

**AGREEMENT  
FOR  
PROFESSIONAL SERVICES  
RFP 742-11378 ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM SOLUTION**

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_ 2016 (“Effective Date”), is by and between the City of Fort Lauderdale, a Florida municipality, (“City” or “Client”), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and Ciber, Inc., (“Contractor”) a Delaware corporation authorized to transact business in the State of Florida, whose address and phone number are 6312 S Fiddler’s Green Circle Suite 600E, Greenwood Village, Colorado, 80111, Phone: (303)220-0100, (800)242-3799, Fax: (303) 224-4125.

**Definitions**

**Acceptance Criteria** means the criteria based upon which City accepts or rejects each Deliverable, which Acceptance Criteria will be mutually agreed as set out in the applicable Task Order.

**Acceptance Testing** means conducting of the series of tests and protocols, as mutually agreed as set out in this Agreement, utilizing Acceptance Criteria, for Deliverables.

**Application Software** means the application component or product and technology software and specific modules that City has licensed from the Application Software providers which will be used for the project.

**BAFO** means the Contractor’s **Best and Final Offer** and all addenda thereto prepared, and agreed to, by Contractor and City as attached hereto and made a part hereof as Exhibit B.

**Business Day** means Monday through Friday of each week except for holidays observed by the City.

**Change Order** is as defined in Section 2-127 of the Code of Ordinances of the City of Fort Lauderdale, FL.

**City Manager** means the City Manager of the City of Fort Lauderdale, FL or his/her designee.

**City’s Facilities** means City’s own equipment, systems, network, facilities, premises, operations and/or data environment.

**City’s Project Manager** means the City’s staff member who serves as the primary contact responsible for coordination with Contractor. The primary responsibilities of the City’s Project Manager are to coordinate and communicate with Contractor and to manage and supervise execution and completion of the Task Order and the other terms and conditions of the Agreement.

**City’s Security Procedures** means all appropriate security procedures as required by prudent business practices for its operations, consistent with industry standards, designed to avoid any security incident and any other unauthorized use or disclosure or the like.

**Conditional Acceptance** means the City's acceptance of Deliverables or Services that: (1) the parties agree not to subject to Acceptance Testing; or (2) do not successfully complete Acceptance Testing under the condition that Contractor will rectify the situation within an agreed or reasonable period.

**Contract Documents** means the RFP, the BAFO, Contractor's Response and all Task Orders.

**Contractor's Project Manager** means the person who serves as Contractor's primary contact responsible for coordination with the City.

**Contractor's Response** means Contractor's response to the RFP, dated October 17, 2014, including Contractor's responses to the City's addendum to the RFP. The Contractor's Response is attached hereto and made a part hereof as Exhibit C.

**Core Project Team** means a team consisting of the City's functional business and technical leads. Functional business leads shall include key personnel responsible for decision making and process design, and system configuration in business areas such as General Ledger, Accounts Payable, Financial Budgeting, Cash Management, Procurement, Contract Management, Human Resources, Payroll, and Benefits. The Core Project Team will participate in product training, current and future state business process design, system design, integrated system testing, user acceptance testing, courseware development, and project activation (Go-Live).

**Customizations** means additional modifications, interfaces, conversion, report writing, and other similar services requested by City from Contractor.

**Defect** means a failure of any Deliverable to conform to the Acceptance Criteria or to perform in material accordance with the Documentation and requirements of the applicable Task Orders. In the event of a conflict between the Acceptance Criteria and the Documentation, the Acceptance Criteria shall prevail. The term "Defect" expressly excludes any defect arising solely from a defect or malfunction of the Application Software, other than such that arises as the result of a customization or interface to the Application Software provided by Contractor or a functionality specifically stated in the Specifications in the Request for Proposal or Contractor's response to the RFP dated October 17, 2014, ("Exhibit C") including Contractor's responses to the City's addendum to the RFP.

**Deliverable(s)** means all "Deliverables" as such are defined and set out in a Task Order to be delivered by Contractor and all Services to be performed for and provided to City by Contractor in accordance with this Agreement and the applicable Task Orders.

**Delivery** means that the applicable Deliverable has been provided or has taken place as follows:

A. In case of items to be delivered in tangible form, upon the transfer of possession of the item to the control of the respective City personnel designated to receive such possession at the designated time and place, or, if no place is designated, at such person's regular business office;

B. In the case of items to be delivered by electronic transmission, upon successful completion of such transmission to the designated City computer and verification by the City of the accuracy of such transmission;

C. In the case of items subject to the completion of Acceptance Testing, upon successful completion of such Acceptance Testing; and

D. In all other cases, upon completion of the Services encompassed by such Deliverable as set forth in the applicable Task Order.

**Designated Staff** means all Contractor subcontractors, Contractor's Project Manager, and staff assigned to City by Contractor as may be identified in individual Task Orders.

**Documentation** means such documentation as described in the RFP and as further clarified in any Task Order. City is authorized to reproduce any such documentation or other materials in a sufficient number to provide training to City staff. All such copies shall retain the owner's copyright and proprietary rights notices in the same form as on the original. All materials reproduced shall be maintained by the City and are not subject to disclosure for commercial purposes.

**Effective Date** means the date identified as such as first set out above.

**Event** means an incident whereby the System is either not working or its operation is inconsistent with the Documentation or the agreed upon Task Orders during Acceptance Testing. Events are divided into categories as below. City shall determine Priority levels pursuant to the following definitions. The categories are Priority 1, 2, 3, or 4 in accordance with the definitions below.

**PRIORITY 1 - CRITICAL BUSINESS IMPACT EVENT** means the production System or the database is inoperable, a critical application failure has occurred, business processes are halted and there is no workaround available. Priority 1 issues that occur after standard support hours must be reported by telephone.

**PRIORITY 2 - SIGNIFICANT BUSINESS IMPACT EVENT** means important features of the System are not working in accordance with the applicable warranty set out in this Agreement. While other areas of the System may not be impacted, the reported Defect has created a significant, negative impact on City's productivity or service level.

**PRIORITY 3 - SOME BUSINESS IMPACT EVENT** means important features of the System are not working in accordance with the applicable warranty set out in this Agreement. City impact is minimal loss of operational functionality.

**PRIORITY 4 - MINIMAL BUSINESS IMPACT EVENT** means a City clarification or information request which has no operational impact. The implementation or use of the System by City is continuing and there is no negative impact on productivity.

**Final System Acceptance** means the acceptance of the System /Solution in its totality by City as provided in this Agreement.

**Fixed Cost** means the cost specified in Exhibit B and attached hereto.

**Go-Live** means an application is being used in a production status.

**Go-Live Date** means the date that Contractor and City agree in writing that an application or Roll-Out is “production-ready” and is being used in a production status.

**Initial Agreement Term** means the period beginning upon the Effective Date and expiring ten (10) years from Final System Acceptance, unless otherwise terminated pursuant to the terms of this Agreement.

**Licensed Program(s)** means any software product separately licensed by the City.

**Milestone(s)** means certain events regarding Deliverables as such Milestone(s) are described in a Task Order.

**Parallel Testing** is the process that is performed to make sure that critical processes, such as payroll, are being accurately calculated by the new system. During parallel testing, the old or “legacy” system is run parallel to new software and the results are compared and verified. Parallel testing will be used at a minimum to test and validate processes, verify data conversion mapping, and data cleanup, prior to cutover. Parallel testing will be used for those critical processes in the applicable Task Orders.

**Project Coordinator** means the person(s) identified by the City who works across groups, aligning internal team members and external stakeholders. The Project Coordinator(s) may coordinate project phases and schedules, arrange support services, order supplies, and track progress. The Project Coordinator typically reports to the City’s Project Manager.

**Project Plan** means the plan mutually agreed by the City and Contractor which will act as a guideline for a project.

**Project Planning** means activities undertaken by the City and Contractor to derive a Project Plan.

**Proposed Acceptance Criteria** means the preliminary criteria submitted by Contractor, which are subject to reasonable approval by City, which would (if approved by City) determine the criteria by which City would undertake Acceptance Testing.

**RFP** means the Request for Proposals No. 742-11378, Enterprise Resource Planning (ERP) System Solution and Professional Services, including any and all addenda, prepared by the City, and attached thereto. The RFP is attached hereto and made a part hereof as Exhibit A.

**Roll-Out** means one of the major phases of the Services as identified in each of the Task Orders.

**Services** means the work, duties, and obligations to be carried out and performed by Contractor under this Agreement and each Task Order provided pursuant to this Agreement.

**Specifications** means functional specifications mutually agreed by the City and Contractor and identified in a Task Order.

**System/Solution** means all of the services, work products and third party application software components and services, including but not limited to project plans, design documents, configured software, interfaces, conversions, status reports, test results, user guides, training, training materials, process documentation, workflows, custom reports, project management



reports and other such work products that comprise the "Solution" as specified in the RFP and proposed by Contractor.

**Task Order** is as defined in Section 2-127 of the Code or Ordinances of the City of Fort Lauderdale, Florida.

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

**WITNESSETH:**

**I. CONTRACT DOCUMENTS ORDER OF PRECEDENCE**

In the event of any conflict between or among the Contract Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. First, this Agreement for Professional Services, including definitions and Sections I. through XXIII. of this Agreement, dated \_\_\_\_\_, 2016, and any attachments;
- B. Second, the RFP;
- C. Third, the BAFO; and
- D. Fourth, Contractor's Response.

**II. SCOPE OF SERVICES**

The Contractor shall perform the Services under the general direction of the City as set forth in the Contract Documents and the Task Orders.

Unless otherwise specified herein, the Contractor shall perform all Services identified in this Agreement. The parties agree that the scope of Services is a description of Contractor's obligations and responsibilities, and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the Services that exclusion would render performance by Contractor impractical, illogical, or unconscionable.

Contractor acknowledges and agrees that the Project Coordinator has no authority to make changes that would increase, decrease, or otherwise modify the Services to be provided under this Agreement.

