account in GL	H			N/A	
120	Ability to generate notices for mailing to customers resulting from NSF checks that includes a returned check fee.	H			N/A	
121	Ability to record invoices as deferred revenue.	H			N/A	
122	Ability to calculate reserves (allowances) for uncollectibles.	H			N/A	
123	Ability to apply different rules related to when an A/R becomes uncollectible, by invoice type. For example, a utility billing and a parking citation may have different timeframes after which the likelihood of payment decreases to the 'uncollectible' status.	H			N/A	
124	Ability to create an amortization schedule on these for the duration of a lease	H			N/A	
125	Ability to apply price index increase to leases.	H			N/A	
126	Ability to separate types of customers and individual accounts in order to have varied aging, late payment charges, and interest calculations.	M			N/A	
127	Ability to have the option of not recording revenues immediately.	M			N/A	
128	**Interfaces / Integration**					
129	Ability to integrate to a Point Of Sale (POS) system.	H			N/A	
130	Ability to send or receive a billing file to/from a 3rd party for the printing and mailing of the invoices and statements	H			N/A	
131	System integrates with a voice response system to allow customers to be able to inquire on their account and bill information via phone.	H			N/A	
132	System allows for the import of electronic payment files from various sources (bank, credit card merchants, etc.)	H			N/A	
133	Ability to automatically match incoming cash receipts to corresponding billing/invoice.	H			N/A	
134	Ability to override automatic matching for incoming cash receipts in order to split the application of payments to multiple invoices.	H			N/A	
135	Ability to clear over/under payments to cash over /short account with threshold based on City policy, restricting who has access to change thresholds within the system.	H			N/A	
136	Ability to track and record income from court cases/fines by case and day received.	M			N/A	
137	Ability to provide for sidewalk repair billing using an amortized billing schedule.	H			N/A	
138	Ability to record collections from the Prosecutor's Office.	M			N/A	
139	**Reporting**					
140	Ability to pull reports on any user defined and general customer information fields.	H			N/A	
141	Ability to create and save report variants.	H			N/A	
142	Ability to report based on user defined period-to-date; summary or detail.	H			N/A	

4.19 - Miscellaneous Billing and Accounts Receivable					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
143	Ability to export reports to Excel, Word and other common third party software.	H			N/A	
144	Ability to create A/R reports for user selected GL accounts	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.20 - Payroll — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**General Functional Requirements**					
2	Ability to create or change employee records (wages, deductions, etc.) in the past, present, and future time periods.	H			N/A	
3	System has the ability to flag employees that are not eligible for the Affordable care act	H			N/A	
4	Ability to automatically recalculate payroll in current period based on the updates to the employee records in prior periods.	H			N/A	
5	Payroll system should be date driven (start date, end date, etc.) for future flexibility (changes in rates, wage types, calculations, etc.)	H			N/A	
6	Ability to pre-populate start date (prior to the start of the payroll period that the start date falls in).	H			N/A	
7	Ability for system to calculate payroll for mid pay period personnel actions.	H			N/A	
8	Ability to prorate employee pay calculation based on FTE.	H			N/A	
9	System provides all mandated State and Federal payroll reports, and includes updates with the standard software maintenance agreement.	H			N/A	
10	Ability to restrict access to Payroll/Personnel system according to specific end user roles.	H			N/A	
11	Ability to perform supplemental payroll processing to support tax reporting requirements and perform year-end processing and quarterly tax adjustments.	H			N/A	
12	Ability to set different worker's comp rates for the different types of job classifications or type of job (i.e. Safety vs. Non-Safety employees)	H			N/A	
13	Ability to adjust all accumulated totals that are affected by an adjustment (e.g., FICA-subject wages, taxes, and retirement).	H			N/A	
14	Ability to match every payment and adjustment with the pay period where the adjustment applies.	H			N/A	

4.20 - Payroll	Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
15	Ability to pay employees every other week but have the choice of producing vendor checks (i.e. Fed'l, state, insurances, etc.) on the same cycle or monthly.	H			N/A	
16	Ability to change position, pay rate, wages, deductions, and job class mid-pay cycle.	H			N/A	
17	Ability to generate multiple checks for an employee within a single pay cycle.	H			N/A	
18	Ability to provide extensive audit trails of payroll transactions.	H			N/A	
19	Ability to pay employees with hourly rate and biweekly salary in same payroll cycle.	H			N/A	
20	Ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction.	H			N/A	
21	Ability to maintain salary information for terminated employees for a user-defined time interval.	H			N/A	
22	Ability to reconcile COBRA payments made with eligibility records in HR.	M			N/A	
23	Ability to provide multiple loans to employees and inquire and report on the loan and any payments made against those loans	M			N/A	
24	Ability to automate deductions for payment plans (employee overpayments and buybacks) and report on the amounts outstanding.	H			N/A	
25	Ability to automatically stop deductions when employee overpayments are fully re-paid.	H			N/A	
26	Ability to have multiple deductions for different payment plans for one employee.	H			N/A	
27	Ability to account for taxability of deductions based on taxability of overpayments.	H			N/A	
28	Ability to view/print a report to document deductions not taken even though scheduled.	H			N/A	
29	Ability to calculate and pay longevity on each eligible employee's regular pay	H			N/A	
30	Ability to recognize if longevity pay is affected by retroactive pay, and adjust longevity pay accordingly.	H			N/A	
31	Ability to make payments to employees above their regular pay and define these payments as taxable/non-taxable, FLSA/non-FLSA, or Pensionable/non-pensionable.	H			N/A	
32	Ability to make adjustments (deductions) to employees' regular pay and define them as taxable/non-taxable, FLSA/non-FLSA, or Pensionable/non-pensionable.	H			N/A	
33	Ability to have a report showing whether a deduction is not being collected from an employee.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
34	Ability to track base pay (per contract hourly pay) and premium pays (i.e. shift differential, longevity, overtime, etc.) separately and list all of these earnings separately on the check stub, with complete names/descriptions for each category.	H			N/A	
35	Ability to send appropriate electronic notifications to HR/Payroll Personnel when important payroll functions have occurred (checks printed, etc.)	L			N/A	
36	Ability for end-users to submit changes to payroll via an automated workflow (i.e. changes to W4, bank details, time entry, self-service functionality).	H			N/A	
37	Ability for employee to donate leave to catastrophic leave and/or individual	H			N/A	
38	Ability to calculate an hourly rate for sick/vacation donation.	H			N/A	
39	Ability to return donated hours from catastrophic leave to the person who donated them if they are not used.	H			N/A	
40	Ability to automate calculation/pro-rate leave accruals based on union contracts, regardless of when employees are hired or transferred (e.g., mid-pay period or mid fiscal year).	H			N/A	
41	Ability to set up a workflow to request/manage travel reimbursement requests.	H			N/A	
42	**Employee Set-up and Maintenance**					
43	Ability to classify employees in variety of ways (active, terminated, inactive, on-call, seasonal, permanent, temporary term, intermittent, full-time, part-time, elected, exempt, non-exempt, and user-defined other).	H			N/A	
44	Ability to classify an employee as Medicare only, both Social Security and Medicare or exempt from both Social Security and Medicare.	H			N/A	
45	System must provide the ability to safeguard against using duplicate Social Security Numbers.	H			N/A	
46	System must provide the ability to safeguard against using duplicate unique identifier such as multiple Personnel numbers (e.g. retirees, employees, extra-hires) and relate them if necessary.	H			N/A	
47	Ability to display employee information without displaying the SSN.	H			N/A	
48	Ability to enter multiple location codes per employee, such as work location, paycheck location (for distribution purposes), etc.. And the flexibility to change the locations by the Department as often as needed.	H			N/A	
49	Ability to start current employees or perform promotions and cost-of-living-adjustments (COLAs) in the middle of a pay period.	H			N/A	
50	Ability to assign a COLA to a group.	H			N/A	
51	Ability to effective date in the future for off-boarding employees.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
52	Ability to terminate an employee at any point in the pay period.	H			N/A	
53	Ability to maintain payout leave balances after a person leaves the City to be reinstated if the person returns to the City.	M			N/A	
54	**Deductions and Contributions**					
55	Ability to track and query the following information:	-			N/A	
56	Basic and additional life insurance (i.e. supplemental, double-supplemental, dependent)	H			N/A	
57	Charitable contributions	H			N/A	
58	Child Support payments	H			N/A	
59	Credit union (or other banking facility)	H			N/A	
60	Deductions for liabilities (i.e. Pension Obligation Bond, Retiree Health)	H			N/A	
61	Deductions with a future effective date(s)	H			N/A	
62	Deferred compensation (457)	H			N/A	
63	Dependent coverage (single +1, family)	H			N/A	
64	Eligibility	H			N/A	
65	Federal, state, FICA, Medicare taxes	H			N/A	
66	Flexible spending/cafeteria plan (health and dependent care)	H			N/A	
67	Multiple Garnishment Types including:	-			N/A	
68	Child Support	H			N/A	
69	Federal/State Levies	H			N/A	
70	Creditor	H			N/A	
71	Bankruptcy	H			N/A	
72	Other user defined	H			N/A	
73	Multiple garnishment types as defined above applied across multiple states (i.e. Child Support)	H			N/A	
74	Long-term disability insurance	H			N/A	
75	Multiple Insurance plans	H			N/A	
76	State disability insurance (SDI)	H			N/A	
77	Old-Age, Survivors, and Disability Insurance (OASDI)	H			N/A	
78	Workers compensation	H			N/A	
79	Uniquely identified deductions for an employee or group of employees	H			N/A	
80	Unlimited number of deductions	H			N/A	
81	Ability to specify, by pay/deduction code:	-			N/A	
82	Which codes apply to which employees.	H			N/A	
83	Which are for retroactive pays.	H			N/A	
84	Which deductions apply by pay period and employee/bargaining group.	H			N/A	
85	Deductions with begin and stop dates for such items as:	-			N/A	
86	Recurring deductions	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
87	Minimum/maximum percentage of earnings amount	H			N/A	
88	Minimum/maximum fixed dollar value	H			N/A	
89	Priority	H			N/A	
90	Frequency for withholding	H			N/A	
91	Ability to establish multiple deferred compensation (457) matching rules, allowing for match based on employee contribution level	H			N/A	
92	Ability to allow for leave without pay with the ability to continue employer paid deductions (FMLA, Injury Pay - Safety).	H			N/A	
93	Ability to have on-line real-time update capability of the deduction table.	H			N/A	
94	Ability to provide mass update capabilities on payroll tables.	H			N/A	
95	Ability to set-up arrears rules by deduction type.	H			N/A	
96	Ability to allow the selection of the method of computing employee and employer contribution amounts based on the following:	-			N/A	
97	Flat dollar amount	H			N/A	
98	Percentage of the total contribution amount	H			N/A	
99	Amount per hour worked	H			N/A	
100	Formula	H			N/A	
101	Percent of earnings	H			N/A	
102	Ability to produce audits of employee deductions for the purpose of detecting the absence of a required deduction or the existence of an unauthorized deduction.	H			N/A	
103	Ability to determine if a deduction should be applied to a particular payment based on such criteria as earnings type, effective dates, and employee group restrictions.	H			N/A	
104	Ability to determine if earnings are sufficient to withhold a deduction.	H			N/A	
105	Ability to accumulate totals per employee deduction for the following employee and employer contribution amounts:	-			N/A	
106	Current period wage period	H			N/A	
107	Month-to-date	H			N/A	
108	Quarter-to-date	H			N/A	
109	Year-to-date	H			N/A	
110	Fiscal-to-date	H			N/A	
111	Life-to-date	H			N/A	
112	Ability to process special supplemental deductions.	H			N/A	
113	Ability to calculate a single ER percentage contribution to pension plans.	H			N/A	
114	Ability to calculate a multiple ER percentage contribution to pension plans.	H			N/A	
115	Ability to assign employee retirement contribution rates based on State/City plans.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
116	Ability to set up deduction with different taxability for Income taxes, Social Security and Medicare taxes (for example on deferred comp, section 125 plan earnings) .	H			N/A	
117	Ability to do a monthly accumulation of insurance premiums for reconciliation to insurance providers' invoice file. Provide for method of comparison.	H			N/A	
118	Ability to calculate and deduct life insurance, short-term and long-term disability premiums each month for all employees based on gross wages and employee's age.	H			N/A	
119	Ability to generate automatic G/L journal entry for all deductions each pay period.	H			N/A	
120	Ability to add unlimited number of user-defined deductions.	H			N/A	
121	Ability to auto adjust all deductions at termination	H			N/A	
122	Ability to set up deductions as pre-tax and post-tax	H			N/A	
123	Ability for the system to automatically select proper taxability based on deduction type (for example Dependent Life should be post-tax).	H			N/A	
124	Ability for the system to automatically select proper State/Federal taxability for section 125 cost of coverage of registered/non-registered domestic partners	H			N/A	
125	**Garnishments**					
126	Ability to setup varying computational methods for each garnishment type, such as determining an employee' s disposable earnings for each garnishment type (gross minus required withholdings) including accommodations for varying tax filing status'.	H			N/A	
127	Ability to enter specific garnishment withholding amounts for an employee for each pay period.	H			N/A	
128	Ability to record the following information with each garnishment:	-			N/A	
129	Name and address of the levying party	H			N/A	
130	Case number	H			N/A	
131	Garnishment amount	H			N/A	
132	Balance	H			N/A	
133	Ability to flag employee when garnishment balance and interest is paid	H			N/A	
134	Ability to calculate garnishment for extra hire employees	H			N/A	
135	Ability to generate an individual or combined garnishment check	H			N/A	
136	Ability to cancel garnishment check and refund with appropriate workflow	H			N/A	
137	Ability to calculate and deduct garnishment admin fee	H			N/A	
138	Ability to have garnishment deductions that can be paid out to multiple vendors	H			N/A	
139	Ability to calculate withholding of specific amount up to a pre-described amount (balance due/maximum deduction amount).	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
140	Ability to calculate withholding at a percentage rate of disposable pay up to a pre-described amount (balance due/maximum deduction amount).	H			N/A	
141	Ability to establish minimum earnings standards which preempt the deduction from being taken (e.g., 30 X minimum wage exempt from garnishment).	H			N/A	
142	Ability to track each garnishment independently (to track multiple garnishments per employee).	H			N/A	
143	Ability to properly calculate multiple garnishments for one employee	H			N/A	
144	Ability to prioritize garnishments based on State law.	H			N/A	
145	Ability to update calculations based on most current federal and state regulations.	H			N/A	
146	Ability to calculate court-ordered medical insurance premiums as garnishment when computing disposable income.	H			N/A	
147	**Earnings**					
148	Ability to accumulate totals per employee earnings type:	-			N/A	
149	Current period wage period	H			N/A	
150	Month-to-date	H			N/A	
151	Quarter-to-date	H			N/A	
152	Year-to-date	H			N/A	
153	Fiscal-to-date	H			N/A	
154	Life-to-date	M			N/A	
155	Ability to track and query the following earnings information (MTD, QTD, YTD, FTD):	-			N/A	
156	Regular Pay	H			N/A	
157	Overtime Pay (straight 1.0, 1.5, 2.0, 2.5)	H			N/A	
158	Catastrophic leave	H			N/A	
159	Compensation time earned	H			N/A	
160	Compensation time paid	H			N/A	
161	Dependent sick leave	H			N/A	
162	Earnings type subject to FLSA, retirement, FICA, income tax, or Unemployment Insurance	H			N/A	
163	Education pay	H			N/A	
164	Family death (funeral) leave	H			N/A	
165	Family Leave - no pay, comp taken, dependent sick leave, personal holiday, sick leave, vacation, catastrophic leave	H			N/A	
166	Pay stub visibility of hours previously worked or taken but paid in the current pay period to distinguish from the current pay period earnings	M			N/A	
167	Incentive / award paid	H			N/A	
168	Jury duty	H			N/A	

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169	Lump sum paid leave (vacation, comp time hours, holiday paid, personal leave, floating holiday and banked holidays etc.)	H			N/A	
170	Military Active Leave	H			N/A	
171	Modified Duty	H			N/A	
172	Military Training	H			N/A	
173	On the job injury pay	H			N/A	
174	On-call shift by day	H			N/A	
175	Paid Leave	H			N/A	
176	Unpaid Leave	H			N/A	
177	Personal Leave	H			N/A	
178	Retirement benefit received	H			N/A	
179	Short term disability	H			N/A	
180	Status: Permanent, Term, on-call, seasonal, temporary, intermittent	H			N/A	
181	Step Increase	H			N/A	
182	Administrative Leave Paid	H			N/A	
183	Termination leave payout (vacation, comp time hours, holiday paid, personal leave, floating holiday and banked holidays etc.)	H			N/A	
184	Training pay/Instructor Pay	H			N/A	
185	Holidays of all types: Holidays Worked, Banked Holidays, half day Holidays, holiday in lieu etc.	H			N/A	
186	Temporary Promotion Pay	H			N/A	
187	Temporary Assignment Pay	H			N/A	
188	POST Incentive and Severance Pay	H			N/A	
189	Workers Compensation Pay	H			N/A	
190	Contractual OT	H			N/A	
191	OT Double Time	H			N/A	
192	Bi-lingual Pay Differential	L			N/A	
193	Assignment Differential	H			N/A	
194	Shift Differential	H			N/A	
195	Variable taxing rates and methods (e.g. flat percent or annualized percentage table) for any earnings type	H			N/A	
196	Ability to identify retirement eligible wages from gross wages.	H			N/A	
197	Ability to have different base wages for calculating different deductions and earnings (union dues, fringe, etc.)	H			N/A	
198	Ability to allow an unlimited number of user defined earning types and attributes.	H			N/A	
199	Ability to report automatically when an employee reaches the set number of hours based on the employee group and classification (e.g. part-time employees).	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
200	Ability to pay one employee based on multiple positions (additional appointments) with multiple job titles, pay rates, multiple departments, classifications, cost centers, etc., during the same pay cycle without the need for manual journal entries and show cross reference in payroll register and check stub.	H			N/A	
201	Ability to split pay across multiple locations.	H			N/A	
202	Ability to split pay across multiple roles.	H			N/A	
203	Ability to split employee pay and benefits among across multiple organizations departments, cost centers based on fixed percentage or worked hours.	H			N/A	
204	Ability to calculate regular rate of pay, per FLSA requirements: Rate of Pay = ((Total hours X Base Rate) + (additions to pay))/total hours worked	H			N/A	
205	Ability to allow the FLSA calculation to include non-worked hours, such as leave pay.	H			N/A	
206	Ability to establish a separate catastrophic leave bank for employees that have received catastrophic leave. If accruals need to be suspended or adjusted, rules should be configured.	H			N/A	
207	Ability to assign the order of benefit deduction paid by fringe.	H			N/A	
208	Ability for earnings to be based on tenths of an hour, quarters of an hour, or other increments (using 4 digits for rounding).	H			N/A	
209	**Other Earnings**					
210	Ability to change earnings/pay in the past, present, future and hold changes in suspense awaiting release by authorized user/department prior to updating employee record	H			N/A	
211	Ability to calculate additional pay for temporary assignments and temporary promotions above employee's current position	H			N/A	
212	Ability to pay earnings based on following calculations:	-			N/A	
213	Flat amount per pay period	H			N/A	
214	Percent of salary rate (base pay rate)	H			N/A	
215	Hourly rate	H			N/A	
216	Bi-weekly salary	H			N/A	
217	Monthly salary	H			N/A	
218	Annual salary	H			N/A	
219	Fixed Amount	H			N/A	
220	Ability to accommodate special pay codes/circumstances for such items as call-out pay, standby pay (After Hours) payments - Hours worked after business hours per the various rules.	H			N/A	
221	Ability to restrict an earnings type to a specified group or groups of employees	H			N/A	

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Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
222	Ability to compute total hours worked multiplied by rate per hour when less than a standard pay period amount is due to an individual (e.g., salary employee on unpaid leave).	H			N/A	
223	Ability of system to calculate and adjust taxable wages for non-cash fringe benefits (imputed income)	H			N/A	
224	Group term life premium paid by employer for over 51K coverage should be taxable to employee (imputed income)	H			N/A	
225	Ability for the system to automatically calculate imputed income based on section 125 taxability and cost of coverage of registered/non-registered domestic partners	H			N/A	
226	Ability for departmental request of supplemental pay (e.g., assignment or military pay) with appropriate workflow.	H			N/A	
227	Ability to enter expense advances as prepayments and subsequently reduce the amount of the employee expense report	M			N/A	
228	Ability to calculate and pay an employee's other source of compensation:	-			N/A	
229	Allowance (clothing, uniform, etc.)	H			N/A	
230	Car Allowance	H			N/A	
231	Lump sum payment for unused leave	H			N/A	
232	Mileage reimbursement	H			N/A	
233	Moving expenses	H			N/A	
234	Other reimbursements and additions to pay	H			N/A	
235	Prior period adjustments	H			N/A	
236	Supplemental payments	H			N/A	
237	One time payment	H			N/A	
238	Travel reimbursement	H			N/A	
239	Meal Reimbursement	H			N/A	
240	Tuition reimbursement	H			N/A	
241	Stipends ((for participation on Commissions or Boards (Assessment Appeals Board, etc.))	H			N/A	
242	**Overtime**					
243	Ability to track if an employee works multiple jobs (full or part time) in order to determine when overtime is appropriate.	H			N/A	
244	Ability to calculate overtime payments (FLSA Regular Rate of Pay) using weighted average hourly rate (Rate of Pay = ((Total hours X Base Rate) + (additions to pay))/total hours worked) in a work week for employees with one or more pay rates.	H			N/A	
245	Ability to have user defined overtime calculations (ability to calculate overtime and take into consideration call back minimums).	H			N/A	
246	Ability to identify which additional pays are included in FLSA OT hourly rate calculation.	H			N/A	

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247	Ability to calculate FLSA overtime on only one position's hours for an employee in multiple positions (e.g., an employee who works hours in an exempt position and hours in a non-exempt position).	H			N/A	
248	Ability to calculate overtime hours for different employee groups with different FLSA/work periods.	H			N/A	
249	Ability to calculate scheduled overtime premium pay: Base Reg Rate X OT hours X .5. (for example Fire, Safety premium pay)	H			N/A	
250	Ability to pay overtime rate if employee has worked less than 40 hours in week per FLSA cycles (based on contract/MOU i.e. 37.5 hours, etc.).	H			N/A	
251	Ability to alert users if OT is entered without OT rules having been met	H			N/A	
252	Ability to alert users if more than scheduled hours of work is entered without OT paid or comp time accrued.	H			N/A	
253	Ability to pay OT for exempt employees (Safety Fire/Sheriff) within different cycles.	H			N/A	
254	Ability to record overtime based on Fire regulations for OT (enter time worked per day and record OT after 28 24 day cycle)	H			N/A	
255	Ability to enter and report overtime by user-definable segments (i.e. General Ledger, Cost Centers, Organizational Units, Divisions, etc.) or grant-eligible employees.	H			N/A	
256	Ability to specify earning codes that are overtime eligible.	H			N/A	
257	Ability to pay double time and 2.5 time for specific groups under specific conditions; and ability to pay straight time for holiday and time and a half for hours worked.	H			N/A	
258	**Shift Differential**					
259	Ability to pay shift differential based on percentage of rate or set amount.	H			N/A	
260	Ability to calculate shift differential by work times coded by employees, according to agreement	H			N/A	
261	Ability to pay shift on a different step or pay rate within the pay range (i.e. 5% of Step 3, not actual step)	H			N/A	
262	Ability to pay shift differential on overtime/comp time at premium overtime rate (e.g., FLSA).	H			N/A	
263	**Comp Time**					
264	Ability to track comp time and allow either to be taken or paid out (up to the discretion of the employee) within the same time period earned.	H			N/A	
265	Ability to limit earned comp time to a user specified number of hours by employee group; provide ability to enter exceptions.	H			N/A	
266	Ability to pay out comp time at any time during the year.	H			N/A	
267	Ability to auto pay comp time and banked holiday balances at end of fiscal year; must allow exceptions.	H			N/A	

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268	Ability to track comp time when it was earned and use the oldest first .	H			N/A	
269	Ability to pay out comp time at the current rate (when it was cashed out), within 9 months of it being earned, if it has not been used.	H			N/A	
270	Ability to apply comp time as either straight time or time and a half.	H			N/A	
271	**Retro Pay/Deductions**					
272	Ability to automatically re-calculate deductions in current period for prior period changes in employees' deductions (insurance premiums, changes to benefits enrollments, union dues, retirement contributions, etc.).	H			N/A	
273	Ability to handle pay rule changes due to Union negotiations without custom programming.	H			N/A	
274	Ability to ensure that a minimum wage is paid before clearing arrears that exceed employee's wages.	H			N/A	
275	Ability to calculate benefits in arrears for new hires	M			N/A	
276	Ability to pay people in arrears (e.g., due to suspension).	H			N/A	
277	Ability to automatically calculate pay or wage adjustments in current period when pay-related information in prior periods is changed - rate, hours, allowances, pay code, etc. Ability to calculate based on individual or group.	H			N/A	
278	Ability to clear employee claims/overpayments based on taxation (pre tax or post tax claim/payment)	H			N/A	
279	Ability to track all retro active changes to employee records prior to payroll run.	H			N/A	
280	Ability to track all retro active changes to employee records after a payroll run.	H			N/A	
281	Ability to track retro active payment and deductions on the payroll journal and employee pay stub.	H			N/A	
282	**PTO**					
283	Ability to identify and report on which funds are to be used for an annual accrual of paid time off, including those staff who are allocated to multiple funds.	H			N/A	
284	Ability to limit PTO/vacation accruals based on maximum for defined plan, job class, department, status, etc. and record the time lost as a result of the limits.	H			N/A	
285	Ability to record leave time and accruals per pay period and annually based on combination of years of service, employee group, employee status, etc. for several types of leave plans (PTO, Police, traditional Vac/Sick, executive accrual, etc.).	H			N/A	
286	Ability to calculate sick leave payout based on the rate when earned.	H			N/A	

4.20 - Payroll	Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
287	Ability to automatically adjust the paid leave accrued balances by type when leave is taken (vacation, sick, sick incentive, PTO, holiday, floating holiday, etc.)	H			N/A	
288	Ability to track detailed leave information: type, leave date, hours taken, remarks, start/stop dates.	H			N/A	
289	Ability to track multiple leaves at the same time - i.e. FMLA, PDL, etc.	H			N/A	
290	Ability to limit the usage of PTO/vacation, sick leave, and comp time based on employee's accumulated balances, with exceptions allowed.	H			N/A	
291	Ability to automatically pay out comp time based on established limits per group.	H			N/A	
292	Ability to have multiple leave types on the same day.	H			N/A	
293	Ability to automatically calculate, adjust and report a change in general leave accrual rate based on a change in standard pay hours (i.e. when an employee moves from an 80 to 88 to 96 or any combinations therein), job, and vice versa).	H			N/A	
294	Ability to store and retrieve "year-to-date" leave accrued, taken, paid, lost (over max), and forfeited.	H			N/A	
295	Ability to calculate vacation, sick, and comp payoffs at termination including current period accrual, current period taken, and remaining balance.	H			N/A	
296	Ability to prohibit PTO and vacation payoffs for terminating probationary employees.	H			N/A	
297	Ability to turn on and off employees accruals based on a predetermined time frame or other specific conditions. (i.e. Catastrophic Leave)	H			N/A	
298	Ability to create different pay out rules for each different type of leave	H			N/A	
299	Ability to have different Leave Accrual pay out rules depending upon Bargaining Unit and Fringe Group upon Separation	H			N/A	
300	Ability to determine the dollar amount of sick, personal, vacation, comp time, management leave liability by user identified fields (i.e.. Fund, cost center, department, etc.).	H			N/A	
301	Ability to report on variances between scheduled hours versus time entered.	H			N/A	
302	Ability to create an automatic notification to the employee and their manager when an employee's vacation time balance is reaching their maximum accrual	H			N/A	
303	Ability to provide warning notices a few weeks before an employee will lose vacation time.	H			N/A	
304	Ability to create an automatic notification to the employee and their manager when an employee's sick balance is reaching a zero or negative balance.	H			N/A	

4.20 - Payroll	Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
305	Ability to track Leave Accruals based upon the number of hours an employee has worked.	H			N/A	
306	Ability to forecast leave balances including accruals for employees taking an extended absence. (Family leave or worker's comp)	H			N/A	
307	**Labor Distribution**					
308	Ability to distribute labor costs based on hours worked in each fund.	H			N/A	
309	Ability to calculate labor costs based on user defined rate. (i.e. weighted vs. actual vs. project)	H			N/A	
310	Ability to distribute labor and fringe costs to different cost centers or GL accounts.	H			N/A	
311	Ability to track and calculate, on a daily basis, labor cost of projects (FEMA reporting).	H			N/A	
312	Ability to distribute costs for labor outside of base rate/project weighted rate (overtime and mileage) by project (not as a proportion of the labor costs per project).	H			N/A	
313	Ability to track uncompensated hours for employees by project to gather total hours needed to complete project (i.e. exempt overtime).	M			N/A	
314	Ability to track uncompensated hours for volunteers by project to gather total hours needed to complete project (also for potential matching portion of grants).	M			N/A	
315	Ability to track hours with no cost allocation for projects or initiatives	M			N/A	
316	Ability to provide cost accounting options for task, location, and project.	H			N/A	
317	Ability to generate internal billing for cost allocation in distributing labor costs for project/grants/departments.	H			N/A	
318	Ability to assign and track grant and project costs and work orders for maintenance.	H			N/A	
319	Ability to have a percentage allocation set up for the costs centers	H			N/A	
320	Ability to accommodate batch splitting for labor distribution during pay periods that cross accounting periods.	H			N/A	
321	**Payroll Processing**					
322	Ability to forecast/simulate an employee's paycheck based on criteria/employee data entered (i.e. Tax changes etc. W4)	H			N/A	
323	Ability to "lock" employees records and time sheets during and after payroll processing to prevent changes while payroll is calculated for the payroll period.	H			N/A	
324	Ability to allow future changes to employee records if the start date of change is after the current pay period end date during payroll processing.	H			N/A	
325	Ability to make across the board pay rate changes including and excluding certain pay types as needed	H			N/A	

4.20 - Payroll					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
326	Ability to run proposed current and future payroll and validate payroll results/paystub	H			N/A	
327	Ability to run proposed current and future payroll (e.g. for projections) and validate payroll results and report information	H			N/A	
328	Ability to allow run payroll multiple times before finalizing the payroll for further processing	H			N/A	
329	Ability to perform end of year payroll postings for pay periods that cross two fiscal years.	H			N/A	
330	Ability to automate year-end payroll accruals when a pay period crosses a fiscal year.	H			N/A	
331	Ability to auto-generate year end accruals and reversals.	H			N/A	
332	**Direct Deposit**					
333	Ability to include travel reimbursements with payroll (direct deposit when possible), by employee ID.	H			N/A	
334	If the reimbursement is outside the payroll system, ability to associate the payment to employee record for tax reporting (i.e. W2's)	H			N/A	
335	Ability to create a file for direct deposit in ACH format for vendors and others as needed.	H			N/A	
336	Ability to create a file for direct deposit in ACH format for employees salary payments.	H			N/A	
337	Ability to change the format of the bank file when changes are requested from the bank based on authority.	H			N/A	
338	Ability to have multiple financial institutions per employee designated for direct deposit.	H			N/A	
339	Ability to allow direct deposit as:	-			N/A	
340	Full net amount to one financial institution	H			N/A	
341	Percentages of the net amount to more than one financial institution/account	H			N/A	
342	Fixed amounts to more than one financial institution/account	H			N/A	
343	Ability to direct payments to pay cards and create file to upload to pay card provider.	H			N/A	
344	Ability to prenote prior to an employee's first pay cycle.	H			N/A	
345	Ability to override prenote process.	M			N/A	
346	Ability to accept direct deposit changes directly from bank (e.g., for routing information).	M			N/A	
347	Ability to email check stubs	H			N/A	
348	For employee benefits on leave without pay (LWOP), family leave employees with no pay, and COBRA, ability for system to state which fields are needed to track direct pay agreements, and track direct start, end dates, and changes.	H			N/A	
349	**Check Printing**					

4.20 - Payroll	**Replace this text with the primary product name(s) which satisfy requirements.**

Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
350	Ability to provide computer-generated payroll checks.	H			N/A	
351	Ability to print check and stub, or earnings statement, on self-mailer check form.	H			N/A	
352	Ability to print checks in prescribed sequence that can be changed at any time by users.	H			N/A	
353	Ability to view pay stub/earning statement online on or after the check date	H			N/A	
354	System must provide flexible processing schedules for the ability to rerun payroll, if needed.	H			N/A	
355	Ability to restart the check process for the following:	-			N/A	
356	One check	H			N/A	
357	Small group of checks	H			N/A	
358	Entire check run	H			N/A	
359	Ability to automatically advance to next paycheck to continue stub printing.	H			N/A	
360	Ability to record a manual check in the system in case the check was cut outside the payroll processing.	H			N/A	
361	Ability to have special payroll runs at the same time as a normal payroll run.	H			N/A	
362	Ability to print and flag multiple checks for each employee in the normal payroll run (i.e. defined based on the payment)	H			N/A	
363	Ability to run preliminary payrolls that do not update year-to-date balances but simulate the update of year-to-date balances with simulated postings to the general ledger (e.g. a test run).	H			N/A	
364	Ability to adjust previously issued payments for the same payroll period	H			N/A	
365	Ability to print payroll replacement checks.	H			N/A	
366	Ability to void payroll check or direct deposit and reissue a new check or process a direct deposit for the same payment.	H			N/A	
367	Ability to print single payroll checks for employees even if they are working in multiple positions or funded from multiple funding sources.	H			N/A	
368	Ability to issue checks outside of the processing cycle.	H			N/A	
369	Ability of the advice / check stub to be simple to read/understand and have all relevant detailed information regarding the employee, earnings, and deductions, including annual accumulators as defined by user.	H			N/A	
370	Ability to print the name of financial institution on direct deposit advice.	H			N/A	
371	Ability to support MICR printing	H			N/A	
372	Ability to support printing the check signature with proper security of the signature.	H			N/A	

4.20 - Payroll	Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
373	**Payroll Taxes**					
374	Ability to automatically update the tax tables (rates and limits) for the following tax categories:	-			N/A	
375	Federal income tax	H			N/A	
376	State income tax	L			N/A	
377	FICA (OASDI and Medicare)	H			N/A	
378	Earned income credit	H			N/A	
379	State disability insurance (SDI)	H			N/A	
380	State Unemployment Tax	L			N/A	
381	Ability to provide tax tables updates automatically which are in compliance with all applicable tax laws.	H			N/A	
382	Ability to have an update automatically applied annually or as on needed basis with tax table changes	H			N/A	
383	Ability to have default taxes withheld using single with zero exemptions as the default.	H			N/A	
384	Ability to allow any legally allowable number of exemptions (marital status and dependents) for each taxing entity.	H			N/A	
385	Ability to withhold Federal and State income taxes on the basis of aggregated/supplemental earnings for a pay period.	H			N/A	
386	Ability to define different tax rates for different earnings (i.e. earning1 can be at aggregate rate based on W4 information and Earning2 can be at 3% etc.)	H			N/A	
387	Ability to support and deduct multiple pension types and calculations	H			N/A	
388	Ability to do a manual FICA (social security and Medicare) add-on to increase wages for non-cash taxable fringe benefits	H			N/A	
389	Ability to adjust (withhold or refund) employees Federal, State, County, or City withholding taxes by pay period.	H			N/A	
390	Ability to adjust (debit or credit) an employee's Federal, State, County, or City year-to-date taxable gross wage and withholding amount totals.	H			N/A	
391	Ability to exclude wages withheld for Deferred Compensation Plans and Section 125 Accounts from Federal, State, County, and City income tax withholdings.	H			N/A	
392	Ability to maintain an employee's OASDI and Medicare contribution total for unlimited prior tax years.	H			N/A	
393	Ability to automatically and manually adjust (withhold or refund) OASDI and Medicare by employee in the current pay period.	H			N/A	
394	Ability to adjust (debit or credit) OASDI and Medicare year-to-date totals for employee and employer withholding amounts and employee's gross wages.	H			N/A	
395	Ability to individually define employee withholdings for social security and Medicare.	H			N/A	

4.20 - Payroll					**Replace this text with the primary product name(s) which satisfy requirements.**	
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
396	Ability to calculate Earned Income Credit.	M			N/A	
397	Ability to set IRS Limits on an employee's record for different tax entities.	H			N/A	
398	**Void Check Processing**					
399	Ability for the reversal (void paycheck) process to be automated to reverse all employer/employee records (including voluntary deductions, time and attendance, and PTO accruals).	H			N/A	
400	Ability for Payroll Division to initiate process to void a paycheck	H			N/A	
401	Ability to have multiple manual checks per pay cycle by employee.	H			N/A	
402	Ability to have multiple voided checks per pay cycle by employee.	H			N/A	
403	Ability to record each replacement check number in the payment history record for the check that is replaced and the replacement number should not overlay the original check number.	H			N/A	
404	Ability to locate and view every check record using the replacement check number, employee ID number, or check date as a search key.	H			N/A	
405	Ability to automatically re-apply deductions from voided checks to subsequent payments.	H			N/A	
406	**GL - Journal Entries**					
407	Ability to automatically post payroll transaction data to the General Ledger after regular payroll and special (off cycle) payrolls	H			N/A	
408	Ability to specify posting dates for posting payroll transactions.	H			N/A	
409	Ability to post payroll transaction to multiple funds and cost centers based on employee records (for example, organizational assignments, multiple positions).	H			N/A	
410	Ability to create GL journal entries which allow for interfund transactions and still balance in total and by fund (e.g. employees who are paid from several funds, but whose tax withholdings are accumulated in one fund).	H			N/A	
411	Ability to create monthly and annual payroll accrual journal entries.	H			N/A	
412	Ability to create detail journal entries to allocate labor charges to various cost centers for programmatic labor distribution.	H			N/A	
413	Ability to select a date for future posting of automated journal entries.	H			N/A	
414	Ability to create automated journal entries for fringe benefit cost to multiple cost centers for retirement, workers' comp, or unemployment on a percentage of salary; medical insurance and disability insurance which are based on actual plan cost-table.	H			N/A	
415	**Payroll Calendars**					
416	Different calendars for determining (minimum = 99):	-			N/A	
417	Family leave	H			N/A	
418	Multiple FLSA periods (e.g. 7, 14, 24 and 28 day periods)	H			N/A	
419	Number of work days in the pay period	H			N/A	

4.20 - Payroll					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
420	Time to be paid and/or days not worked in order to compute gross (exception employees)	H			N/A	
421	Beginning and ending dates of the pay period	H			N/A	
422	Holidays for multiple job classes	H			N/A	
423	Flex schedule calendars - (for example, identifying the 4/10 work week; 1st week 45 scheduled hours, 2nd week 35 scheduled hours; and multiple of different schedule).	H			N/A	
424	Calendars flexible to identify 1st day back or "in lieu" of holidays	L			N/A	
425	1/2 day holidays	L			N/A	
426	**Integration and Interfaces**					
427	Ability to interface with budget for department, project and fund calculations	H			N/A	
428	Ability to provide interfaces with federal and state tax deposit software.	H			N/A	
429	Ability to interface with bank for positive pay, including pre-note functionality	H			N/A	
430	Ability to interface with Accounts Payable for paying vendors (e.g., third party remittances), eliminating/minimizing need for reconciliations	H			N/A	
431	Ability to interface with benefit providers and deferred compensation providers [.e. retirement plan (401, 457 plan providers), health providers (medical, dental, vision), voluntary benefit providers (life insurance, flexible spending, pre-paid tuition, etc.)]	H			N/A	
432	Ability to interface with payroll check print program	H			N/A	
433	Ability to interface with department scheduling systems (e.g., police and fire)	H			N/A	
434	Ability to integrate with all ERP modules and Kronos Time and Attendance systems	H			N/A	
435	**Reporting**					
436	Ability to report on calculated compensated absences showing ending balances in hours and calculated pay.	H			N/A	
437	Ability to view on-line mid-period earnings calculations for termination pay.	H			N/A	
438	Ability to have user designed standard and ad hoc reporting, including detailed exception reporting (e.g., for auditing).	H			N/A	
439	Ability to view and download all employee data stored in database.	H			N/A	
440	Ability to view payroll data for federal, state, and local government reports.	H			N/A	
441	Ability to view a Payroll Register in user-defined order, (i.e. showing gross pay, payroll fund, all system-calculated taxes and deductions, net pay, and check number).	H			N/A	

4.20 - Payroll					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
442	Ability to track "light-duty "(staff on FLSA disability who work for up to 120 days of light duty), similarly to extra hires, and flexibility within this feature.	H			N/A	
443	Ability to provide reports (paper and on-line) immediately after payroll has run which include but are not limited to the following:	-			N/A	
444	Federal, state, and local tax reporting (i.e. pay period to date, quarterly to date and year to date, IRS Form 941)	H			N/A	
445	List of gross wages in excess of user specified amounts	H			N/A	
446	Ability to produce attendance reports for active, full-time, part-time, on-call, seasonal, temporary and exception employees by pay period and annual total (calendar and rolling years), to contain the following:	-			N/A	
447	Department	H			N/A	
448	Each employee in the department, with multiple employees per page	H			N/A	
449	Pay period	H			N/A	
450	General Leave - all tracked categories	H			N/A	
451	Accounts charged	H			N/A	
452	Pay rate(s) - for each type of earnings	H			N/A	
453	Standard hours	H			N/A	
454	Hours worked	H			N/A	
455	OT Hours worked	H			N/A	
456	Temporary Hours worked for Regular employees	H			N/A	
457	Holidays worked	H			N/A	
458	Leave accrual balances	H			N/A	
459	Ability to produce all of the wage and tax reports required to comply with Federal and State laws, rules and regulations, including the following:	-			N/A	
460	Internal Revenue Service (for income tax)	H			N/A	
461	State Tax reports (state taxable wages and withholdings, SS#, Medicare, Federal)	L			N/A	
462	State Department of Labor for Unemployment Insurance	H			N/A	
463	Other taxing entities	L			N/A	
464	Ability to print/report/identify, prior to issuance of first pay check, weekly lists of all employees engaged who do not have direct deposit instructions.	H			N/A	
465	Produce a report of audit trail changes made to employees records and identify who made the changes (e.g., for recalculating payroll).	H			N/A	
466	Ability to produce a report showing benefits participation by benefit, carrier and, coverage level.	H			N/A	
467	Ability to create a report that shows all employees with over/under scheduled hours per week paid and what type of hours for Regular/Temporary etc.	H			N/A	

4.20 - Payroll	Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide an automated system to efficiently and effectively support the timely processing of pay and deduction information, manage on-line employee records and facilitate the preparation of paychecks and reports.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
468	Ability to create Payroll Projection Reports, forecasting payroll amounts by department, fund, etc., through year-end. Compares to budgeted amounts.	H			N/A	
469	Ability to report on retroactive pay detail, by pay period	H			N/A	
470	Ability to record and report the actual mileage (i.e. miles) driven by any employee	H			N/A	
471	Ability to track all hours and type of hours worked by all types of employees.	H			N/A	
472	Ability to track total compensation by employee by time period	H			N/A	
473	Ability to track all pay and type of pay earned by all types of employees.	H			N/A	
474	Ability to assign security by department, groups or any other user defined category to each and all reports.	H			N/A	
475	**W-2s and 1099s**					
476	Ability to generate a transmittable electronic file for W-2s and 1099s.	H			N/A	
477	Ability to post on-line year-end Forms (W-2) for each person employed during the tax year and 1099-R for every retiree.	H			N/A	
478	Ability to maintain the information required to produce W-2's.	H			N/A	
479	Ability to maintain the information required to produce W-2Cs.	H			N/A	
480	Ability to produce duplicate W-2 and W-2C forms to replace lost or misplaced forms.	H			N/A	
481	Ability to produce early Forms W-2, forms W-2C, and duplicates on a demand basis.	H			N/A	
482	Ability for employees to download W-2 information into tax software	H			N/A	
483	Ability to generate 1099s and 1099Rs for wages paid after death of employee.	H			N/A	
484	Ability to track poll workers as vendors and generate 1099Ms for poll workers when necessary.	H			N/A	
485	Ability to track whether a poll worker/volunteer is an active employee or retiree, in order to include or exclude any poll earnings on the employees'/retirees' W-2 (as retirees do not receive W-2s).	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.21 - Project & Grant Accounting Management					**Replace this text with the primary product name(s) which satisfy requirements.**	
Objective: To efficiently administer and comply with all project and grant obligations, track all project and grant activities, and support all required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**Project / Grant Set-Up**					
2	Ability to create user-maintained master files for:	-			N/A	
3	Jobs / Activities	H			N/A	
4	Projects	H			N/A	
5	Sub-Projects	H			N/A	
6	Grants	H			N/A	
7	Ability to create project/grant master file that allows for tracking and reporting, including:	-			N/A	
8	Department (responsible for the project or grant)	H			N/A	
9	Alphanumeric project/grant numbers (coding assigned by authorized users to be used to identify grants or projects, including case numbers for example)	H			N/A	
10	Key dates (Approval date, start date, end date, extension date, date of last draw, final performance report)	H			N/A	
11	Resolution #	L			N/A	
12	Grant name (program title)	H			N/A	
13	Descriptions / Comments	H			N/A	
14	Funding source(s)/grantors (e.g., who is providing funding for the grant, project, subproject, activities/task) including contact information	H			N/A	
15	Funding source type (I.e. cash, in-kind)	H			N/A	
16	Pass-through grant indicator and entity and grant #	H			N/A	
17	Contract number(s) for projects and grants--could have multiple contracts for each	H			N/A	
18	Ordinance or legislative reference number (s) for project or grants - could have multiple ordinances for each including ordinances for extensions	H			N/A	
19	Catalog of Federal Domestic Assistance (CFDA) or Catalog of State Financial Assistance (CSFA) number, if applicable	H			N/A	

4.21 - Project & Grant Accounting Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To efficiently administer and comply with all project and grant obligations, track all project and grant activities, and support all required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
20	Amendments (dates, dollars, activity being amended) and allows for multiple amendments	H			N/A	
21	Visibility to Contractor(s) name associated with grants and projects e.g., who is providing funding for the grant, project, subproject, activities/task)	H			N/A	
22	Visibility to Detail on contractor (name, contact, address, certifications, Fed ID number, EEO)	H			N/A	
23	Total grant / project budget amount	H			N/A	
24	Budget detail per grant, project, subproject, activities/task, objective	H			N/A	
25	Grant	H			N/A	
26	Project	H			N/A	
27	Subproject	H			N/A	
28	Activity/Task	H			N/A	
29	Objective	L			N/A	
30	Grant or project manager assigned with contact information from the Payroll / Personnel module for validation.	H			N/A	
31	Project / grant type	H			N/A	
32	Project milestones and phases	H			N/A	
33	Project milestone and phase start and end dates	H			N/A	
34	Relevant GL accounts (for revenues and expenditures)	H			N/A	
35	Retainage requirements	H			N/A	
36	Accounting basis (e.g. cash vs. accrual)	L			N/A	
37	Indicator of whether or not there is Grant matching	H			N/A	
38	Multiple other user defined fields	L			N/A	
39	Track EEOC and Davis/Bacon information	H			N/A	
40	Minority Contractors	L			N/A	
41	Date of certification	H			N/A	
42	Ability to set-up and manage the following types of grants:	-			N/A	
43	In-Kind Contribution	H			N/A	
44	In-Kind Match	H			N/A	
45	Federal	H			N/A	
46	State	H			N/A	
47	Foundation	H			N/A	
48	Local	H			N/A	
49	Other user defined grant types	H			N/A	
50	Ability to track and reconcile expenses incurred for in-kind grants.	H			N/A	
51	Ability to designate whether or not projects are to be capitalized (construction-in-progress).	L			N/A	
52	Ability to have multi-level project / grant roll up.	H			N/A	
53	Ability to allow both automatic project numbering or user-defined project number assignment; if user defined, have an edit to disallow duplicates.	H			N/A	

4.21 - Project & Grant Accounting Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To efficiently administer and comply with all project and grant obligations, track all project and grant activities, and support all required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
54	Ability to create project / grant cycles that are different than the fiscal year.	H			N/A	
55	Ability to maintain each grant in an individual fund.	M			N/A	
56	Ability to set grant specific criteria [e.g., Florida's Consultants' Competitive Negotiation Act (CCNA) requirements] in system.	H			N/A	
57	**Pre-Award Grant Activities**					
58	Ability for system to look for grant opportunities	M			N/A	
59	Ability to track grant applications status (e.g., in progress, submitted) and next steps (e.g., due dates).	M			N/A	
60	Ability to automate the process for requesting and establishing a new grant via a highly configurable multi-step approval process workflow, and be able to view the status of the workflow.	H			N/A	
61	Workflow can be configured to be dependent upon grant attributes	H			N/A	
62	Ability to accept grant applications with supporting documentation online.	H			N/A	
63	**Project / Grant Budgeting**					
64	Ability to designate/plan funds as multi-year or annually	H			N/A	
65	Ability to automatically carry over projects balances as well as project set up information between fiscal years, unless flagged as closed.	H			N/A	
66	Ability to notify designated staff (by grant/project) a defined number of days prior to expiration.	M			N/A	
67	Ability to assist with contract development by summarizing actual costs incurred for prior similar projects.	M			N/A	
68	Ability to create a planned budget based on project scope	M			N/A	
69	Ability to integrate project cost planning with budget planning module	H			N/A	
70	Ability to enter and maintain time-phased budgets for a project, including multi-year projects.	H			N/A	
71	Ability to forecast hours/fees required to complete the project based on remaining activities from project budget.	H			N/A	
72	Ability to support entry and provisioning of project cost estimates prior to approval of the project budget.	H			N/A	
73	Ability to provide drill down capabilities on budgets, cost estimates, actuals.	H			N/A	
74	**Project / Grant Activity**					
75	Ability to associate a grant / project number with a financial transaction even after the transaction has posted with appropriate security, workflow and audit trail.	H			N/A	
76	Ability to collect labor time, machine usage, services/subcontract costs, and material usage data for individual grants, potentially interfacing with a third party Work Order system/module. (e.g. labor compliance)	H			N/A	
77	A system that has the ability to allow employees to have remote access for logging information when they are in the field.	H			N/A	

4.21 - Project & Grant Accounting Management			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To efficiently administer and comply with all project and grant obligations, track all project and grant activities, and support all required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
78	The set up of a grant controls the use of GL accounts when posting transactions	H			N/A	
79	Ability to map GL accounts to a grouping to reflect grant sponsor class.	H			N/A	
80	Ability to track program income for specific grant types	H			N/A	
81	Ability to designate funds as restricted (e.g., solicitations, donations and contributions)	H			N/A	
82	Able to track first in first out grants (e.g., HUD, CDBG)	L			N/A	
83	Ability to have an audit trail (accountability) of correspondences/updates documentation to project managers generated in the system	M			N/A	
84	**Project Costing**					
85	The ability to set a cost allocation plans on projects and grants	H			N/A	
86	Ability for the project / grant accounting module to allow for journal entry of costs	H			N/A	
87	Ability to split any transaction by percent or flat amount (e.g., labor, inventory, equipment use, square footage, etc.) to one or more projects/grants.	H			N/A	
88	Ability to automatically allocate employee benefit costs to grants based on hours worked or user/grant defined percentages.	H			N/A	
89	Ability to define specific employee benefit types that can be allocated to each grant.	H			N/A	
90	Ability to display unencumbered balance and unexpended balance for each project/grant.	H			N/A	
91	Ability for automatic notification of cost overruns.	H			N/A	
92	Ability for auto warning/notification when budget is nearly exhausted based on percentage or dollar amount	H			N/A	
93	Ability to recognize project expenditures and revenues on an accrual basis (when the work is performed) rather than when the invoice is received or when payroll is processed. This provides the ability to maintain an accrual basis of accounting and identify potential budget concerns on a timely basis.	H			N/A	
94	A system that can calculate and provide reports for indirect rates for staff and overhead.	M			N/A	
95	Ability to change the allocation formula without affecting prior allocations.	H			N/A	
96	**Grant Tracking**					
97	Ability to generate a notification based on effective/expiration dates for fixed term appointments/grant funded positions.	M			N/A	
98	Ability to generate an asset for grant funded projects.	H			N/A	
99	Ability to notify designated staff (by grant/project) a defined number of days prior to deadline for grant reporting submission.	M			N/A	

4.21 - Project & Grant Accounting Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To efficiently administer and comply with all project and grant obligations, track all project and grant activities, and support all required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
100	Ability to electronically notify in advance of upcoming key grant completion dates.	M			N/A	
101	Ability to electronically notify in advance of upcoming grant spending deadlines including final close out.	H			N/A	
102	Ability to track and report on non-financial performance measures against a grant/project or sub-activity within a grant project.	L			N/A	
103	Ability to accumulate and report on project / grant personnel costs by person by day.	H			N/A	
104	Ability to report on basic project grant budget to actual status	H			N/A	
105	Ability to establish system wide grant rules that may disallow the charging of expenditures to grants that have a closed or inactive status.	H			N/A	
106	Ability to specify expenses based on the chart of accounts that cannot be charged to a specific grant or group of grants (unallowable costs)	H			N/A	
107	Ability to accumulate and report on project / grant equipment costs by establishing equipment rate schedules (this is a non-cash transaction--just an allocation to the proper project / grant coding).	H			N/A	
108	Ability to accumulate grant activity costs to a holding area, until the new grant is awarded i.e. pre-award activities	H			N/A	
109	Ability for authorized users to reclassify the grant coding/reference # after the transactions are posted with detailed audit trail that is reportable.	H			N/A	
110	Ability to track inventory associated with a grant (pillows, dishes, etc. for housing grants)	M			N/A	
111	**Grant Reimbursements**					
112	Ability to create a billing / receivable for grant activity billed to funder based upon a user defined set of accumulated grant expenditures.	H			N/A	
113	Ability to configure a grant reimbursement request workflow.	M			N/A	
114	A system that alerts project / grant manager in advance if spending is nearing the allowable reimbursable amount particularly as it relates to accumulating salary & benefits costs	M			N/A	
115	A system that can track reimbursement by project/grants, especially when there are multiple grants for a single project (e.g., vehicle) or multiple projects funded by a single grant	H			N/A	
116	Ability to designate expenditures after end of the grant as non-reimbursable.	H			N/A	
117	Ability to have automatic set billing for reimbursements in the system	L			N/A	
118	**Project / Grant Close**					
119	Ability to inactivate a grant/project.	H			N/A	

4.21 - Project & Grant Accounting Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To efficiently administer and comply with all project and grant obligations, track all project and grant activities, and support all required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
120	Prior to closing a grant or project, have the ability to check for open or pending items (i.e. if the grant or project is identified on an open encumbrance, un-related project, un-related grant, unpaid payment document, fixed asset, etc.), prompt the user about whether or not this project or grant should be closed.	H			N/A	
121	Ability to hold a grant open after the grant term – to accumulate grant costs & accommodate end of grant corrections and reclassifications.	H			N/A	
122	**Interfaces / Integration**					
123	Ability to associate a grant / project number with the transaction, for all source transactions (including: requisitions, purchase orders, vouchers, invoices, contracts, cash receipts, work orders, general ledger transactions) to or from other modules within the system using the proper chart of account codes	H			N/A	
124	Ability to Interface a third party Time and Attendance system (e.g. Kronos).	H			N/A	
125	Ability to attach images / electronic documents to the project or grant record in the master file.	M			N/A	
126	The ability to reconcile source data with corresponding interface results	H			N/A	
127	Ability to provide access to residents to query the amount spent on specific projects/events.	L			N/A	
128	Ability to calculate interest earnings.	L			N/A	
129	Ability to provide life cycle tracking (budget and actual) for each project from financial inception to completion across multiple years and funding sources.	M			N/A	
130	Ability to have an automatic system notification that payments are in process (AP)	H			N/A	
131	Ability to have real-time contract execution by Commissioners, then immediate appropriation of funds to spend	M			N/A	
132	Ability to interface with State and Federal grant reporting (e.g., IDIS)	H			N/A	
133	**Reporting**					
134	System provides an executive level dashboard to track real-time status of project / grant activity with graphical representation of information through charts.	H			N/A	
135	A system that can provide reports for salary, interdepartmental, and other expenses and compare this information to budgets for grants, based on grant year.	H			N/A	
136	Ability to complete grant reporting requirements in grant specific formats.	M			N/A	
137	Ability to run a report on grant status based on key words in a narrative.	M			N/A	
138	Ability to interface with the Fixed Asset and Inventory modules to generate reports on assets and inventory related to grants	H			N/A	

4.21 - Project & Grant Accounting Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To efficiently administer and comply with all project and grant obligations, track all project and grant activities, and support all required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
139	Ability to record inventory taken of grant assets and track by date inventoried, item, etc., and to output a report of same.	H			N/A	
140	Ability to create reports in compliance with Single Audit Act. Indicates Federal and pass-through projects. Tracks EEOC and Davis/Bacon information for contractors, etc. including tracking revenue by CFDA number.	H			N/A	
141	Ability to provide all requirements as defined by the various federal granting agencies.	H			N/A	
142	Ability to generate analyses for (including but not limited to) variances and percent completion:	L			N/A	
143	Ability to prepare projects in progress reporting, including fiscal performance.	L			N/A	
144	Allow user-specified grouping of individual projects for summary reporting purposes (e.g. multiple projects associated with widening the same street over a number of years).	M			N/A	
145	System provides project and grant status reports for project and grant managers to track status and progress	H			N/A	
146	Projects are identified as: (could be more than one)	-			N/A	
147	Capital projects	H			N/A	
148	Operating projects	H			N/A	
149	Special projects	H			N/A	
150	Special District Projects	H			N/A	
151	Maintenance projects	H			N/A	
152	Bond project	H			N/A	
153	Other user defined project types	H			N/A	
154	Query projects by:	-			N/A	
155	Budget	H			N/A	
156	Schedule (5-Year, 10-Year, 20-Year)	M			N/A	
157	Type	H			N/A	
158	Funding Sources	H			N/A	
159	Sponsor	H			N/A	
160	Prioritization	L			N/A	
161	Allows for Approval Routings of Documents	H			N/A	
162	Maintains the following general financial project information:	-			N/A	
163	Status: Fully funded, partially funded, non-funded	H			N/A	
164	Project budget	H			N/A	
165	Encumbrances	H			N/A	
166	Expenditures	H			N/A	
167	Balance sheet accounts (example: receivables, retainage)	M			N/A	
168	Revenues	H			N/A	
169	Funding Sources (multiple funding sources for each project)	H			N/A	
170	Penalties	L			N/A	

4.21 - Project & Grant Accounting Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To efficiently administer and comply with all project and grant obligations, track all project and grant activities, and support all required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
171	Amendments/Change orders	M			N/A	
172	Reimbursement Resolutions	M			N/A	
173	Tracks the following dates:	-			N/A	
174	Planned Project start date	H			N/A	
175	Actual project start date	H			N/A	
176	Start date for phase (for determining eligible expenditures)	H			N/A	
177	End date for phase (for determining eligible expenditures)	H			N/A	
178	Planned project completion date	H			N/A	
179	Actual project completion date	H			N/A	
180	Substantial completion date	H			N/A	
181	Other key dates and completion for milestones	L			N/A	
182	Projects are linked to:	-			N/A	
183	Fixed Assets	H			N/A	
184	Grants	H			N/A	
185	Contracts/ Purchasing Module	H			N/A	
186	Other projects	H			N/A	
187	Projects and project phases have the following status:	-			N/A	
188	Active	H			N/A	
189	Inactive	H			N/A	
190	Pending (Cannot post financial transactions)	H			N/A	
191	Closed (Cannot post financial transactions)	H			N/A	
192	Other user defined phases	L			N/A	
193	Projects can track the following:	-			N/A	
194	Scope	H			N/A	
195	Changes in Scope	H			N/A	
196	Approvals of Changes in Scope	H			N/A	
197	Variances	H			N/A	
198	Percent Complete	H			N/A	
199	Expenditures (from purchasing module)	H			N/A	
200	Direct payments (not through purchasing)	H			N/A	
201	Hours for Project (direct hours) - from time and attendance module	H			N/A	
202	Salary Costs (direct costs)	H			N/A	
203	Overhead costs (indirect costs) with ability to manually override overhead Allocation	H			N/A	
204	In kind matches	H			N/A	
205	Revenues	H			N/A	
206	Equipment costs	H			N/A	
207	Material costs and quantities	H			N/A	
208	Supplies from inventory	H			N/A	
209	Contractor costs/professional services	H			N/A	
210	System will allocate the cost of projects by business rules (example: matching funds, identify eligible expenses to revenues)	L			N/A	

4.21 - Project & Grant Accounting Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To efficiently administer and comply with all project and grant obligations, track all project and grant activities, and support all required reporting.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
211	Updates the following types of accounts during a close:	-			N/A	
212	Capital Assets	H			N/A	
213	Expenditures	M			N/A	
214	Revenues	M			N/A	
215	Expenditures for capital project can be identified as capitalized expenses	H			N/A	
216	System will separate one project into multiple categories when added to fixed assets.	H			N/A	
217	System will move a project to Fixed Assets but allow for any subsequent expenditures to be charged to that project. (partial settlement of assets under construction)	H			N/A	
218	Ability to associate a new project to an existing asset in the fixed assets module	M			N/A	
219	Transfers construction-in-progress accounts to fixed asset accounts at project close or completion	H			N/A	
220	System allows creation of asset before project close	H			N/A	
221	One project can be converted into multiple assets	H			N/A	
222	System allows users to determine what costs should be capitalized	H			N/A	
223	Ability to attach and drill down to budget approval documents.	M			N/A	
224	Provide terms and types of funding sources expense reimbursement, loan, etc.	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.22 - Purchasing — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide systematic coordination of procurement activities.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**General Requirements**					
2	All purchasing related applications provide direct interface/integrate with all related financial modules, Invenory Management, including third party software such as NIGP Codes, and Bid Management, as applicable	H			N/A	
3	Ability to support automatic entry into other modules, such as contract management, inventory, accounts payables and fixed assets. Document history and real-time retrieval on-line , linking requisitions to purchase orders, invoices and checks.	H			N/A	
4	Provide on-going on-line system technical support (help function, tutorial, webinar training).	M			N/A	
5	Allows each department to initiate the procurement process through requisition entry into the financial system.	H			N/A	
6	Ability to drill down to all supporting documents included in and related to the procurement transaction (from requisition to invoice/payment issuance).	H			N/A	
7	Ability to follow assets from cradle to grave.	H			N/A	
8	Ability to support vendor EDI capabilities (ability to interact with vendors on-line, place orders, receive invoices and make payments electronically)	M			N/A	
9	Ability to electronically generate and maintain annual, blanket, and standard purchase orders transactions using an on-line requisitioning system for all procurements.	H			N/A	
10	Ability to look up the real-time status of procurements including requisition and purchase orders.	H			N/A	
11	The interface must be user-friendly and contain similar form layouts with simple screen details.	H			N/A	

4.22 - Purchasing			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide systematic coordination of procurement activities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
12	Ability to retrieve existing data from one process to another without re-keying (i.e. vendor number entry to automatically populate requisition data such as vendor name, address and remittance type; Department shipping location, etc.).	H			N/A	
13	Ability to default the Shipping address (with multiple locations) on purchase orders based on the user that is requesting the goods / services.	H			N/A	
14	Ability to scan/attach documents (e.g., specifications, back-up documentation, invoices, packing slips, warrants, etc.) to requisitions, purchase orders and payment vouchers.	H			N/A	
15	Ability to automatically generate recurring payables/purchase orders for frequently ordered merchandise, i.e. recurring expenditures or progress payments on contracts/lease agreements.	H			N/A	
16	Ability to designate a purchase or contract as a standard purchase order, single blanket order, or multiple blanket orders.	H			N/A	
17	Ability to validate the following information upon data entry to ensure data integrity and internal control, such as:	-			N/A	
18	General Ledger Account Code	H			N/A	
19	Requisition number	H			N/A	
20	Vendor number	H			N/A	
21	Minimum order	M			N/A	
22	Maximum order	H			N/A	
23	Commodity code (NIGP)	H			N/A	
24	Ability to suspend further processing if the budget at the entry coding level is exceeded when entering a requisition.	H			N/A	
25	Ability to generate customized e-mails for automated distribution (internal and external customers/vendors)	H			N/A	
26	Ability to process direct payments (items that do not require a purchase order, i.e. - utility bills, employee reimbursements, payments to other government entities, etc.).	H			N/A	
27	Ability to cross-reference a direct payment request by vendor name/vendor number with vendor master file and requisitioner file to obtain a list of existing POs for that vendor.	H			N/A	
28	Ability to have a wizard to guide staff through procurement process	M			N/A	
29	**Vendor File and History**					
30	Ability to restrict addition of a vendor unless a the vendor profile/application is complete with all required and applicable information including automated W-9 verification and insurance (as required) documentation. (Include a fill-in box for GL, WC, E&O and etc. for expiration dates)	H			N/A	
31	Ability to place a vendor "on hold", restricting payments or PO's from being issued.	H			N/A	

4.22 - Purchasing					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide systematic coordination of procurement activities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
32	Ability to allow buyers to override either user-specified or system-generated vendors and prices.	H			N/A	
33	Ability to require vendors to maintain updated vendor files in order for a purchase order to be issued. Discrepancies between requisition vendor profile information and vendor master file must be resolved before PO can be issued.	H			N/A	
34	Ability to alpha search on partial name information and then select from a list of the closest matches.	H			N/A	
35	Ability to have a single vendor file accessed from the Accounts Payable, procurement and Inventory modules (including 1099 and W-9 information).	H			N/A	
36	Ability to change 1099 status without losing prior history	H			N/A	
37	Ability to have a free text area where comments about a vendor may be attached to the vendor file record.	H			N/A	
38	Ability to allow for multi-site delivery address.	H			N/A	
39	Ability to allow both "order from" and "remit to" vendor address with option of electronic remittance.	H			N/A	
40	Ability to associate multiple vendors' remit addresses with a single umbrella vendor entry (parent/child relationship).	H			N/A	
41	Ability to enter vendor number or name and have the system complete address, delivery, terms, etc. information from the vendor master file.	H			N/A	
42	Ability to track by vendor purchases by user defined start and end date or time periods.	H			N/A	
43	Ability to identify vendors who do not meet government or state regulations (i.e. Debarment, OSHA, EEO).	H			N/A	
44	Ability to change vendor if an error has been made prior to printing of the purchase order.	H			N/A	
45	Ability to designate certain vendor types as one-time that are able to be inactivated or cleared (non reportable or sensitive data) from the system by AP at any time (e.g., witnesses, jurors, refunds on personal property, based upon security and records retention policies). These vendors do not require a W-9.	H			N/A	
46	Ability to accumulate vendor and bidder performance statistics for all vendors, such as:	-			N/A	
47	Condition of goods/quality of	M			N/A	
48	Number/Amount of Price Increases	M			N/A	
49	Number of Out-of-Stocks (Backorders)	M			N/A	
50	Number of Late Deliveries (Backorders)	M			N/A	
51	Number of Returns	M			N/A	
52	Number of Bids Submitted	M			N/A	
53	Number of Bids Awarded	M			N/A	
54	Dollar Amount of Bids	M			N/A	