By signing this Agreement, the Contractor represents that it has thoroughly reviewed this Agreement and the Contract Documents and that it accepts the description of the Services and the conditions under which the Services are to be performed.

**III. AGREEMENT TERM**

The initial term of this Agreement shall be for ten (10) years (Initial Agreement Term). The City and the Contractor may each extend the Initial Agreement Term for two (2) additional one (1)-year terms (for an aggregate of two [2] additional years after the Initial Agreement Term) providing all terms, conditions, and specifications remain the same.

The Contractor will ensure that all of Contractor's subcontractors adhere to the terms and conditions of this Agreement.

Contractor agrees and understands that this Agreement 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 this Agreement. The Contractor agrees to provide such items or services, and City shall compensate Contractor for such additional services using the out of scope hourly rates as provided by the Contractor in Exhibit B hereto (subject to adjustment as set out in Section XXII below. 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 this Agreement upon giving the Contractor thirty (30) days' written notice.

In the event Services are scheduled to end because of the expiration of this Agreement, the Contractor shall continue the Services upon the request of the City as authorized by the awarding authority under the then-current terms of this Agreement. The extension period shall not extend for more than ninety (90) days beyond the expiration date of this Agreement. The Contractor shall be compensated for any Services then being provided at the rate in effect when this extension clause is invoked by the City.

#### **IV. CONTRACTOR SUPPORT DURING AND POST IMPLEMENTATION**

- A. During implementation the Contractor will act as the prime contractor and overall project manager and the main contact for the implementation and support coordinator of the System, including but not limited to reporting issues regarding integrations and configurations, until complete Final System Acceptance has occurred.

The Contractor or its subcontractors will not access any Licensed Program(s) remotely without prior authorization from the City, with such authorization to include access time/date and duration. The City will not unreasonably withhold any such authorization so as to prevent Contractor, or any of Contractor's subcontractors, from being able to perform the Services.

Contractor shall maintain staff or have access to staff that is appropriately trained to be familiar with the Licensed Program(s) Contractor is implementing as a part of this project in order to render assistance, should it be required.

#### **B. POST GO-LIVE AND POST IMPLEMENTATION PERIOD SUPPORT**

Contractor will provide functional application and environment support for a period of three (3) months beyond the Go-Live Date as follows: month end, quarter end and fiscal year end for financials (GL and A/P) and quarter end and fiscal year end for payroll

processing. Contractor has included in the Fixed Cost costs for an eight hundred (800) hour allotment to achieve this functional application and environment support. Should such support not require all of this eight hundred (800)-hour allotment, the City shall be allowed to utilize any unused hours for other services as requested by the City. Should additional hours be required to achieve such support, such additional hours shall be provided at the hourly rates set out in the BAFO for out-of-scope services, such rates being subject to adjustment as set out in Section XXII. below.

#### C. REMOTE ACCESS

Contractor will provide functional application and environment support for a period of three (3) months beyond the Go-Live Date as follows: month end, quarter end and fiscal year end for financials (GL and A/P) and quarter end and fiscal year end for payroll processing. Contractor has included in the Fixed Cost costs for an eight hundred (800) hour allotment to achieve this functional application and environment support. Should such support not require all of this eight hundred (800)-hour allotment, the City shall be allowed to utilize any unused hours for other services as requested by the City. Should additional hours be required to achieve such support, such additional hours shall be provided at the hourly rates set out in the BAFO for out-of-scope services, such rates being subject to adjustment as set out in Section XXII. below. The parties envision that Services regarding City's production, development and/or test environments may be provided by remote electronic means (remote access). The manner, including any security restrictions, method, equipment, software and other considerations for remote access shall be provided on a request by request basis subject to City's internal security requirements. City, at its own expense, shall provide the equipment and software at its location to permit remote access by Contractor. Contractor, at its own expense, shall provide any equipment and software at its location required to permit remote access by Contractor to City. Physical access for Contractor personnel to the System as necessary to allow Contractor to perform Services shall be provided by City.

In addition, City shall provide, within City's premises, adequate space for Services to be performed on-site. Contractor will assume its respective telephone access costs incurred to perform Services on the System by remote access. Contractor represents and warrants that while performing Services by remote access it will use all reasonably commercially available methods not to transmit any type of undocumented software routines or other elements which are designed to, or capable of, permitting, allowing, or causing: (a) unauthorized access to or intrusion upon; (b) disabling of; (c) erasure of; or (d) interference with any hardware, software, data or peripheral equipment whether directly or by transference. In the event of a breach of this representation and warranty, Contractor, to the extent caused by Contractor, shall be responsible for, and pay City for, any and all actual harm, injury, damages, costs and expenses incurred by City by reason of the breach within thirty (30) calendar days after Contract Coordinator's written demand for same. City will be responsible for creating a secure platform for remote access. At a minimum this will consist of: (i) the maximum allowed encryption supported by both City and Contractor for a VPN tunnel; and (ii) a terminal services environment secured and controlled by City with remote access granted to Contractor. At no time will City grant unencrypted remote access to Contractor. Contractor will follow City's documented access control procedures to gain access to City's Facilities. City is responsible for developing and implementing all City's Security Procedures. As part of City's Security Procedures, City will provide VPN and terminal services tools, and the

necessary network and environment logins to ensure that Contractor will never have access to any information in City's Facilities except through those tools and logins. Contractor Associate will use those tools and logins for remote access.

## **V. DELETION OR MODIFICATION OF SERVICES**

The City reserves the right to change the scope of Services or modify any portion of thereof upon no less than a thirty (30)-calendar day written notice, without cause, and if such right is exercised by the City, the Fixed Cost shall be reduced by the costs included in the Fixed Cost for such terminated Services. If Services have already been accomplished on the portion of the Agreement 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 Deliverables after the City has approved Services to begin on a particular Deliverable, and a budget has been established for that task or project, the Contractor will submit a revised budget or written Change Order, whichever is applicable, to the City for approval prior to proceeding with the modified/revised Services.

## **VI. PROJECT PLANNING AND MANAGEMENT**

Contractor's Project Manager, in collaboration with the City's Project Manager will conduct Project Planning activities to develop detailed Task Orders and Project Plans guided by Contractor's IMPACT methodology as described in the applicable Task Order, for each Roll-Out as agreed to by the City, that details at a minimum, both Contractor and City's responsibilities, timeline for project activities, phases, Milestones, Deliverables, associated costs and other details as required, in connection with Contractor's performance of the Services. The Task Order must be in sufficient detail to specify the planning timelines and tasks, such as all required Deliverables, conversion, training, Acceptance Testing, Acceptance Criteria, configuration, modification, integration, and Go-Live operational activities and costs for each. Both Contractor and City agree that a mutually agreeable initial Task Order and Project Plan will be submitted by Contractor and approved by City within ninety (90) Business Days of the Effective Date.

## **VII. TESTING AND ACCEPTANCE**

### **A. Verification/Validation System Acceptance Testing**

The City and Contractor will jointly develop Task Orders that include Acceptance Testing of each Deliverable contained in that Task Order, as proposed in Contractor's Response. The Task Order will also include Acceptance Criteria, as mutually agreed by the parties, for the Deliverables included in such Task Order. In addition, the City and Contractor shall schedule verification acceptance testing of the Licensed Program(s) on a module-by-module basis. Verification acceptance testing shall be the process whereby the City verifies that all modules of each Licensed Program have been delivered. Should City require assistance in verification acceptance testing, such assistance will be provided as part of the testing support activities. Each Deliverable which comprises software shall undergo Acceptance Testing and such Deliverable shall be deemed as formally verified and accepted when used in a future production environment for forty-five (45) consecutive calendar days with no Priority 1 or Priority 2 Events occurring, such to be achieved no later than two hundred seventy (270) days following delivery of the Deliverable, at which point the City will either confirm in writing that it has accepted the Deliverable, or the parties will enter in the dispute resolution process set out in

Section XVI. below to resolve any issues. Acceptance Testing will be based on mutually agreed Acceptance Criteria or other conditions mutually agreed to by both parties. Should the Deliverable fail Acceptance Testing, City shall give Contractor notice of such failure describing in reasonable detailed the material failure. Contractor shall be granted thirty (30) calendar days to cure such failed condition(s) and, if the failure involved a Priority 1 Event, the forty-five (45)-calendar day Acceptance Testing shall then be re-scheduled. Should the failure have involved a Priority 2 Event, the re-testing shall only be subject to a further thirty (30)-calendar day Acceptance Testing period. All such re-testing shall only include the portion of the Deliverable which involved the respective Priority 1 or 2 Event. Notwithstanding the foregoing, the Project Coordinator and Contractor's Project Manager shall be allowed to override the cure period and decide to either restart the Acceptance Testing periods once the issue is resolved, or, at their mutual agreement, extend the original Acceptance Testing period by a mutually agreeable additional number of days, if needed. This procedure may be repeated should City decide to do so. Note that all modifications, interfaces, report writer files, etc., programmed by Contractor are subject to individual Acceptance Testing as documented in the Project Plan. Should a given module fail two (2) tests, City reserves the right to schedule additional tests. Acceptance or failure of Acceptance Testing will be determined jointly by City's officially designated Project Manager and the Contractor's Project Manager. Should any Priority 3 or 4 Event occur during Acceptance Testing, and such Priority 3 or 4 Event cannot be remedied during the forty-five (45)-day period Acceptance Testing Period, any such Event shall not cause the Acceptance Testing period to be re-started, but the Project Coordinator shall have the option to extend the forty-five (45)-day Acceptance Testing period for ten (10) calendar days for a Priority 3 Event and five (5) calendar days for a Priority 4 Event to ensure any such Priority 3 or 4 Event, only, does not reoccur. If there is a reoccurrence of the same Priority 3 or 4 Event, the ten (10) and (5) calendar periods shall continue until such periods run without any such Priority 3 or 4 Event.