4.22 - Purchasing					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide systematic coordination of procurement activities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
55	Invoicing accuracy	M			N/A	
56	Comments on Performance	M			N/A	
57	Ability to create, maintain, and search comprehensive centralized active and inactive vendor master files with the following information:	-			N/A	
58	Name(s) and Address(es) (e.g., order from/pay to), including DBA;s	H			N/A	
59	DBA	H			N/A	
60	Validate vendor Tax ID to avoid duplicate vendor files for the same Tax ID	H			N/A	
61	Previous Name (open text)	H			N/A	
62	Multiple (2+) Contact Names	H			N/A	
63	Phone Number(s)	H			N/A	
64	FAX Number(s)	H			N/A	
65	Email Addresses	H			N/A	
66	License Type (Permit, registration, Contractor, Professional)	H			N/A	
67	License Number	H			N/A	
68	Independent Contractor (yes/no)	M			N/A	
69	Date of Last Purchase and Commodity Codes of Products Purchased	H			N/A	
70	Amount of Last Purchase	H			N/A	
71	Amount of Sales Tax	H			N/A	
72	Total Purchases by user defined time periods (start/end dates) and allow drill down to requisitions and PO with all supporting documents attachments.	H			N/A	
73	Ownership Status (MBE, WBE, DBE, Small Business, Local Preference and PCC)	L			N/A	
74	Tax Status (exempt or non-exempt)	L			N/A	
75	Ownership Type (Sole Proprietor Non-profit, Corp, Partnership, etc.)	H			N/A	
76	Open Purchase Order Number and Amounts	H			N/A	
77	Open Invoice Numbers and Amounts	H			N/A	
78	Tax ID Number	H			N/A	
79	Products Offered, Description and NIGP codes	H			N/A	
80	Last Quoted Price	H			N/A	
81	Last Quoted Shipping Date	H			N/A	
82	User-Determined Comments	H			N/A	
83	Vendor Number	H			N/A	
84	Terms Code (Payment i.e. 2%-net 10 net 30 days and Shipment, FOB-Destination)	H			N/A	
85	Bid Documents(s) References(s)	H			N/A	
86	Purchase History File (dates, quantity, products, purchase order numbers, vendor payments, trade-ins and discounts) for Current and Prior year(s)	H			N/A	
87	1099 Code	H			N/A	
88	Website DUNS # (if available)	H			N/A	

4.22 - Purchasing					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide systematic coordination of procurement activities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
89	Comments (As necessary)	H			N/A	
90	Ability to generate a notification if a vendor changes its Tax ID. (Notify AP Staff)	H			N/A	
91	Ability to purge historical (inactive) and one-time vendors. (Per records retention policy)	H			N/A	
92	Ability to classify vendors as confidential per business rules	H			N/A	
93	Ability to detect and prevent duplicate vendor files i.e. similar names, same Tax ID, same address, etc..)	H			N/A	
94	Ability to prevent vendor maintenance from affecting the vendor information on historical transactions. This can be overridden with the proper security access	H			N/A	
95	Ability to track acceptable payment type in the vendor file (e.g. p-card, e-payables, CPS, etc.)	H			N/A	
96	**Receiving**					
97	Ability to flag or prohibit the following with the ability of authorized users to override:	-			N/A	
98	The receiving date from being earlier that the requisition date	L			N/A	
99	The unit price from being greater than the unit price approved on the purchase order	H			N/A	
100	Where the total invoice amount/shipment amount is greater that the approved purchase order amount, the quantity received from being greater than the quantity approved on the purchase order/contract.	H			N/A	
101	Ability to specify “Receive All Lines” in order to speed data entry.	H			N/A	
102	Ability to partially receive items	H			N/A	
103	Ability to input receipt of items based on the quantity of items or dollar amount received	H			N/A	
104	Receiver or other authorized user has option on partial receipt to close remaining amount of purchase order.	H			N/A	
105	Ability to distinguish between quantity or services received	H			N/A	
106	System ability to distinguish between low value assets and fixed assets.	H			N/A	
107	System requires receiver of fixed assets to enter ID, serial number, description and physical location	H			N/A	
108	Fixed asset records flows from requisitioner, purchase order, receiver to finance	H			N/A	
109	Receiver can record quantities received in excess of quantity ordered.	H			N/A	
110	System generates a report by PO#, Vendor # or other user defined criteria to identify orders that have not been received in a timely manner.	H			N/A	
111	Ability to automatically generate an annual surplus property disposal list	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
112	Ability to code surplus property disposal list for disposition method, i.e. salvage, auction, donation, trade-in, recycle externally, or agency repurpose.	H			N/A	
113	Ability to do a receiving adjustments, Return adjustment and cancel remaining items	H			N/A	
114	Ability to allow for the recording of goods returned to the vendor.	H			N/A	
115	**Requisition Processing**					
116	Ability to support the use of business rules such as for requisition types, dollar threshold limitations; informal bids and formal competitive process; categorize Low Value Assets vs. Fixed Assets.	H			N/A	
117	Ability to Classify the Type of Purchase, i.e. Goods & Trade Services, IT Equipment, Maintenance/MOU Agreements, Professional Services, Construction, Leases, Real Estate transactions and etc. (Please identify any limitations in the comments field).	H			N/A	
118	Ability to classify the Document Type as follows:	-			N/A	
119	Regular/Standard Purchase Order	H			N/A	
120	Blanket Purchase Order (Encumbered or Non-Encumbered)	H			N/A	
121	Confirming Purchasing Order	H			N/A	
122	Ability to default, with security override, the related Asset number if the requisition is tied to a contract or project that is also tied to an asset (i.e., Project A is for construction of building 123 - all requisitions referencing Project A should automatically be tied to the building asset.	H			N/A	
123	Ability to flag and alert requisitioner if ADA Sec 508 compliance documentation is required.	L			N/A	
124	Ability to link a fixed asset to an existing trackable asset (capital, buildings, furniture, equipment, etc.); fixed over $5k; low value = under $5k)	H			N/A	
125	Ability for system generated fixed asset # and low value asset # to be linked with the Fixed Asset Tag attached to physical asset by requisitioner	H			N/A	
126	Ability to save place on hold a un-issued requisition with requisition partial details, without routing for approval.	H			N/A	
127	Ability to require requisitions Document Type "Sole/Single Source" to include requisite justification documentation	H			N/A	
128	Ability to require requisitioner/s to attach quote/s to requisitions requiring a quote from vendor/s based upon business rules or as supported by workflow.	H			N/A	
129	Ability to link data to identify a requisition with associated Buyer, PO, Vendor, etc.	H			N/A	
130	Ability to group and report on requisitioned items by vendor or commodity code for volume purchase purposes.	M			N/A	

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Objective: To provide systematic coordination of procurement activities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
131	Ability to validate proposed vendor on the requisition against existing on-line vendor file.	H			N/A	
132	Ability to determine, by password or log-on, which department is requisitioning items and automatically default to information for that department.	H			N/A	
133	Ability to identify within the requisition, the accounting period / fiscal year that the requisition is associated with.	H			N/A	
134	Ability to have on-line requisitions and purchase orders with a fixed component (tax empt, etc.)and automatic numbering.	H			N/A	
135	Ability to enter default and customized comments on purchase orders and requisitions with full text editing features (e.g. indent, bold, paragraph, etc.).	H			N/A	
136	Ability to provide on-line, on-screen requisition and purchase order forms for centralized and decentralized entry.	H			N/A	
137	Ability to maintain history on all requisitioner transactions and view requisitions by assigned buyer.	H			N/A	
138	System must provide the ability to do the following tasks or include the following information in the requisition and purchase order process:	-			N/A	
139	Input and store quantity, price and description	H			N/A	
140	Buyer	H			N/A	
141	Calculate and extend price, including discount terms	H			N/A	
142	Calculate Sales Tax based on systematically maintained sales/use tax rates	L			N/A	
143	Calculate Use Tax based upon user defined rates or systematically maintained sales/use tax rates	L			N/A	
144	Retrieve vendor information automatically	H			N/A	
145	Specify Unit of Measure (Ea, Ft, lb., C, M, etc.)	H			N/A	
146	Multiple budgetary accounts	H			N/A	
147	Departmental contact, address, and phone number	H			N/A	
148	Shipping instructions / freight terms (FOB)	H			N/A	
149	Identify various funding sources for different procurement requirements including federal and state grants funds	H			N/A	
150	Ability to email purchase orders, with all associated/attached documents included.	H			N/A	
151	Ability to automatically transfer data codes, text and requisition information from requisitions to PO.	H			N/A	
152	Ability to view/change an unapproved requisition by requisitioner or as authorized by Purchasing.	H			N/A	
153	Ability to distinguish between inventory & non-inventory locations.	L			N/A	
154	Ability to select a default ship-to address using a drop-box, based on link to requesting department code (with authorized user override capability).	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
155	Ability to transfer information from multiple requisitions to a single purchase order with references to source documents.	H			N/A	
156	Ability to transfer information to multiple purchase orders from a single requisition or RFQ with references to source documents.	H			N/A	
157	Ability to suspend requisitions received in Purchasing that are incomplete and to return them to the originating parties.	H			N/A	
158	Ability to provide an audit trail at the requisition line item level to allow for requisition tracking when a requisition is split into multiple PO's.	H			N/A	
159	Ability to inquire on historical POs and convert them into a new requisition.	H			N/A	
160	Ability to automatically pre-encumber funds upon entry of the requisition, including applicable sales and use tax.	H			N/A	
161	Ability to reverse the pre-encumbered funds upon cancellation of the requisition.	H			N/A	
162	Ability to release pre-encumbrances based on user-determined criteria at year-end.	H			N/A	
163	Ability to liquidate related pre-encumbrance balances and establish encumbrances, upon approval/award of a purchase order.	H			N/A	
164	**Commodity Codes / NIGP (National Institute of Governmental Purchasing) Code Use**					
165	Ability to Integrate NIGP Codes with General Ledger Codes and validate	L			N/A	
166	Use NIGP Codes extending at least to five levels (5-digits)	H			N/A	
167	Ability to automatically compare master files by commodity code, price, and discount factors to determine which vendor to purchase from, using pull-down screens.	L			N/A	
168	Ability to assign requisitions to a manager or buyer, automatically, based on commodity code or requesting department, with an override ability.	H			N/A	
169	Ability to search for the appropriate commodity code related to the good / service being requested on a per line item basis, when creating a requisition and/or purchase order.	H			N/A	
170	Ability to import standard NIGP codes based upon periodic updates by an outside agency	H			N/A	
171	Ability to provide the use of commodity codes, project and grant information to the various tracking applications.	H			N/A	
172	**Bid/Quote Management**					
173	Ability to support electronic bidding and procurement of the following from start on online procurement to archiving documents for records retention:	-			N/A	
174	Goods and Trade Services	H			N/A	
175	Information Technology	H			N/A	

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Objective: To provide systematic coordination of procurement activities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
176	Equipment	H			N/A	
177	Agreements	H			N/A	
178	Professional Services	H			N/A	
179	Projects	H			N/A	
180	Construction	H			N/A	
181	Ability to automatically generate multiple boiler plate solicitation and contract document templates and have the ability to integrate Terms and Conditions, Special Provisions, General Provisions/ Conditions, Scope of Work or Specification for:	-			N/A	
182	Commodity/Goods	H			N/A	
183	Trade Services	H			N/A	
184	Vehicles	H			N/A	
185	Professional Services	H			N/A	
186	Construction	H			N/A	
187	Verbal Quotes	H			N/A	
188	RFQ	H			N/A	
189	RFQUA	H			N/A	
190	RFI	H			N/A	
191	IFB	H			N/A	
192	RFP	H			N/A	
193	Q&A and Addendums	H			N/A	
194	Ability to pull up prior bid/proposal documents by various user defined criteria such as commodity codes and copy information to new solicitation	H			N/A	
195	Ability to convert awarded bid/proposal to PO or approved contract	H			N/A	
196	Ability to maintain a list of all vendors who respond to solicitations.	H			N/A	
197	Ability to automate selection and notification of vendors for bids/proposals by commodity codes.	H			N/A	
198	System can accommodate bid exempt purchases, i.e. state contracts or "piggybacking" on other governmental agency competitive contract awards.	H			N/A	
199	System can accommodate bid exempt purchases i.e. single or sole source.	H			N/A	
200	Ability to access solicitations on-line by Invitation for Bid (IFB), Request for Proposal (RFP) number or RFQ number.	H			N/A	
201	Ability to add a link for plans and specifications stored in one or more online plan rooms	H			N/A	
202	Ability to store and retrieve bidding documents in various formats (ACAD, PDF, DOC, etc.)	H			N/A	
203	Configurable print ordering function that allows requests for prints to be forwarded to an internal bid desk or to an approved reprographics partner.	L			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
204	Ability to validate all bids with automatic error checking prior to bid submission	H			N/A	
205	Ability to use remote access to inquire and obtain copies of solicitations.	H			N/A	
206	Ability to obtain vendor application on-line.	H			N/A	
207	Ability to obtain/publish bid results on-line.	H			N/A	
208	Ability to track bid documents and their evaluation using bid management functionality and attach to the system including generation of a detailed document view log and count.	H			N/A	
209	Ability for departmental users to view bid information.	H			N/A	
210	Ability to create and publish back-up documentation such as bid analysis sheets, award notices, etc.	H			N/A	
211	Ability to track single source and sole source awards in the vendor master file.	H			N/A	
212	Ability to track single source and sole source awards in the commodity code file.	H			N/A	
213	Ability to use the word processing feature to assist in compiling bid/specification documents.	H			N/A	
214	Ability to view and maintain a bidder list and plan holder list showing names, addresses, contact, and commodity codes.	H			N/A	
215	Ability to produce bid closeout file that captures all project documents, searchable and retrievable	H			N/A	
216	Ability to use memo records to create verbal price quotations.	H			N/A	
217	Ability to automatically and/or manually assign status, including:	-			N/A	
218	Bid Document In-Process	H			N/A	
219	Bid Sent	H			N/A	
220	Bid Evaluated	H			N/A	
221	Bid Ready for Approval	H			N/A	
222	Bid Approved	H			N/A	
223	Bid Ready to Open	H			N/A	
224	Bid Open	H			N/A	
225	Bid to PO	H			N/A	
226	Ability to automatically or manually assign priority codes as either normal or emergency.	H			N/A	
227	Ability to view or select bidder list for RFQ, by all or partial selection	H			N/A	
228	Ability to automatically tabulate responses to Request for Quotes (RFQ) and Invitation for Bids (IFB).	H			N/A	
229	Ability to allow the online submission of responses to RFQs (Request for Quotes), IFBs (Invitation to Bid) and RFPs (Requests for Proposal) and provide vendor with an automatic receipt of submission.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
230	Ability to allow the online distribution of RFQs, IFBs and RFPs including automated notification of addendums to vendors registered for solicitation.	H			N/A	
231	Ability to check the status of a bid, proposal, or quote online in the system.	H			N/A	
232	Ability to view and report on contract and bid data information:	-			N/A	
233	Expiration dates	H			N/A	
234	Commodity codes	H			N/A	
235	Vendors	H			N/A	
236	Departments	H			N/A	
237	PO #s	H			N/A	
238	Insurance expiration dates (by coverage types and insurer/broker)	H			N/A	
239	Performance bond expiration dates	H			N/A	
240	Contract number	H			N/A	
241	Contract expiration date with extensions	H			N/A	
242	Define time period to receive advance notice prior to contract expiration and automatically notify Departments when contract expiration dates are about to expire	H			N/A	
243	Ability to track insurance certifications by contract.	H			N/A	
244	Ability to report on contract details including payments made and available balance	H			N/A	
245	**Encumbrance / Purchase Order Processing**					
246	Ability to see requisitions from the Purchase Order Screen	H			N/A	
247	Ability to automatically or individually roll encumbrances forward to subsequent year(s) and be able to identify encumbrances by budget year.	H			N/A	
248	Ability for system to do a check when a PO is cancelled to verify if the unencumbered funds were rolled over from the previous year or if they are budgeted for in the current year.	H			N/A	
249	Ability to increase or decrease the amount of an encumbrance (within the Budget Approval workflow process).	H			N/A	
250	Ability to maintain an audit trail of P.O./ encumbrance changes.	H			N/A	
251	Ability to automatically encumber funds in the financial system when purchase order is sent approved.	H			N/A	
252	Ability to liquidate the outstanding balance of an encumbrance when the related payment is a final payment or the PO is cancelled/terminated with the ability to track current and prior year purchase order liquidations separately.	H			N/A	
253	Ability to prohibit when an authorized payment is greater than the outstanding encumbrance balance and require follow-up actions.	H			N/A	
254	Ability to save a purchase order with partial details, before approval and issuance.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
255	Ability to allocate purchase order line items to multiple General Ledger accounts (e.g., departments and project codes).	H			N/A	
256	Ability to handle multiple partial receipts of goods/services against specific purchase orders.	H			N/A	
257	Ability to prohibit duplicate purchase order, request for quote, and contract numbers.	H			N/A	
258	Allow multi-year PO's and contracts.	H			N/A	
259	Ability to allocate shipping charges to the Purchase Order lines, as required.	H			N/A	
260	Ability to reference contract number on purchase order.	H			N/A	
261	Ability to clearly identify PO amendments/change orders (What has changed, what revision number, dates, etc.).	H			N/A	
262	Ability to view an open purchase order file (with user-defined criteria) which includes summaries of open purchase order amounts and encumbrances.	H			N/A	
263	Ability to change purchase requisitions/purchase orders and have those changes be reflected in the appropriate encumbrances, even after the fiscal period that the PO relates to has been closed. (Authorized users only)	H			N/A	
264	Ability to assign a purchase order number, when no requisition exists, for authorized users.	H			N/A	
265	Ability to suspend further processing if the budget is exceeded when entering a requisition.	H			N/A	
266	Ability to inform requesting department of any variances from requisition to purchase order and purchase order to payment.	H			N/A	
267	Ability to automatically close a purchase order and release the encumbrance after all purchase order line items are either canceled or received and paid (When flagged to do so).	H			N/A	
268	Ability for check cancellation to provide the option of restoring funds back to the appropriate account code/encumbrance	H			N/A	
269	Ability to enter comments and/or special instructions on purchase orders including canned statements and messages.	H			N/A	
270	Ability to specify comments that are internal reference only.	H			N/A	
271	Ability to copy repetitive or prior years' purchase orders.	H			N/A	
272	Ability to enter purchase requisitions and purchase order change orders, and update encumbrances as appropriate.	H			N/A	
273	Ability to electronically link to vendors' online catalogs and order forms for products ordered and/or invoiced online for contracted suppliers and suppliers offering most favored customer pricing.	M			N/A	
274	Ability to purge and save to off-line storage media closed purchase orders and requisitions within user defined periods pursuant to the records retention policy.	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
275	Ability to segregate responsibilities for 3-way (or 2-way) matching functions based on user permissions.	H			N/A	
276	Ability to designate certain purchase order types to always require a 3-way match (e.g. standard and blanket purchase orders) and others to only require a 2-way match based on the purchase order type and dollar amount. Ability to route accordingly	M			N/A	
277	Ability for employees to scan, attach, and upload multiple supporting documents to a requisition or PO at the same time in a single batch	H			N/A	
278	Ability to send multiple POs to different vendors all at once.	H			N/A	
279	**Blanket Purchase Order**					
280	A system with the ability to create blanket PO's with parameters including: approved vendor, total blanket order cost not-to-exceed, time period, and estimated or specific quantities with specific unit prices for each item/unit of measure.	H			N/A	
281	Ability to easily view blanket purchase order balances at any time.	H			N/A	
282	System triggers notification to Procurement or and various departments when a blanket PO is close to reaching its limit; and then again when it reaches its dollar limit or term period.	M			N/A	
283	System triggers notification to department when commodity is being requisitioned that is included on an existing Blanket Purchase Order	M			N/A	
284	Ability to have an unlimited number of extensions to a blanket purchase order (not automatic), subject to Purchasing and Contracting policies.	M			N/A	
285	Ability to automatically check for the correct unit price in a purchase order.	H			N/A	
286	Ability to "renew" blanket POs each year with minimal re-entry/edits.	H			N/A	
287	Ability to continue a blanket purchase order (unencumbered Master Blankets)from one fiscal year into the next.	L			N/A	
288	Ability to restrict the creation of a single vendor blanket purchase order exceeding a user-defined dollar amount.	L			N/A	
289	Ability to encumber or not-encumber a blanket purchase order, based on blanket purchase order type or funding availability.	H			N/A	
290	Ability to make changes on a blanket purchase order as a change order or amended Blanket Purchase Order pursuant to Purchasing and Contracting policies.	H			N/A	
291	Ability to have multiple orders on a blanket purchase order.	H			N/A	
292	Ability to process blanket orders requiring multiple shipping dates for each item ordered.	M			N/A	
293	Ability to track the following information on a blanket purchase order:	-			N/A	
294	Payments made	H			N/A	
295	NIGP Commodity Code	H			N/A	
296	Number of orders	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
297	Quantities	H			N/A	
298	Average quantity per order	L			N/A	
299	By fund/org and account	H			N/A	
300	Cumulative totals	H			N/A	
301	Department/Division/User	H			N/A	
302	**Change Order Processing**					
303	Ability to allow for change orders to be processed against an existing purchase requisition and purchase order.	H			N/A	
304	System requires approval for change orders over a system-defined percentage of the original amount.	H			N/A	
305	Ability to track/see all change orders associated with a purchase order.	H			N/A	
306	Ability to suspend further processing and required the requisition to be updated after resolving budget issue when a change order is processed that will exceed the budgeted amount available.	H			N/A	
307	**Vendor Self-Service**					
308	Ability to allow vendors to access and maintain their own vendor profile information on-line. This includes the services they provide (NIGP) commodity codes).	H			N/A	
309	Validate vendor changes such as mergers, vendor name change, dissolution and etc. with appropriate legal supporting documentation (Prevent the altering of payment information once invoices have been linked to PO's or approved payment has been processed)	H			N/A	
310	Ability to create and maintain vendor registration files with the following information:	-			N/A	
311	Name(s) and Address(es) including dba's	H			N/A	
312	Payment Method	H			N/A	
313	Local Preference	H			N/A	
314	Tax Identification/Social Security Number, Exempt/Non-Exempt	H			N/A	
315	System generated vendor # with validation by Accounts Payable	H			N/A	
316	License Type (Permit, Registration, Contractor, Professional)	H			N/A	
317	License Number (If applicable)	M			N/A	
318	NIGP Commodity Code(s)	H			N/A	
319	Duns Number (If available or applicable)	L			N/A	
320	Preferred remittance option and remittance instructions	H			N/A	
321	Website (If available)	H			N/A	
322	Independent Contractor Status	L			N/A	
323	Request to upload, update catalog with authorization from IST/Purchasing	M			N/A	
324	Allow vendors to self-subscribe to notification of specific commodity code bids/RFPs	H			N/A	

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Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
325	Ability to allow vendor to attach electronic documents such as W-9, certificate of liability insurance, additional insured endorsement, licenses, and etc.	H			N/A	
326	Include a field that requires vendor to provide expiration dates on GL, WC, E&O and other required insurance.	H			N/A	
327	Ability to automatically request new certificate of liability insurance and additional insured endorsement when insurance expires, send confirmation of registration and receipt of documents, send e-mail or letter to vendors, with defined criteria, such as vendor information, commodity codes and other data.	H			N/A	
328	Ability to track insurance certifications for notification of expiration or notification sent to the vendors.	H			N/A	
329	Ability to alert vendors that they already registered (e.g. search by TIN, SSN, address, commodity code and other fields) and then suspend further entry.	H			N/A	
330	Ability to restrict addition of a vendor unless the vendor profile/application is complete with all required and applicable information including automated W-9 verification and insurance (as required) documentation.	H			N/A	
331	Ability to restrict vendors from changing client-specified information.	H			N/A	
332	Ability to check the status of payments on-line.	H			N/A	
333	Ability to view bid tabulation results on-line	H			N/A	
334	Ability to automatically receive via e-mail approved purchased order.	H			N/A	
335	Ability to provide electronic interchanges between city and vendors (e.g., Purchase Order distribution and receipt).	H			N/A	
336	Ability to view, download, print, and submit quotes/bids/proposals and attachments on-line in a secured lock box.	H			N/A	
337	**Workflow/Approval Processing**					
338	Ability to send purchase requisition and purchase order approval and rejctions notification to requisitioners and purchasers.	H			N/A	
339	Ability to workflow from purchase requisition approver to 2nd level an more requisition approver for work orders, and special commodities i.e. computer equipment, office furniture, outside printing and radios before workflowing to Purchasing.	H			N/A	
340	Ability to use electronic workflow capabilities to approve purchase requisitions, create and approve purchase orders, and apply invoices/payments, including notifications, queues, and electronic signatures. Workflows to route based on amounts and item types (e.g., IT equipment, grant items, etc.).	H			N/A	
341	Ability to re-assign approvals to another person, due to an absence.	H			N/A	
342	Ability to use workflow capabilities to manage solicitations, responses, addendums and bid receipts.	H			N/A	

4.22 - Purchasing					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide systematic coordination of procurement activities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
343	Workflow capability for automated Work Orders	H			N/A	
344	Ability to send system generated reminder notices based on user-defined criteria including: requisition awaiting approval to requisition approver; items invoiced, but not received and items received but not invoiced to receiver/invoice approver; pending PO approvals exceeding _ # days to PO approvers	H			N/A	
345	Ability to incorporate hyperlinks notifying approvers of requests to approve	H			N/A	
346	Ability to view other users' queues, status (open, received, invoiced, paid, partially filled/back ordered, partially paid), and audit trails of workflows (e.g., who approved each step), and drill into components of the workflow (e.g., purchase order and attached electronic documents).	H			N/A	
347	**Procurement Cards**					
348	Ability to process procurement card transactions.	H			N/A	
349	Ability to track P-Card purchases for all Assets or other such purchases	H			N/A	
350	Ability to interface with a third party procurement card provider.	H			N/A	
351	Ability to initiate an approval workflow for issuing procurement cards.	M			N/A	
352	Ability to track procurement card system transactions by various criteria such as NIGP Codes, vendor and user names, departments and etc.	H			N/A	
353	Ability to track grant purchases spent by p-card, and compute a rebate per $1 spent (to send back to Feds).	H			N/A	
354	Ability to manage p card purchases that are re-allocated to other departments (e.g., IT).	H			N/A	
355	**On-line Queries and Reporting**					
356	Ability of the system on-line inquiry feature and reporting/extracting to excel to include the following items (based upon user defined time period - start/end dates):	-			N/A	
357	Open purchase orders	H			N/A	
358	Closed purchase orders	H			N/A	
359	Partial filled purchase orders	H			N/A	
360	Blanket purchase orders	H			N/A	
361	Purchase order history for all items, including inventory	H			N/A	
362	Open requisitions	H			N/A	
363	Vendors by class/item	H			N/A	
364	Contractor/vendor information	H			N/A	
365	Open contracts/projects	H			N/A	
366	Encumbered amounts on each project	H			N/A	
367	Amount spent on each project	H			N/A	
368	Spend analysis by commodity	H			N/A	
369	Ability to search files by vendor name.	H			N/A	

4.22 - Purchasing					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide systematic coordination of procurement activities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
370	Ability to search by vendor phonetically.	H			N/A	
371	Ability to search on vendor name using "starts with" commands.	H			N/A	
372	Ability to search variations of vendor names (e.g., "Intl" or "International", and DBA names), including cross referencing common abbreviations.	H			N/A	
373	Ability to search and determine if invoice has been paid.	H			N/A	
374	Ability to query by invoice number.	H			N/A	
375	Ability to provide tracking on construction, multiple payments and retainage.	H			N/A	
376	Ability to perform a purchase order/requisition inquiry by the following:	-			N/A	
377	Vendor number	H			N/A	
378	Vendor name	H			N/A	
379	Purchase order number	H			N/A	
380	Requisition number	H			N/A	
381	Remit to name	H			N/A	
382	Stock number	H			N/A	
383	Ordering department, division, and user	H			N/A	
384	Ability to query Pending or unpaid receipts for each PR, PO or others	H			N/A	
385	Ability to report on Invoices processed by AP for a defined time period	H			N/A	
386	Ability to query and report on MBE/WBE Categories, Monthly and Annually, By department/Division Activity	H			N/A	
387	Ability to report on Construction Project costs and excluding Consulting Services Monthly or as needed	H			N/A	
388	Ability to report monthly on all PR and PO but user define dollar amount	H			N/A	
389	Ability to view all PO, BPO, and Contracts in alpha, chronological, code order.	H			N/A	
390	Ability to track and report on Bid/RFP by: Awards, Dollar Amounts, Vendor Responses, Buyer, Commodity, Commodity Code.	H			N/A	
391	Ability to track vendor bids by: vendor history, past awards, bid responses	H			N/A	
392	Ability to create ad hoc queries and reports in a user-friendly manner i.e. simple navigational tools, tutorials and etc.	H			N/A	
393	Ability to create dashboard reports as defined by user such as spend by commodity category, department etc.	H			N/A	
394	Ability to view requisitions assigned to buyers in real time, or in a user defined time period.	H			N/A	
395	Provide the ability to process req to PO to receipt to payment in the AP application.	H			N/A	
396	Provide tracking on construction, multiple payments and retainage.	H			N/A	

4.22 - Purchasing					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide systematic coordination of procurement activities.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
397	Provide the use of commodity codes, project and grant information to the various tracking applications.	H			N/A	
398	Allow for a centralized multi location inventory system to track an inventory item by location, reorder points and assign inventory for future projects to ensure availability of the parts to do the project.	H			N/A	
399	Use of work orders to track maintenance activity, assign payroll costs, equipment costs and other related costs.	H			N/A	
400	Provide the ability to process req to PO to receipt to payment in the AP application.	H			N/A	
401	Provide tracking on construction, multiple payments and retainage.	H			N/A	
402	Provide the use of commodity codes, project and grant information to the various tracking applications.	H			N/A	
403	Allow for a centralized multi location inventory system to track an inventory item by location, reorder points and assign inventory for future projects to ensure availability of the parts to do the project.	H			N/A	
404	Use of work orders to track maintenance activity, assign payroll costs, equipment costs and other related costs.	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.23 - Recruiting					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**Recruiting**					
2	Ability to post recruitment advertising and social recruiting outreach through the system	H			N/A	
3	Ability to track advertising costs for Recruitment per position	H			N/A	
4	Ability to track recruitment plan tasks and notes of all activities.	H			N/A	
5	Ability to communicate and assign recruitment plan tasks to authorized users within each recruitment and even outside of the recruitment division of HR(HR staff, hiring managers, etc.)	H			N/A	
6	Ability to centralize recruitment/examination plan (maintain the entire history of recruitment and exam plans within one central repository, i.e. job posting, applicants, hurdles, written/oral exam questions, physicals, advertisements, notes, etc.).	H			N/A	
7	Ability to search for recruitment/examination plan elements utilizing a global search functionality	H			N/A	
8	Capture and maintain candidate's referral source.	H			N/A	
9	Ability to populate position type, characteristics, etc. in the actual requisition based on position number within position control.	H			N/A	
10	Supports flexible and multiple workflow approval process for positions based on set of criteria (such as department, reporting hierarchy, etc.).	H			N/A	
11	Ability to set notification triggers based on client needs (i.e. status of manager's approval)	H			N/A	
12	Ability to import table/data from other sources (e.g. job descriptions / specifications)	H			N/A	
13	Automatic notifications to HR/recruiters for all changes / adds / deletes to a position	H			N/A	
14	Ability to track progress of recruitment and/or of candidates in the system and the ability to trigger reminders / notifications to stakeholders on status of the pool.	H			N/A	
15	Integration of recruitment schedules with Outlook calendars	M			N/A	

4.23 - Recruiting			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
16	Ability to schedule resources (rooms, catering, etc.) through the recruitment system that are needed for certain recruitment steps	M			N/A	
17	Space for applicant to capture both relevant work experience and volunteer experience in the application.	H			N/A	
18	Ability to archive recruitment results	H			N/A	
19	"Dashboard" for each user based on authorization level and user preferences that provides recruitment status, analytics, reporting, etc.	H			N/A	
20	Ability to view and manage applicant information to provide tech support to applicants as needed.	L			N/A	
21	Ability to establish and maintain HR/hiring manager/dept. rep accounts as needed (includes various roles/security levels).	H			N/A	
22	Ability to use the announcement and application portal for specific announcements/notes to applicants	H			N/A	
23	Ability to distribute post-recruitment surveys with the results data being available for reporting in conjunction with other recruiting metrics	L			N/A	
24	Ability for human resources to administer users of the system and limit users by role, department, recruitment, or other criteria	H			N/A	
25	**Applicant Tracking**					
26	Ability to create, post and print job announcements in a customizable format.	H			N/A	
27	Ability to copy previous announcements	H			N/A	
28	Ability for announcements to auto-expire after their closing date and automatically be removed from the website.	H			N/A	
29	Ability to configure and modify data entry screens/application to capture applicant data for recruitment.	H			N/A	
30	Ability to allow an applicant to create their own profile online and provide security such that the applicant can view and modify only their data and check the status of the application.	H			N/A	
31	Ability to allow applicants to apply online for open positions by filling out online application and attaching additional electronic documents.	H			N/A	
32	Ability to enter applicant information including referral source, date, position applied for, contact info, rehire, test results, certifications, etc.	H			N/A	
33	Ability to predetermine and automate testing/screening steps in the system wherein applicant responses to questions are evaluated and scored/screened automatically.	H			N/A	
34	Ability for the applicant to complete an online application and later retrieve the application for viewing, modification or conversion to applications for another position.	H			N/A	

4.23 - Recruiting					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
35	Ability to send an automatic notification to the applicant acknowledging receipt of an application both on the screen and by email. If the applicant does not have an email address, the system must have the ability to mail merge and print a hard copy.	H			N/A	
36	Ability to prohibit applicants from replying to e-mail notices	H			N/A	
37	Ability to track applicant skills.	H			N/A	
38	Allow confidential separate posting sites for internal employee (Intranet) and external candidates (Internet)	M			N/A	
39	Supports internal posting for defined time period prior to external posting.	L			N/A	
40	Allow multiple recruitments against one "requisition."	H			N/A	
41	Allow "announcements" to be placed on hold, released, opened or canceled by users and triggers with an audit trail.	H			N/A	
42	Ability to provide access to system from any location (home, mobile, kiosks, etc.)	H			N/A	
43	Ability to provide multiple search criteria for all jobs so that candidates can easily connect with opportunities	H			N/A	
44	Supports multiple methods of resume submission, such as upload resume and attach to application or online configured and formatted templates.	H			N/A	
45	Ability to restrict resubmission of application and resume information in certain circumstances (i.e., continuous recruitment).	H			N/A	
46	Provide automated job search for employees and job seekers to enter and save job search criteria and notify these individuals via email when job posting matches criteria.	H			N/A	
47	Customizable e-mail alerts to prior candidates: re-apply, new position, qualifications have changed, qualifications match to designated jobs, etc.	H			N/A	
48	Ability to accept and track requests for application/announcements prior to recruitment (online interest cards)	H			N/A	
49	Ability for HR/end user to configure email alerts when there are changes in a recruitment such as the ability to reapply, a new position is added, qualifications have changed, an applicant's qualifications match another recruitment, etc. Ability for HR to override user preferences on a recruitment by recruitment basis.	H			N/A	
50	Ability to "flag" applicants and prevent them from future applications in specific jobs or globally based on applicant's previous experience with application process (failed background examination, can't pass certain mandated/regulatory testing, etc.)	H			N/A	
51	Ability to identify candidates for future considerations / matches.	H			N/A	