B. Final System Acceptance.

Final System Acceptance will be achieved when the System has been operated in Go-Live mode for a period of sixty (60) Business Days, including use of the Deliverables, Roll-Outs and/or the System as previously accepted or having achieved Conditional Acceptance in writing by City. If after sixty (60) Business Days the System performs without any Priority 1 or 2 Event which is solely caused by Contractor, or any of Contractor's subcontractors, and meets all applicable Acceptance Criteria, the Project Coordinator and the Contractor's Project Manager will both issue and execute a written Final System Acceptance of the System. The sixty (60)-Business Day time frame for Final System Acceptance will stop if any Priority 1 or 2 Event which is solely caused by Contractor, or any of Contractor's subcontractors, are found during Go-Live use. The Final System Acceptance process will restart on the date any Priority 1 or 2 Event which is solely caused by Contractor, or any of Contractor's subcontractors, is confirmed in writing by Contractor and will continue for another full sixty (60)-Business Day time frame if the issue constitutes a Priority 1 Event, and forty-five (45) Business Days if the issue constitutes a Priority 2 Event. Notwithstanding the foregoing, the Project Coordinator and Contractor's Project Manager shall be allowed to override the cure period and decide to either restart the sixty (60)/forty-five (45)-Business Day period once the issue is resolved, or, at the mutual agreement of the Project Coordinator and Contractor's Project Manager, extend the original sixty (60)/forty-five (45)-Business Day

period by adding a mutually agreed additional number of days, if needed. In no case whatsoever will Final System Acceptance testing exceed two hundred seventy (270) calendar days of the City's running the System in a live environment at which point the City will either confirm in writing that it has accepted the System, or the parties will enter in the dispute resolution process set out in Section XVI. below to resolve any issues.

## **VIII. TASK ORDERS**

The Task Orders, which will set out the specific Services to be performed and Deliverables to be delivered hereunder, derived from the services and products listed in Contractor's Response and the BAFO (Exhibits C and B hereto), will be per a phased implementation approach, including both Contractor and City roles and responsibilities. All Task Orders will be collaboratively developed and agreed upon between the City and Contractor for implementation of successive project phases as approved by the City, and will be attached and incorporated into this Agreement as Exhibits D (Exhibit "D1","D2"," D3", etc.) as such Task Order are compiled and agreed. Any Task Orders executed between the parties beyond the initial Task Order referred to in Section VI. above which include total fees payable by the City of less than Twenty-Five Thousand Dollars (\$25,000.00), and, in the aggregate, One Hundred Thousand Dollars (\$100,000.00) for all such Task Orders, shall take precedence over all Contract Documents in the case there should be any conflict between the terms of any such Task Orders and any of the Contract Documents.

## **IX. CONTROL OF SUB-CONTRACTOR, PROJECT TEAM AND PROJECTMANAGER DESIGNATION**

The Contractor understands that the successful installation, testing, and operation of the Solution shall be accomplished by a cooperative effort. To most effectively manage this process, the Contractor shall designate a single representative to act as Contractor's Project Manager who shall also act as an ex-officio member of the City's project management team and who shall have the authority to act on behalf of the Contractor on all matters pertaining to this Agreement.

City shall have the right to approve all Designated Staff. In the event that one or more Designated Staff is, in the opinion of the City, uncooperative, inept, incompetent, or otherwise unacceptable, the Contractor agrees to remove such person or subcontractor from the project. In the event of such a removal, the Contractor shall, within ten (10) Business Days, fill this representative vacancy as described above. Regardless of whom the Contractor has designated to fill this representative vacancy, the Contractor organization remains the ultimate responsible party for performing the tasks and responsibilities presented in this Agreement.

Contractor shall be 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, such approval not to be unreasonably withheld or delayed, 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 this Agreement shall be subject to City's prior written approval, which approval City may revoke at any time.

## **X. SUBSTITUTION OF PERSONNEL**

It is the intention of the City that the Contractor's personnel proposed for this Agreement will be available for the Services proposed. In the event the Contractor wishes to substitute trained and qualified personnel for those previously agreed by the City, the Contractor shall provide the City prior notification at least fifteen (15) Business 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's 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 terminate this Agreement for cause.

## **XI. CHANGE ORDERS OR OUT OF SCOPE SERVICES**

The City's Project Manager and Contractor's Project Manager appointed pursuant to this Agreement will meet periodically to review the Project Plan and status for each implementation phase. Any material changes to scope or any changes that would increase the total compensation due to the Contractor must be made in accordance with the provision of the Change Order process in this Section. Changes to the Project Plan including those involving a change in scope of the project such as those involving additional software and services may be proposed by either party, and if accepted by the parties, the proposed changes shall be reduced to a Change Order, inclusive of any applicable pricing changes. Each Change Order shall be reviewed and be subject to approval by City pursuant to Code of Ordinance section 2-127.

Notwithstanding the foregoing, any pricing changes will be established using Contractor's hourly rate as specified in Exhibit B for the term of this Agreement. Such hourly rates are subject to adjustment as set out in Section XXII. below. Written approval signed by a duly authorized representative of each of the parties of such Change Order must be obtained prior to the provision of any products or services related to such Change Order.

## **XII. CUSTOMIZATION SERVICES**

City may during the implementation period or thereafter require Customizations from Contractor. Contractor agrees to provide a written Change Order describing the work to be performed to provide such Customizations and providing the estimated costs using the out of scope hourly rates as provided by the Contractor in the (BAFO for City approval before any work is initiated by Contractor. Such hourly rates are subject to adjustment pursuant to Section XXII. below. Contractor will not exceed the costs set forth in the mutually agreed to Change Orders absent a duly approved and executed amended Change Order. No costs in excess of the estimates will be paid by City unless approved in writing in advance of fee incurrence. All Customizations shall be subject to Acceptance Testing before payment is released by the City.

## **XIII. TRAINING DOCUMENTATION AND MANUALS**

Contractor shall provide to the City as Deliverables under the applicable Task Order, end-user training courseware development templates, application design documents, business process step-by-steps through CRP scripts and Core Project Team training materials from the Licensed Programs vendors (as such are provided by such Licensed Programs vendors, generally, to their customers) . The City will use these Deliverables to create end-user courseware that describe in detail the operation of the Solution, during, and upon Final System Acceptance. Contractor shall

ensure that documentation generally provided by the vendors of the Licensed Programs will be provided to the City upon installation of the respective Licensed Program(s). Contractor agrees City may make such additional copies of such training manuals documentation as first described above in this Section XIII. as needed for use by City employees.

#### **XIV. INEFFECTIVE TRAINING**

Contractor will submit to City a written training plan and agenda (a written Deliverable) in advance of any training sessions to be covered with the key materials to be provided during the course of the training. Further, Contractor will provide to City detailed client computer requirements as well as all associated media necessary to deliver the course. City will conduct a rating of the course after its completion and communicate the results of this rating to Contractor for future class improvements. In the event that City asserts in good faith that any Contractor training consultant lacks the skill or capacity to adequately train City's staff or that the Solution is not properly configured for such training, Contractor shall replace such training consultant as soon as reasonably possible. If City notifies Contractor within ten (10) Business Days of the completion of said training, that in City's reasonable judgment the training sessions provided by such training consultant were inadequate or ineffective, then Contractor shall provide remedial training sessions to City for all such training sessions.

#### **XV. THIS SECTION INTENTIONALLY NOT USED**

#### **XVI. DISPUTE RESOLUTION**

The 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.

City shall have the right to approve or accept part of any Deliverable, in accordance with the Task Order. Any such approval shall be regarded as partial and conditional upon City's approval or acceptance of all aspects of the Deliverable. Contractor must correct any deficiencies of any Deliverable within the time the parties determine is required for such correction in City's notice concerning a partial approval (including approvals subject to correction of minor deficiencies) or, if no time has been determined, promptly. If City does not subsequently approve or accept all aspects of the Deliverable, the earlier conditional acceptance or approval may, in accordance with the requirements of the Task Order(s) and Acceptance Criteria, be regarded as void and of no effect by City, and which shall be accepted by Contractor

The parties agree to first try to resolve any dispute informally with the help of a mutually agreed upon mediator. If it proves impossible to arrive at a mutually agreed upon solution through mediation, the parties agree to submit their dispute to binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. All arbitration hearings shall be held in Broward County, Florida. Each party shall pay its own costs and expenses, including attorney's fees. Findings of facts and a statement of reasons for the decisions shall accompany the award of the arbitrator.



All parties agree to be bound by the results of this arbitration judgment upon the award and such award as so rendered may be entered and enforced in the State of Florida.

#### **XVII. WARRANTY**

The Contractor warrants that it will perform all Services in a professional and workmanlike manner and provide Deliverables that conform in all material respects to the specifications set forth in the Task Orders. To receive warranty remedies, the City must report any deficiencies to the Contractor in writing within ninety (90) Business Days from the date of the City's acceptance of the Services or Deliverable. The City's exclusive remedy and the Contractor's entire liability are to provide services to correct the deficiencies. If the Contractor is unable to correct the deficiencies, the Contractor shall refund forthwith to the City the fees paid to the Contractor for the deficient portion of the Services or Deliverables. **THE CONTRACTOR DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE.**

#### **XVIII. WARRANTY AS TO SPECIFICATIONS AND FUNCTIONALITY**

Contractor warrants that each Roll-Out (upon each respective Go-Live) and the entire Solution/System (upon Final System Acceptance) shall conform to and function in accordance with the Task Orders and shall meet or exceed the functionality and interoperability requirements as defined in the Specifications. In addition, Contractor warrants that its performance of the Task Order shall be in accordance with the general methodology proposed by Contractor in the Contractor's Response, unless otherwise stated in the Task Orders.

#### **XIX. COMPENSATION**

Contractor and its subcontractors, as outlined in the RFP (Exhibit A hereto) and the Contractor's Response (Exhibit C hereto), as further clarified in the BAFO (Exhibit B hereto), will provide Services as described in this Agreement and in Task Orders to deliver an Enterprise Resource Planning System Solution comprising of third party software products for the City in multiple phases as described in this Agreement and Exhibits attached hereto and Task Orders at the Fixed Cost for those items in scope.

The total Fixed Cost compensation to Contractor for Services is \$2,762,820.00.

The Services as proposed is detailed as follows:

Contractor Infor Implementation Services	\$999,880.00
Other Services	1,011,650.00
Contractor SymPro Services	9,600.00
Interface Development	247,240.00
Train-the-Trainer Training	72,670.00
Data Conversion	59,280.00*
Travel and Lodging Budget	<u>362,500.00</u>
	<u>\$2,762,820.00</u>

\*Includes \$10,000 SymPro of Debt Conversion Cost by Contractor

Payment shall be made only for Services actually provided in accordance with the terms of this Agreement and Task Orders and shall be made in accordance with the applicable payment schedule which is set out in the Task Order, which payment shall be accepted by Contractor as full compensation for all Services. Contractor acknowledges that the amounts set forth herein are the maximum amounts payable for the respective terms and constitute a limitation upon City's obligation to compensate Contractor for its Services under this Agreement.

Payment shall be made for certain Deliverables preliminarily accepted in connection with the Services as described in the respective Task Order.

The Fixed Cost amount, however, do not constitute a limitation of any sort upon Contractor's obligation to perform its Services under this Agreement. An estimate of all travel and living expense costs are included in the Fixed Cost as provided under Travel & Lodging of the BAFO (Exhibit B). Contractor shall be reimbursed for all travel and living expenses it incurs under this Agreement with the prior approval of the City. Per Force Majeure, City shall not be liable for additional travel costs incurred due to any Force Majeure situation.

Contractor acknowledges and agrees that the Debt Management Conversion Services (\$10,000) is included as part of the project Deliverables and shall have no effect on the BAFO pricing (Exhibit B hereto).

Contractor will be responsible for identifying all required software required for each Roll-Out of the Services during the implementation period. The City will accept and make payment for the services and software licenses and support to the appropriate contractors as provided in each respective third-party vendor agreement.

## **XX. METHOD OF BILLING AND PAYMENT**

**Invoices.** Contractor may submit invoices only in accordance with the payment schedules in the Task Orders and as follows:

Unless otherwise stated, an electronic invoice must be submitted within fifteen (15) days after the end of the month for which Services were rendered, except the final invoice must be submitted no later than sixty (60) days after all applicable Services are completed.

A payment schedule shall be developed and included in each phased Task Order based upon an agreed schedule of Services, Deliverables, and Milestones for each Roll-Out of the project and such payment schedule shall be as set forth therein in accordance with this Agreement.

For Services, Contractor shall not submit any invoice for payment until City has agreed to preliminary acceptance of the particular Deliverable(s).

The invoice will 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 term of this Agreement, the City shall not approve or accept the Contractor's work product, the parties shall undertake the dispute resolution process set forth in Section XVI above.

Invoices and backup materials may be emailed to [Acctspayable@fortlauderdale.gov](mailto:Acctspayable@fortlauderdale.gov) with a copy of such to the City's Project Coordinator/Project Manager.

To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted pursuant to instructions prescribed by the Project Coordinator. Payment may be withheld for failure of Contractor to comply with a term, condition, or requirement of this Agreement.

Notwithstanding any provision of this Agreement to the contrary, City may dispute in good faith, any amount on any invoice and the parties will attempt to resolve any such disputed amounts in good faith. City's dispute of any amounts will not delay its payment of undisputed charges.

City has thirty (30) calendar days after receipt of an invoice to provide written notice of a dispute of that invoice to the Contractor's Chief Financial Officer at the address listed on the cover of this Agreement. Contractor will provide a written response to City that either provides a justification of the invoice or an explanation of an adjustment to the invoice and an action plan that will outline the reasonable steps needed to be taken by Contractor and City to resolve any remaining issues in the City's dispute. City may withhold payment of the amount in actual dispute until Contractor provides the required written response and has completed all material steps in the action plan to be taken by Contractor. Invoices disputed as provided herein will not be assessed interest or late fees. If Contractor is unable to complete all material steps in the action plan because City has not completed its part of the action plan, City will remit the full payment of the invoice.

Any invoice not disputed as described above shall be deemed accepted by the City. If payment of any invoice that is not disputed as described above is not made within sixty (60) calendar days, Contractor reserves the right to suspend performance of all Services required under this Agreement.

## **XXI. ADDITIONAL PAYMENT TERMS –**

- A. Upon preliminary acceptance of a Deliverable under a Task Order for which payment is indicated in the payment schedule per the applicable Task Order, City shall pay Contractor ninety-five percent (95%) of the total shown to be due on the invoice for the applicable Deliverable in the Task Order and payment schedule. Such five percent (5%) holdback shall constitute "5% Retainage". Upon Contractor's having delivered fifty percent (50%) of all Deliverables required under the respective Task Order, and the City's acceptance, or Conditional Acceptance, of all such Deliverables,, Contractor may invoice the City for all of the 5% Retainage held for that Task Order which the City shall pay in accordance with Section XX above, and the City shall then begin paying Contractor ninety-seven and 1/2 percent (97.5%) of the total shown to be due on the invoice for the then-remaining Deliverables in the applicable Task Order and payment schedule. The remaining two and 1/2 percent (2.5%) due for the respective Deliverables, shall constitute 2 1/2% Retainage"). Upon the City's acceptance, or Conditional Acceptance, of the respective Task Order, Contractor may invoice City for all of the 2 1/2 % Retainage held for that Task Order, which City shall pay to Contractor in accordance with Section XX. above

- (1) Training fees will be invoiced as incurred. Contractor will only invoice City for the actual number of training days received.

- (2) In the event a Go-Live Date (as such Go-Live Date is agreed in the Task Orders) is postponed due to the sole action or inaction of the Contractor or its subcontractors, the associated payment will be postponed the corresponding number of days. Otherwise, the associated payment will be due on the date(s) indicated in the applicable Task Order.
- (3) Travel and Lodging – 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. The 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.

Contractor shall incur no travel or related expenses chargeable to the City without prior approval by the City's travel officer and the Project Coordinator. Contractor shall provide, if required by the City, documentation of all actual travel and related costs.

- B. Service Credits – Commencing at the Go Live Date, if an Event occurs which constitutes a Priority 1, and such Priority 1 is the result of Contractor's, or its subcontractors', sole fault or sole inaction, then for each twenty-four (24) consecutive hours that the Priority 1 continues as the result of Contractor's, or its subcontractors' sole fault or sole inaction, Contractor shall issue a credit against any fees then payable by City under this Agreement equal to Three Hundred Dollars (\$300.00), with such aggregate credits under this Agreement not to exceed One Hundred Twenty Thousand Dollars (\$120,000.00). Such credits shall be calculated and agreed no later than the end of the first month after the subject calendar quarter, during the term of this Agreement, and shall be credited against fees then payable by the City. Should the credits exceed fees payable at that time, Contractor shall issue payment for any such excess credits no later than sixty (60) days after the end of the subject calendar quarter.

## **XXII. COST ADJUSTMENTS**

The fees charged by Contractor for additional services under Sections III. and XI. above, and for Customizations, under Section XII. above, and for all other services provided by Contractor which are outside the scope of the Fixed Cost shall be charged at the hourly rates set out in the BAFO, and, after the third (3<sup>rd</sup>) year of the Initial Agreement Term shall be subject to the following:

Costs for any increase or extension terms shall be subject to an adjustment equal to two percent (2%) per year

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

## **XXIII. GENERAL CONDITIONS**

### **A. Indemnification**

Contractor shall protect and defend at Contractor's expense, counsel being at the discretion of the Contractor, subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents ("Indemnitees") from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sub licensee of the Contractor. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the City Manager, any sums due Contractor under this Agreement may be retained by City until all of City's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by City.

### **B. Intellectual Property**

Contractor shall defend, and pay any damages and costs awarded in final judgment or made in settlement of, any claim or suit against City by a third party alleging that a Service or Deliverable provided by Contractor, when used in conformity with Contractor's instructions and documentation, infringes a U.S. patent, copyright or trade secret. If any Service or Deliverable is determined by a court of competent jurisdiction to be infringing, or in Contractor's opinion is likely to become the subject of a claim of infringement or violation, Contractor may, at its option, procure for City the right to continue using the Service or Deliverable, or replace or modify the Service or Deliverable so it is not infringing. If Contractor cannot secure these remedies on a reasonable basis and if City must discontinue use of any Service or Deliverable, Contractor will refund the unamortized portion of the fees paid for the infringing Service or Deliverable based on an expected life of five (5) years of the Service or Deliverable.

The foregoing indemnity shall not apply to any infringement claim arising from: (i) a Service or Deliverable that has been modified by any party other than Contractor; (ii) City's use of a Service or Deliverable in conjunction with the products or services of parties other than Contractor where such use gives rise to the infringement claim; (iii) City's use of a Service or Deliverable after written notice to City to cease such use; (iv) a Service or Deliverable not used in accordance with Contractor's instructions and specifications; (v) City's use of other than the current release of a Service or Deliverable if such claim would have been avoided by the use of the current release provided by Contractor; or (vi) Contractor's compliance with any design, specification or instruction of City.

This Section sets forth City's sole and exclusive remedies for infringement or misappropriation of third party rights. Services and Deliverable do not include any third party services, products or materials, whether or not supplied by Contractor.

### **C. Termination**

#### **1) Termination for Cause**

The aggrieved party may terminate this Agreement for cause if the party in breach has not corrected the breach within thirty (30) days after written notice from the aggrieved party identifying the breach. The City Manager may also terminate this Agreement upon such notice as the City Manager deems appropriate under the circumstances in the event the City Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the City erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

This Agreement may be terminated for cause for reasons including, but not limited to, Contractor's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to perform the Services to the City's satisfaction; or failure to continuously perform the Services in a manner calculated to meet or accomplish the objectives as set forth in this Agreement.

## **2. Termination for Convenience**

The City reserves the right, in its best interest as determined by the City, to cancel this Agreement for convenience by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. In the event this Agreement is terminated for convenience, Contractor shall be paid for any services performed to the City's satisfaction pursuant to the Agreement through the termination date specified in the written notice of termination. Contractor acknowledges and agrees that it he/she/it has received good, valuable and sufficient consideration from City, the receipt and adequacy of which are hereby acknowledged by Contractor, for City's right to terminate this Agreement for convenience.