4.23 - Recruiting					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
52	Ability for recruiters to forward candidates applications/resumes via workflow to hiring/online managers. Able to track history, reviewer notes and comments.	H			N/A	
53	Provide fully functional workflow interviewing schedule system that interfaces with email system.	H			N/A	
54	Provide workflow for tracking a candidate's on-site visits for interviews, testing, etc. Ability to track test results.	H			N/A	
55	Applicants can easily forward job opportunities to their professional or personal social networks.	L			N/A	
56	Ability to scan paper applications and their attachments and scan and upload additional attachments such as a resume and/or certificates to populate an existing electronic application	H			N/A	
57	Ability to enter preference points - re-order scores and retain and see original scores	H			N/A	
58	Ability to list required forms and indicators of how and when they are to be submitted/delivered	H			N/A	
59	Ability to design different applications for various purposes or departments based on available fields	H			N/A	
60	Ability to manage the term limits and expiration dates of eligibility lists and certification lists.	H			N/A	
61	Ability to generate eligibility list in user-defined format	H			N/A	
62	Ability for hiring managers to review eligibility lists and expiration dates based on classification or department.	H			N/A	
63	Ability to support a pool of applicants for temporary roles (e.g., clerical staff, volunteers, etc.)	L			N/A	
64	Ability to lock or close out incoming applications based on user-defined criteria (such as number of applications received, specific filing period or an end date), with the ability to override and notify applicants when they apply outside of the parameters.	H			N/A	
65	Ability to store and have access to historical recruitment and applicant information for future audit/review purposes (including a single source for viewing the info during an audit/review)	H			N/A	
66	Ability to duplicate a completed application and related materials from one recruitment to another recruitment	H			N/A	
67	Integration with HR Core/Talent Management that allows for autofill of applications for current employees when applying for different positions (training since original hire, certifications gained, etc.)	M			N/A	
68	Ability to collect applicant reference information for use during selection/background	H			N/A	
69	Ability to make notations regarding applications submitted. Viewing of notations is based on authorization level.	M			N/A	

4.23 - Recruiting			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
70	Ability to provide additional details to applicants regarding the screening of their application (e.g. not enough experience or education, not an eligible employee, etc.)	M			N/A	
71	Ability for applicant to auto-populate application based on outside source (resume, Social Media Sources etc.)	H			N/A	
72	Ability to each applicant to have a unique identifier related to their applications and self service.	H			N/A	
73	Ability to automatically notify Departments of upcoming expiration of certification and eligible lists.	H			N/A	
74	Ability to proof/test prepared job announcements and related questionnaires, etc. in a simulated environment without public access prior to opening recruitment to the public.	H			N/A	
75	Automatically generate standard applicant letters based on the appropriate action (e.g., rejection, offer, interview confirmation).	L			N/A	
76	System enables applicants to express interest in available positions via electronic form.	L			N/A	
77	Ability to provide a portal access for external recruiters	L			N/A	
78	System enables applicants to update/create personal resume employee profile information via workstation including work experience, training, etc.	L			N/A	
79	Ability to route all application documents electronically to hiring manager.	L			N/A	
80	System provides automatic generation of new hire notifications via workflow (e.g., e-mail, fax) to departments such as Payroll, Benefits , Facilities, etc.). On-boarding checklist.	L			N/A	
81	Ability to provide Separation list of documents online for the department or employees which would include for example (return of equipment, proper document for separation, exit interview, etc.)	L			N/A	
82	System provides automatic notification to specified HRIS users and non-users upon initiation of a new hire.	L			N/A	
83	System provides capability for electronic job posting and maintaining of templates for jobs that are frequently open and needing to be staffed.	L			N/A	
84	System enables applicants to view a list of open positions.	L			N/A	
85	System enables applicants to view qualifications and proficiency levels required for a particular position.	L			N/A	
86	System enables applicants to view the status of jobs applied for.	L			N/A	
87	System enables recruiter/hiring manager to track, manage, and produce a report on the status of requisitions with the appropriate work flow approvals.	L			N/A	
88	System enables recruiter/hiring manager or applicants to schedule applicant interviews and for mangers to enter interview results online.	L			N/A	

4.23 - Recruiting			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
89	System enables recruiter/hiring manager to search the internal talent pool for qualified candidates. Tie this capability to enable reviewing employee profiles.	L			N/A	
90	System enables recruiter/hiring manager to review leading resume banks and locate external candidates.	L			N/A	
91	System enables recruiter to post requisitions easily to external job boards.	L			N/A	
92	System notifies current manager/supervisor of offer/acceptance -onboarding.	L			N/A	
93	**Testing**					
94	Ability to create a database of questions to be drawn from for each requisitions (Min Qualification, "knockout", experience, skills, interviews with competency-based behavioral questions, etc..) and track which questions were used at each particular testing step in a given recruitment.	H			N/A	
95	Ability to track results of pre-employment drug testing and background check.	H			N/A	
96	Ability to perform multiple levels of applicant testing and allow for applicant lookup of status in the recruitment process and any test results.	H			N/A	
97	Ability to denote applicant status based on testing results and ability to create said notations as needed	H			N/A	
98	Link to and integrate with external testing systems / vendors	M			N/A	
99	Ability for candidates to self schedule for interviews in an interview schedule that is pre-defined by HR and/or hiring manager	H			N/A	
100	Ability to compute, record and process examination results/scores according to exam plan by definition	H			N/A	
101	Ability to scan and score written test results (e.g. Scantron)	H			N/A	
102	Ability to record testing validations and resulting tests for historical purposes and future use and correlate them with a particular recruitment and/or classification as desired.	H			N/A	
103	Ability to perform passpoint analysis on test scores.	H			N/A	
104	Ability to automatically notify applicants using customizable templates regarding status and next steps in a recruitment process.	H			N/A	
105	Ability to set up a complete examination for a recruitment, including examination (testing) details, raters for each testing step, panel interview information, scheduling info, and results for each applicant.	H			N/A	
106	**Applicant Hiring Decision Support**					
107	Ability to track applicant reference and reference checking results	M			N/A	
108	Ability to match applications to positions	M			N/A	
109	Ability to allow multiple hurdles of scoring applicants, such as on minimum qualifications plus desirables.	H			N/A	

4.23 - Recruiting			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
110	Ability to score, rank and refer applicants.	H			N/A	
111	Ability to refer (workflow) certified applicants electronically which includes automatic notifications to the hiring manager (refer certified candidates including scanned hardcopy materials to hiring managers online).	H			N/A	
112	Ability to integrate with primary 3rd party vendors who provide services such as background checks, testing, etc.	M			N/A	
113	Ability to generate thank you letters to unsuccessful candidates from a menu of templates and create custom letters as needed (email and/or hard copy)	H			N/A	
114	Ability to generate hiring offer letters from a menu of templates and create custom letters as needed (email and/or hard copy)	H			N/A	
115	Ability for official hiring decision to be updated on the applicant's record in the requisite recruitment, which then makes necessary changes to any active eligible lists or related information for the recruitment.	H			N/A	
116	Ability to track selection process results for each applicant referred to the hiring department.	H			N/A	
117	Ability for hiring department to view all necessary applicant information in one location/view once applicants are referred for selection.	H			N/A	
118	Ability to archive completed certification lists for future reference	H			N/A	
119	**Reporting/Querying**					
120	Ability to track, analyze and report on key hiring metrics.	H			N/A	
121	Provide a standard report library that can easily be configured and modified.	H			N/A	
122	Ability to perform ad hoc reporting and analysis on any data element in the system	H			N/A	
123	Ability to collect and produce statistical reports on EEO data, underutilization and any additional compliance-related items. (i.e. gender, race, veteran status, disability, etc.)	H			N/A	
124	Ability to track results and perform statistical analysis of various recruitment efforts by position and across all recruitments, including published print/web ads, internal postings, job fairs, social recruiting efforts, referrals, etc.	H			N/A	
125	Access to reporting/data/metrics is role/permission-based	H			N/A	
126	Ability to export reports and data to sources outside of the recruitment system (e.g. MS Excel, MS Word, web, etc.)	H			N/A	
127	**Employee Onboarding**					
128	Provide notifications to recruiter/hiring manager/human resources staff related to certification list available, selection made, etc. Number and frequency of notifications is user customizable	H			N/A	

4.23 - Recruiting					**Replace this text with the primary product name(s) which satisfy requirements.**	
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
129	Ability to define online pre-hire checklist that include: workflow notification to all stakeholders, links to new-hire forms for the incoming employee, etc.	H			N/A	
130	Ability to send lists to multiple hiring managers simultaneously	H			N/A	
131	Ability to sort candidates on referral list by hiring managers	H			N/A	
132	Ability for hiring managers to archive candidates on referral list that they no longer want to consider	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.24 - Special Assessments					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To enable City to calculate, charge residents, and collect receipts for special assessments based for a variety of services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**General Requirements**					
2	Provide a Special Assessments module that integrates with all other system modules.	H			N/A	
3	Ability to integrate with the self-service module for a variety of functionality.	H			N/A	
4	Ability to allow any date in the parcel file to be queried from the special assessments module.	H			N/A	
5	Ability to support multiple annual certification cycles within the Special Assessments module.	H			N/A	
6	Ability to print City ordinance information on special assessment records/documents.	H			N/A	
7	Ability to support multiple interest calculation cycles (daily, weekly, monthly, etc.).	H			N/A	
8	Ability to integrate with inspection system in order to defer assessments until the commencement of development.	H			N/A	
9	Ability to integrate with the City's GIS system to update the parcel maps and record assessments owed.	H			N/A	
10	Provide web access inquiry of special assessment current balance due and history by parcel ID, premise address, owner name, or project number.	H			N/A	
11	Ability to use the Parcel ID Number as the first identification number.	H			N/A	
12	Ability to allow searching by Parcel ID Number, owner, property address, and legal description.	H			N/A	
13	Provide management tools when special assessments affect parcels on corner lots.	M			N/A	
14	Provide calculation tools for managing special assessments through the parcel split process.	H			N/A	
15	Ability to use the Parcel ID number and tie this number through parcel splits.	H			N/A	

4.24 - Special Assessments					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To enable City to calculate, charge residents, and collect receipts for special assessments based for a variety of services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
16	Ability to use the City record ID number and this this number through parcel splits, for parcels where a parcel number does not exist.	H			N/A	
17	Ability to establish special assessment districts for the following types of improvements: Storm water; Street lights; Local streets; Collector streets; Arterial streets new pavement/construction; Arterial streets resurfacing; Hard surface street projects; Pavement reconstruction and ground water projects; Water Mains; Sewer Mains.	H			N/A	
18	Ability to establish continuous districts for the following types of improvements: Trunk line fees; Water; Sewer; Cost allocation based on parcel/lot front footage; Storm water.	H			N/A	
19	Ability to automatically update all properties affected by special assessment improvements.	H			N/A	
20	Ability to allow read-only access of pending assessments (e.g., by title companies).	H			N/A	
21	Ability to integrate with the City's ERP system for funding purposes.	H			N/A	
22	Ability to record pre-payments and deduct payments from the amount due.	H			N/A	
23	Ability to create or import project areas from GIS map.	H			N/A	
24	Ability to input parcel numbers from keyboard or from GIS map by highlight or project area.	H			N/A	
25	**Special Assessment Review, Notifications and Approval**					
26	Ability to accommodate the electronic review of all pending special assessments among City departments.	H			N/A	
27	Ability to record an "electronic signature" of City staff approving pending special assessments.	H			N/A	
28	Provide electronic tools to facilitate the approval of special assessments by City Boards.	H			N/A	
29	Ability to track the status of all pending special assessments.	H			N/A	
30	Provide workflow functionality for the special assessment citizen protest process.	H			N/A	
31	Ability to track petitions received and petitions approved.	H			N/A	
32	Ability to track notes, comments and attach documents related to the special assessment citizen protest process.	H			N/A	
33	Provide workflow functionality for the special assessment process.	H			N/A	
34	Provide a format for the publication of special assessment activities (e.g., notice to the newspaper).	H			N/A	
35	Provide a format for notification letters to property owners for different types of improvements.	H			N/A	
36	**Special Assessment Entry**					

4.24 - Special Assessments					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To enable City to calculate, charge residents, and collect receipts for special assessments based for a variety of services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
37	Ability to maintain the following data and history related to special assessments: District number; District description; Unit number; Unit description; Effective date; Board of City Commissioners Final Public Hearing Date (for approval); Board of City Commissioners resolution number; Total district cost; Total City share; Other City defined funding sources (developers, utilities, Federal or State grants); Total assessed share; Break down Assessment charges (e.g., overhead fees); Interest rate by district; Multiple interest rates used for calculation; Poverty exemption; Original assessment; Number of years that the special assessments apply; Fund number; Legal description; Property Address; City the parcel is in; City record ID number; Owner of the property; Parcel control number.	H			N/A	
38	Ability to allow description input of at least 256 characters for each assessment entry.	H			N/A	
39	Ability to restrict a special assessment from being created for a non-taxable property.	H			N/A	
40	Ability to allow adjustments to the special assessment roll prior to Board of City Commissioners approval with security permissions.	H			N/A	
41	Ability to allow adjustments to the special assessment roll after Board of City Commissioners adoption, based on security permissions.	H			N/A	
42	Ability to develop special assessment calculations and prepares the rolls for review based on: Street; Fixed distance from user-specified location (GIS boundary); Linear footage/front footage; Area footage; Benefit; Single charge.	H			N/A	
43	Ability to copy one or more existing rates to develop new rates. For example, copying rates from one year to develop rates for the next year	H			N/A	
44	Ability to accommodate miscellaneous assessments (e.g., weeds, junk).	H			N/A	
45	Ability to invoice based on miscellaneous assessments.	H			N/A	
46	Ability to consolidate multiple assessments based upon a common property owner.	H			N/A	
47	Ability to compile miscellaneous assessments for certification to the City.	H			N/A	
48	Ability to tie miscellaneous assessments to a property.	H			N/A	
49	**Special Assessment Tracking**					
50	Ability to track assessment cost due via a workflow.	L			N/A	
51	Ability to allow for different interest rates within the same special assessment type.	M			N/A	
52	Ability to change an interest rate within a continuous district and maintain history.	H			N/A	
53	Ability to allow the interest rate to be changed prior to approval.	H			N/A	

4.24 - Special Assessments					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To enable City to calculate, charge residents, and collect receipts for special assessments based for a variety of services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
54	Ability to allow the interest rate to be changed after approval.	H			N/A	
55	Ability to allow for payoff at any time.	H			N/A	
56	Ability to allow for partial payment at any time.	H			N/A	
57	Provide for interest to be applied to specified assessment type.	H			N/A	
58	Ability to include or exclude interest charges based on parcel status.	H			N/A	
59	Ability to include or exclude interest charges based on assessment type.	H			N/A	
60	Ability to include or exclude interest charges based on assessment status.	H			N/A	
61	Ability to schedule the 'interest calculation process' for a future date. (Ex. The last day of each month at midnight.)	M			N/A	
62	Ability to allow for deferred payments of assessments.	H			N/A	
63	Ability to offer a payment schedule that matches the bond, with different ways to calculate (i.e. amortization schedule).	H			N/A	
64	**Reporting & Querying**					
65	Ability to print a summary report at any time in the special assessment process.	H			N/A	
66	Ability to print an individual payment schedule at any time in the special assessment process.	H			N/A	
67	Ability to print totals on different user-defined criteria.	H			N/A	
68	Ability to generate an outstanding balance report by individual special assessments.	H			N/A	
69	Ability to generate an outstanding balance report by individual parcels/	H			N/A	
70	Ability to generate a billing register at any time.	H			N/A	
71	Ability to generate an interest/principal calculation report.	H			N/A	
72	Ability to generate an open receivables report.	H			N/A	
73	Ability to generate delinquency notices.	H			N/A	
74	Ability to generate monthly revenue reporting (e.g., for reporting to the City)	H			N/A	
75	Ability to allow reports or any system data to be shared by FTP.	H			N/A	
76	Ability to generate a report to certify payments to other government organizations (counties, etc.).	H			N/A	
77	Ability to track, export and report by City Code.	H			N/A	
78	Ability to track and report by City Ordinance.	H			N/A	
79	Ability to retain the historical records for deleted parcels.	H			N/A	
80	Ability for an audit trail to be provided via screen inquiry or report identifying old value, new value, date and time changed, and user ID performing adjustment.	H			N/A	
81	Ability to print a Final Bill listing detail for each assessment with unit price, owner name & address and payment options.	H			N/A	

4.24 - Special Assessments					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To enable City to calculate, charge residents, and collect receipts for special assessments based for a variety of services.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
82	Ability to store and report the following: Year Assessed; Project Completed (i.e., certified completion by Engineer); Year on Assessment; Number of payments; Number of payments left; Status; Principal Balance; Current Principal Balance; Current interest due to date.	H			N/A	
83	Ability to query the system by age of the accounts (ex: 30-60-90-120 days) and print the aging report.	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.25 - Talent Management — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**Training Management & Administration**					
2	Ability to enroll, cancel, waitlist "learners" for training courses offered ("learners" includes both employees and non-employees -- i.e. volunteers, student interns, special district employees, employees of other public agencies)	H			N/A	
3	Ability to automatically move waitlisted "learners" to enroll status if cancellation based on prioritization	H			N/A	
4	Ability to notify an employee and the employee's manager when an employee is enrolled in a training course.	H			N/A	
5	Ability to track all training (external training, web-based training, videos, etc.)	H			N/A	
6	Ability to build a standard interface and support external training provider for on-line courses, materials, and tests and automatically post scores and attendance to the "learners" training record.	M			N/A	
7	Ability to support training course registration, cancellation, wait listing online.	H			N/A	
8	Ability for "learners" to indicate their interest in courses, and to be notified when courses become available.	H			N/A	
9	Ability to develop in-house courses using all types of media and stored within the training system.	H			N/A	
10	Ability to develop, maintain, inquire and report on the various data elements for each training course available, including: Course, description, hours, materials, IT requirements, type of training, costs, course prerequisites, # of attendees (min & max) & instructor as factors, etc.	H			N/A	

4.25 - Talent Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
11	Ability to develop, maintain, inquire and report on the various data elements for each section (instance) of when a course is offered: Date, location, instructor, feedback, registrants, times of training, type of training, cost, prerequisites, # of attendees enrolled, min/max # of attendees required to conduct course, as factors, etc.	H			N/A	
12	Ability to track verification of completion of non-City training courses	M			N/A	
13	Ability to scan/maintain course evaluations and attach to course record	H			N/A	
14	Ability to enter courses a trainer is eligible to teach.	M			N/A	
15	Ability to automatically update "learner" records for attendance in a class -- including completed, cancellations, no shows, late cancellations.	H			N/A	
16	Ability to categorize training by various job categories (i.e., management, supervisory, professional, technical, clerical).	H			N/A	
17	Ability to subcategorize training within job categories by required, mandated, strongly encouraged and optional, by person, by position, by department, by division, by organizational unit, and license types.	H			N/A	
18	Ability to subcategorize training by training type - i.e. computer, management, communication, financial, etc.	H			N/A	
19	Ability to flag a class as a requirement for various certificate programs (e.g. CDL, ESDP or ICMA).	H			N/A	
20	Ability to establish flags for mandatory training renewal based on learner's previous completion date. (certifications, refresher training, mandatory retraining.)	H			N/A	
21	Ability to record training time completed for courses, classes, and seminars.	H			N/A	
22	Ability to provide edits/warnings if "learner" tries to enroll in a class already taken.	H			N/A	
23	Ability to view/print training by topic, department, employee and job category.	H			N/A	
24	Ability to view/print a report indicating those "learners" who have received training and those scheduled for future training classes.	H			N/A	
25	Ability to capture, track, workflow, approve, inquire and report on employee requests for travel and / or external training, including tracking of projected and actual training and travel cost.	M			N/A	
26	Ability for approved travel / training requests to be printed	H			N/A	
27	Ability to select specific "learners" and view/print individual training profiles, for individuals, department, division, org unit, supervisor, etc.	H			N/A	
28	Ability to view/print a training calendar by course name, job category, for individuals, department division, org unit, supervisor, etc.	H			N/A	
29	Ability to view/print number of training hours completed within a specified date range by individual, by department, by division, by organizational unit and supervisor.	H			N/A	

4.25 - Talent Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
30	Ability to view/print a roster of class attendees.	H			N/A	
31	Ability to send calendar appointments (e.g., to Outlook calendar) when "learner" enrolls in training.	H			N/A	
32	Ability to attach documents and links to notifications (i.e., prework)	H			N/A	
33	Ability to generate flexible training notification messages -- (i.e., enrollment, waitlist, participant cancellations, course cancellations, course changes, course reminder, mandatory training, mandatory refresher training, etc.)	H			N/A	
34	Ability to view/print a list of available training programs and prerequisites to the individual programs.	H			N/A	
35	Ability to view/print a list of "learners" who have or have not taken a specific class based on additional user defined criteria.	H			N/A	
36	Ability to scan/attach and view/print Certificates of Completion (Training Administrator and Learner). Certificates of Completion can be stored in PDF, jpeg, Microsoft Office Suite, and other formats.	H			N/A	
37	Ability to report on "learners" who are due/overdue for mandatory training.	H			N/A	
38	Ability of "learners" to query system to determine available courses	H			N/A	
39	Ability to report by "learner", department, division, organizational unit, supervisor(s)	H			N/A	
40	Ability to report summary of all training provided, "learner" attendance, training hours, and other data fields.	H			N/A	
41	Ability to enforce prerequisites, i.e., don't allow an individual to sign up for a course unless prerequisites have been met. Provide an override capability.	H			N/A	
42	Ability to restrict courses by job type (i.e. only supervisor can enroll for supervisory courses)	H			N/A	
43	Ability to associate skills to courses.	H			N/A	
44	Ability to query courses by skills.	H			N/A	
45	Ability to establish curriculum, i.e., tie several courses to a specific curriculum	H			N/A	
46	Ability to enroll in a curriculum	H			N/A	
47	Ability for supervisors to enroll employees into classes or curriculum	H			N/A	
48	Ability for employees to use ESS and workflow to manage enrollment requests and for managers to use MSS to manage approvals.	H			N/A	
49	Ability to determine and manage which courses need mgr. approval vs. those that don't - flexibility to manage this function on a course by course basis.	H			N/A	
50	Ability to manage trainer availability via Calendar views	H			N/A	
51	Security to restrict views by role on training taken, for employee level, team level, division level, etc.	H			N/A	

4.25 - Talent Management			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
52	Ability to enroll learners in training opportunities based on gaps identified	H			N/A	
53	**Skills Tracking or Competency Management**					
54	Ability to track competencies, skills, and proficiency levels for skills, both imported from popular libraries, such as Lominger, and created/input into system	H			N/A	
55	Ability for employees and supervisors to assess proficiency levels attained on skills	H			N/A	
56	Ability to associate learning opportunities (e.g., on the job experience, or specific courses) to skills development	M			N/A	
57	Ability to show/report on employee assessment of skills compared to supervisor assessment of skills to identify "gaps"	H			N/A	
58	Ability to identify skill/competencies gaps and training required to fill gaps	H			N/A	
59	**Certifications / Licenses**					
60	Ability to enter, maintain, record, and flag yearly training requirements and certifications, including expiration dates, as needed to keep professional licenses on a "learner" basis.	H			N/A	
61	Ability to flag employees and supervisors who have not taken their annual training.	H			N/A	
62	Ability to track licenses, certifications, and continuing education units.	H			N/A	
63	**Personnel Actions**					
64	Ability to electronically route personnel action forms from end-users/departments to multiple individuals for approvals.	H			N/A	
65	**Employee Relations**					
66	Ability to track grievances and complaints, including status	H			N/A	
67	**Risk Management**					
68	Ability to track and report on Workers' Compensation claim activity, including date of loss, injury type, WC-1, restrictions, appointments, notes, etc.	H			N/A	
69	**Performance Management**					
70	Ability to automatically create a Performance Appraisal workflow based on employee anniversary date or hours worked and administer performance appraisal process including notice to manager 45 days prior to performance review, second notice if not completed and notice to the manager's boss or HR if still not completed after effective date.	H			N/A	

4.25 - Talent Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
71	Ability to perform, track, and store online performance management forms - flexible tool with multiple formats, including different formats by department and management vs. non-management. Forms include individual development plans, self-assessments, individual performance plans, evaluation forms, work improvement plans.	H			N/A	
72	Ability to schedule performance evaluations based on hours worked, step or other user defined criteria	H			N/A	
73	Ability to maintain the following data elements:	-			N/A	
74	Date of performance and salary review, date completed	H			N/A	
75	Last review date and rating	H			N/A	
76	Date of next performance review, last salary review, and type of review	H			N/A	
77	General comments extraneous to the review itself	H			N/A	
78	Next evaluation due date	H			N/A	
79	Position at time of review	H			N/A	
80	Performance Rating	H			N/A	
81	Type of Review -- annual w/ step increase, annual w/o step increase, probationary (at end of 3rd month, at end of 5th month, at end of 11th month), Work Improvement, and Special Step performance evaluations, Time in Job, etc. (i.e., flexible time period triggers)	H			N/A	
82	Reviewing supervisor	H			N/A	
83	Ability to support on-line approval process with multiple approval levels (includes workflow notifications)	H			N/A	
84	Performance evaluations triggered by time in job or hours worked.	H			N/A	
85	Ability to notify managers and employees of upcoming performance evaluation due dates	H			N/A	
86	Ability to track multiple evaluations and/or multiple dates for an evaluation period.	H			N/A	
87	Ability to link salary changes to performance ratings.	H			N/A	
88	Ability to support 360 degree performance reviews.	M			N/A	
89	Ability to provide tools to report on or identify departments with potential performance problems.	M			N/A	
90	Ability to link position attributes to performance evaluations	H			N/A	
91	Ability to accommodate on-demand appraisals	H			N/A	
92	Ability to accommodate multiple evaluation types for employees (i.e., bargaining units).	H			N/A	
93	Ability to capture employee commentary on goals, ratings, rebuttals, etc.	H			N/A	
94	Ability to capture supervisor narrative that justifies performance ratings	H			N/A	

4.25 - Talent Management			Replace this text with the primary product name(s) which satisfy requirements.			
Objective: To provide an automated system for efficient management of online employee records, preparation of reports, automated Human Resource and Benefit Administration services, and efficient control of department personnel costs.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
95	Ability to capture notes/documents on employee performance throughout the year. (supervisors working file)	H			N/A	
96	Ability to perform reporting on all data elements - i.e. all evaluations due during certain period of time, evaluation status including eval status by supervisor to produce stats on elements such as % of evaluations late, performance ratings.	H			N/A	
97	Ability to generate reports and notifications, taking into account any leave status (evaluations based on hours worked)	H			N/A	
98	Ability to support multiple rating scales.	H			N/A	
99	Security to restrict views by role on employee evaluations.	H			N/A	
100	Ability to track disciplinary action by employee, discipline type, infraction type, discipline duration, etc.	H			N/A	
101	Ability to inquiry and pull reports on disciplinary action	H			N/A	
102	Ability to attach discipline documents	H			N/A	
103	Ability to automatically calculate step or merit increases based on performance evaluation, including retroactively	H			N/A	
104	**Career Planning**					
105	Ability to maintain career development plans/forms	H			N/A	
106	Ability to create career profiles.	H			N/A	
107	Ability to perform replacement planning - domino effect.	H			N/A	
108	Ability to compare changes over time in regards to transfers, terms, and retirement rates.	H			N/A	
109	**Succession Management**					
110	Ability to flag positions or specific people as "critical" or "pivotal" for succession purposes	H			N/A	
111	Ability to track "critical" or "pivotal" positions that should be dual filled.	H			N/A	
112	Ability to support "9 Box" modeling or other forms of succession planning (please identify other forms of succession planning the system can support in the comments field).	H			N/A	
113	Ability to create development plans to address "Potential" and/or "Performance" needs of a tool like a "9 Box"	H			N/A	
114	Ability to create career ladders and competencies attached to classifications	H			N/A	
115	**Interfaces**					
116	Ability to interface with the intranet for name changes and other employee contact information.	H			N/A	
117	Ability to interface with external training providers, in order to update course offerings, launch training, capture completion, etc.	H			N/A	
118	Ability to interface with benefit providers (i.e. retirement plan, health providers, etc.)	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.26 - Volunteers and Interns					**Replace this text with the primary product name(s) which satisfy requirements.**	
Objective: To provide an automated system for efficient management of volunteers and interns.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
1	**Applicant Tracking**					
2	Ability to electronically accept and separately track applications for volunteer and other non-paid positions	H			N/A	
3	Ability to manage volunteers by groups in cases where individual names are not available.	M			N/A	
4	Ability for the applicant to submit an application even if there is not a specific vacancy (for volunteer recruitment purposes)	H			N/A	
5	**Personnel Administration**					
6	Ability to maintain the current status and chronological history of all employees and allow comprehensive searching/sorting/reporting on the following information:	-			N/A	
7	Funding source (e.g., grant funded vs. general fund)	H			N/A	
8	Hours worked (including for interns)	H			N/A	
9	Event or initiative	H			N/A	
10	Ability to be able to tie costs associated with volunteers/interns with agency subsidies that offset City expenditures.	H			N/A	
11	Ability to schedule and manage assignments and acknowledgement from time as a volunteer as being part of the recruiting application	H			N/A	
12	Ability to send e-mails in mass, group, or selected individuals, and schedule communications in advance	H			N/A	
13	Ability to log activity and communications with volunteers and interns	H			N/A	
14	Ability to schedule volunteer events and shifts	H			N/A	
15	Automatic notification of volunteer sign up to coordinator	H			N/A	
16	Ability to schedule tasks	H			N/A	
17	Ability to schedule automatic reminders to Outlook	M			N/A	
18	Ability for volunteer to update their password protected information, log hours and retrieve reports	H			N/A	
19	Ability to merge large quantities of spreadsheet data	H			N/A	
20	**Training Management & Administration**					

4.26 - Volunteers and Interns					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To provide an automated system for efficient management of volunteers and interns.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
21	Ability to list outside (not internal program) courses identified as effective in meeting specific training needs	L			N/A	
22	Ability to track training data for volunteers and non-paid staff	H			N/A	
23	Dynamically the HCM system should be able to request information from the volunteer-management system on various functions, and should be able to request information from the HCM system. Such as: hours, training, etc.	H			N/A	
24	**Interfaces**					
25	Ability to interface with City website	H			N/A	
26	Ability to interface with social media (Instagram, Facebook, twitter)	M			N/A	
27	Ability to interface with smartphones and other devices	M			N/A	
28	**Other Reporting Requirements**					
29	Ability to report on volunteers and paid / unpaid interns by department, division, program, and supervisor	H			N/A	
30	Ability to include volunteer and intern information, when requested, within the reporting domain of HCM	H			N/A	

Replace this text with vendor name in the first module.	
Code	**Availability Definition**
Y	Functionality is provided out of the box through the completion of a task associated with a routine configurable area that includes, but is not limited to, user-defined fields, delivered or configurable workflows, alerts or notifications, standard import/export, table driven setups and standard reports with no changes. These configuration areas will not be affected by a future upgrade. The proposed services include implementation and training on this functionality, unless specifically excluded in the Statement of Work, as part of the deployment of the solution.
R	Functionality is provided through reports generated using proposed Reporting Tools.
T	Functionality is provided by proposed third party functionality (i.e., third party is defined as a separate software vendor from the primary software vendor). The pricing of all third party products that provide this functionality MUST be included in the cost proposal.
M	Functionality is provided through customization to the application, including creation of a new workflow or development of a custom interface, that may have an impact on future upgradability.
F	Functionality is provided through a future general availability (GA) release that is scheduled to occur within 1 year of the proposal response.
N	Functionality is not provided.

4.27 - Work Order Management — Replace this text with the primary product name(s) which satisfy requirements.

Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects.

Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	**System Requirements**					
2	Ability to produce and set corrective and preventative work order status. Preventative work orders can be defined, scheduled, and assigned to a feature for inclusion into a corrective work order, as necessary. Corrective are typically those made in response to a complaint or request for service.	L			N/A	
3	Ability to allow for scheduling parameters to be defined that will automatically create and issue a preventive work order.	L			N/A	
4	Ability to represent a history of work orders assigned to the same features, locations, or other criteria.	L			N/A	
5	Each work order includes:	-			N/A	
6	Requestor and Request Date	L			N/A	
7	Department (Public Works, Police, etc.)	L			N/A	
8	Division Name (Streets, Water, Facilities, etc.)	L			N/A	
9	Station / Crew Location	L			N/A	
10	Status (Open, Completed/Closed, Scheduled, etc…)	L			N/A	
11	GL Account Numbers (Equipment, Labor, Materials)	L			N/A	
12	Project Code Accounting Number	L			N/A	
13	Estimated Time, Equipment, and Materials Required	L			N/A	
14	Actual Time, Equipment, and Materials Required (units, unit of measure, unit price)	L			N/A	
15	Location of Work (by sector / grid code area)	L			N/A	
16	Address of work site location (if applicable)	L			N/A	
17	Assigned Employee Names / Employee Numbers	L			N/A	
18	General Location (City Sector/Grid Location Reference)	L			N/A	
19	Hours and Rates Incurred by Employee (pay codes for regular/OT/shift differential, etc.)	L			N/A	
20	Equipment and materials required and used	L			N/A	
21	Required Completion Date	L			N/A	
22	Vehicle/Equipment/Asset IDs	L			N/A	

4.27 - Work Order Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
23	Date Stamp for WO Status Changes	L			N/A	
24	Date Completed	L			N/A	
25	Job/Work Order Number	L			N/A	
26	Cost of Contractual Services	L			N/A	
27	Cost of Materials/Inventory Used	L			N/A	
28	Job/Supervisor Assigned	L			N/A	
29	Required Training/Certifications	L			N/A	
30	Work Type Code	L			N/A	
31	Priority Code	L			N/A	
32	Unlimited Comments with appropriate text wrapping (details or instructions from person entering request -i.e. customer service rep.)	L			N/A	
33	Request Origin (Citizen Request, Internal to City, etc.)	L			N/A	
34	Crew Code (assigned crew)	L			N/A	
35	Task Code (work to be performed)	L			N/A	
36	Instructions (details from supervisor to crew)	L			N/A	
37	Yes/No field to indicate if work order is preventive or a corrective response.	L			N/A	
38	Ability to open a single work order	L			N/A	
39	Ability to open a block/group of work orders at one time	L			N/A	
40	Ability to perform Work Order Entry/Update	L			N/A	
41	Ability to perform Work Order Inquiry by multiple fields (Working Dept., Asset Number, etc.)	L			N/A	
42	Ability to print a work order	L			N/A	
43	Ability to develop a workflow to route work orders through the stages of created, open, and completed.	L			N/A	
44	Ability to define equipment rates to associate with a work order	L			N/A	
45	Ability for generation of a work order to assign the materials and parts required to complete the job and keep a running inventory of parts from the inventory module.	L			N/A	
46	Ability to print out work order forms for field use.	L			N/A	
47	System provides a “light” interface for use / deployment on a mobile device such as a smartphone, tablet or iPad. Please specify supported mobile operating systems in the comments.	L			N/A	
48	Ability for field data to be collected on offline (disconnected) field devices (e.g. laptops, handhelds, iPads, smartphones, etc.) to be uploaded to the server database and synchronized with the open, active work orders. Internal office approval workflows would remain in place prior to final work order closure.	L			N/A	
49	Ability for multiple work orders to be associated with the same job/project in Grants/Projects Module. Tracks each work order number for cumulative reporting purposes.	L			N/A	

Priority
H - High | M - Medium | L - Low

Availability
Y - Yes | R - Reporting Tool | T - Third Party
M - Modification | F - Future | N - Not Available

4.27 - Work Order Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
50	Ability to incorporate all open work orders into a work schedule for supervisors based upon schedule, work crew, etc.	L			N/A	
51	Ability to report on the daily work schedule by week, month, or year.	L			N/A	
52	Ability to generate a work activity list for one or more work orders (i.e. “to do” list based upon active work orders assigned by division, dept., etc.).	L			N/A	
53	Ability to sort, display, and print grouped work orders by a variety of parameters such as location, feature type, crew, priority, etc.	L			N/A	
54	Ability to export work order information for external uses - excel, word, database)	L			N/A	
55	Ability to project costs incurred by job, project, and program based on history of similar jobs, projects, and programs.	L			N/A	
56	Ability to establish parent/child work order relationships and maintain the association to the service request initiating them. (e.g. a water main break triggers repair of mains, roads, curbs, and landscaping in the right-of-way).	L			N/A	
57	Ability to indicate and report status of work orders according to: assigned/unassigned, scheduled, work initiated, work completed, parent/child work order relationships.	L			N/A	
58	Ability to allow work performed to be "charged" to department, fund, project, program, or account based on work order type	L			N/A	
59	Ability for the work tasks to have information readily available on the safety procedures associated with doing that task.	L			N/A	
60	Ability to be deployed across the enterprise such that multiple departments / divisions / supervisors can schedule, monitor and report on work order independently.	L			N/A	
61	Ability to attach photos or documents.	L			N/A	
62	Ability to create work order data entry templates facilitating pre-define materials, equipment, and personnel teams for the rapid entry of details.	L			N/A	
63	Ability for WO# to be finished by the opening department/division	L			N/A	
64	Ability for Purchasing to Adjust work order	L			N/A	
65	Ability for purchasing to issue invoices to closed work order numbers and have the ability to print a report showing all adjusted work orders associated with the original work order	L			N/A	
66	Ability for WO# to be closed by Purchasing	L			N/A	
67	Ability to track maintenance activity, assign payroll costs, equipment costs and other related costs.	L			N/A	
68	Ability to capture the assignment of employees to specific tasks such as the design of a project, or the time worked on a water line replacement using in-house labor.	L			N/A	
69	**Integrations / Interfaces**					

4.27 - Work Order Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
70	Ability to interface with the City's email / calendaring system to trigger/route work order assignments to designated personnel.	L			N/A	
71	System provides a central Work Order function that is fully integrated with the following ERP modules:	-			N/A	
72	Asset Management	L			N/A	
73	Grant / Project Accounting	L			N/A	
74	Time and Attendance	L			N/A	
75	Human Resources	L			N/A	
76	Fixed Assets (to track and capitalize project costs)	L			N/A	
77	Fleet/Equipment Maintenance	L			N/A	
78	Master Address	L			N/A	
79	Request for Service	L			N/A	
80	Permitting	L			N/A	
81	Purchasing	L			N/A	
82	Inventory	L			N/A	
83	General Ledger / Financial Reporting	L			N/A	
84	Miscellaneous Billing / AR	L			N/A	
85	Facilities Management	L			N/A	
86	Utility Billing	L			N/A	
87	Ability for a work order to be coded with a coordinate location for GIS/mapping information system reference.	L			N/A	
88	Ability to collect time sheet information for transfer to Payroll from work orders. Interfaces with Payroll to confirm hours incurred equal hours reportedly worked.	L			N/A	
89	Ability to bill an external organization for a work order, by integrating to the Miscellaneous Billing module and/or Utility Billing.	L			N/A	
90	Ability for the Preventative Maintenance functions triggering work orders for cyclical maintenance cycles.	L			N/A	
91	**Reporting**					
92	Recurrence Report, listing recurring work orders, and includes requestors, locations, descriptions/categories of maintenance, and workers assigned to indicate problem areas.	L			N/A	
93	Payroll Report, showing employee, labor (regular/OT) dollars, benefits, and hours incurred by work order, job/project, and department, pay rate.	L			N/A	
94	Job Cost/Work Order Summary, showing accumulated costs to-date and fiscal year-to-date by job/project/grant. Shows summary of distributions to-date and fiscal year-to-date. Presents accumulated/undistributed costs to-date pending. Includes G/L distribution numbers, account number, etc.	L			N/A	

4.27 - Work Order Management					Replace this text with the primary product name(s) which satisfy requirements.	
Objective: To allow the efficient and timely monitoring of costs incurred to perform individual jobs and projects. To assist with effective scheduling and managing of jobs and projects.						
Number	**Application Requirements**	**Priority**	**Availability**	**Cost**	**Required Product(s)**	**Comments**
95	Job/Work Order Cost Detail, showing labor, materials, machines, services, and all other overhead and fringe costs incurred by job/project/grant during a user-defined time interval or request category.	L			N/A	
96	Management Control Report, showing summary information on the time, materials, and equipment used by a crew, division, or a department or request category.	L			N/A	
97	Work Order Schedule Report, showing all work orders scheduled for a defined time period, employee group, location, and type.	L			N/A	
98	Open Work Orders, reporting on the status and costs incurred to-date for all open/pending work orders. Shows department, requestor, and Project Manager. Listed by type, location, crew, or other parameters.	L			N/A	
99	Work History by Feature Report, listing all work orders opened and/or completed for a specific facility (road/street, building, meter).	L			N/A	
100	Work Type Report, listing all work orders organized by type code.	L			N/A	
101	Purchased Item/Service Report, presenting a summary of all materials and contractual services purchased to complete work orders during a user-defined time interval. Includes vendor name, date, purchase order number, brief description, and cost.	L			N/A	
102	Work Orders Billed, detailing billed & paid, and billed & outstanding.	L			N/A	

EXHIBIT I
Reference RFP PART XI– PROPOSAL FORMS

INTRODUCTION

This section contains various forms that should be prepared and submitted along with the Vendor's proposal as instructed in PART IX - Proposal Response Format. The intent of providing such forms is to ensure comparability between proposals. Included in this section are the following forms:

- Client Reference Form
- Company Background Form
- Technical Requirements Form
- Vendor Hosting Form
- Project Management Approach Form
- Report Development Form
- Training Form
- Staffing Plan Form
- Ongoing Support Services Form

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Client Reference Form

Include a minimum list of 5 clients/references for whom you have provided similar services in the last three years; preferably government sector client references that are using your software and where you have performed interface services with other applications, including Granicus Legistar, NeoGov, SunGard's OneSolution Community Development Module, Kronos Time and Attendance Modules, or others. Be prepared to provide, upon request, evidence of work product, ability to meet schedules, cooperation, and responsiveness. **Do not include City of Fort Lauderdale or its employees as references when submitting your proposal.**

Vendor name:	
Customer name:	
Customer contact:	
Customer phone number:	( )
Customer E-mail address	
Dates services provided	
System and Modules implemented	
Systems which Solution was integrated/interfaced with	

Describe Nature of Project and Services Provided to This Client:
Configuration of Solution Implemented (Hardware, Software):

Company Background Form

Vendor name:	
Software brand name:	
Software version proposed (years in production):	
Is Vendor prime contractor:	Yes ☐ No ☐

1.	What are the key differentiators of your company and its proposed solution?
2.	What awards has your company or proposed solution obtained that are relevant to this project?
3.	What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering?
4.	What strategic alliance have you made to further strengthen your product and services?
5.	How do you guarantee the services provided by your company?
6.	What are your near-term and long-term goals, and the strategies to reach these goals?
7.	What is your niche in the marketplace and your preferred customer size?
8.	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.).
9.	Please describe how the sales cycle is linked to the product development cycle.
10.	Please describe your commitment to providing solutions for the public sector marketplace.

11.	Please describe your portal strategy.
12.	How many fully operational customer installations of the version proposed in this RFP, currently in production, has the Vendor completed?

	Florida	Nationally
Local government		
Other public sector		
Other non-public sector		
Overall:		

13.	How many fully operational customer installations, in total, has the Vendor completed?

	Florida	Nationally
Local government		
Other public sector		
Other non-public sector		
Overall:		

14.	How many current system implementations of your solution are ***in-process*** within both the State of Florida and the region of the Country that includes the State of Florida?

	Current in-process Implementations
State of Florida	
Region	
Total:	

15.	Please state the year the Vendor started in the business of selling the proposed solution to local governments:
16.	Where is the Vendor's closest support facility/sales office to Fort Lauderdale, FL?
17.	Where is the Vendor's company headquarters?
18.	Please list the Vendor's sales in the previous three years:

Year	Sales
2013	
2012	
2011	

19.	How many total employees does the Vendor have in each of the following categories:

Area	Number
Sales/Marketing	
Management/Administration	
Help Desk Staff	
Development Staff	

		Other, Project/Implementation/Business Analysts Staff		
		Total:		

20.	What is the Vendor's hourly rate for implementation assistance beyond that which is included in the Vendor bid by skill set?

Rates for Additional Implementation Assistance	
Skill Set	**Hourly Rate**
	$ / hr.
	$ / hr.
	$ / hr.

21.	What would be the Vendor's preferred comparably sized, site visit location?
22.	Are there any National or Regional Conferences for end-users of your solution to hear about new products and improvements?
23.	Describe the different financing options available. Does your company provide for an option other than straight purchase? An example would be a continuing lease option or a lease/purchase. If so, describe how the continuing lease would work or if a lease/purchase, would the financing be through your company?
24.	Discuss your most successful implementations (of a similar scope) and what were the key factors that made this implementation successful. How do you measure success?

Technical Requirements Form

1.	Identify the communication protocols and networking requirements that are required for implementation and operation of the proposed system. In the event that there are multiple communication systems and/or protocols available, list all options. Take into account the City's current WAN and remote computing requirements and indicate what changes are required or recommended.
2.	What database are you proposing?
3.	Does your proposal contain or envision the use of a data warehouse? If yes, describe your data warehousing capabilities and architecture.
4.	Describe the system administration tools that are used to manage the application including any data archival tools, tools for managing application updates, online help management tools, etc.
5.	Describe the network management systems that either your system uses, interoperates/integrates with, or you recommend. Please specify.
6.	Describe what, if any, footprint (e.g. local software artifacts such as DLLs) exists on the user's desktop.
7.	Describe the recommended hardware, software, storage, memory, operating system and other requirements for desktop computers to access the application such that the City can determine the extent to which existing computers must be upgraded or replaced.
8.	Please describe the physical and technical preferences for a user acceptance testing (UAT) environment?
9.	Will the products/solutions proposed for on premise be supported in a virtualized environment and, more specifically, using VMware?
10.	Please provide a list of payment processing vendors you have experience doing business with?
System Performance	
11.	System response time must not impede the ability for departmental staff to perform their required job functions using the system. Will your system be available 99.5% of the time, except for planned downtime?

12.	Can you guarantee a 3-second maximum response time?
13.	What are your guarantees on system performance?
Security	
14.	Describe how your system interoperates with Active Directory.
15.	Describe the security audit capabilities of your proposed solution.
16.	What functions does your proposed system have to protect the privacy of information designated “private” (e.g. personally identifiable, SSN, credit card, ACH, HIPAA, etc.) that it processes or stores?
17.	What will you do to address vulnerabilities in your product discovered subsequent to us deploying your code? In what time interval will they be fixed (Critical & non-critical)
18.	What is your process for notifying the customer and fixing bugs once they have been identified?

Vendor Hosting Form

1.	Will your company host the solution or will this be managed by a third party?
2.	Where are the data center and storage facilities located within the United States?
3.	Please provide the total number of clients and corresponding number of end-users of hosted solutions currently supported by your proposed solution.
4.	How are hosted software applications deployed for use by numerous customers (dedicated servers for each hosted customer, or is a single set of applications utilized for all customers)?
5.	What system/application availability and response time will your proposed system meet? What are the City's responsibilities to ensure this level of performance?
6.	How much notification will you give the City in advance of any scheduled downtime?
7.	Where would the nearest support be located for a client in Fort Lauderdale, FL?
8.	Are support calls included in annual maintenance fees, or charged on a per call basis? If on a per-call basis, please specify rates and billing method
9.	Please describe the minimum commitment term (in years) for a vendor-hosted option and note the term assumed for determining the proposed costs.
10.	Please describe and provide the bandwidth required per module per user.

Project Management Approach Form

1.	How does the Vendor plan to manage the vast amount of material that is produced during the project through implementation of the potential solution(s) (e.g., collaboration environment)?
2.	Provide specific information on project close-out activities to transition support to the City.
3.	How will project management be resourced?
4.	Discuss your approach to safeguarding client data during data conversion and implementation.

Report Development Form

1.	What is the query tool and report writer that Vendor is proposing?
2.	What reports are available out of the box? Provide a list and samples at the end of this section.
3.	Describe your process for determining the scope of those reports that will have to be developed (not out-of-the-box)?
4.	It is expected that the system will provide the ability for end-user querying and reporting without impacting the performance of the transactional system. Does your proposal meet this expectation?

Training Form

1.	What is your recommended approach to training (End-user vs. train the trainer), for this City, and why?
2.	What types of training documentation will be developed by the Vendor?
3.	Describe the opportunities for ongoing training.
4.	Describe the Vendor's ability to provide online training material versus classroom training.
5.	Discuss your training strategy and training plan. How do you incorporate new business processes in this plan?

Staffing Plan Form

1.	Identify the degree to which Vendor staff will be onsite versus off-site during the project.
2.	Provide the resource and configuration requirements for the Vendor's staff during the implementation:

Number of workstations	
Number of desks	
Number and size of dedicated rooms for the project	
Parking	
Telephones	
Network accessibility needs	
White boards	
Flip charts	
Power requirements	
Other resource needs	

3.	Use the table provided below to identify the number of City business staff you foresee to be committed to the project implementation. Initial identification of project roles has been provided but should be supplemented or revised by Vendors based on their experience in implementing their product in similar environments.

Project Role	Project Responsibilities	Hours
Executive Sponsor(s)		
Project Manager		
Project Administrator		
Functional Process Owners		
Functional Process Team Participants (per member involvement)		
Training Coordinator Team Lead		
Change Management Team Lead		
Communications Team Lead		
Other Roles		
Other Roles		
Other Roles		

4.	Use the table below to identify the number of technical resources you foresee to be committed to the project implementation. Initial identification of project roles has been provided but should be supplemented or revised by Vendors based on their experience in implementing their product in similar environments.

Project Role	# of	Skill Set	Training	Training

	Hours	Required	Required?	Provided?
Help Desk				
Trainer				
DBA				
Report Developer				
Application Support				
System Administrator				
Security Administrator				
Other Roles				
Other Roles				
Other Roles				
Other Roles				

Ongoing Support Services Form

Support and Maintenance	
1.	Provide the minimum, maximum, and average response times (hours) provided as part of the basic support agreement, average response time for the past twelve (12) months, and any escalation options and procedures.
2.	Provide the following regarding the number of business staff the City should expect to be committed to providing on-going application support: a. Role b. Responsibility c. Estimated time commitment in terms of hours

Role	Responsibilities	Hours

3.	For ongoing IT staff resources, please provide the following information: a. Type of positions required (e.g., help desk, trainer, DBA, report developer, application support, system administrator, security administration, etc.) b. Number of hours for each position

c. Skill sets required for each position
d. Training required and whether the Vendor provides this training

Role	# of Hours	Skill Set Required	Training Required?	Training Provided?
Help Desk				
Trainer				
DBA				
Report Developer				
Application Support				
System Administrator				
Security Administrator				
Other Roles				
Other Roles				
Other Roles				
Other Roles				

4.	Do you limit the number of City staff who can call in for support? If yes, explain your model and how additional staff can be included and at what incremental cost? If there is no limitation, the maintenance agreement should clearly state this fact. Are you agreeable to include such language in our contract? (The City prefers a number of named users only, so that there is a common knowledge and confirmation of issues being reported)
5.	Describe the types of support needed to keep the product under current support and to keep the product enhanced.
6.	Do you need remote access to the server to support/maintain it? If yes, describe the method(s) and security used.
7.	Describe how your software will be licensed to the City (e.g. site license, named users, concurrent users, etc.)
Software Updates and Distribution	
8.	It is anticipated that all system updates and release patches will be downloadable from the Vendor's web site. An accumulation patch process is desired. Provide information on how "server" and "client-side" software updates are received,

	processed and distributed to either the server and/or client environment, including but not limited to: a. Backward version compatibility and support of back versions, b. Timeframe/policy on moving to new versions, c. Automatic product upgrades or on demand, d. Ease of implementation for City staff versus need to contract for services. e. Use of Microsoft Systems Management Server (SMS) 2003 or other recommended products / methods. f. Custom changes to software / Interfaces required by client and the effect of patches or updates
9.	Describe the product release cycle including: a. Frequency of upgrades/enhancements or new versions (major and minor version releases) b. Contents of release, c. How long release takes to implement, and d. Use of release notes.
10.	Please provide the upgrade or release plans for the next three years
11.	In regards to product lifecycle, please describe where the product you are proposing is in the current product lifecycle and how do you see the evolution or replacement of the current product evolving over the next ten years.
Customizations	
12.	How does the Vendor define customization versus configuration?
13.	How can the City customize or configure the software directly without Vendor involvement?
14.	How are local customizations or configurations, Integrations / Interfaces maintained when installing patches and new releases of the Vendor's software?

RFP PRE-PROPOSAL MEETING
ATTENDANCE SIGN-IN FORM

DATE: 8/26/14 TIME: 2:00

RFP #: 742-11378 OPENING DATE: 10/21/14

RFP TITLE: ERP System Solution and Professional Services

PROCUREMENT CONTACT: Richard Ewell

NAME	COMPANY	PHONE	EMAIL
Brett Cocking	Tribridge	954-906-1739	Brett.Cocking@Tribridge.com
Tim Vickers	Tyler Technologies	(919)744-5885	tim.vickers@tylertech.com
Eric Sutton	IBM / Workday	404-545-8077	ejsutton@us.ibm.com
Ronald Picur	Fiscal Advising, Consulting & Strategizing, Inc.	954-828-1612	RPICUR@UIC.EDU
Kevin Keimel	City of Ft. Laud	954 828 5878	kkeimel@fortlauderdale.gov
Shelley Giallucn	CFL		
Richard Ewell			
Angie Calhoun	Becker & Poliakoff	954-364-6083	dcalhoun@bplegal.com
Carlos Sio	Intor	561 275 4332	carlos.sio@intor.com
Mike Snow	Ciber	704-~~841~~-236-3667	MRSNOW@CIBER.com
Joey Epstein	McGladrey LLP	954-38-5679	JOEY.EPSTEIN@MCGLADREY.COM
John Cifor	Technobrain	407-401-3837	JCIFOR@TECHNOBRAINLTD.com
Nancy Rich	CGI	239-248-6772	Nancy.Rich@cgi.com
Mike LoMurro	System Innovators	904 28/9090	mlomurro@systeminnovators.com
Kathy Horton	Syst. Innovators	904-281-9090	khorton@systeminnovators.com
Kristin Tigner	CFL	5300	ktigner@____

RFP PRE-PROPOSAL MEETING ATTENDANCE SIGN-IN FORM

DATE: 8/26/14 TIME: 2:00

RFP #: 742-11378 OPENING DATE: 10/21/14

RFP TITLE: ERP System Solution and Professional Services

PROCUREMENT CONTACT: Richard Ewell

NAME	COMPANY	PHONE	EMAIL
WILLIAM MARTINEZ	INDRA	4072275364	wimartinez@indracompany.com
Seth Platt	LSN Gov. Affairs	954-522-3588	gsplatt@lsnpartners.com
Linda Logan-Short	Ft Laud.	ext 5207	
Laura Reece	Ft Laud	x58904	lreece@ftlaud.
Susan Kelly	Ft Lauder	x5979	

Teleconference:

Julyan Lee	Leeward Team	877-633-2570
Leslie Buttorff	Quintel	858-922-3909

City of Fort Lauderdale • Procurement Services Division
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301
954-828-5933 Fax 954-828-5576
purchase@fortlauderdale.gov

ADDENDUM NO. 4

ITB 742-11378
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM SOLUTION & PROFESSIONAL SERVICES

ISSUED 9/22/14

This addendum is being issued to make the following changes:

1. Part IX – Proposal Response Format is changed to delete the requirement of Tab 15.

All other terms, conditions, and specifications remain unchanged.

Richard Ewell
Procurement Specialist II

Company Name: _____
(please print)

Bidder's Signature: _____

Date: _____

Human Resources

" We Build Community"

APPROVED FY2015

October 2, 2014

33.1 Positions

Admin Assistant I
H002
Stephanie Artis
HRD010101
M023

Director of Human Resources
H025
Averill Dorsett
HRD010101
M052

Admin Assistant II
H026
(Angela Morrison HX026
Full-Time Temporary)
HRD010101
M027

Risk Management Division

Risk Manager
H040
Guy Hine
HRD050101
M041

Employee Benefits Coordinator
H046
VACANT
(Hazel Grace-Dansoh)
HRD050101
M032

Insurance Benefits Specialist
H039
John Gaskins Jr
HRD050101
C043

Sr. Accounting Clerk
H052
VACANT
HRD050101
A034

Clerk III
H043
VACANT
HRD050101
A036

Risk Management Coordinator
H048
Matthew Cobb
HRD050101
M033

Sr. Claims Adjuster
H041
James Kelly
HRD050101
M027

Sr. Claims Adjuster
H045
Alan Harvey
HRD050101
M027

Claims Adjuster
H042
Kathleen Thorpe
HRD050101
M021

Claims Adjuster
H047
Jerome Buchsbaum
HRD50101
M021

Service Clerk
H044
Melissa Ferrer
HRD050101
A034

Safety & Training Coordinator
H049
Orlando Huguet
HRD050101
V026

Safety & Technical Training Specialist
H050
Mike Moreno
HRD050101
L023

Talent Management Division

Sr Management Fellow
(MX182-Finance)
HX035 Full-Time Temp
Terri L. Hugie
HRD010101
R-12

Talent Manager
H035
Kristin Tigner
HRD010101
M045

Admin Aide
H024
Micka Bouchereau
HRD010101
C043

Employee Relations/ Professional Standards Division

Employee Relations Manager
H051
(Janeen Richard HX038
Full-Time Temporary)
HRD020101
M040

Professional Standards Coordinator
H032
Lillian Rosa
HRD020101
M032

Secretary III
H033
Rose Blake
HRD020101
C039

Classification & Compensation Manager
H014
Lisa Hernandez
HRD010101
M033

Clerk III
H016
Pat Wallen
HRD010101
C038

Clerk III
H017
Lorraine Shaw
HRD010101
C038

Organizational Development & Training Coordinator
H037
Nicole Archie
HRD010101
M029

Personnel Services Clerk
H010
Stacy Pierre
HRD010101
C040

Service Clerk
H013
Denise Thompson
HRD010101
C035

Receptionist
H012
Janice Martin
HRD010101
C027

Clerk III
HXX053
(Part-Time Temp)
VACANT
HRD010101
C038

Personnel Analyst
H005
Stacy Spates
HRD010101
M027

Personnel Analyst
H004
Andrea Walters
HRD010101
M027

Personnel Analyst
H007
Patricia McKelligett
HRD010101
M027

Personnel Assistant
H018
Felisa Yarns
HRD010101
M020

Legend

Red Text — Represents the proposed or new position title and/or pay grade, if any.

Green Text and (*) — Represents a DROP or retiree position

Represents a DROP position in the next 15 Months

Represents position requested on Budget Modification Request.

Eligible vacancy for hire

Position Reorganization – new

Position Reorganization – previous location

Illustrates interdepartmental communication and collaboration that should exist arourd our 6 core service areas:

- Infrastructure
- Public Places
- Neighborhood Enhancement
- Business Development
- Public Safety
- Internal Service

City of Fort Lauderdale

Bid 742-11378

1. Pricing Form Legend

All black cells required.	All yellow cells optional.	All other cells are locked.

2. Enter Basic Vendor Information

Enter Vendor Name to the right:	Vendor Name

3. Enter Hosting/Licensing Model for Proposed Solution

Both a hosted and on-premise solution are being strongly considered. The decision will be based on the options provided, using the evaluation criteria outlined in the RFP. Please indicate if the proposed solution reflected in this pricing form is hosted.	On-premise / Hosted?
Additionally, please note if a perpetual license or subscription-based license is proposed.	Perpetual / Subscription-based License?
Comments	

4. Complete the following Pricing Tabs

Tab Name	Instructions
Proposal Summary	No data entry is required in the Proposal Summary. Comments are optional for each Cost Category.
Module Summary	Please add any additional modules proposed below those requested.
Application Software	Please complete One-Time and On-Going Annual Application Software Costs, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.
Other Software	Please add any Other Software proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.
Hardware (Optional)	Please add any additional required/optional Hardware (Optional) proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.
Implementation Services	Please complete the Estimated Hours and Hourly Rate for Implementation Services, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.
Train-the-Trainer Training	Please complete the Estimated Hours and Hourly Rate for Train-the-Trainer Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.
Optional End-User Training	Please complete the Estimated Hours and Hourly Rate for Optional End-User Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.
Data Conversion Services	Please complete the Conversion Code, Estimated Hours, and Hourly Rate to perform the following Data Conversion Services.
Interfaces	Please complete the Estimated Hours, Hourly Rate, and On-Going Annual Cost, if applicable, to develop the following Interfaces, indicating any additional info or 'No Bid' in the Comments column.
Form Services	Please complete the Estimated Hours and Hourly Rate to perform the following Form Services.
Modifications	Please add the Estimated Hours, Hourly Rate, and On-Going Annual Cost, if applicable, to perform any required/optional Modifications. The related Module and Spec # should be noted.
Other Implementation Services	Please add any Other Implementation Services proposed including the Estimated Hours and Hourly Rate.

5. Enter Any Misc Costs and/or Discounts

Other Core Module Costs/Discounts	
Travel & Lodging Costs	

Discount (if applicable)	
Other Optional Modules Costs/Discounts	
Travel & Lodging Costs	
Discount (if applicable)	

6. Finalize Forms for Printing and Submission

Additional rows are provided in each worksheet to accommodate additional proposed software and services. Vendors are encouraged to "hide" unused extra rows in each worksheet before submission.

Change cell to right to Hide Required/Optional Fields before printing:	**Show Required/Optional Fields**

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Proposal Summary

Vendor Name				
Proposal Summary	**No data entry is required in the Proposal Summary. Comments are optional for each Cost Category.**			
Cost Category	**One-Time Cost**	**On-Going Annual Cost**	**Ten Year Costs***	**Comments**
Core Components				
Application Software	$0	$0	$0	
Other Software	$0	$0	$0	
Hardware (Optional)	$0	$0	$0	
Implementation Services	$0	N/A	$0	
Train-the-Trainer Training	$0	N/A	$0	
Data Conversion Services	$0	N/A	$0	
Interfaces	$0	$0	$0	
Form Services	$0	N/A	$0	
Modifications	$0	$0	$0	
Other Implementation Services	$0	N/A	$0	
Travel & Lodging Costs	$0	N/A	$0	
Discount (if applicable)	*$0*	*N/A*	$0	
Subtotal - Core Components	**$0**	**$0**	**$0**	
Optional Components				
Application Software	$0	$0	$0	
Other Software	$0	$0	$0	
Hardware (Optional)	$0	$0	$0	
Implementation Services	$0	N/A	$0	
Train-the-Trainer Training	$0	N/A	$0	
Data Conversion Services	$0	N/A	$0	
Interfaces	$0	$0	$0	
Form Services	$0	N/A	$0	
Modifications	$0	$0	$0	
Other Implementation Services	$0	N/A	$0	
Travel & Lodging Costs	$0	N/A	$0	
Discount (if applicable)	*$0*	*N/A*	$0	
Subtotal - Optional Components	**$0**	**$0**	**$0**	
Grand Total	**$0**	**$0**	**$0**	

Additional Optional Pricing Not Included in Grand Total:				
Cost Category	**One-Time Cost**	**On-Going Annual Cost**	**Ten Year Costs***	**Comments**
Optional End-User Training	$0	N/A		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Proposal Summary

Vendor Name				
Optional Components				
Optional End-User Training	$0	N/A		

* Assumes no inflation for initial analysis of proposals. Also assumes that the Vendor provides a warranty for the first year, waiving the maintenance costs, per item 25 "Warranty / Extended Maintenance / Subscriptions / Licenses" in Part III of the RFP - Special Conditions. Any exceptions should be stated in Exhibit A of the Vendor's proposal.