## **3. Cancellation for Unappropriated Funds**

The City reserves the right, in its best interest as determined by the City, to cancel this Agreement for unappropriated funds or unavailability of funds by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. 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 this Agreement into a subsequent fiscal period is subject to appropriation of funds, unless otherwise provided by law.

## **D. Insurance**

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the term of this Agreement. The following minimum insurance coverage is required. The commercial general liability insurance policy shall name the City of Fort Lauderdale, a Florida municipality, as an "additional insured." This MUST be written in the description section of the insurance certificate, even if there is a check-off box on the insurance certificate. Any costs for adding the City as "additional insured" shall be at the Contractor's expense.

The City shall be given notice thirty (30) days prior to cancellation or modification of any required insurance. 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 City's 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 excludes coverage for work contemplated in this solicitation shall be deemed unacceptable, and shall be considered breach of contract.

### **Workers' Compensation and Employers' Liability Insurance**

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

Any firm performing Work on behalf of the City 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](http://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 this Agreement.
- 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/Contractors

Limits: \$2,000,000 per occurrence

Certificate holder should be addressed as follows:

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

#### **E. Environmental, Health and Safety**

Contractor shall place the highest priority on health and safety and shall maintain a safe working environment during performance of the Services. Contractor shall comply, and shall secure compliance by its employees, agents, and subcontractors, with all applicable environmental, health, safety and security laws and regulations, and performance conditions in this Agreement. Compliance with such requirements shall represent the minimum standard required of Contractor. Contractor shall be responsible for examining all requirements and determine whether additional or more stringent environmental, health, safety and security provisions are required for the Services. Contractor agrees to utilize protective devices as required by applicable laws, regulations, and any Contractor's health and safety plans and regulations, and to pay the costs and expenses thereof, and warrants that all such persons shall be fit and qualified to carry out the Services.

#### **F. Standard of Care**

Contractor agrees at all times to maintain an adequate staff of experienced and qualified employees for efficient performance of the Services, represents that he/she/it is qualified to perform the Services, that Contractor and his/her/its subcontractors possess current, valid state and/or local licenses to perform the Services, and that their services shall be performed in a proper, workmanlike and dignified manner consistent with that level of care and skill ordinarily exercised by other qualified contractors under similar circumstances.

Contractor agrees that all persons working for or on behalf of Contractor whose duties bring them upon the City's premises shall obey the rules and regulations that are established by the City and shall comply with the reasonable directions of the City's officers. The City may, at any time, require the removal and replacement of any of Contractor's employees for good cause.

Contractor shall be responsible for the acts of its employees and agents while on the City's premises. Accordingly, Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on the City's premises. Contractor shall be responsible for all damages to persons or property caused by Contractor or any of its agents or employees. Contractor shall promptly repair, or cause to repair, to the mutually agreed specifications of the City, any damage that it, or its employees or agents, may cause to the City's premises or equipment; on Contractor's failure to do so, the City may repair such damage and Contractor shall reimburse the City promptly for the cost of repair.

Contractor agrees that, in the event of an accident of any kind, Contractor will immediately notify the City's contact person and thereafter, if requested, furnish a full written report of such accident.

Contractor shall perform the services contemplated in the Agreement without interfering in any way with the activities of the City's staff or visitors.



Contractor and its employees or agents shall have the right to use only those facilities of the City that are necessary to perform services under this Agreement and shall have no right to access any other facilities of the City. The City shall also extend parking privileges to properly identified members of Contractor's full-time staff on the same basis as they are extended to the City's staff.

The City shall have no responsibility for the loss, theft, mysterious disappearance of, or damage to equipment, tools, materials, supplies, and other personal property of Contractor or its employees or subcontractors.

#### **G. Rights in Documents and Work**

Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City; and Contractor disclaims any copyright in such materials. In the event of and upon termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by Contractor in connection with this Agreement, whether finished or unfinished, shall become the property of City and shall be delivered by Contractor to the Project Coordinator within seven (7) days of termination of this Agreement by either party. Any compensation due to Contractor shall be withheld until Contractor delivers all documents to the City as provided herein. City acknowledges that Contractor is in the business of providing information technology consulting and implementation services and has accumulated expertise in this field and agrees that Contractor will retain all right, title, and interest in and to all Contractor Materials. "Contractor Materials" means all inventions, discoveries, concepts, and ideas, including, without limitation, patents, copyrights, trademarks, trade secrets, processes, methods, formulae, techniques, tools, solutions, programs, data, and documentation, and related modifications, improvements, and know how, that Contractor, alone, or jointly with others, its agents or employees, conceives, makes, develops, acquires, or obtains knowledge of at any time before, after, or during the term of this Agreement without breach of Contractor's duty of confidentiality to City. To the extent Contractor Materials are included in any Deliverable, Contractor will grant City a personal, perpetual, irrevocable, nonexclusive, worldwide, royalty free license to use, execute, reproduce, and modify such Contractor Materials, but only for Customer's internal use in conjunction with the Deliverable or as otherwise provided by Florida law. Contractor's grant to City of any interest in the Services and Deliverables is effective only upon City's payment of all fees and charges invoiced by Contractor.

#### **H. Audit Right and Retention of Records**

City shall have the right to audit the books, records, and accounts of Contractor and Contractor's subcontractors that are related to this Agreement. Contractor shall keep, and Contractor shall cause Contractor's subcontractors to keep, such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement. All books, records, and accounts of Contractor and Contractor's subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Contractor or Contractor's subcontractor, as applicable, shall make same available at no cost to City in written form.

Contractor and Contractor's subcontractors shall preserve and make available, at reasonable times for examination and audit by City in Broward County, Florida, all financial records, supporting documents, statistical records, and any other documents

pertinent to this Agreement for the required retention period of the Florida public records law, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida public records law is determined by City to be applicable to Contractor and Contractor's subcontractors' records, Contractor and Contractor's subcontractors shall comply with all requirements thereof; however, Contractor and Contractor's subcontractors shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for City's disallowance and recovery of any payment upon such entry.

Contractor shall, by written contract, require Contractor's subcontractors to agree to the requirements and obligations of this Section.

The Contractor shall maintain during the term of this Agreement all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this Agreement.

#### **I. Public Entity Crime Act**

Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to City, may not submit a bid on a contract with City for the construction or repair of a public building or public work, may not submit bids on leases of real property to City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with City, and may not transact any business with City in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid by City pursuant to this Agreement, and may result in debarment from City's competitive procurement activities.

#### **J. Independent Contractor**

Contractor is an independent contractor under this Agreement. Services provided by Contractor pursuant to this Agreement shall be subject to the supervision of the Contractor. In providing such services, neither Contractor nor Contractor's agents shall act as officers, employees, or agents of City. No partnership, joint venture, or other joint relationship is created hereby. City does not extend to Contractor or Contractor's agents any authority of any kind to bind City in any respect whatsoever. It is expressly agreed that the Contractor is an independent contractor and not an agent of City. The Contractor shall not pledge or attempt to pledge the credit of City or in any other way attempt to bind the City.

#### **K. Inspection and Non-Waiver**

Contractor shall permit the representatives of City to inspect and observe the Services at all times. The City shall not undertake any/all such inspections and observations in a way so as to unduly disrupt the Contractor's operations to all extent possible.

The failure of the parties to insist upon strict performance of any terms of this Agreement or to exercise any rights conferred by this Agreement shall not be construed by the other party as a waiver of the insisting party's right to assert or rely on any such terms or rights on any future occasion or as a waiver of any other terms or rights.

#### **L. Assignment and Performance**

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered by either party without the written consent of the other party. In addition, Contractor shall not subcontract any portion of the Services required by this Agreement, except as provided in the Contractor's response to the RFP (Exhibit C hereto) and Task Orders. The parties may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, which is not allowed by this Agreement, without the non-assigning party's prior written consent.

#### **M. Conflicts**

Neither Contractor nor any of Contractor's employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Contractor's loyal and conscientious exercise of judgment and care related to Contractor's performance under this Agreement.

Contractor further agrees that none of Contractor's officers or employees shall, during the term of this Agreement, serve as an expert witness against City in any legal or administrative proceeding in which he, she, or Contractor is not a party, unless compelled by court process. Further, Contractor agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of City in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude Contractor or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event Contractor is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, Contractor agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as Contractor.

#### **N. Schedule and Delays**

Time is of the essence in this Agreement. By signing, Contractor affirms that it believes the Project Plan Deliverables to be reasonable; provided, the City meets its obligations in a timely manner, as such obligations are set out in all Task Orders; however, the parties acknowledge that the Project Plan(s) which are to be included in each Task Order might be modified as the parties may mutually agree.

#### **O. Materiality and Waiver of Breach**

City and Contractor agree that each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the parties in exchange for *quid pro quo*, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

Either party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

#### **P. Compliance With Laws**

Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

#### **Q. Severance**

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the provisions not having been found by a court of competent jurisdiction to be invalid or unenforceable shall continue to be effective.

#### **R. Limitation of Liability**

NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY LOST DATA, LOST PROFITS, OR INCIDENTAL, CONSEQUENTIAL, PUNITIVE, SPECIAL, OR OTHER INDIRECT DAMAGES OF ANY KIND FOR ANY REASON WHATSOEVER INCLUDING, BUT NOT LIMITED TO, DAMAGES BASED UPON, CONTRACT, WARRANTY, TORT, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER THEORY EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Each party agrees that the other party's liability hereunder for damages, regardless of the form of action, will not exceed the total amount actually paid for Services and Deliverables under the Task Order giving rise to the damages. Notwithstanding the above, the liability of both parties may be increased to include the prevailing party's costs in litigation regarding collection of Services fees, including without limitation, reasonable attorneys' fees and court costs, following any and all appeals. The parties agree that amounts stated herein are fair under the circumstances and that the charges reflect this limitation of liability.