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Module Summary

Vendor Name										
Module Summary	**Application Software**		**Implementation Services**			**Training Services**			**Totals**	
Please add any additional modules proposed below those requested.	**One-Time Cost**	**On-Going Annual Cost**	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**One-Time Costs**	**On-Going Annual Costs**
Core Modules										
Accounts Payable	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Bank Reconciliation	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Budgeting	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Cash Management	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Cash Receipting/Point of Sale	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Contract Management	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Debt Management	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Employee and Manager Self-Service	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Employee Benefits	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Fixed Assets	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
General & Technical Requirements	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
General Ledger	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Human Resources Management	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Inventory Management	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Investment Management	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Miscellaneous Billing and Accounts Receivable	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Payroll	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Project & Grant Accounting Management	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Purchasing	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Recruiting	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Special Assessments	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Talent Management	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Volunteers and Interns	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 1	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 2	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 3	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 4	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 5	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 6	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 7	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 8	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 9	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 10	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 11	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 12	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 13	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 14	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 15	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 16	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Module Summary

Vendor Name										
Module Summary	**Application Software**		**Implementation Services**			**Training Services**			**Totals**	
Please add any additional modules proposed below those requested.	**One-Time Cost**	**On-Going Annual Cost**	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**One-Time Costs**	**On-Going Annual Costs**
Other Core Module 17	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 18	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 19	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 20	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 21	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 22	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 23	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 24	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 25	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 26	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 27	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 28	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 29	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 30	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 31	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 32	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 33	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 34	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 35	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 36	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 37	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 38	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 39	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 40	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 41	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 42	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 43	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 44	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 45	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 46	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 47	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 48	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 49	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Other Core Module 50	$0	$0	0	$0	$0	0	$0	*$0*	**$0**	***$0***
Subtotal - Core Modules	***$0***	***$0***	***0***	***N/A***	***$0***	***0***	***N/A***	***$0***	***$0***	***$0***
Optional Modules										
Asset Management	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Fleet Management	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Work Orders	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 1	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 2	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 3	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Module Summary

Vendor Name										
Module Summary	**Application Software**		**Implementation Services**			**Training Services**			**Totals**	
Please add any additional modules proposed below those requested.	**One-Time Cost**	**On-Going Annual Cost**	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**One-Time Costs**	**On-Going Annual Costs**
Other Optional Module 4	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 5	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 6	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 7	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 8	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 9	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 10	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 11	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 12	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 13	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 14	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 15	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 16	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 17	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 18	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 19	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 20	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 21	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 22	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 23	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 24	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 25	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 26	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 27	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 28	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 29	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 30	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 31	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 32	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 33	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 34	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 35	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 36	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 37	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 38	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 39	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 40	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 41	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 42	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 43	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 44	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 45	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Module Summary

Vendor Name										
Module Summary	**Application Software**		**Implementation Services**			**Training Services**			**Totals**	
Please add any additional modules proposed below those requested.	**One-Time Cost**	**On-Going Annual Cost**	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**One-Time Costs**	**On-Going Annual Costs**
Other Optional Module 46	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 47	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 48	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 49	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Other Optional Module 50	$0	$0	0	$0	*$0*	0	$0	*$0*	**$0**	***$0***
Subtotal - Optional Modules	***$0***	***$0***	**0**	***N/A***	**$0**	**0**	**N/A**	**$0**	$0	$0
Grand Total	**$0**	**$0**	**0**	***N/A***	**$0**	**0**	**N/A**	**$0**	**$0**	**$0**

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Application Software

Vendor Name			
Application Software	**Please complete One-Time and On-Going Annual Application Software Costs, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**		
Cost Category	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
Core Modules			
Accounts Payable			
Bank Reconciliation			
Budgeting			
Cash Management			
Cash Receipting/Point of Sale			
Contract Management			
Debt Management			
Employee and Manager Self-Service			
Employee Benefits			
Fixed Assets			
General & Technical Requirements			
General Ledger			
Human Resources Management			
Inventory Management			
Investment Management			
Miscellaneous Billing and Accounts Receivable			
Payroll			
Project & Grant Accounting Management			
Purchasing			
Recruiting			
Special Assessments			
Talent Management			
Volunteers and Interns			
Other Core Module 1			
Other Core Module 2			
Other Core Module 3			
Other Core Module 4			
Other Core Module 5			
Other Core Module 6			
Other Core Module 7			
Other Core Module 8			

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Application Software

Vendor Name			
Application Software	**Please complete One-Time and On-Going Annual Application Software Costs, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**		
Cost Category	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
Other Core Module 9			
Other Core Module 10			
Other Core Module 11			
Other Core Module 12			
Other Core Module 13			
Other Core Module 14			
Other Core Module 15			
Other Core Module 16			
Other Core Module 17			
Other Core Module 18			
Other Core Module 19			
Other Core Module 20			
Other Core Module 21			
Other Core Module 22			
Other Core Module 23			
Other Core Module 24			
Other Core Module 25			
Other Core Module 26			
Other Core Module 27			
Other Core Module 28			
Other Core Module 29			
Other Core Module 30			
Other Core Module 31			
Other Core Module 32			
Other Core Module 33			
Other Core Module 34			
Other Core Module 35			
Other Core Module 36			
Other Core Module 37			
Other Core Module 38			
Other Core Module 39			
Other Core Module 40			

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Application Software

Vendor Name			
Application Software	**Please complete One-Time and On-Going Annual Application Software Costs, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**		
Cost Category	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
Other Core Module 41			
Other Core Module 42			
Other Core Module 43			
Other Core Module 44			
Other Core Module 45			
Other Core Module 46			
Other Core Module 47			
Other Core Module 48			
Other Core Module 49			
Other Core Module 50			
Subtotal - Core Modules	***$0***	***$0***	
Optional Modules			
Asset Management			
Fleet Management			
Work Orders			
Other Optional Module 1			
Other Optional Module 2			
Other Optional Module 3			
Other Optional Module 4			
Other Optional Module 5			
Other Optional Module 6			
Other Optional Module 7			
Other Optional Module 8			
Other Optional Module 9			
Other Optional Module 10			
Other Optional Module 11			
Other Optional Module 12			
Other Optional Module 13			
Other Optional Module 14			
Other Optional Module 15			
Other Optional Module 16			
Other Optional Module 17			

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Application Software

Vendor Name			
Application Software	**Please complete One-Time and On-Going Annual Application Software Costs, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**		
Cost Category	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
Other Optional Module 18			
Other Optional Module 19			
Other Optional Module 20			
Other Optional Module 21			
Other Optional Module 22			
Other Optional Module 23			
Other Optional Module 24			
Other Optional Module 25			
Other Optional Module 26			
Other Optional Module 27			
Other Optional Module 28			
Other Optional Module 29			
Other Optional Module 30			
Other Optional Module 31			
Other Optional Module 32			
Other Optional Module 33			
Other Optional Module 34			
Other Optional Module 35			
Other Optional Module 36			
Other Optional Module 37			
Other Optional Module 38			
Other Optional Module 39			
Other Optional Module 40			
Other Optional Module 41			
Other Optional Module 42			
Other Optional Module 43			
Other Optional Module 44			
Other Optional Module 45			
Other Optional Module 46			
Other Optional Module 47			
Other Optional Module 48			
Other Optional Module 49			

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Application Software

Vendor Name			
Application Software	**Please complete One-Time and On-Going Annual Application Software Costs, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**		
Cost Category	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
Other Optional Module 50			
Subtotal - Optional Modules	***$0***	***$0***	
Grand Total	**$0**	**$0**	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Other Software

Vendor Name					
Other Software	**Please add any Other Software proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.**				
Software Name	**Required Quantity**	**Unit Price**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
Core Modules					
Source Code Escrow			$0		
Disaster Recovery			$0		
Zip+4 Software			$0		
Workstation Software			$0		
Utilities			$0		
Report Writer			$0		
Relational Database			$0		
Forms Generator			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Other Software

Vendor Name					
Other Software	**Please add any Other Software proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.**				
Software Name	**Required Quantity**	**Unit Price**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
Subtotal - Core Modules	***0***	***N/A***	***$0***	***$0***	
Optional Modules					
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Other Software

Vendor Name					
Other Software	**Please add any Other Software proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.**				
Software Name	**Required Quantity**	**Unit Price**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
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			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Other Software

Vendor Name					
Other Software	**Please add any Other Software proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.**				
Software Name	**Required Quantity**	**Unit Price**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
Subtotal - Optional Modules	***0***	***N/A***	***$0***	***$0***	
Grand Total	**0**	**N/A**	**$0**	**$0**	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Hardware

Vendor Name					
Hardware (Optional)	**Please add any additional required/optional Hardware (Optional) proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.**				
Hardware Description	**Required Quantity**	**Unit Price**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
Core Modules					
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Hardware

Vendor Name					
Hardware (Optional)	**Please add any additional required/optional Hardware (Optional) proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.**				
Hardware Description	**Required Quantity**	**Unit Price**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
Subtotal - Core Modules	***0***	***N/A***	***$0***	***$0***	
Optional Modules					
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Hardware

Vendor Name					
Hardware (Optional)	**Please add any additional required/optional Hardware (Optional) proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.**				
Hardware Description	**Required Quantity**	**Unit Price**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
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			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Hardware

Vendor Name					
Hardware (Optional)	**Please add any additional required/optional Hardware (Optional) proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.**				
Hardware Description	**Required Quantity**	**Unit Price**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
			$0		
Subtotal - Optional Modules	***0***	***N/A***	***$0***	***$0***	
Grand Total	**0**	**N/A**	**$0**	**$0**	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Implementation Services

Vendor Name				
Implementation Services	**Please complete the Estimated Hours and Hourly Rate for Implementation Services, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Core Modules				
Accounts Payable			$0	
Bank Reconciliation			$0	
Budgeting			$0	
Cash Management			$0	
Cash Receipting/Point of Sale			$0	
Contract Management			$0	
Debt Management			$0	
Employee and Manager Self-Service			$0	
Employee Benefits			$0	
Fixed Assets			$0	
General & Technical Requirements			$0	
General Ledger			$0	
Human Resources Management			$0	
Inventory Management			$0	
Investment Management			$0	
Miscellaneous Billing and Accounts Receivable			$0	
Payroll			$0	
Project & Grant Accounting Management			$0	
Purchasing			$0	
Recruiting			$0	
Special Assessments			$0	
Talent Management			$0	
Volunteers and Interns			$0	
Other Core Module 1			$0	
Other Core Module 2			$0	
Other Core Module 3			$0	
Other Core Module 4			$0	
Other Core Module 5			$0	
Other Core Module 6			$0	
Other Core Module 7			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Implementation Services

Vendor Name				
Implementation Services	**Please complete the Estimated Hours and Hourly Rate for Implementation Services, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Core Module 8			$0	
Other Core Module 9			$0	
Other Core Module 10			$0	
Other Core Module 11			$0	
Other Core Module 12			$0	
Other Core Module 13			$0	
Other Core Module 14			$0	
Other Core Module 15			$0	
Other Core Module 16			$0	
Other Core Module 17			$0	
Other Core Module 18			$0	
Other Core Module 19			$0	
Other Core Module 20			$0	
Other Core Module 21			$0	
Other Core Module 22			$0	
Other Core Module 23			$0	
Other Core Module 24			$0	
Other Core Module 25			$0	
Other Core Module 26			$0	
Other Core Module 27			$0	
Other Core Module 28			$0	
Other Core Module 29			$0	
Other Core Module 30			$0	
Other Core Module 31			$0	
Other Core Module 32			$0	
Other Core Module 33			$0	
Other Core Module 34			$0	
Other Core Module 35			$0	
Other Core Module 36			$0	
Other Core Module 37			$0	
Other Core Module 38			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Implementation Services

Vendor Name				
Implementation Services	**Please complete the Estimated Hours and Hourly Rate for Implementation Services, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Core Module 39			$0	
Other Core Module 40			$0	
Other Core Module 41			$0	
Other Core Module 42			$0	
Other Core Module 43			$0	
Other Core Module 44			$0	
Other Core Module 45			$0	
Other Core Module 46			$0	
Other Core Module 47			$0	
Other Core Module 48			$0	
Other Core Module 49			$0	
Other Core Module 50			$0	
Subtotal - Core Modules	***0***	***N/A***	***$0***	
Optional Modules				
Asset Management			$0	
Fleet Management			$0	
Work Orders			$0	
Other Optional Module 1			$0	
Other Optional Module 2			$0	
Other Optional Module 3			$0	
Other Optional Module 4			$0	
Other Optional Module 5			$0	
Other Optional Module 6			$0	
Other Optional Module 7			$0	
Other Optional Module 8			$0	
Other Optional Module 9			$0	
Other Optional Module 10			$0	
Other Optional Module 11			$0	
Other Optional Module 12			$0	
Other Optional Module 13			$0	
Other Optional Module 14			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Implementation Services

Vendor Name				
Implementation Services	**Please complete the Estimated Hours and Hourly Rate for Implementation Services, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Optional Module 15			$0	
Other Optional Module 16			$0	
Other Optional Module 17			$0	
Other Optional Module 18			$0	
Other Optional Module 19			$0	
Other Optional Module 20			$0	
Other Optional Module 21			$0	
Other Optional Module 22			$0	
Other Optional Module 23			$0	
Other Optional Module 24			$0	
Other Optional Module 25			$0	
Other Optional Module 26			$0	
Other Optional Module 27			$0	
Other Optional Module 28			$0	
Other Optional Module 29			$0	
Other Optional Module 30			$0	
Other Optional Module 31			$0	
Other Optional Module 32			$0	
Other Optional Module 33			$0	
Other Optional Module 34			$0	
Other Optional Module 35			$0	
Other Optional Module 36			$0	
Other Optional Module 37			$0	
Other Optional Module 38			$0	
Other Optional Module 39			$0	
Other Optional Module 40			$0	
Other Optional Module 41			$0	
Other Optional Module 42			$0	
Other Optional Module 43			$0	
Other Optional Module 44			$0	
Other Optional Module 45			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Implementation Services

Vendor Name				
Implementation Services	**Please complete the Estimated Hours and Hourly Rate for Implementation Services, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Optional Module 46			$0	
Other Optional Module 47			$0	
Other Optional Module 48			$0	
Other Optional Module 49			$0	
Other Optional Module 50			$0	
Subtotal - Optional Modules	***0***	***N/A***	***$0***	
Grand Total	**0**	**N/A**	**$0**	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Train-the-Trainer Training

Vendor Name				
Train-the-Trainer Training	**Please complete the Estimated Hours and Hourly Rate for Train-the-Trainer Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Core Modules				
Accounts Payable	[redacted]	[redacted]	$0	
Bank Reconciliation	[redacted]	[redacted]	$0	
Budgeting	[redacted]	[redacted]	$0	
Cash Management	[redacted]	[redacted]	$0	
Cash Receipting/Point of Sale	[redacted]	[redacted]	$0	
Contract Management	[redacted]	[redacted]	$0	
Debt Management	[redacted]	[redacted]	$0	
Employee and Manager Self-Service	[redacted]	[redacted]	$0	
Employee Benefits	[redacted]	[redacted]	$0	
Fixed Assets	[redacted]	[redacted]	$0	
General & Technical Requirements	[redacted]	[redacted]	$0	
General Ledger	[redacted]	[redacted]	$0	
Human Resources Management	[redacted]	[redacted]	$0	
Inventory Management	[redacted]	[redacted]	$0	
Investment Management	[redacted]	[redacted]	$0	
Miscellaneous Billing and Accounts Receivable	[redacted]	[redacted]	$0	
Payroll	[redacted]	[redacted]	$0	
Project & Grant Accounting Management	[redacted]	[redacted]	$0	
Purchasing	[redacted]	[redacted]	$0	
Recruiting	[redacted]	[redacted]	$0	
Special Assessments	[redacted]	[redacted]	$0	
Talent Management	[redacted]	[redacted]	$0	
Volunteers and Interns	[redacted]	[redacted]	$0	
Other Core Module 1	[redacted]	[redacted]	$0	
Other Core Module 2	[redacted]	[redacted]	$0	
Other Core Module 3	[redacted]	[redacted]	$0	
Other Core Module 4	[redacted]	[redacted]	$0	
Other Core Module 5	[redacted]	[redacted]	$0	
Other Core Module 6	[redacted]	[redacted]	$0	
Other Core Module 7	[redacted]	[redacted]	$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Train-the-Trainer Training

Vendor Name				
Train-the-Trainer Training	**Please complete the Estimated Hours and Hourly Rate for Train-the-Trainer Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Core Module 8			$0	
Other Core Module 9			$0	
Other Core Module 10			$0	
Other Core Module 11			$0	
Other Core Module 12			$0	
Other Core Module 13			$0	
Other Core Module 14			$0	
Other Core Module 15			$0	
Other Core Module 16			$0	
Other Core Module 17			$0	
Other Core Module 18			$0	
Other Core Module 19			$0	
Other Core Module 20			$0	
Other Core Module 21			$0	
Other Core Module 22			$0	
Other Core Module 23			$0	
Other Core Module 24			$0	
Other Core Module 25			$0	
Other Core Module 26			$0	
Other Core Module 27			$0	
Other Core Module 28			$0	
Other Core Module 29			$0	
Other Core Module 30			$0	
Other Core Module 31			$0	
Other Core Module 32			$0	
Other Core Module 33			$0	
Other Core Module 34			$0	
Other Core Module 35			$0	
Other Core Module 36			$0	
Other Core Module 37			$0	
Other Core Module 38			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Train-the-Trainer Training

Vendor Name				
Train-the-Trainer Training	**Please complete the Estimated Hours and Hourly Rate for Train-the-Trainer Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Core Module 39			$0	
Other Core Module 40			$0	
Other Core Module 41			$0	
Other Core Module 42			$0	
Other Core Module 43			$0	
Other Core Module 44			$0	
Other Core Module 45			$0	
Other Core Module 46			$0	
Other Core Module 47			$0	
Other Core Module 48			$0	
Other Core Module 49			$0	
Other Core Module 50			$0	
Subtotal - Core Modules	***0***	***N/A***	***$0***	
Optional Modules				
Asset Management			$0	
Fleet Management			$0	
Work Orders			$0	
Other Optional Module 1			$0	
Other Optional Module 2			$0	
Other Optional Module 3			$0	
Other Optional Module 4			$0	
Other Optional Module 5			$0	
Other Optional Module 6			$0	
Other Optional Module 7			$0	
Other Optional Module 8			$0	
Other Optional Module 9			$0	
Other Optional Module 10			$0	
Other Optional Module 11			$0	
Other Optional Module 12			$0	
Other Optional Module 13			$0	
Other Optional Module 14			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Train-the-Trainer Training

Vendor Name				
Train-the-Trainer Training	**Please complete the Estimated Hours and Hourly Rate for Train-the-Trainer Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Optional Module 15			$0	
Other Optional Module 16			$0	
Other Optional Module 17			$0	
Other Optional Module 18			$0	
Other Optional Module 19			$0	
Other Optional Module 20			$0	
Other Optional Module 21			$0	
Other Optional Module 22			$0	
Other Optional Module 23			$0	
Other Optional Module 24			$0	
Other Optional Module 25			$0	
Other Optional Module 26			$0	
Other Optional Module 27			$0	
Other Optional Module 28			$0	
Other Optional Module 29			$0	
Other Optional Module 30			$0	
Other Optional Module 31			$0	
Other Optional Module 32			$0	
Other Optional Module 33			$0	
Other Optional Module 34			$0	
Other Optional Module 35			$0	
Other Optional Module 36			$0	
Other Optional Module 37			$0	
Other Optional Module 38			$0	
Other Optional Module 39			$0	
Other Optional Module 40			$0	
Other Optional Module 41			$0	
Other Optional Module 42			$0	
Other Optional Module 43			$0	
Other Optional Module 44			$0	
Other Optional Module 45			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Train-the-Trainer Training

Vendor Name				
Train-the-Trainer Training	**Please complete the Estimated Hours and Hourly Rate for Train-the-Trainer Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Optional Module 46			$0	
Other Optional Module 47			$0	
Other Optional Module 48			$0	
Other Optional Module 49			$0	
Other Optional Module 50			$0	
Subtotal - Optional Modules	***0***	***N/A***	***$0***	
Grand Total	**0**	**N/A**	**$0**	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Optional End-User Training

Vendor Name				
Optional End-User Training	**Please complete the Estimated Hours and Hourly Rate for Optional End-User Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Core Modules				
Accounts Payable	[redacted]	[redacted]	$0	
Bank Reconciliation	[redacted]	[redacted]	$0	
Budgeting	[redacted]	[redacted]	$0	
Cash Management	[redacted]	[redacted]	$0	
Cash Receipting/Point of Sale	[redacted]	[redacted]	$0	
Contract Management	[redacted]	[redacted]	$0	
Debt Management	[redacted]	[redacted]	$0	
Employee and Manager Self-Service	[redacted]	[redacted]	$0	
Employee Benefits	[redacted]	[redacted]	$0	
Fixed Assets	[redacted]	[redacted]	$0	
General & Technical Requirements	[redacted]	[redacted]	$0	
General Ledger	[redacted]	[redacted]	$0	
Human Resources Management	[redacted]	[redacted]	$0	
Inventory Management	[redacted]	[redacted]	$0	
Investment Management	[redacted]	[redacted]	$0	
Miscellaneous Billing and Accounts Receivable	[redacted]	[redacted]	$0	
Payroll	[redacted]	[redacted]	$0	
Project & Grant Accounting Management	[redacted]	[redacted]	$0	
Purchasing	[redacted]	[redacted]	$0	
Recruiting	[redacted]	[redacted]	$0	
Special Assessments	[redacted]	[redacted]	$0	
Talent Management	[redacted]	[redacted]	$0	
Volunteers and Interns	[redacted]	[redacted]	$0	
Other Core Module 1	[redacted]	[redacted]	$0	
Other Core Module 2	[redacted]	[redacted]	$0	
Other Core Module 3	[redacted]	[redacted]	$0	
Other Core Module 4	[redacted]	[redacted]	$0	
Other Core Module 5	[redacted]	[redacted]	$0	
Other Core Module 6	[redacted]	[redacted]	$0	
Other Core Module 7	[redacted]	[redacted]	$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Optional End-User Training

Vendor Name				
Optional End-User Training	**Please complete the Estimated Hours and Hourly Rate for Optional End-User Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Core Module 8			$0	
Other Core Module 9			$0	
Other Core Module 10			$0	
Other Core Module 11			$0	
Other Core Module 12			$0	
Other Core Module 13			$0	
Other Core Module 14			$0	
Other Core Module 15			$0	
Other Core Module 16			$0	
Other Core Module 17			$0	
Other Core Module 18			$0	
Other Core Module 19			$0	
Other Core Module 20			$0	
Other Core Module 21			$0	
Other Core Module 22			$0	
Other Core Module 23			$0	
Other Core Module 24			$0	
Other Core Module 25			$0	
Other Core Module 26			$0	
Other Core Module 27			$0	
Other Core Module 28			$0	
Other Core Module 29			$0	
Other Core Module 30			$0	
Other Core Module 31			$0	
Other Core Module 32			$0	
Other Core Module 33			$0	
Other Core Module 34			$0	
Other Core Module 35			$0	
Other Core Module 36			$0	
Other Core Module 37			$0	
Other Core Module 38			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Optional End-User Training

Vendor Name				
Optional End-User Training	**Please complete the Estimated Hours and Hourly Rate for Optional End-User Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Core Module 39			$0	
Other Core Module 40			$0	
Other Core Module 41			$0	
Other Core Module 42			$0	
Other Core Module 43			$0	
Other Core Module 44			$0	
Other Core Module 45			$0	
Other Core Module 46			$0	
Other Core Module 47			$0	
Other Core Module 48			$0	
Other Core Module 49			$0	
Other Core Module 50			$0	
Subtotal - Core Modules	***0***	***N/A***	***$0***	
Optional Modules				
Asset Management			$0	
Fleet Management			$0	
Work Orders			$0	
Other Optional Module 1			$0	
Other Optional Module 2			$0	
Other Optional Module 3			$0	
Other Optional Module 4			$0	
Other Optional Module 5			$0	
Other Optional Module 6			$0	
Other Optional Module 7			$0	
Other Optional Module 8			$0	
Other Optional Module 9			$0	
Other Optional Module 10			$0	
Other Optional Module 11			$0	
Other Optional Module 12			$0	
Other Optional Module 13			$0	
Other Optional Module 14			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Optional End-User Training

Vendor Name				
Optional End-User Training	**Please complete the Estimated Hours and Hourly Rate for Optional End-User Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Optional Module 15			$0	
Other Optional Module 16			$0	
Other Optional Module 17			$0	
Other Optional Module 18			$0	
Other Optional Module 19			$0	
Other Optional Module 20			$0	
Other Optional Module 21			$0	
Other Optional Module 22			$0	
Other Optional Module 23			$0	
Other Optional Module 24			$0	
Other Optional Module 25			$0	
Other Optional Module 26			$0	
Other Optional Module 27			$0	
Other Optional Module 28			$0	
Other Optional Module 29			$0	
Other Optional Module 30			$0	
Other Optional Module 31			$0	
Other Optional Module 32			$0	
Other Optional Module 33			$0	
Other Optional Module 34			$0	
Other Optional Module 35			$0	
Other Optional Module 36			$0	
Other Optional Module 37			$0	
Other Optional Module 38			$0	
Other Optional Module 39			$0	
Other Optional Module 40			$0	
Other Optional Module 41			$0	
Other Optional Module 42			$0	
Other Optional Module 43			$0	
Other Optional Module 44			$0	
Other Optional Module 45			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Optional End-User Training

Vendor Name				
Optional End-User Training	**Please complete the Estimated Hours and Hourly Rate for Optional End-User Training, indicating any additional info or 'No Bid' in the Comments column. Additional proposed modules can be added in the 'Module Summary' Tab.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Other Optional Module 46			$0	
Other Optional Module 47			$0	
Other Optional Module 48			$0	
Other Optional Module 49			$0	
Other Optional Module 50			$0	
Subtotal - Optional Modules	***0***	***N/A***	***$0***	
Grand Total	**0**	**N/A**	**$0**	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Data Conversion Services

Vendor Name							
Data Conversion Services		**Please complete the Conversion Code, Estimated Hours, and Hourly Rate to perform the following Data Conversion Services.**					
Number	**Area**	**Requested Conversion item**	**Conversion Code[1]**	**Estimated Hours**	**Hourly Rate**	**One-Time Cost**	**Comments**
Core Modules							
1						$0	
2						$0	
3						$0	
4						$0	
5						$0	
6						$0	
7						$0	
8						$0	
9						$0	
10						$0	
11						$0	
12						$0	
13						$0	
14						$0	
15						$0	
16						$0	
17						$0	
18						$0	
19						$0	
20						$0	
21						$0	
22						$0	
23						$0	
24						$0	
25						$0	
26						$0	
27						$0	
28						$0	
29						$0	
30						$0	
31						$0	
32						$0	
33						$0	
34						$0	
35						$0	
36						$0	
37						$0	
38						$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Data Conversion Services

39						$0	
40						$0	
41						$0	
42						$0	
43						$0	
44						$0	
45						$0	
46						$0	
47						$0	
48						$0	
49						$0	
50						$0	
Subtotal - Core Modules				**0**	**N/A**	**$0**	
Optional Modules							
1						$0	
2						$0	
3						$0	
4						$0	
5						$0	
6						$0	
7						$0	
8						$0	
9						$0	
10						$0	
11						$0	
12						$0	
13						$0	
14						$0	
15						$0	
16						$0	
17						$0	
18						$0	
19						$0	
20						$0	
21						$0	
22						$0	
23						$0	
24						$0	
25						$0	
26						$0	
27						$0	
28						$0	
29						$0	
30						$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Data Conversion Services

31						$0	
32						$0	
33						$0	
34						$0	
35						$0	
36						$0	
37						$0	
38						$0	
39						$0	
40						$0	
41						$0	
42						$0	
43						$0	
44						$0	
45						$0	
46						$0	
47						$0	
48						$0	
49						$0	
50						$0	
Subtotal - Optional Modules			**N/A**	**0**	**N/A**	**$0**	
Grand Total			**N/A**	**0**	**N/A**	**$0**	

[1]Data Conversion Codes	
A	Utilize/refine existing conversion tools/scripts
B	Develop conversion scripts
C	Automated conversion not realistic/appropriate: Manual conversion is targeted
D	Other data conversion approach, please briefly describe in 'Comments' column
E	Not enough information/Need clarification/Item should be addressed during implementation

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Interfaces

Vendor Name								
Interfaces		**Please complete the Estimated Hours, Hourly Rate, and On-Going Annual Cost, if applicable, to develop the following Interfaces, indicating any additional info or 'No Bid' in the Comments column.**						
Data Flow Item #	**Data Flow Description**	**Source Application**	**Target Application**	**Estimated Hours**	**Hourly Rate**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
Core Modules								
1	Upload/maintain/view payments issued via virtual MC	Accounts Payable	Companion Pay Solutions (CPS) Portal			$0		
2	Upload file to Bank for payment via VISA	Accounts Payable	Financial Institution			$0		
3	Send Positive Pay files to bank	Accounts Payable	Financial Institution			$0		
4	Vendor Payment ACH file export / import with the bank.	Accounts Payable	Financial Institution			$0		
5	Yearly 1099 Submission	Accounts Payable	US Treasury			$0		
6	Yearly 1099R Submission	Payroll	US Treasury			$0		
7	Yearly W2 Submission	Payroll	US Treasury			$0		
8	EMS Transports	ADPI/InterMedix	Accounts Receivable			$0		
9	Import/export employee demographic and benefit election information to/from the benefit providers and to/from human resource module.	Benefit Providers/HR	HR/Benefit Providers			$0		
10	Solicitations	Bid Sync	Purchasing			$0		
11	Special Assessments	Cayenta/Community Plus	Special Assessments			$0		
12	Performance information, monthly financial results (expenses) by department / division – Various from all Departments	Financials	Clearpoint Ascendant Strategy Management Group			$0		
13	Utility Billing	Cayenta/Community Plus	Cash Receipting/Misc. Receipts Deposits			$0		
14	Business Tax	Community Plus/One Solution	Cash Receipting			$0		
15	Code Enforcement	Community Plus/One Solution	Cash Receipting			$0		
16	Permitting	Community Plus/One Solution	Cash Receipting			$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Interfaces

17	Urban Design and Development (Planning DRC)	One Solution	Cash Receipting			$0		
18	Alarm Billing	Community Plus	Cash Receipting/Accounts Receivable			$0		
19	Bill/Coins Meter Revenue	Electronic File	Cash Receipting			$0		
20	Credit Card Meters	Electronic File	Cash Receipting			$0		
21	PACA Meter Revenue	Electronic File	Cash Receipting			$0		
22	Verrus Pay by Cell	Electronic File	Cash Receipting			$0		
23	Project Management Data	Engineering Tracking System (ETS)	Grand and Project Accounting Management / General Ledger & Accounts Payable			$0		
24	Integration throughout ERP applications with document management system	Document Mgt./ERP	ERP/Document Mgt./ECMS			$0		
25	Fire Safety Billing	Community Plus/To Be Replaced	Accounts Receivable			$0		
26	Export Fixed Asset information to GovDeals for disposal information	Fixed Assets	GovDeals			$0		
27	Parking fees from meters, mail, ivr, lockbox etc.	Flex	Cash Receipting			$0		
28	Parking refunds	Flex	General Ledger			$0		
29	In order to make Granicus documents accessible from Grant/Project Management & Contract Management module (such as resolutions, minutes, project summaries, etc.) that are related to grants/projects and contracts.	Granicus	Grant and Project Accounting Management and Contract Management			$0		
30	Location and mapping information for capital projects	Grant and Project Accounting Management	ESRI			$0		
31	Online Credit Card Payment Verification	InterMedix	Cash Receipting			$0		
32	Import bank statement electronic file	Bank	Investment Management			$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Interfaces

33	Tracking of misdemeanor/arrest fines	LawBase	Cash Receipting			$0		
34	Lockbox payment file	Lockbox	Cash Receipting			$0		
35	Meter cash receipts	MeterTrac	Cash Receipting			$0		
36	Parking cashless receipting data	Pay-by-Phone	Cash Receipting			$0		
37	Currency count data (high-speed currency counting)	WinWedge	Cash Receipting			$0		
38	Applicant Tracking	NeoGov	Human Resources			$0		
39	Cash receipts from the marina, within Parks & Recreation	The Marina Program	Cash Receipting			$0		
40	Cash Receipts related to work orders	MainTrac	Cash Receipting			$0		
41	Cash receipts related to registration for athletic and other programs offered	WebTrac	Cash Receipting			$0		
42	Job Costing (Limited)	Cayenta	Payroll			$0		
43	Export of Payroll Direct Deposit data	Payroll	Financial Institution			$0		
44	Send Payee Positive Pay files to the bank	Payroll	Financial Institution			$0		
45	Project Management data to/from Grants and Projects module	Primavera/Grant and Project Accounting Management	Grant and Project Accounting Management/General Ledger/Accounts Payable			$0		
46	Grant Information	Grant and Project Accounting Management	State and Federal grant reporting sites (e.g., IDIS)			$0		
47	Public Records Requests & Airport Revenue (in various excel spreadsheets)	Excel Spreadsheet	Cash Receipting			$0		
48	Import cash receipts from RecTrac to ERP	RecTrac	Cash Receipting (summary data)			$0		
49	Workers Compensation	RiskFacs (Gallagher Bassett)	Human Resources			$0		
50	Employee vehicle accidents	Risk Master	Human Resources			$0		
51	Import bank statement electronic file	Financial Institution	Bank Reconciliation			$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Interfaces

52	Import a file from procurement card software	Financial Institution	Accounts Payable			$0		
53	Fire Dept Inventory	Silent Partners Technologies	Inventory Management			$0		
54	Time and attendance data	Kronos Time and Attendance	Payroll			$0		
55	Leave balances	Payroll	Payroll/Self Service/Telestaff			$0		
56	Community Development cash receipts	SunGard OneSolution	Cash Receipting			$0		
57	IVR System/Teleworks	Teleworks/Parking/Utility Billing, Business Tax Permitting, etc.	Cash Receipting			$0		
58	Import investment data	Third Party Custodial Bank	Investment Management			$0		
59	Online Payments	Virtual Merchant/Vendor's suggested online payment vendor	Cash Receipting			$0		
Subtotal - Core Modules				**0**	**N/A**	**$0**	**$0**	
Optional Modules								
1	Service Requests	Cayenta (Limited to Public Works)	Work Order			$0		
2	Fuel and Mileage data	EJ Wards	Fleet Management			$0		
3	Fleet Information	First Source (3rd Party)	Fixed Assets			$0		
4	Fleet Information	First Source (3rd Party)	Work Order module			$0		
5						$0		
6						$0		
7						$0		
8						$0		
9						$0		
10						$0		
11						$0		
12						$0		
13						$0		
14						$0		
15						$0		
16						$0		
17						$0		
18						$0		
19						$0		

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Interfaces

20						$0		
21						$0		
22						$0		
23						$0		
24						$0		
25						$0		
26						$0		
27						$0		
28						$0		
29						$0		
30						$0		
31						$0		
32						$0		
33						$0		
34						$0		
35						$0		
36						$0		
37						$0		
38						$0		
39						$0		
40						$0		
41						$0		
42						$0		
43						$0		
44						$0		
45						$0		
46						$0		
47						$0		
48						$0		
49						$0		
50						$0		
Subtotal - Optional Modules				**0**	**N/A**	**$0**	**$0**	
Grand Total				**0**	**N/A**	**$0**	**$0**	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Form Services

Vendor Name					
Form Services	**Please complete the Estimated Hours and Hourly Rate to perform the following Form Services.**				
Functional Area	**Form Name**	**Estimated Hours**	**Hourly Rate**	**One-Time Cost**	**Comments**
Core Modules					
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Form Services

				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
Subtotal - Core Modules		**0**	**N/A**	**$0**	
Optional Modules					
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	
				$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Form Services

				$0	
				$0	
				$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Modifications

Vendor Name							
Modifications		**Please add the Estimated Hours, Hourly Rate, and On-Going Annual Cost, if applicable, to perform any required/optional Modifications. The related Module and Spec # should be noted.**					
Module	**Spec #**	**Description**	**Estimated Hours**	**Hourly Rate**	**One-Time Cost**	**On-Going Annual Cost**	**Comments**
Core Modules							
					$0		
					$0		
					$0

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Modifications

					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
Subtotal - Core Modules			**0**	**N/A**	**$0**	**$0**	
Optional Modules							
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Modifications

					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
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					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
					$0		
Subtotal - Optional Modules			**0**	**N/A**	**$0**	**$0**	
Grand Total			**0**	**N/A**	**$0**	**$0**	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Other Implementation Services

Vendor Name				
Other Implementation Services	**Please add any Other Implementation Services proposed including the Estimated Hours and Hourly Rate.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
Core Modules				
Project Management			$0	
Hardware Design and Installation Consulting			$0	
Software Installation			$0	
Report Development Assistance			$0	
Change Management			$0	
Testing Assistance			$0	
Operational Redesign			$0	
System Documentation			$0	
Knowledge Transfer			$0	
3 Months Post Go-Live Support			$0	
Post Implementation Period Processing Support			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
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			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Other Implementation Services

Vendor Name				
Other Implementation Services	**Please add any Other Implementation Services proposed including the Estimated Hours and Hourly Rate.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
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			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
Subtotal - Core Modules	***0***	***N/A***	***$0***	
Optional Modules				
Software Installation			$0	
Report Development Assistance			$0	
Change Management			$0	
Testing Assistance			$0	
Operational Redesign			$0	
System Documentation			$0	
Knowledge Transfer			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Other Implementation Services

Vendor Name				
Other Implementation Services	**Please add any Other Implementation Services proposed including the Estimated Hours and Hourly Rate.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
3 Months Post Go-Live Support			$0	
Post Implemention Period Processing Support			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
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			$0	
			$0	
			$0	

City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Other Implementation Services

Vendor Name				
Other Implementation Services	**Please add any Other Implementation Services proposed including the Estimated Hours and Hourly Rate.**			
Cost Category	**Estimated Hours**	**Hourly Rate**	**Extended Cost**	**Comments**
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
			$0	
Subtotal - Optional Modules	***0***	***N/A***	***$0***	
Grand Total	**0**	**N/A**	**$0**	

City of Fort Lauderdale • Procurement Services Division
100 N. Andrews Avenue, 619 • Fort Lauderdale, Florida 33301
954-828-5933 Fax 954-828-5576
purchase@fortlauderdale.gov

ADDENDUM NO. 9

ITB 742-11378
ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM SOLUTION & PROFESSIONAL SERVICES

ISSUED 10/15/14

This addendum is being issued to make the following change:

There was a format issue with **Exhibit G – Enterprise Resource Planning ERP System Solution – Pricing Forms 2.xlsx**, and a corrected form has been added and is available for download. The added form is titled: **Exhibit G – Pricing Forms Revised.xlsx.** Use only the new revised pricing form when submitting your proposal pricing.

All other terms, conditions, and specifications remain unchanged.

Richard Ewell
Procurement Specialist II

Company Name: _____
(please print)

Bidder's Signature: _____

Date: _____

Question and Answers for Bid #742-11378 - Enterprise Resource Planning (ERP) System Solution & Professional Services

Overall Bid Questions

Question 1

On Page 37 the City lists some upcoming implementations and one was Electronic Plan Reviews for January 2015. Is this something the city is going to create an RFP for or has this been done already? If an RFP hasn't been created yet I would like to talk with someone involved with the plan review process at the City. Can you let me know who I can speak with regarding Plan Review at the City?
-Brian Blake
Bentley Systems Inc
Brian.Blake@bentley.com **(Submitted: Aug 6, 2014 2:35:59 PM EDT)**

Answer

- The Electronic Plan Review initiative is part of the SunGard OneSolution Implementation currently underway. **(Answered: Aug 7, 2014 10:54:35 AM EDT)**

Question 2

Regarding: RFP # 742-11379
Questica is a company that specializes in providing the public sector/local governments with Budget Preparation and Budget Management software. We are not an ERP provider. We focus on / specialize in the budget preparation and management. Will the City of Fort Lauderdale accept an RFP response for a â€¨budget-only solutionâ€™ or is it necessary for us to partner with an ERP vendor? **(Submitted: Aug 7, 2014 9:49:00 AM EDT)**

Answer

- The City is requesting an integrated system solution for all systems, preferably through a single vendor. Per the RFP, Part IV, 04. The City is requiring that responding vendors propose a complete ERP solution. **(Answered: Aug 7, 2014 10:54:35 AM EDT)**

Question 3

We would like to know if proposals submitted for partial solution(s) would be considered during the evaluation process for award. **(Submitted: Aug 26, 2014 2:35:56 PM EDT)**

Answer

- The City is requesting an integrated system solution for all systems, preferably through a single vendor. Per the RFP, Part IV, 04. The City is requiring that responding vendors propose a complete ERP solution. **(Answered: Aug 28, 2014 7:57:18 AM EDT)**

- VARIANCES - While the City allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of the variances taken will be considered in determining proposal responsiveness, and in allocating proposal evaluation points. Contractors/Vendors must list any and all Variances as instructed on the BID/PROPOSAL SIGNATURE PAGE.
See Also Exhibit A â€“ Bid/Proposal Signature Page - 1) Variances, Exceptions and Deviations from Proposal Requirements - If the Vendor finds it impossible or impractical to adhere to any portion of these terms, specifications and all attachments, it shall be so stated in its proposal, with all variances/exceptions/deviations grouped together in a separate section entitled, â€œvariances/exceptions/deviations from proposal requirements.â€ This section will be all-inclusive and will contain a definition statement of each and every objection or deviation with adherence to specific RFP sections. Variances or deviations expressed only in other parts of the proposal, either directly or by implication, will not be accepted as variances or deviations, and the Vendor in submitting a proposal, will accept this stipulation without recourse. **(Answered: Aug 28, 2014 8:01:17 AM EDT)**

Question 4

Line item #17, part III mentions "unlimited liability".
Would the City accept a liability cap equal to/ less than 1x of the awarded contract value for this project? Meaning liability would be limited to the contract value. **(Submitted: Aug 26, 2014 8:57:45 PM EDT)**

Answer

- Any item within the RFP including, but not limited to, terms, conditions, specifications that that a proposer would like to see adjusted or seen as an opportunity to negotiate in a final agreement should take a variance as instructed in the RFP, Part III item 41. VARIANCES - While the City allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of the variances taken will be considered in determining proposal responsiveness, and in allocating proposal evaluation points. Contractors/Vendors must list any and all Variances as instructed on the BID/PROPOSAL SIGNATURE PAGE.

See Also Exhibit A â€“ Bid/Proposal Signature Page - 1) Variances, Exceptions and Deviations from Proposal Requirements - If the Vendor finds it impossible or impractical to adhere to any portion of these terms, specifications and all attachments, it shall be so stated in its proposal, with all variances/exceptions/deviations grouped together in a separate section entitled, â€œvariances/exceptions/deviations from proposal requirements.â€ This section will be all-inclusive and will contain a definition statement of each and every objection or deviation with adherence to specific RFP sections. Variances or deviations expressed only in other parts of the proposal, either directly or by implication, will not be accepted as variances or deviations, and the Vendor in submitting a proposal, will accept this stipulation without recourse. **(Answered: Aug 28, 2014 7:59:56 AM EDT)**

Question 5

In Part I of the RFP, a reference is made to the city seeking "an integrated Tier 2-Level" ERP system. Would you please clarify the city's interpretation of a Tier 2-Level solution? Does the city intend to not consider other non-Tier 2-Level solutions? Does the "Tier 2-Level" qualification also extend to service providers? **(Submitted: Aug 27, 2014 3:30:37 PM EDT)**

Answer

- The Cityâ€™s reference to Tier II ERP solutions should be interpreted as a solution that targets midsized businesses, or in this case a system focused on local governments; a solution that is less complicated to install and operate and not as expensive as a Tier I solution. This applies to service providers as well. It is important to note that all responsive proposals will be considered which meets the terms, conditions, requirements and specifications of the RFP. **(Answered: Aug 29, 2014 8:16:24 AM EDT)**

Question 6

Must an off premise offering be MS SQL Server? **(Submitted: Aug 28, 2014 8:15:36 AM EDT)**

Answer

- Yes, On Premise or Off Premise offerings must be MS SQL Server. **(Answered: Aug 28, 2014 8:15:59 AM EDT)**

Question 7

To build on Question #2 above, does it also apply to services referenced in Part IV, 04 of the RFP under Required Services? **(Submitted: Aug 28, 2014 10:18:08 AM EDT)**

Answer

- yes **(Answered: Aug 29, 2014 8:16:24 AM EDT)**

Question 8

Per Pre RFP meeting, please send the sign in sheet to:
khorton@systeminnovators.com We attended the meeting and would the information as requested.
Regards,
Kathy Horton
System Innovators
khorton@systeminnovators.com **(Submitted: Aug 28, 2014 11:12:06 AM EDT)**

Answer

- Pre proposal meeting sign in sheet has been attached to the RFP. **(Answered: Sep 3, 2014 1:47:27 PM EDT)**

Question 9

Will the City publish the pre-bid sign-in sheet on BidSync or does the vendor need to send an email requesting a copy? **(Submitted: Aug 29, 2014 10:10:04 AM EDT)**

Answer

- The Buyer will be back next week and post the sign in sheet. **(Answered: Aug 29, 2014 10:41:23 AM EDT)**
- Pre proposal meeting sign in sheet has been attached to the RFP. **(Answered: Sep 3, 2014 1:47:27 PM EDT)**

Question 10

Part IX Proposal Response Format, Part XI Proposal Forms, and Exhibit I Vendor Forms
Part IX Tab 7 refers to Part IX, Section 4 which states that the Technical Requirements form in Part XI which is included within the vendor forms (Exhibit I) needs to be included in this section (Tab 7).
Tab 15 includes all vendor forms.
Please validate that you would like to have the Technical Requirements form in both Tab 7 and Tab 15.
Thank you for your response! **(Submitted: Sep 8, 2014 3:45:30 PM EDT)**

Answer

- The City has confirmed that the request for Vendors Forms information in PART IX â€“ PROPOSAL RESPONSE FORMAT, TAB 15, is redundant and will post an addendum to remove the requirement of TAB 15. **(Answered: Sep 10, 2014 7:57:28 AM EDT)**

Question 11

Part IX Proposal Response Format, Part XI Proposal Forms, and Exhibit I Vendor Forms
Part IX Tab 8 refers to Part IX, Section 5 which states that the Vendor Hosting Form in Part XI which is included

within the vendor forms (Exhibit I) needs to be included in this section (Tab 8).
Tab 15 includes all vendor forms.
Please validate that you would like to have the Vendor Hosting Form in both Tab 8 and Tab 15.
Thank you for your response! **(Submitted: Sep 8, 2014 3:47:18 PM EDT)**

Answer

- The City has confirmed that the request for Vendors Forms information in PART IX â€“ PROPOSAL RESPONSE FORMAT, TAB 15, is redundant and will post an addendum to remove the requirement of TAB 15. **(Answered: Sep 10, 2014 7:57:28 AM EDT)**

Question 12

Part IX Proposal Response Format, Part XI Proposal Forms, and Exhibit I Vendor Forms
Part IX Tab 9 refers to Part IX, Section 6. Sections 6.2, 6.5, and 6.7 state that the Project Management Approach Form, the Report Development Form, and the Training Form from the vendor forms document should be included in those sections within Tab 9. Tab 15 includes all vendor forms.
Please validate that you would like to have the Project Management Approach Form, the Report Development Form, and the Training Forms in both Tab 9 and Tab 15. **(Submitted: Sep 8, 2014 3:49:14 PM EDT)**

Answer

- The City has confirmed that the request for Vendors Forms information in PART IX â€“ PROPOSAL RESPONSE FORMAT, TAB 15, is redundant and will post an addendum to remove the requirement of TAB 15. **(Answered: Sep 10, 2014 7:57:28 AM EDT)**

Question 13

Part IX Proposal Response Format, Part XI Proposal Forms, and Exhibit I Vendor Forms
Part IX Tab 10 refers to Part IX, Section 7 which states that the Staffing Plan Form in Part XI which is included within the vendor forms needs to be included in this section (Tab 10).
Tab 15 includes all vendor forms.
Please validate that you would like to have the Staffing Plan Form in both Tab 10 and Tab 15. **(Submitted: Sep 8, 2014 3:50:01 PM EDT)**

Answer

- The City has confirmed that the request for Vendors Forms information in PART IX â€“ PROPOSAL RESPONSE FORMAT, TAB 15, is redundant and will post an addendum to remove the requirement of TAB 15. **(Answered: Sep 10, 2014 7:57:28 AM EDT)**

Question 14

Workday Exhibit_H_-_Enterprise_Resource_Planning_ERP_System_Solution_-_Specifications; Employee and Manager Self Service tab:
42 - Ability for employees to see original paystubs and corrected pay stubs through Self -Service
What type of corrections would the employee be making to their pay stub? **(Submitted: Sep 8, 2014 3:50:38 PM EDT)**

Answer

- Employees would not be making changes to paystubs. Any corrections, if needed would be done by payroll. **(Answered: Sep 9, 2014 11:16:34 AM EDT)**

Question 15

Part IX Proposal Response Format, Part XI Proposal Forms, and Exhibit I Vendor Forms
Part IX Tab 11 refers to Part IX, Section 8 which states that the Ongoing Support Services Form in Part XI which is included within the vendor forms needs to be included in this section (Tab 11).
Tab 15 includes all vendor forms.
Please validate that you would like to have the Ongoing Support Services Form in both Tab 11 and Tab 15.
(Submitted: Sep 8, 2014 3:51:05 PM EDT)

Answer

- The City has confirmed that the request for Vendors Forms information in PART IX â€“ PROPOSAL RESPONSE FORMAT, TAB 15, is redundant and will post an addendum to remove the requirement of TAB 15. **(Answered: Sep 10, 2014 7:57:28 AM EDT)**

Question 16

Exhibit_H_-_Enterprise_Resource_Planning_ERP_System_Solution_-_Specifications; Employee and Manager Self Service tab
50 - Ability to enable employee or manager to request salary corrections and track and notify both the employee and manager of the status of the request.
Question: How does your process work and in what circumstance would an employee request a salary correction?
84 - Ability to apply the policies/SPD of the benefit plans based on life event and regulations.
Question: What does SPD refer to?
15 - Ability for employees to enroll in training classes online
73 - Ability to seamlessly integrate with third party Learning Management System

74-88
Question: Questions 15 and 74-88 asked for training functionality and question 73 asked for integration to a Learning Management system. Are you looking for a Learning Management System or do you have one you are planning on continuing to use? If you have one what are you using? **(Submitted: Sep 8, 2014 3:55:13 PM EDT)**
Answer
- 50. For example if a mileage reimbursement request was reimbursed and incorrectly calculated, or overtime was missing, or a deduction was incorrect, the employee would notify manager/ or the departmental timekeeper. If it is an entry that the timekeeper is permitted to adjust they could, if not then the request would be forwarded to Payroll to make the adjustment.
84. Summary Plan Description
15, 74-88. The city does not currently have a Learning Management system, and this functionality is being requested and is within scope. It also should integrate with all parts of the ERP solution where appropriate. **(Answered: Sep 19, 2014 10:55:05 AM EDT)**

Question 17
Exhibit_H_-_Enterprise_Resource_Planning_ERP_System_Solution_-_Specifications ; Employee Benefits tab
6 - Ability to track, inquire and report on Medicare including Medicare number, eligibility status and dates
Question: What type of Medicare information are you referring to and what is this information used for?
77 - Ability to interface with an employee benefits portal
Question: What type of functions does the employee benefits portal provide?
128 - Ability for system to automatically assign accruals based on rehire rules and hours worked, including midyear allocations of prorated benefits.
Question: Can you provide an example? **(Submitted: Sep 8, 2014 3:57:17 PM EDT)**
Answer
- Answer: 6 - Outlined below are examples of the data requests we receive for GASB 45 Reports
Claims broken out by claims pre 65 and post 65.
Which healthcare plan each retiree is enrolled in
- Which tier of coverage the retiree has elected (i.e. single, single + spouse, family, etc.)
- For the retirees covering a spouse, the spouse date of birth
- Do any retirees receive life insurance? If so, are they paying a retiree-only premium rate, or is the premium rate blended with the actives?
Which healthcare plan each retiree is enrolled in
- Which tier of coverage the retiree has elected (i.e. single, single + spouse, family, etc.)
- For the retirees covering a spouse, the spouse date of birth
- Do any retirees receive life insurance? If so, are they paying a retiree-only premium rate, or is the premium rate blended with the actives?
Answer: 77- View existing benefit selections, billing, claim status, HRA balances, etc. **(Answered: Sep 25, 2014 8:06:15 AM EDT)**
- 128: If an employee (including rehire) selects an FSA mid-year. The system must be capable of allocating the annual contribution elected over the remaining pay periods to facilitate having the biweekly contributions payroll deducted. Another situation that comes to mind are part-timers who will be newly eligible under the PPACA. The system should preclude them being payroll deducted for benefits other than what they are eligible for. **(Answered: Sep 29, 2014 9:00:54 AM EDT)**

Question 18
RFP Section 14 Insurance and Exhibit C General Conditions Section 4.02
Section 14 Insurance states â€œThe Contractor shall furnish proof of insurance requirements as indicated below.â€ This section includes insurance coverage requirements for Workerâ€™s Compensation and Employerâ€™s Liability, Commercial General Liability, Automobile Liability, and Professional Liability. Near the end of the section the City states:
â€œIn the event that you are the successful bidder, you will be required to provide a certificate naming the City as an â€œadditional insuredâ€ for General Liability.â€
Section 4.02 in Exhibit C General Conditions states:
â€œThe Contractor shall provide to the Procurement Services Division original certificates of coverage and receive notification of approval of those certificates by the Cityâ€™s Risk Manager prior to engaging in any activities under this contract.â€
Please validate that all requested insurance certificates need to be provided in the event that you are the successful bidder and not with the RFP response. **(Submitted: Sep 8, 2014 3:57:30 PM EDT)**
Answer
- That is correct. **(Answered: Sep 9, 2014 7:37:28 AM EDT)**

Question 19
Exhibit_H_-_Enterprise_Resource_Planning_ERP_System_Solution_-_Specifications: Human Resource

Management tab
166 - Child Labor
Question: Can you define this requirement and what data is needed?
167 - Federal Aviation Administration (FAA)
Question: Can you define this requirement and what data is needed? **(Submitted: Sep 8, 2014 3:59:03 PM EDT)**
Answer
- 166) People who have not reached the age of 18 are considered minors for purposes of employment The ability to track/report on Wage and hour records, including the rate of wages, amount paid each pay period, hours worked daily and weekly, the period during which the employee was engaged. Name, address, sex, occupation, and birth date for employees under the age of 19. The City does have a summer youth program, and those participants are typically under the age of 18. However, those are not City employees. They are paid by the agency that sponsors the program. They are more like leased workers (the formal name for temp employees from temp agencies). We pay the agency, the agency pays the person. We do have some employees who are minors, but very few. Typically these employees are in the Parks and Recreation Department (in the recreation programming side).
167) Payroll for the cost of projects. **(Answered: Sep 19, 2014 10:43:02 AM EDT)**

Question 20
Exhibit_H_-_Enterprise_Resource_Planning_ERP_System_Solution_-_Specifications: Payroll tab
24 - Ability to automate deductions for payment plans (employee overpayments and buybacks) and report on the amounts outstanding.
Question: Can you provide an example?
27 - Ability to account for taxability of deductions based on taxability of overpayments.
Question: Can you provide an example?
53 - Ability to maintain payout leave balances after a person leaves the City to be reinstated if the person returns to the City.
Question: How does this work if you are paying the leave balance when an employee leaves?
72 - Other user defined
Question: Can you provide an example of an â€œOther user definedâ€ ?
117 - Ability to do a monthly accumulation of insurance premiums for reconciliation to insurance providers' invoice file. Provide for method of comparison.
Question: What type of method are you looking for the comparison?
249 - Ability to calculate scheduled overtime premium pay: Base Reg Rate X OT hours X .5. (for example Fire, Safety premium pay)
Question: Can you provide an example of this?
261 - Ability to pay shift on a different step or pay rate within the pay range (i.e. 5% of Step 3, not actual step)
Question: Can you provide an example of when this would occur?
274 - Ability to ensure that a minimum wage is paid before clearing arrears that exceed employee's wages.
Question: Can you provide an example?
276 - Ability to pay people in arrears (e.g., due to suspension).
Question: Can you provide an example? **(Submitted: Sep 8, 2014 4:11:06 PM EDT)**
Answer
- 24) An employee may have received a cell phone allowance for a year that he was not entitled to. He would pay it back over that same time period.
27) Medical plans are pre and post taxable.
53) We would want to know what the leave balance was in case the employee is reinstated through a process such as arbitration or a lawsuit. In a case like that, the employee can reinstate their leave balance if they pay back the payout.
72) Other Defined Field â€“ ability to add and define other field types and values such as garnishment types if current fields, values do not exist
117) Ability to report on or obtain Monthly Accumulations of paid premiums by the City/Employees/Plan, to reconcile against the insurance providers invoice. (By Coverage, Premium, Lives, Age Group, etc.)
249) 3-WEEK RATE USED FOR 48 HOUR FIREFIGHTERS ON-SHIFT (A + B + C + D + E + F + G + H + J) / K = FLSA RATE
WHERE
A = SUM OF WEEKLY REGULAR PAY AMOUNTS FOR THE 3-WEEK PERIOD
B = SUM OF WEEKLY (STRAIGHT) OVERTIME PAY AMTS FOR THE 3-WEEK PERIOD
C = BIWEEKLY SHIFT PAY * 1.5
D = CALCULATED BIWEEKLY ASSIGNMENT PAY * 1.5
E = CALCULATED TEMPORARY UPGRADE PAY
F = BIWEEKLY ACADEMIC INCENTIVE PAY * 1.5
G = MONTHLY SSI (EDUCATION PAY) / 4.33 * 3
H = IF LONGEVITY IS A %, BASE PAY * LONGEVITY % * 1.5
IF LONGEVITY IS A FLAT DOLLAR, LONGEVITY AMOUNT / 52 * 3

J = CALCULATED WEEKLY STANDBY PAY- DUTY PAY + } FOR THE 3
CALCULATED WEEKLY STANDBY PAY- NON-DUTY PAY } WEEKS
K = SUM OF ALL REGULAR AND OVERTIME HOURS FOR THE 3-WEEK PERIOD
261) Shift pay is paid at either a flat rate or a percentage
274) If employee is on unpaid leave, they have deductions that are in arrears, when they come back to work they are responsible to pay back the arrears, but they are still due a minimum wage.
276) same answer as 274 **(Answered: Sep 19, 2014 3:50:18 PM EDT)**

Question 21

Exhibit_H_-_Enterprise_Resource_Planning_ERP_System_Solution_-_Specifications: Payroll tab
278 - Ability to clear employee claims/overpayments based on taxation (pre tax or post tax claim/payment)
Question: What type of claim would this be referring to?
312 - Ability to distribute costs for labor outside of base rate/project weighted rate (overtime and mileage) by project (not as a proportion of the labor costs per project).
Question: Can you provide an example?
348 - For employee benefits on leave without pay (LWOP), family leave employees with no pay, and COBRA, ability for system to state which fields are needed to track direct pay agreements, and track direct start, end dates, and changes.
Question: If the employee is on leave without pay, what kind of direct pay are you referring?
386 - Ability to define different tax rates for different earnings (i.e. earning1 can be at aggregate rate based on W4 information and Earning2 can be at 3% etc.)
Question: Can you provide an example of when an earning would be taxed at 3%?
397 - Ability to set IRS Limits on an employee's record for different tax entities.
Question: Can you provide more detail?
413 - Ability to select a date for future posting of automated journal entries.
Question: What would be an example of posting in the future?
424 - Calendars flexible to identify 1st day back or "in lieu" of holidays
Question: Can you provide an example?
427 - Ability to interface with budget for department, project and fund calculations
Question: Are you referring to budget control or budget preparation?
434 - Ability to integrate with all ERP modules and Kronos Time and Attendance systems
Question: What ERP modules/vendor are you looking to integrate? **(Submitted: Sep 8, 2014 4:12:20 PM EDT)**

Answer

- 278) A claim maybe a medical plan in which some are pretax and others are post tax.
312) Labor cost can be split between (2) Departments or projects.
348) This is for employees paying directly for benefit premiums when they are on leave without pay, not that they are receiving pay from the City.
386) 3% was used only as an example.
397) Retirement savings plans are limited to how much can be contributed in a year. Such as a 457 Plan has a limit of $17, 500.
413) Pension Checks re processed in the middle of the prior month, so the JE would be posted in the months that the check are for.
424) Memorial Day is a Monday Holiday, so the 1st day back would be Tuesday.
427) Both.
434) Please see Part IX, Section 6.6. For an ERP Solution, it is expected that information generally would need to be entered only once into the system. Modules within the system should be integrated in real-time with each other such that batch processes are not required to transfer information from one area of the system to another unless that is the preference of the City. Existing City interfaces between core modules that may currently exist (e.g., AP posting to GL) or shadow systems that will likely be replaced are not included as they are assumed to be included in an integrated ERP System. **(Answered: Sep 19, 2014 10:34:41 AM EDT)**

Question 22

Exhibit_H_-_Enterprise_Resource_Planning_ERP_System_Solution_-_Specifications: Payroll tab
464 - Ability to print/report/identify, prior to issuance of first pay check, weekly lists of all employees engaged who do not have direct deposit instructions.
Question: Can you explain how this works? What are the direct deposit instructions you are referring to? **(Submitted: Sep 8, 2014 4:12:39 PM EDT)**

Answer

- We would like to review a register of the checks prior to printing them and if there is an issue go to a backup to make any necessary adjustments and rerun the register. The list is of all employees who are not currently have their check directly deposited to a bank account. **(Answered: Sep 19, 2014 3:56:57 PM EDT)**
- For each weekly, biweekly weekly payrun or as needed, the city wishes to view a (print / report / identify) those employees that are not participants in the Cityâ€™s Direct Deposit program. The Cityâ€™s Direct Deposit Program is where the employee accepts pay via direct deposit of wages into personal bank accounts **(Answered:**

Sep 19, 2014 3:57:50 PM EDT)

Question 23

Exhibit F, page 3

The Categories/Description column is blank for the â€œSpecial Assessmentsâ€ Module. Would the City please provide a high level description/objective of this system? **(Submitted: Sep 9, 2014 11:49:28 AM EDT)**

Answer

- Charges assessed (assessment/loan) by the city to property owners within a specified area for certain projects. Assessments that may be paid monthly over a number of years, yearly, a one-time payment, payment at any time or payment may be deferred for a number of years. The ability to access interest to each individual property owner as well as track original principal, interest assessed, interest paid, principal paid, principal and interest due (remaining balances) and calculate pay off amounts by individual properties and by assessment/improvement for any specific date, month, year or time period. **(Answered: Sep 9, 2014 3:42:14 PM EDT)**

Question 24

Does the City have restrictions that would prevent the use of lower cost offshore delivery center for specific relevant portions of the work? **(Submitted: Sep 9, 2014 4:05:14 PM EDT)**

Answer

- see RFP PART I, Section 05. ELIGIBILITY â€“ â€œIf Contractor Proposes a Hosted or on Premise Solution, all data, systems, and services must remain onshore, to wit, exclusively within the United States of America". **(Answered: Sep 10, 2014 9:53:58 AM EDT)**

Question 25

Part IX. Page 42

The City indicates that travel costs must be included in the vendors' Fixed Price response. Would the City be open to reconsidering this position and allowing for a budgeted amount for total Travel to be reimbursed as incurred? This would allow for a more economic estimate as the unpredictable costs of travel would not have to be baked into a fixed scope over a period of many months, but rather could be managed collectively by the project management office as needed over the course of the project. **(Submitted: Sep 9, 2014 4:05:55 PM EDT)**

Answer

- Per the section noted the City is requiring a fixed amount. **(Answered: Sep 10, 2014 9:55:29 AM EDT)**

Question 26

What is your current business cycle? Can you please provide a calendar that shows critical time periods related to HR, Finance, and other critical City business activities such as open enrollment? Are there any dates or periods where City staff will not be readily available for the project (i.e. fiscal year end)? **(Submitted: Sep 9, 2014 4:06:38 PM EDT)**

Answer

- Finance/Payroll/Procurement/ Open Enrollment â€“ Year End Processing â€“ November â€“ January
Budget Process â€“ Peak Time for Department Data Entry is March â€“ April, Budget Office Review is April â€“ July. **(Answered: Sep 19, 2014 3:24:55 PM EDT)**
- Benefits Open Enrollment runs from October 20, 2014 until November 7, 2014 **(Answered: Sep 25, 2014 8:01:54 AM EDT)**

Question 27

Will the City dedicate resources to the project full-time? **(Submitted: Sep 9, 2014 4:06:58 PM EDT)**

Answer

- Yes the City is planning to dedicate staff for this project. **(Answered: Sep 10, 2014 9:54:47 AM EDT)**

Question 28

In Part I Introduction / Information
#05. ELIGIBILITY
At the end of the paragraph... "and is properly and legally licensed to perform such work."
Question: What licenses are required and when do those have to be in place? **(Submitted: Sep 10, 2014 4:53:35 PM EDT)**

Answer

- It is up to each company to determine what licenses are required. At a minimum it will be required to be registered with the State of Florida Division of Corporations before any award can be made. **(Answered: Sep 12, 2014 7:21:21 AM EDT)**

Question 29

Exhibit E FAMIS Application Data Flow clearly depicts that FAMIS includes GL/Accounting and BREP/budget functionality. In addition, FAMIS has some components of account reconciliation, cash receipts, payment processing, reporting, fixed assets and AP. Of the capabilites shown in the list below, does FAMIS cover the functionality in part or in total. And, is the FAMIS system modular, so that if some components are turned off, other

components can continue to operate. Please detail the modules within FAMIS that can stand only or integrate to another financial (GL) system.
Core Application Software
o Bank Reconciliation
o Cash Management
o Contract Management
o Debt Management
o Investment Management
o Miscellaneous Billing and Accounts Receivable
o Special Assessments **(Submitted: Sep 11, 2014 10:57:04 AM EDT)**

Answer

- The City is not interested in keeping or integrating any of the current FAMIS modules with another Financial / ERP system. Please clarify the purpose of your request so we can better reply. **(Answered: Sep 11, 2014 2:51:06 PM EDT)**

Question 30

CMA Enterprise Incorporated is a Lean Six Sigma Consulting firm. We can certainly provide value to a team and are interested in participating on a team. we are also a DBE/MWBE firm.
Our website is www.cma-ent.com and our president, Gail Birks can be reached at 954-476-3525. **(Submitted: Sep 15, 2014 1:07:05 PM EDT)**

Answer

- . |**Answered: Sep 15, 2014 1:15:36 PM EDT)**

Question 31

What is Cityâ€™s position on contractual â€œlimitation of liabilityâ€ provisions? Is the City prepared to include in any future contract industry-standard limitations on direct and indirect damages? **(Submitted: Sep 15, 2014 1:38:37 PM EDT)**

Answer

- see Part III Special Conditions, Item 24 Sample Contract Agreement **(Answered: Sep 23, 2014 10:10:46 AM EDT)**

Question 32

In Exhibit I, a minimum of 5 client/references are requested. Would you please clarify if the 5 client references can include non-government references. Is there a minim number of government sector references required to qualify? **(Submitted: Sep 15, 2014 1:39:40 PM EDT)**

Answer

- See Part IV, Section 02. The City is requesting proposals from qualified firms of municipal software. And also, Client References (Section10) The Vendor must provide at least five references from clients that are similar in size and complexity to the City. The format for completing the vendor references is provided in Part XI of this document. In addition, the City requests a listing of all municipal clients. If applicable, at least one of these references should be a Vendor-hosted solution. **(Answered: Sep 18, 2014 10:39:11 AM EDT)**

Question 33

We would like to know if the cityâ€™s expectation is to replace all systems/modules in a single big bang rollout or in a phased rollout. If phased roll out is acceptable, then would you please share cityâ€™s preferred system rollout plan? **(Submitted: Sep 15, 2014 1:39:57 PM EDT)**

Answer

- Phased rollout of critical components as per the developed Scope of Work or Task Order(s) with the awarded vendor. (i.e., Financials, Purchasing, Budget, HR, etcâ€¦) |**Answered: Sep 18, 2014 10:30:37 AM EDT)**

Question 34

We would like to know if the city is open for an Onsite/ Offshore/Near shore implementation to take advantage of the Cost arbitrage/Resource availability/Quality. **(Submitted: Sep 15, 2014 1:40:35 PM EDT)**

Answer

- Please see Part I Section 05. Eligibility â€¦ â€™all data, systems, and services must remain onshore, to wit, exclusively within the United States of Americaâ€™ **(Answered: Sep 18, 2014 10:32:08 AM EDT)**

Question 35

We would like to know if the city's existing IT staff would be involved in application administration, maintenance and support services. If yes, would you please explain how city would like the collaboration to happen between the Vendor and City's staff? **(Submitted: Sep 15, 2014 1:41:21 PM EDT)**

Answer

- If your question is relating to post implementation and support services as requested in Part IX, Ongoing Support Services (Section 8), the city will designate liaison and provide one point of contact. All internal employees will contact the internal Helpdesk support where an IT employee will be first line of contact and reach out to the vendor for support or assistance. **(Answered: Sep 18, 2014 10:41:51 AM EDT)**

Question 36

With respect to the Data Conversion Plan, we would like to know how many years of transactional data needs to be migrated to new ERP system. **(Submitted: Sep 15, 2014 1:49:09 PM EDT)**

Answer

- For each system or area this is unknown at this time. As a programmer, we are aware the program is written once for one day or 20 years for conversion **(Answered: Sep 18, 2014 11:02:59 AM EDT)**

Question 37

Does the city has plan to maintain multi subsidiaries in ERP system? **(Submitted: Sep 15, 2014 1:50:01 PM EDT)**

Answer

- Please clarify and define your meaning of multi subsidiaries in an ERP Solution. **(Answered: Sep 18, 2014 10:34:45 AM EDT)**

Question 38

In Part Vâ€“ Current Application Environment, there is reference to the application 'Companion Pay'. Would you please provide more details on 'Companion Pay' - Is it a third party product Or custom developed application? Would you please provide more details on the data that needs to flow between Companion Pay and ERP system? **(Submitted: Sep 15, 2014 1:50:40 PM EDT)**

Answer

- CPS Payment Services is a cloud based service that the City uses to pay certain vendors. It generates a virtual Master Card and the City receives a cash rebate. The current interface file from the financial system to the CPS Payment Service is a .csv file generated by the Cognos reporting system that accesses a data warehouse of the financial system (Famis) transactions. This file is uploaded to the cloud. The data file contains the following fields: Vendor Name, Vendor Nbr, Transaction Description, Transaction Amount, Post Date, Transaction number Reference Number Street Address2, Zip code and email address). The data is filtered by transaction postdate, fiscal year, GL account code, transaction code and the vendor ACH account number. **(Answered: Sep 18, 2014 10:38:03 AM EDT)**