#### **S. Jurisdiction, Venue, Waiver, Waiver of Jury Trial**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of this Agreement, and for any other legal proceeding, shall be in the Seventeenth Judicial Circuit in and for Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida, Fort Lauderdale Division.

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.

**T. Amendments**

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the Mayor-Commissioner and/or City Manager, as determined by City Charter and Ordinances, and Contractor or others delegated authority to or otherwise authorized to execute same on their behalf.

**U. Prior Agreements**

This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

**V. Payable Interest**

Except as required and provided for by the Florida Local Government Prompt Payment Act, City shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Contractor waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

**W. Representation of Authority**

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

**X. 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:

1. 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;
2. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
3. 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

4. The non-performing party uses its commercially reasonable 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 Solution 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 this Agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

#### **Y. Scrutinized Companies**

Subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), *affirmed*, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), with regard to the "Cuba Amendment," 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 or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2016), that it is not engaged in a boycott of Israel, and that it does not have business operations in Cuba or Syria, as provided in section 287.135, Florida Statutes (2016), as may be amended or revised. The City may terminate this Agreement 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 (2016), 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 the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2016), or is engaged in a boycott of Israel or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2016), as may be amended or revised.

#### **Z. Public Records**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address).**

Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2016), as may be amended or revised, or as otherwise provided by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of this Agreement if the Contractor does not transfer the records to the City.

4. Upon completion of this Agreement, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

**AA. Agreement Extension**

If Contractor anticipates missing a Milestone date identified in the Task Order and its Project Plan, then Contractor must notify City immediately so that a mutually acceptable revised Milestone date can be agreed to.

**BB. Contractor Merger or Acquisition**

In the event that the Contractor is merged or acquired, Ciber will use all commercially reasonable efforts to ensure that the acquiring entity shall honor all of the terms of the existing Agreement for the then-remaining term of the Agreement as set out in Section III. above.

**CC. Video and Audio Recording**

City reserves the right to record video and/or audio of any and all end-user training sessions, whether held at City site, Contractor site, or via teleconference. Use of such recordings shall be strictly for City staff training purposes.

**DD. Performance Bond**

The Contractor shall within fifteen (15) business 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 phased Task Orders as agreed upon, as surety for faithful performance under the terms and conditions of this Agreement. If the bond is on an annual coverage basis, renewal for each succeeding year or 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 of 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.

**EE. Data and Privacy**

1. All data supplied by the City related to the performance of a service remains the City's property.

2. Privacy Laws

The City and the Contractor are each responsible for complying with any obligations applying respectively to items under the applicable data protection and personal information protection laws ("Privacy Laws") governing the City's data.

If there is a security breach involving protected City data, the Contractor will notify the City promptly upon discovery and provide the City with the information needed about the breach necessary to meet the Contractor's and City's responsibilities and business needs.

3. Handling of Protected Data after Termination

Upon termination of this Agreement or at the City's request, the Contractor shall return or destroy protected information in accordance with Subsection XXIII.Z and in accordance with Florida law.

**FF. National Conference**

Contractor will provide four (4) annual no cost passes for admission to any national conference hosted by Contractor or Infor Public Sector, Inc. for the first three (3) years following the Effective Date.

By executing this Agreement, the Contractor represents that it thoroughly reviewed the Contract Documents incorporated into this Agreement by reference and that it accepts the description of the work and the conditions under which the Services are to be performed.

[Remainder of Page Left Blank]



IN WITNESS WHEREOF, the City and the Contractor execute this Agreement as follows:

ATTEST:

\_\_\_\_\_  
Jeffrey A. Modarelli, City Clerk

CITY OF FORT LAUDERDALE

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

John P. "Jack" Seiler, Mayor

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

Lee R. Feldman, City Manager

Approved as to form:

Cynthia A. Everett, City Attorney

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

Assistant City Attorney

ATTEST:

CIBER, INC.

\_\_\_\_\_  
Michael Sean Radcliffe  
Secretary

By: \_\_\_\_\_  
Michael Boustridge, President

(CORPORATE SEAL)

STATE OF \_\_\_\_\_:  
COUNTY OF \_\_\_\_\_:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by Michael Boustridge as President for Ciber, Inc.

(SEAL)

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of  
Notary Public)

Personally Known \_\_\_\_OR Produced Identification \_\_\_\_  
Type of Identification Produced \_\_\_\_\_

EXHIBIT A

RFP TO BE INCORPORATED

EXHIBIT B

BAFO TO BE INCORPORATED

EXHIBIT C

CONTRACTOR'S RESPONSE TO BE INCORPORATED

EXHIBIT D1, D2, etc.

TASK ORDERS

## **Solicitation 742-11378**

# **Enterprise Resource Planning (ERP) System Solution & Professional Services**

**Bid designation: Public**



**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 17, 2014 5:00:00 PM EDT**

Bid Contact **Richard Ewell**  
**Procurement Specialist II**  
**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 #**

#### 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](http://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](http://www.bidsync.com).



**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](http://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](http://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 5 <sup>th</sup> , 2014
Pre-Proposal Meeting	August 26 <sup>th</sup> , 2014 City of Fort Lauderdale City Hall, 8 <sup>th</sup> Floor Commission Conference Room, 2:00 PM <i>Conference Bridge Information will be provided prior to the meeting</i>
Deadline for Questions/Request for Clarifications	September 17 <sup>th</sup> , 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](http://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
<b>Property damage</b>	\$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](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](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<sup>nd</sup>) through tenth (10<sup>th</sup>) 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<sup>st</sup> 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 10<sup>th</sup> 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's 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.

<b>City Operating Volumes/Standards</b>	<b>Current</b>
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
<b>Number of Users (Anticipated Future) Per Area</b>	
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
<b>General Ledger/Bank Reconciliation</b>	

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
<b>Budgeting</b>	
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 policies, 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
<b>Fixed Assets</b>	

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
<b>Project/Grant Accounting</b>	
Do Projects/Grants Cross Funds?	Yes
Do Projects/Grants Cross Departments?	Yes
<b>Purchasing / Contract Management / Inventory</b>	
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
<b>Accounts Payable</b>	
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
<b>Cash Receipting</b>	
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
<b>Human Resources and Payroll</b>	
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
<b>Fleet &amp; Equipment</b>	
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)**

<b>Replacement (R):</b>	The City is intending on replacing this application with an ERP System Solution
<b>Consider (C):</b>	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
<b>Maintain (M):</b>	The City is intending on retaining the application, not replacing it.
<b>Interface (I):</b>	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 <b>EXHIBIT E</b> 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

<b>Network Infrastructure Configuration (WAN &amp; Internet)</b>	
▪	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.
<b>Data Network</b>	
▪	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.
<b>Logical Network</b>	
▪	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.
<b>Server &amp; Operating System Standard</b>	
▪	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 Preferred

### 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 Solicitation 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:

<b>Functional and Technical Requirements</b> 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.	<b>35%</b>
<b>General Vendor</b> 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.	<b>10%</b>
<b>Implementation Requirements</b> 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.	<b>10%</b>
<b>Service and Support</b> This category includes items such as ongoing support procedures (e.g., help desk), ability to provide timely mandated changes, and user-group activities.	<b>15%</b>
<b>Investment and Costs</b>	<b>30%</b>
<b>Total Percentage Available</b>	<b>100%</b>

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) COPIES 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 DISCREPANCY 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:

- o Technical training (e.g., programming, operations, etc.)
- o User training
- o 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 accessed, 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 (Section 10)**

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:

<b>“H” – High:</b>	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.).
<b>“M” – Medium:</b>	This is a feature that the City would like in the new system that is not currently being tracked or is not existing functionality.
<b>“L” – Low:</b>	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:

<b>Y</b>	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.
<b>R</b>	Functionality is provided through reports generated using proposed Reporting Tools.
<b>T</b>	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 <b>MUST</b> be included in the cost proposal.
<b>M</b>	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.

<b>F</b>	Functionality is provided through a future general availability (GA) release that is scheduled to occur within one (1) year of the proposal response.
<b>N</b>	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

<b>Special Conditions Compliance Checklist</b>				
<b>#</b>	<b>Title</b>	<b>Comply</b>	<b>Variance/ Exception</b>	<b>Not Comply</b>
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			

<b>Special Conditions Compliance Checklist</b>				
<b>#</b>	<b>Title</b>	<b>Comply</b>	<b>Variance/ Exception</b>	<b>Not Comply</b>
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.

<b>Exception Explanations</b>		
<b>#</b>	<b>Title</b>	<b>Explanation of Variance(s)\Exception(s)</b>

**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 vendor'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.**

**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.

## EXHIBIT C

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 its 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

## EXHIBIT C

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](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 Contractor's 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.

Form G-107 Rev. 05/14



- 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, Form G-107 Rev. 05/14

CAM #16-0900

Exhibit 4

Page 101 of 1220

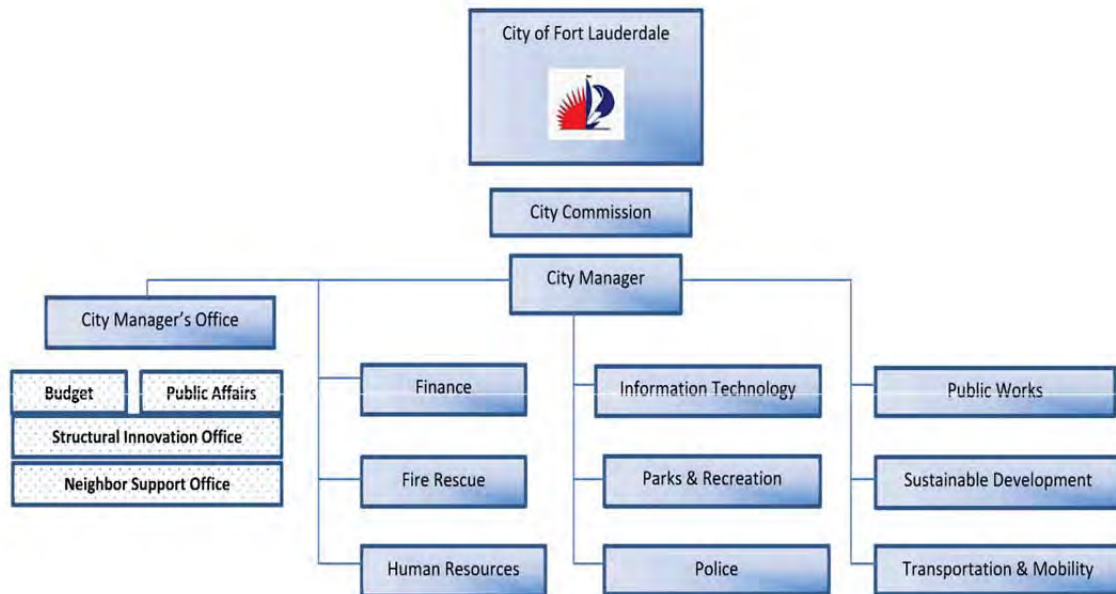
## EXHIBIT C

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.