Question 39

In Part Vâ€“ Current Application Environment, there are reference to the applications that has to be replaced with the REP system (like Access Database5, Budget Forms6, CIP â€“ Capital etc.) Would you please provide more details on these applications - Are these applications standalone applications or integrated with some other other applications. If they have integration with other applications, is it expected that the ERP system will be integrated with those 'other applications'? **(Submitted: Sep 15, 2014 1:50:53 PM EDT)**

Answer

- The current use of these â€˜shadowâ€™ systems would be better suited as part of, included within an ERP Solution. The description of their use is included in the Application Notes/Description Column. Some are standalone; some are in house developed forms for data entry for various systems as outlined in Exhibit E. It is expected that these and those â€˜other systemsâ€™ will be the ERP Solution. **(Answered: Sep 18, 2014 10:33:32 AM EDT)**

- Please see description located in Part IX, Integrations and Interfaces (Section 6.6). These are standalone systems being used to capture maintain or provide information into other system that would be part of the Core modules in an ERP solution and replaced with a solution. Budget Forms, CIP and Grants Tracking Management System (GTMS) are in house developed apps that allows for input into the FAMIS/BREP module. Please see Exhibit E. **(Answered: Sep 18, 2014 10:40:06 AM EDT)**

Question 40

In Part Vâ€“ Current Application Environment, there is reference to the application 'Purchasing Card'. Would you please provide more details on this application - Is it a third party product Or custom developed application? Would you please provide more details on the data that needs to flow between Purchasing Card and ERP system? **(Submitted: Sep 15, 2014 1:51:09 PM EDT)**

Answer

- There are two parts to this Purchasing Card process. First we use a third party system (SunTrust) that processes all purchases made from city issued purchasing cards. This data and detail are separate from our current Procurement module and detail is kept by individual departments on spreadsheets. Second there is an in house application, Procurement Cards Management (that the City preferred be replaced) that ingests the file received from SunTrust and allows departmental staff to reassign the appropriate departmental account codes to the expenditures then sends then send the data to a GL file for FAMIS. The City prefers that an ERP solution system be able to accept the data from the PCARD provider (which only occurs monthly), and that the vendor management module be updated for PCARD purchases instead of just charging expenses. If this is not possible, the City would need to maintain the Procurement Cards Management in house system and interface with a new solution. **(Answered: Sep 19, 2014 3:54:19 PM EDT)**

Question 41

In Part Vâ€“ Current Application Environment, there is reference to the application 'Silent Partner Technologies'

which is marked as 'Maintain'. We would like to know if the ERP system needs to interface with Silent Partner Technologies when FAACS (FAMIS Module) is replaced with ERP system? **(Submitted: Sep 15, 2014 1:51:29 PM EDT)**

Answer

- No we do not foresee any needed integration **(Answered: Sep 16, 2014 9:26:50 AM EDT)**

Question 42

In Part Vâ€“ Current Application Environment, there is reference to the application 'Cayenta system'. Would you please provide more details on Cayenta system - What are all the information to be integrated with ERP system? Does Cayenta system have APIs to integrate with other systems? **(Submitted: Sep 15, 2014 1:51:48 PM EDT)**

Answer

- An interface/Integration with the Financial systems General Ledger is required from Cayenta Utilities to an ERP solution. Also See Exhibit E. Yes Cayenta has APIâ€™s. Cayenta Utilities is the Cityâ€™sâ€™ Utility Billing system. **(Answered: Sep 19, 2014 7:42:08 AM EDT)**
- An interface/Integration with the Financial systems General Ledger is required from Cayenta Utilities to an ERP solution. Also See Exhibit E. Yes Cayenta has APIâ€™s. Cayenta Utilities is the Cityâ€™sâ€™ Utility Billing system. **(Answered: Sep 19, 2014 3:56:11 PM EDT)**

Question 43

In Part Vâ€“ Current Application Environment, there is reference to the application 'Empower 360 ECM'. Would you please provide more details on Empower 360 ECMS - What type of documents are managed, volume of documents and what are the data flow parameters you are looking to integrate with ERP system? Is this a third party product or custom developed application? **(Submitted: Sep 15, 2014 1:51:59 PM EDT)**

Answer

- emPower 360 is the current document management system being replaced. We are in the process of recommending award to MCCi, for Laserfiche as its replacement. **(Answered: Sep 16, 2014 9:27:46 AM EDT)**

Question 44

In Part Vâ€“ Current Application Environment, there are reference to the applications 'ESRI ArcVie' and 'ArcGIS'. Would you please provide more information on what are all the functionalities or data flow parameters City is looking to integrate with ERP system and ESRI ArcView, ArcGIS? **(Submitted: Sep 15, 2014 1:52:07 PM EDT)**

Answer

- The desired integration between the ERP and ArcGIS revolves around the use of REST Map Services and possibly API for data sharing between the two systems. For example, the Special Assessments module may require property information to be loaded and kept up-to-date. This information would come from an ArcGIS Map Service using Esriâ€™s REST interface. The ERP implementation team would need to bring the information from these REST Map Services into the appropriate tables and fields in the ERP. A stronger integration calls for the REST Map Service to be displayed in a map form in the ERP software. The integration would also work in the opposite direction in that the City seeks an ERP package that allows the easy creation of REST services to be consumed in ArcGIS. Moving forward there could be others such as Grants Management, Capital Improvement/Investment Projects, Inventory or Fixed Assets, Building Locations etc. **(Answered: Sep 18, 2014 10:37:05 AM EDT)**

Question 45

In Part Vâ€“ Current Application Environment, there are reference to the application 'Granicus Legistar'. Would you please provide more information on what are all the functionalities or data flow parameters City is looking to integrate with ERP system and 'Granicus Legistar'? Is it a third party product or custom developed application? **(Submitted: Sep 15, 2014 1:52:15 PM EDT)**

Answer

- Granicus Legislative Management is a Hosted product of Granicus Inc., which is used for Agenda Item processing by the City Clerkâ€™s Office and all City Departments. A current need for integration or interface has not been identified at this time. We believe that this is more suited for integration with our current selection and recommendation of award for an ECMS system for Laserfiche MCCi for a recent Request for Proposal. There is always a future potential but none identified at this time. **(Answered: Sep 18, 2014 11:05:15 AM EDT)**

Question 46

Is module wise pricing is expected for all 26 modules listed? Certain modules listed appears to be just functions. Is it acceptable to the city if we combine certain modules for pricing perspective? **(Submitted: Sep 15, 2014 1:52:25 PM EDT)**

Answer

- The City is requesting pricing for individual modules, however if vendor specific module pricing includes other modules/functionality being requested, the City will accept this as long as it is clearly indicated how the requested modules fit into the proposed pricing. **(Answered: Sep 16, 2014 9:28:34 AM EDT)**

Question 47

In page 25 of 11378_ERP_System_Solution_FINAL , there are around 10 applications marked as 'Maintain(M)'.

Does it mean that there is no integration required for these applications? **(Submitted: Sep 15, 2014 1:52:35 PM EDT)**
Answer
- Correct, the City does not foresee any direct integration for those items marked as â€˜Mâ€™. **(Answered: Sep 16, 2014 9:29:28 AM EDT)**

Question 48
Are you looking to support Position-based Budgeting in your chosen solution? **(Submitted: Sep 16, 2014 3:04:11 PM EDT)**
Answer
- Yes **(Answered: Sep 18, 2014 1:50:46 PM EDT)**

Question 49
How many different pay Cycles do you run each month? **(Submitted: Sep 16, 2014 3:04:59 PM EDT)**
Answer
- There are 26 employee payments, 12 pension payments and one longevity payment per year **(Answered: Sep 19, 2014 3:59:25 PM EDT)**

Question 50
How many Benefit Plans and Benefit Vendors you have? **(Submitted: Sep 16, 2014 3:05:22 PM EDT)**
Answer
- â€¢ Benefit Plans and Benefit Vendors
Medical:
- Active employees: 3 plans, HMO 1, HMO 2 and CDHP
- Retired employees: 3 plans, HMO 1, HMO 2 and CDHP (15 HEDs)
- Adult Dependent: 3 plans, HMO 1, HMO 2 and CDHP
Dental:
- Active employees: 3 plans DHMO, PPO Traditional and PPO/Traditional Preferred (Fire Fighters)
- Retired employee: 3 plans DHMO, PPO Traditional and PPO/Traditional Preferred (Fire Fighters) (8 HEDs)
Vision: 1 plan
FSA: 2 plans, Healthcare Flexible Spending Account and Dependent Care Flexible Spending Account
Group Life: 3 plans, Basic Life (less than or equal to 50k), Supplement Life (greater than 50K) and Dependent Life
Voluntary Products: (we have a combination of pre/post-tax options)
- Allstate: 5 products - critical illness, cancer, accident, universal life, GAP and hospital
- AFLAC: 5 products â€“ critical illness/special event, cancer, accident, hospital and short-term disability
- Colonial: 1 product
- US Legal: 1 product
- Florida Prepaid: 1 product
- BMG Money: 1 product **(Answered: Sep 19, 2014 3:26:54 PM EDT)**

Question 51
Can employees hold multiple jobs? **(Submitted: Sep 16, 2014 3:05:43 PM EDT)**
Answer
- Yes. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 52
How many departments/cost centers do you have? **(Submitted: Sep 16, 2014 3:06:15 PM EDT)**
Answer
- Currently FY2014 includes
Index = 884
Dept = 21
Division = 99
Funds = 56 **(Answered: Sep 25, 2014 12:36:38 PM EDT)**

Question 53
How many job codes and/or positions do you have? **(Submitted: Sep 16, 2014 3:06:38 PM EDT)**
Answer
- There are approximately 560 job classes. **(Answered: Sep 29, 2014 8:57:09 AM EDT)**

Question 54
Do you plan to support Bonus/Merit processing of compensation? **(Submitted: Sep 16, 2014 3:07:25 PM EDT)**
Answer
- The City traditionally does not provide bonuses. Our compensation system does include pay for performance/merit pay, with rates varying amongst employee groups, and depending on performance. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 55
Approximately how many compensation plans do you support today? **(Submitted: Sep 16, 2014 3:07:48 PM EDT)**
Answer
- Please clarify. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 56
How many compensation grades do you have and do you also have steps within grades? **(Submitted: Sep 16, 2014 3:08:14 PM EDT)**
Answer
- There are approximately 300 different pay grades. Some have steps, most do not. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 57
How many Performance Plans (performance reviews, Disciplinary actions, and Performance Improvement Plans) do you have? **(Submitted: Sep 16, 2014 3:08:32 PM EDT)**
Answer
- Please clarify. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 58
How Often are the Performance reviews completed? **(Submitted: Sep 16, 2014 3:08:54 PM EDT)**
Answer
- Performance reviews are conducted at the middle of the probationary period, at the end of the probationary period, on an annual basis, and can also be done on a sporadic basis based on special circumstances. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 59
Do you desire/intend to track employee competencies, knowledge, skills and abilities? **(Submitted: Sep 16, 2014 3:12:03 PM EDT)**
Answer
- Yes, the City intends on tracking these. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 60
How many employees do you want to build succession plans for? **(Submitted: Sep 16, 2014 3:12:19 PM EDT)**
Answer
- The City is in the beginning stages of developing its succession planning program and cannot say at this time how many employees it will entail. Ultimately, career planning should take place for all employees at some point in the future. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 61
Do you have existing ESS/MSS processes in place? **(Submitted: Sep 16, 2014 3:12:44 PM EDT)**
Answer
- See Part V Current Application Environment, Item 17. **(Answered: Sep 22, 2014 7:05:35 AM EDT)**

Question 62
Can you elaborate on your current usage of recruiting? # of Applicants, requisitions, Screening questions, Offer Letters, Recruiting portals, integrations etc? **(Submitted: Sep 16, 2014 3:13:15 PM EDT)**
Answer
- The City currently uses NeoGov as its online recruitment and applicant tracking tool. Screening questions vary by job posting with some standard for all job postings. Offer letters are used only for specific recruitments. Following are some recent historical trends.
Number of Recruitments Opened: FY 2012 (October 2011 â€“ September 2012): 107
FY 2013 (October 2012 â€“ September 2013): 113
FY 2014 projected (October 2013 â€“ September 2014): 90
Number of Applicants: FY 2012 (October 2011 â€“ September 2012): 18,420
FY 2013 (October 2012 â€“ September 2013): 17,204
FY 2014 projected (October 2013 â€“ September 2014): 15,000 Number of New Hires, Promotions,
And Demotions: FY 2012 (October 2011 â€“ September 2012): 268
FY 2013 (October 2012 â€“ September 2013): 315
FY 2014 projected (October 2013 â€“ September 2014): 250 **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 63
Do you have any business requirements around history conversion? **(Submitted: Sep 16, 2014 3:13:28 PM EDT)**
Answer
- Yes. History will be required to be converted over, how much is unknown for each area at this time. As a programmer, we are aware the program is written once for one day or 20 years for conversion **(Answered: Sep 18,**

2014 11:00:21 AM EDT)

Question 64
Will your team be extracting data and provided it in the requested format or do you expect your partner to do the translations? **(Submitted: Sep 16, 2014 3:13:54 PM EDT)**
Answer
- We will look at both options and decide, but most likely the vendor will convert. **(Answered: Sep 18, 2014 11:01:58 AM EDT)**

Question 65
Do you have a highly matrixed organization? **(Submitted: Sep 16, 2014 3:14:07 PM EDT)**
Answer
- No **(Answered: Sep 25, 2014 8:43:57 AM EDT)**

Question 66
Will the implementation team have access to your IT resources who know your current systems, to assist with data conversion and with Integrations? **(Submitted: Sep 16, 2014 3:15:16 PM EDT)**
Answer
- Yes **(Answered: Sep 18, 2014 11:04:02 AM EDT)**

Question 67
For HR, how is the team structured and what is the current Service delivery model? Where do people sit, how many, and who do they report to? **(Submitted: Sep 16, 2014 3:15:50 PM EDT)**
Answer
- Please see attached Org Chart. All employees are located on the same floor, it is important to note that the Payroll function has moved to the Finance Department. **(Answered: Oct 2, 2014 2:30:20 PM EDT)**

Question 68
After Performance Reviews are complete, do you conduct performance calibrations across your organization? **(Submitted: Sep 16, 2014 3:32:41 PM EDT)**
Answer
- Not at this time. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 69
Do you assess potential of your employees? (ie readiness for the next job, mobility, etc? **(Submitted: Sep 16, 2014 3:33:00 PM EDT)**
Answer
- The City is in the beginning stages of developing its succession planning program and would ultimately like to put into place a career ladder and career planning program. **(Answered: Sep 24, 2014 10:30:40 AM EDT)**

Question 70
Can you provide a list of Benefit Vendors? If not, can you provide the number of benefit vendors? **(Submitted: Sep 16, 2014 4:09:29 PM EDT)**
Answer
- The current list of Benefit Providers is as follows:
â€¢ Medical: Cigna, Dental: Humana, Vision: United Healthcare
â€¢ Flexible Spending Account (FSA): P & A Group
â€¢ Group Life: UNUM
â€¢ Voluntary Products: Allstate, AFLAC, Colonial, US Legal, Florida Prepaid, BMG Money **(Answered: Sep 19, 2014 3:25:51 PM EDT)**

Question 71
Please provide a list of Payroll vendor(s) used for Tax Filing, Garnishment and check printing. **(Submitted: Sep 16, 2014 4:10:10 PM EDT)**
Answer
- All services mentioned are performed in house. **(Answered: Sep 18, 2014 10:59:16 AM EDT)**

Question 72
What version of Kronos are you using or is currently being implemented? **(Submitted: Sep 16, 2014 4:11:00 PM EDT)**
Answer
- Current production is 5.2 and the new version currently testing is 7.0 **(Answered: Sep 18, 2014 11:16:30 AM EDT)**

Question 73
Please provide a list of the banks currently used for ACH. **(Submitted: Sep 16, 2014 4:11:38 PM EDT)**
Answer
- All the Accounts Payable ACH payments are made from the Cityâ€™s Master Account (Wells Fargo) **(Answered:**

Sep 18, 2014 10:57:10 AM EDT)

Question 74

What are the current=state integrations? Can you provide a list in order to estimate future-state effort? **(Submitted: Sep 16, 2014 4:13:00 PM EDT)**

Answer

- Please clarify or provide more detail regarding your question. The RFP lists those applications that require interfaces and Exhibit E depicts the current systems and the data flows. However most of these applications would be replaced with an ERP Solution. **(Answered: Sep 18, 2014 10:58:16 AM EDT)**

Question 75

4.4 # 30 Bank Reconciliation: Please identify your current bank check scanning equipment? **(Submitted: Sep 17, 2014 9:33:09 AM EDT)**

Answer

- The Finance Department scans checks via Equipment and Software provided by Wells Fargo. The Scanner is the DIGITAL CHECK TELLER SCAN TS240, MODEL TELLERSCAN240-100DPM, and software is Desktop Deposit by Wells Fargo. **(Answered: Sep 18, 2014 11:06:25 AM EDT)**
- The Finance Department scans checks via Equipment and Software provided by Wells Fargo. The Scanner is the DIGITAL CHECK TELLER SCAN TS240, MODEL TELLERSCAN240-100DPM, and software is Desktop Deposit by Wells Fargo. In addition to Finance Water billing - UB, Parking and Building services also utilize scanners **(Answered: Sep 18, 2014 11:09:16 AM EDT)**

Question 76

Question on Contract Mgt Section:
Does your terminology in this section refer to the components of contracts or the creation of contract documents? **(Submitted: Sep 17, 2014 9:35:31 AM EDT)**

Answer

- Regarding your question on â€˜Contract Mgt Section:â€™, could you please provide a specific Part, Section? **(Answered: Sep 18, 2014 11:07:18 AM EDT)**

Question 77

Exhibit G Topic: Zip+4 Software
What are you using for this currently? **(Submitted: Sep 17, 2014 9:36:25 AM EDT)**

Answer

- Reference to this item on the Other Software Tab in Exhibit G, is a default referenced in the template. The City uses Mailer Plus 4 - Data Quality Suite for Windows (http://www.melissadata.com), integrated in Cayenta for Mailing address verification, and National Change of Address (NCOA) updates. Only other Software that would be needed for a complete solution would be listed on this tab. **(Answered: Sep 18, 2014 11:10:58 AM EDT)**

Question 78

Exhibit G Topic: Interfaces
Question: Not all of your current interfaces will be required if the new ERP system provides similar function. Could you highlight the ones you think you must keep? **(Submitted: Sep 17, 2014 9:37:47 AM EDT)**

Answer

- It is the Cityâ€™s desire that many of the current interfaces will not be required with an ERP Solution. However without knowing what modules, core, optional or other might be proposed, itâ€™s to provide a respond to this question. For those items not being replaced with functionality in an ERP system , all others would still be required. **(Answered: Sep 18, 2014 2:40:18 PM EDT)**

Question 79

ERP System Topic: Number of Users
Question: Would you be able to provide a more refined breakdown of users? You mention 705 Financial System Users - What type of users would this include? **(Submitted: Sep 17, 2014 9:38:33 AM EDT)**

Answer

- In the Current system, there are (2) Financial Administrators, (2) IT Administrators (25) Finance Staff use who can post transactions to FAMIS and other Departmental users with inquiry access only. It is possible that with expanded functionality, additional users may be needed. **(Answered: Sep 18, 2014 2:21:27 PM EDT)**

Question 80

ERP System Topic: Number of Users
Question: 300 Procurement users - are these Requisitioners/ Approvers / or Buyers? Are these included in the 325 Purchasing / Inventory Users? **(Submitted: Sep 17, 2014 9:39:14 AM EDT)**

Answer

- Correct in the Procurement System (BSO) there is a total of 212 Approvers/ Requisitioners, Currently a total of 6 accounts Payable staff users (Creates and process electronic invoices from receipts entered in BSO). There are

approximately 20 users with inquiry access only, A combined total of 20 Vendor and System Administrators, and Buyers. There are 4 inventory users, and several Issue requisitioners. **(Answered: Sep 18, 2014 2:19:22 PM EDT)**

Question 81

ERP System Topic: Number of Users
Question: You indicate 3,700 Payroll / Personnel but only about 2,400 total staff. Can you elaborate, please? **(Submitted: Sep 17, 2014 9:40:01 AM EDT)**

Answer

- To date, there are approximately 2600 payments for active employees with 154 garnishments for the active payroll and 2250 payments for pension individuals (retirees) for the pension payroll. **(Answered: Sep 19, 2014 3:58:36 PM EDT)**

Question 82

ERP System Topic: Part X - Requirements
Question: Do you require responses for items marked with "L" - Low: Priority? You have indicated these are not applicaable at this time. **(Submitted: Sep 17, 2014 9:40:36 AM EDT)**

Answer

- Yes please, they may not be critical at this time but would like to know the availability as described in Part X. **(Answered: Sep 18, 2014 11:09:55 AM EDT)**

Question 83

1. The City requests that the work breakdown between the Vendor and the City be a 60/40 split. Which Entity, the City or the Vendor, is performing 60% of the estimated project work?
2. What level of dedication (% FTE) is the City planning to provide for the Cityâ€™s Project Manager?
a. What is the anticipated size of the Cityâ€™s Project Team?
b. Is the City planning to backfill Project Team positions? **(Submitted: Sep 17, 2014 11:42:01 AM EDT)**

Answer

- 1) The Vendor,
2) 100%,
2a) The City has established Technical User Groups (TUGs) for ERP and has developed a Governance Committee. For some of the modules / areas there will be different Team members (Subject Matter Experts) involved.
2b) Yes **(Answered: Sep 18, 2014 11:59:32 AM EDT)**

Question 84

Regarding Expenses, what is the current volume of expense reports? How many reports is the city looking to replicate and/or create?
o If so, what is the volume of expense reports? **(Submitted: Sep 17, 2014 12:02:13 PM EDT)**

Answer

- : If your question is referring to Travel Expense Requests and Report. The City processes approximately 500 annually. If you are referring to some other expenses please reference the RFP Document Part or Section. **(Answered: Sep 19, 2014 3:53:24 PM EDT)**

Question 85

How many levels of approvals are there for business processes? (Manual journals, Purchasing, Payments, etc)? **(Submitted: Sep 17, 2014 12:02:37 PM EDT)**

Answer

- For Current Business Processes, this number and process varies. Currently Journal Entries can involve 3 different persons: Write (on paper), Approve (on paper) and Post (in FAMIS). We are looking for the creation, approval and posting process to occur within the new ERP and not on paper. For Purchasing and receipt approval sequences, this currently varies from 2-3 within the department and 2-3 outside the department. In some instances, in the current purchasing process and depending upon the item (Grants, CIP, etc.) there could be as many as 10. **(Answered: Sep 18, 2014 12:00:16 PM EDT)**

Question 86

Do you use Vendor / Customer contracts? If so, what is the volume? **(Submitted: Sep 17, 2014 12:03:02 PM EDT)**

Answer

- : If question is correctly understood, the Procurement and City Attorneyâ€™s Office reviews, modifies, approves, maintains anywhere from 400 â€“ 1000 contracts annually. The Clerkâ€™s office also maintains contracts and the Mayor and Commission are responsible for officially approving many of these. **(Answered: Sep 19, 2014 3:52:21 PM EDT)**

Question 87

Are Grants in scope? If yes,
What is the volume of Grants?

How are Grants structured? (Multiple sponsors for an award or a single sponsor for an award)
What is the relationship between Grants and Projects? Is it 1:1?
How many different object
class sets are used? Is it a single, consistent set or various? **(Submitted: Sep 17, 2014 12:04:13 PM EDT)**
Answer
- Please provide further clarification on your question. **(Answered: Sep 18, 2014 11:20:07 AM EDT)**
- 1) Yes Grants is in Scope
2) Single sponsor for an award
3) Grants could fund a project, but are managed separately from a project. We have several hundred capital projects at any given time.
4) Need more clarification on this question. Our grants should be set up using unique intelligent codes to differentiate the grantor and other unique characteristics of same. **(Answered: Sep 18, 2014 1:46:04 PM EDT)**

Question 88
How many different Programs (typically cross Cost Centers) are in place? **(Submitted: Sep 17, 2014 12:04:40 PM EDT)**
Answer
- Please provide further clarification on your question. **(Answered: Sep 18, 2014 11:20:07 AM EDT)**
- If this is relating to funds there can be in approximately thirty different funds including the two specific Grant funds and twenty-eight enterprise funds. The lowest level in our operating budget is program budgeting for core services. We refer to them as â€œIndexâ€ . The Index Codes roll up into a Division, the Divisions roll up into a Department, the Departments roll into a Fund. **(Answered: Sep 18, 2014 1:47:43 PM EDT)**

Question 89
How are Projects structured?
Are there multiple project templates?
How are resources assigned and managed on projects?
Are some projects billable? **(Submitted: Sep 17, 2014 12:05:13 PM EDT)**
Answer
- 1) Projects are set up as one unique number. This unique project number could be present in multiple funds. The General Capital Projects Fund is 331. Therefore, a sample project number would be P11570.331 or P11570.450 if there was also funding in the Water and Sewer fund (450) for this project.
2) With our current process, two project templates would be needed (Capital and Non Capital). It would also be beneficial to have a Grant template.
3) We are not intending to manage projects in the system just the financial information and the CIP Book. However, several informational entries would help us to sort projects in the system: Department assignment, City Commission District, etc. We currently use a separate project management software which is used to manage these projects, Ensota Primavera Unifier
4) Yes, most of them. **(Answered: Sep 18, 2014 1:48:47 PM EDT)**

Question 90
Can we get samples of the financials reports that are needed? **(Submitted: Sep 17, 2014 12:05:33 PM EDT)**
Answer
- : To name a few, the standard reports needed are Balance Sheet, Income Statement and the Trial Balance. We would also like the ability to prepare the Single Audit Report within the ERP, such as Schedule of Expenditures of Federal Awards to name a few, as well as all other reports required for State and Local governments. The CAFR Document is made up of several reports and schedules, including the reports noted above. **(Answered: Sep 19, 2014 4:00:11 PM EDT)**

Question 91
Learning Management-:
Question: Is the current system going to be retained? Cornerstone is currently used. Any course authoring, SCORM compliance required? **(Submitted: Sep 17, 2014 1:28:54 PM EDT)**
Answer
- The City currently does not have a Learning Management Application. SCORM Compliance and/or Conformance would be required **(Answered: Sep 18, 2014 11:11:58 AM EDT)**

Question 92
Document Management:
Question: What are the specific requirements? OCR, document signing in/out records etc? **(Submitted: Sep 17, 2014 1:30:09 PM EDT)**
Answer
- As stated in the RFP, the City has conducted a solicitation process for an Electronic Content Management system, and will be awarding a contract for a new ECMS System. The City would like integration between ERP and the ECMS system. The desire is to store documents from ERP to ECMS or image enable documents from

the ECMS system within the ERP Solution. **(Answered: Sep 18, 2014 11:13:53 AM EDT)**

Question 93

Position Management-
Can you provide examples and breakdowns of various definition of class characteristic areas? Budgeting, Union calculations etc. **(Submitted: Sep 17, 2014 1:39:47 PM EDT)**

Answer

- Please provide further clarification on your question. **(Answered: Sep 18, 2014 11:17:37 AM EDT)**

Question 94

Tax Filing and Wage Attachments:
Will the filing of taxes and wage attachments be handled by the city or potentially outsourced as part of contract. **(Submitted: Sep 17, 2014 1:41:17 PM EDT)**

Answer

- The city handles the taxes and wages. **(Answered: Sep 18, 2014 11:15:40 AM EDT)**

Question 95

SaaS or On Premise
Sorry if this is redundant as I thought it had been asked but does the City have a preference for SaaS or On premise, as long as, the SaaS offering is SQL based? **(Submitted: Sep 17, 2014 1:49:04 PM EDT)**

Answer

- This information is in the RFP and yes On Premise or SaaS offerings must be MS SQL. **(Answered: Sep 18, 2014 11:12:50 AM EDT)**

Question 96

In Exhibit F, Modules and Descriptions, LMS or Compensation are not listed as modules. However, Exhibit H seems to indicate (Items 12 and 21 in the Employee and Manager Self-Service tab) that the managers want to view data that would typically be provided by the Comp and LMS modules. Additionally, items 72-80 are specific LMS ESS/MSS requirements. Are LMS and Comp out of scope? If so, what is the go forward solution for those two functions? **(Submitted: Sep 17, 2014 4:00:24 PM EDT)**

Answer

- : Exhibit F is just a high level description of the modules which was added as an Exhibit to the RFP and is not inclusive of all items contained within the specifications. Yes LMS, Classification and Compensation is within Scope. Classification and Compensation and Learning Management are covered within the various tabs as seemed appropriate in Exhibit H. **(Answered: Sep 18, 2014 11:14:54 AM EDT)**

Question 97

Exhibit H, â€œHuman Resources Managementâ€ tab, item 133. Would you please provide more details on the â€œEmployee Communications log. Is this related specifically to performance and goals conversations or does the City desire a more broad logging capability? **(Submitted: Sep 22, 2014 10:17:38 AM EDT)**

Answer

- It is true that we were looking for more broad logging capability. The desire here was that we wanted to be able to keep a journal or notes regarding conversations with employees in there electronic record so that the staff person would be able to reference them (or through permissions, expand access to other employees) at a later time, rather than having to keeps notes somewhere else. **(Answered: Sep 24, 2014 10:15:28 AM EDT)**

Question 98

Is the City interested at all in process optimization using best practice HR processes? Some of the requirements may be better met through process rather than software. **(Submitted: Sep 22, 2014 10:17:57 AM EDT)**

Answer

- Yes the City is Interested in how new business processes would be incorporated into the implementation, Training etc. If needed, please use the notes column in the specification worksheet to indicate alternate solutions/considerations that are unique to your proposal or system. **(Answered: Sep 22, 2014 1:34:36 PM EDT)**

Question 99

PART Vâ€˜ CURRENT APPLICATION ENVIRONMENT - Would you please explain about the application "Airfield Management/ Inspection software", - 1. How it is interfaced with other applications? 2. What data to be transfered to ERP system 3. Is the interface Bi-directional ? **(Submitted: Sep 22, 2014 10:18:10 AM EDT)**

Answer

- The Department has decided not move forward with the procurement of an application. **(Answered: Sep 29, 2014 8:57:46 AM EDT)**

- Future considerations for this application would include, GPS capabilities, Airfield Electrical Tracking, Bird and Wildlife Strike, Bird and Wildlife Observation, Inspection Builder Module, Daily activity log, Maintenance Work Order system. There is no interface identified at this time as such a system does not currently exist for the Cityâ€™s Executive Airport. **(Answered: Oct 9, 2014 7:12:26 AM EDT)**

Question 100

PART Vâ€“ CURRENT APPLICATION ENVIRONMENT Meter Collection Cans Tracking - Manual Proces - Is this an application do manual entry? Would you please provide more details on the functionalities of this system ? **(Submitted: Sep 22, 2014 10:18:34 AM EDT)**

Answer

- The meter collection cans are large coin canisters that are used to collect from the single space meters. The tracking of them being checked out in the morning and checked in at the end of the collection route is manual; a supervisor records the can numbers on a daily route collection sheet and the technician signs that he received the cans. When theyâ€™re returned, a supervisor logs them back in. This is an important internal cash control process to be sure that all the cans that went out are returned with the money collected but it would be more efficient to have a scanning device that would automatically track the in/out. The desire is for some sort of technology such as a chip, RFID, or other scan capable electronic media to be attached the coin cans for a handheld device to record them in/out. The ERP system would capture that data for reporting purposes **(Answered: Sep 22, 2014 11:00:29 AM EDT)**

Question 101

PART Vâ€“ CURRENT APPLICATION ENVIRONMENT - Would you please explain what are the expected data interface points for the systems 'Pay-by-Phone' and 'WinWedge' with ERP solution? **(Submitted: Sep 22, 2014 10:18:43 AM EDT)**

Answer

- The interface with WinWedge would be for the financial data (date, meter number, location, and amount) which is captured currently on an Excel spreadsheet from the high-speed cash counting machinery. WinWedge is the interface between the machines and the Excel spreadsheet, recording the data from the machines. The data within the spreadsheet is then uploaded manually to the in-house Parking Management (PMS â€“ see Exhibit E) system to be summarized and output as a revenue collection report. With an ERP Solution, instead of an Excel spreadsheet, the desire is to have the collection data flow directly from the WinWedge software to a cash receipting module to be recorded to the financial module. That data would first need to be reconciled to the cash count.

Pay by Phone (PBP) transactions are captured by the vendorâ€™s software, the financial data downloaded by the Departmental accounting staff daily to reconcile to the cash collected by PBP and transmitted to the City. An ERP solution interface would be to capture, aggregate, summarize, and report the PBP financial activity from the PBP database so that the revenue can be recorded directly to the financial module or the cash receipting module by date, location (lot, garage, etc.), and amount, rather than the current process whereby we download the data manually to the in-house database (PMS). Currently, that database summarizes the data and outputs a revenue collection report to be manually entered to the cash cloud (in-house app â€“ see Exhibit E). This sends a GL File to FAMIS. **(Answered: Sep 22, 2014 1:12:42 PM EDT)**

Question 102

PART IV - Employee Benefit - Can you please explain about historical data migration limits/scope for the applicationâ€™s will be replaced with new ERP system? **(Submitted: Sep 22, 2014 10:18:51 AM EDT)**

Answer

- Could you please rephrase/clarify this question? **(Answered: Sep 22, 2014 11:01:59 AM EDT)**

Question 103

Item 37 states that the vendor shall place the source code for the software modules licensed with an independent third party escrow service provider.

Our solution includes commercial ERP products available on the market, but the source code for the commercial product is not available.

However, we can place the source code for any custom development with a third party escrow service provider. Is it acceptable for the city? **(Submitted: Sep 22, 2014 10:45:42 AM EDT)**

Answer

- No **(Answered: Sep 22, 2014 11:01:12 AM EDT)**