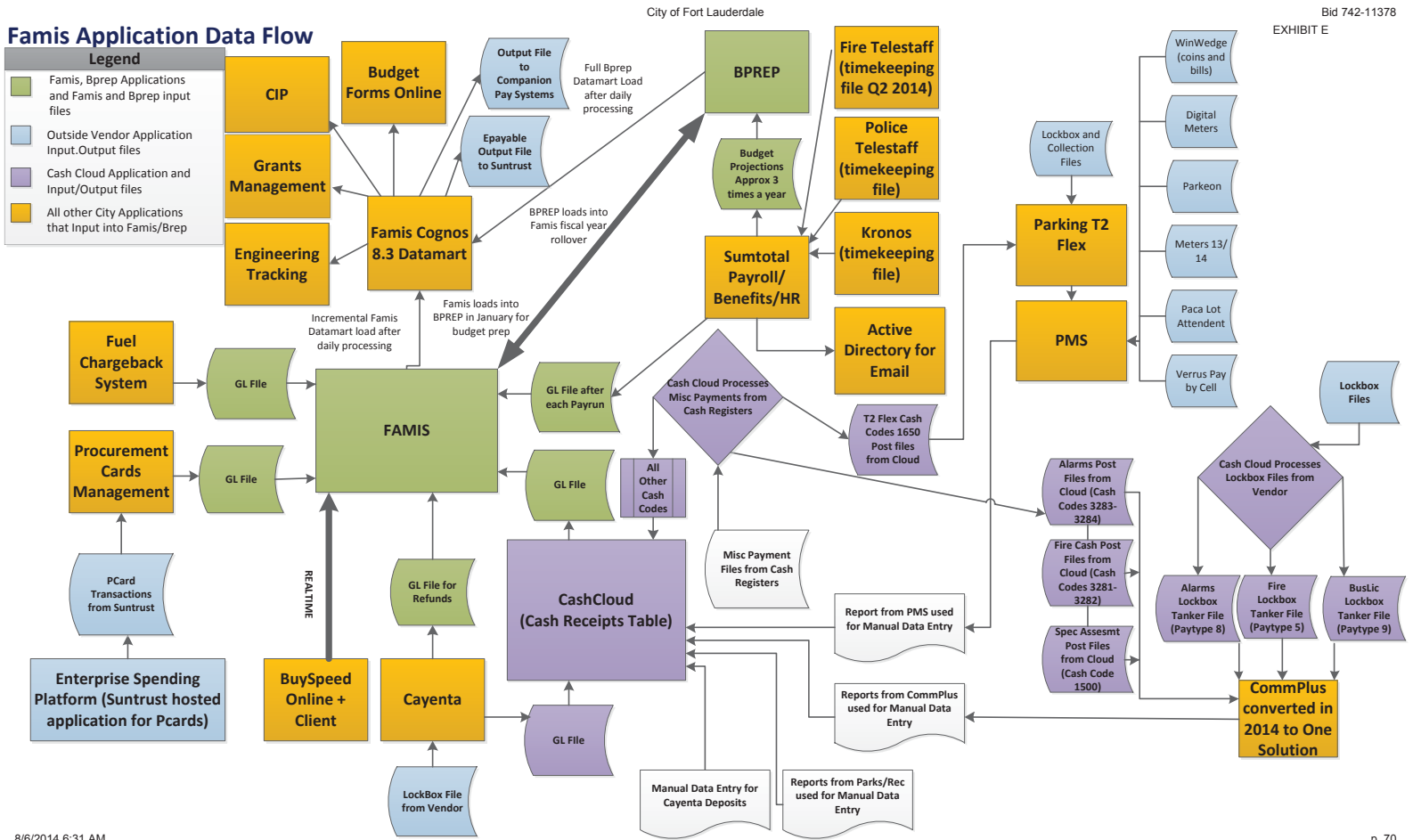
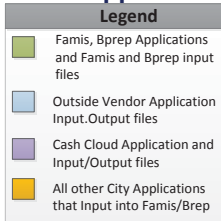
If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 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



8/6/2014 6:31 AM

p. 70

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		<i>Optional</i>
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)
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

*Optional*

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*

## 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 &amp; 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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Proposal Summary*

Bid 742-11378

Vendor Name				
<b>Proposal Summary</b>	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
<b>Core Components</b>				
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	
<i>Discount (if applicable)</i>	\$0	N/A	\$0	
<b>Subtotal - Core Components</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Optional Components</b>				
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	
<i>Discount (if applicable)</i>	\$0	N/A	\$0	
<b>Subtotal - Optional Components</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Grand Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

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		

8/6/2014 6:31 AM

p. 76

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Proposal Summary*

Bid 742-11378

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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Module Summary*

Bid 742-11378

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
<b>Core Modules</b>										
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

8/6/2014 6:31 AM

p. 78

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Module Summary*

Bid 742-11378

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
<b>Subtotal - Core Modules</b>	<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Optional Modules</b>										
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

8/6/2014 6:31 AM

p. 79

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Module Summary*

Bid 742-11378

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

8/6/2014 6:31 AM

p. 80

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Module Summary*

Bid 742-11378

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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Application Software*

Bid 742-11378

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
<b>Core Modules</b>			
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			

8/6/2014 6:31 AM

p. 82



City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
Pricing Forms - Application Software

Bid 742-11378

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			

8/6/2014 6:31 AM

p. 83

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Application Software*

Bid 742-11378

Vendor Name			
<b>Application Software</b>		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			
<b>Subtotal - Core Modules</b>	<b>\$0</b>	<b>\$0</b>	
<b>Optional Modules</b>			
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			

8/6/2014 6:31 AM

p. 84

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
Pricing Forms - Application Software

Bid 742-11378

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			

8/6/2014 6:31 AM

p. 85

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Application Software*

Bid 742-11378

Vendor Name			
<b><i>Application Software</i></b>	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			
<b><i>Subtotal - Optional Modules</i></b>	<b><i>\$0</i></b>	<b><i>\$0</i></b>	
<b>Grand Total</b>	<b>\$0</b>	<b>\$0</b>	

Bid 742-11378

8/6/2014 6:31 AM p. 87

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Other Software*

Bid 742-11378

[illegible]

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Other Software*

Bid 742-11378

[illegible]

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Other Software*

Bid 742-11378

Vendor Name					
<i>Other Software</i>	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		
<i>Subtotal - Optional Modules</i>	0	N/A	\$0	\$0	
<b>Grand Total</b>	0	N/A	\$0	\$0	



Bid 742-11378

8/6/2014 6:31 AM p. 91

Bid 742-11378

8/6/2014 6:31 AM p. 92

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Hardware*

Bid 742-11378

[illegible]

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Hardware*

Bid 742-11378

Vendor Name					
<i>Hardware (Optional)</i>	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		
<i>Subtotal - Optional Modules</i>	<i>0</i>	<i>N/A</i>	<i>\$0</i>	<i>\$0</i>	
<b>Grand Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Implementation Services*

Bid 742-11378

Vendor Name				
<i>Implementation Services</i>		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
<b>Core Modules</b>				
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	

8/6/2014 6:31 AM

p. 95

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Implementation Services*

Bid 742-11378

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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Implementation Services*

Bid 742-11378

Vendor Name				
<b>Implementation Services</b>		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	
<b>Subtotal - Core Modules</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	
<b>Optional Modules</b>				
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	

8/6/2014 6:31 AM

p. 97

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Implementation Services*

Bid 742-11378

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	

8/6/2014 6:31 AM

p. 98



City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Implementation Services*

Bid 742-11378

Vendor Name				
<b>Implementation Services</b>	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	
<b>Subtotal - Optional Modules</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	
<b>Grand Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Train-the-Trainer Training*

Bid 742-11378

Vendor Name				
<i>Train-the-Trainer Training</i>		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
<b>Core Modules</b>				
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	

8/6/2014 6:31 AM

p. 100

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Train-the-Trainer Training*

Bid 742-11378

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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Train-the-Trainer Training*

Bid 742-11378

Vendor Name				
<b>Train-the-Trainer Training</b>		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	
<b>Subtotal - Core Modules</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	
<b>Optional Modules</b>				
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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Train-the-Trainer Training*

Bid 742-11378

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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Train-the-Trainer Training*

Bid 742-11378

Vendor Name				
<i>Train-the-Trainer Training</i>	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	
<i>Subtotal - Optional Modules</i>	<i>0</i>	<i>N/A</i>	<i>\$0</i>	
<b>Grand Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Optional End-User Training*

Bid 742-11378

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
<b>Core Modules</b>				
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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Optional End-User Training*

Bid 742-11378

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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Optional End-User Training*

Bid 742-11378

Vendor Name				
<b>Optional End-User Training</b>	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	
<b>Subtotal - Core Modules</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	
<b>Optional Modules</b>				
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  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Optional End-User Training*

Bid 742-11378

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	

8/6/2014 6:31 AM

p. 108

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Optional End-User Training*

Bid 742-11378

Vendor Name				
<b><i>Optional End-User Training</i></b>	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	
<b><i>Subtotal - Optional Modules</i></b>	<b><i>0</i></b>	<b><i>N/A</i></b>	<b><i>\$0</i></b>	
<b>Grand Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Data Conversion Services*

Bid 742-11378

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 <sup>1</sup>	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	

8/6/2014 6:31 AM

p. 110

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Data Conversion Services*

Bid 742-11378

39						\$0	
40						\$0	
41						\$0	
42						\$0	
43						\$0	
44						\$0	
45						\$0	
46						\$0	
47						\$0	
48						\$0	
49						\$0	
50						\$0	
<b>Subtotal - Core Modules</b>				0	N/A	\$0	
<b>Optional Modules</b>							
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	

8/6/2014 6:31 AM

p. 111

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Data Conversion Services*

Bid 742-11378

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	

<sup>1</sup> 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  
**City of Fort Lauderdale, FL - ERP System Solution**  
Pricing Forms - Interfaces

Bid 742-11378

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		

8/6/2014 6:31 AM

p. 113

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Interfaces*

Bid 742-11378

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		

8/6/2014 6:31 AM

p. 114



City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Interfaces*

Bid 742-11378

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		

8/6/2014 6:31 AM

p. 115

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Interfaces*

Bid 742-11378

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		
<b>Subtotal - Core Modules</b>				<b>0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	
<b>Optional Modules</b>								
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		

8/6/2014 6:31 AM

p. 116

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Interfaces*

Bid 742-11378

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	

Bid 742-11378

8/6/2014 6:31 AM p. 118

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Form Services*

Bid 742-11378

[illegible]

8/6/2014 6:31 AM

p. 119

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Form Services*

Bid 742-11378

[illegible]

Bid 742-11378

p. 121

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Modifications*

Bid 742-11378

[illegible]



City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Modifications*

Bid 742-11378

[illegible]

Bid 742-11378

p. 124

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Other Implementation Services*

Bid 742-11378

[illegible]

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Other Implementation Services*

Bid 742-11378

[illegible]

City of Fort Lauderdale  
**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Other Implementation Services*

Bid 742-11378

Vendor Name				
<b>Other Implementation Services</b>	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	
			\$0	
<i>Subtotal - Optional Modules</i>	0	N/A	\$0	
<b>Grand Total</b>	0	N/A	\$0	

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

1 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 128

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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	<b>Vendor File Set-Up and Maintenance</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

2 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 129

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

3 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 130



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

4 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 131

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

5 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 132

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

6 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 133

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

7 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 134

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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
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					

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

8 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 135

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

9 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 136

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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
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					

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

10 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 137

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

11 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 138



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Asset Management

Bid 742-11378

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	

**Priority**  
 H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

12 of 198

**Availability**  
 Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 139

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Asset Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

13 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 140

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Asset Management

Bid 742-11378

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	Mileage, 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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

14 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 141

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Asset Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

15 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 142

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Asset Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

16 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 143

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Asset Management

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

17 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 144

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Bank Reconciliation*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

18 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 145

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Bank Reconciliation*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

19 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 146



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Bank Reconciliation*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

20 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 147

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budgeting*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

21 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 148

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Budgeting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

22 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 149

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Budgeting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

23 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 150

City of Fort Lauderdale  
City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution  
Budeting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

24 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 151

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Budgeting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

25 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 152

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Budgeting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

26 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 153

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budgeting*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

27 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 154



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budgeting*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

28 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 155

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

29 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 156

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

30 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 157

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Cash Receipting Point of Sale*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

31 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 158

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Receipting Point of Sale

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

32 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 159

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Cash Receipting Point of Sale*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

33 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 160

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Cash Receipting Point of Sale*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

34 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 161

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Receipting Point of Sale

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

35 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 162



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Cash Receipting Point of Sale*

Bid 742-11378

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	<b>Closing, Balancing and Depositing</b>					
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	<b>Interfaces and Integration</b>					
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	<b>Reporting</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

36 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 163

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Cash Receipting Point of Sale*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

37 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 164

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Contract Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

38 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 165

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Contract Management

Bid 742-11378

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-contractor a MBE, WBE, DBE, small, local, PCC firm?	M			N/A	
46	Sub-contractor 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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

39 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 166

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Contract Management

Bid 742-11378

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	

**Priority**  
 H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

40 of 198

**Availability**  
 Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 167

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Contract Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

41 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 168

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Contract Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

42 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 169

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Debt Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

43 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 170



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Debt Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

44 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 171

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee and Manager Self-Servi*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

45 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 172

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee and Manager Self-Servi*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

46 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 173

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee and Manager Self-Servi*

Bid 742-11378

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	<b>Payroll Self Service</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

47 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 174

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee and Manager Self-Servi*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

48 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 175

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee and Manager Self-Servi*

Bid 742-11378

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 managers 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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

49 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 176

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee and Manager Self-Servi*

Bid 742-11378

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
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				

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

50 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 177

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee and Manager Self-Servi*

Bid 742-11378

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				

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

51 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 178



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee Benefits*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

52 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 179

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee Benefits*

Bid 742-11378

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 rehired 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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

53 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 180

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee Benefits*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

54 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 181

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

55 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 182

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee Benefits*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

56 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 183

City of Fort Lauderdale  
City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution  
Employee Benefits

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

57 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 184

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee Benefits*

Bid 742-11378

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, policies, 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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

58 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 185

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee Benefits*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

59 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 186



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

60 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 187

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee Benefits*

Bid 742-11378

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	<b>Workflow</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

61 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 188

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Employee Benefits*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

62 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 189

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fixed Assets*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

63 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 190

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fixed Assets*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

64 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 191

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fixed Assets*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

65 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 192

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fixed Assets*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

66 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 193

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fixed Assets*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

67 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 194



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fixed Assets*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

68 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 195

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fixed Assets*

Bid 742-11378

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	<b>Interface / Integration</b>					
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	<b>Reporting</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

69 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 196

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fixed Assets*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

70 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 197

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

71 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 198

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

Bid 742-11378

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	<b>Interfaces &amp; Integrations</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

72 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 199

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

73 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 200

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

74 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 201

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

Bid 742-11378

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	<b>Fleet Equipment</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

75 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 202



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

76 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 203

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

77 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 204

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**  
 H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

78 of 198

**Availability**  
 Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 205

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	<b>Error Processing</b>					
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	<b>Forms Processing</b>					
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	<b>Security and Auditing</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

79 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 206

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

80 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 207

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

81 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 208

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

82 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 209

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

83 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 210



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

84 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 211

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

85 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 212

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

86 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 213

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

87 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 214

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

88 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 215

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

89 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 216

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Technical

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

90 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 217

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Ledger

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

91 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 218



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Ledger

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

92 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 219

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Ledger

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

93 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 220

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Ledger

Bid 742-11378

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	<b>Transaction Processing</b>					
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	<b>Inter-Fund Accounting</b>					
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	<b>Edits/Validations</b>					
90	Ability to add and maintain validation rules defined by the City.	H			N/A	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

94 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 221

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Ledger

Bid 742-11378

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
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	<b>Journaling</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

95 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 222

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Ledger

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

96 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 223

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Ledger

Bid 742-11378

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
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					

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

97 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 224

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Ledger

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

98 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 225

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 General Ledger

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

99 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 226



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Human Resources Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

100 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 227

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Human Resources Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

101 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 228

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Human Resources Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

102 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 229

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Human Resources Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

103 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 230

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Human Resources Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

104 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 231

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Human Resources Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

105 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 232

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Human Resources Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

106 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 233

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Human Resources Management

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

107 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 234



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Inventory Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

108 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 235

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Inventory Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

109 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 236

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Inventory Management*

Bid 742-11378

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	<b>Ordering / Reordering</b>					
65	Ability to prepare requisitions for stock replenishment (integration with purchasing).	H			N/A	
66	Ability to process back orders.	H			N/A	
67	<b>Inventory Withdrawal</b>					
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	<b>Receiving</b>					
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	<b>Inventory Adjustments/Auditing</b>					
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	<b>Costing</b>					
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	<b>Interfaces</b>					
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	<b>Reports</b>					
92	Ability to provide on-line access to inventory transactions (receipt, issues, and adjustments) and status.	H			N/A	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

110 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 237

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Inventory Management*

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

111 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 238

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Inventory Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

112 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 239

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Investment Management*

Bid 742-11378

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.

4.18 - 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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

113 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 240

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Investment Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

114 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 241

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Investment Management*

Bid 742-11378

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					

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

115 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 242



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Investment Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

116 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 243

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Investment Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

117 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 244

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

118 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 245

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

119 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 246

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

120 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 247

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

121 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 248

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

122 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 249

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

123 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 250



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

124 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 251

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

125 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 252

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

126 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 253

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

127 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 254

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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
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	<b>Deductions and Contributions</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

128 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 255

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

129 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 256

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

Bid 742-11378

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
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	<b>Garnishments</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

130 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 257

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

131 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 258



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

132 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 259

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

133 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 260

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

134 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 261

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

135 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 262

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

136 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 263

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

137 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 264

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

138 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 265

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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					

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

139 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 266



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

140 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 267

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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	<b>Payroll Taxes</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

141 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 268

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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	<b>Void Check Processing</b>					
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	<b>GL - Journal Entries</b>					
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	<b>Payroll Calendars</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

142 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 269

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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.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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

143 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 270

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

144 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 271

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Payroll

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

145 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 272

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Project Grant Accounting Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

146 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 273

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Project Grant Accounting Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

147 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 274



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Project Grant Accounting Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

148 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 275

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Project Grant Accounting Management*

Bid 742-11378

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	<b>Project Costing</b>					
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	<b>Grant Tracking</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

149 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 276

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Project Grant Accounting Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

150 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 277

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Project Grant Accounting Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

151 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 278

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Project Grant Accounting Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

152 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 279

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Project Grant Accounting Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

153 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 280

City of Fort Lauderdale  
City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution  
Project Grant Accounting Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

154 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 281

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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, Inventory 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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

155 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 282



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

156 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 283

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

157 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 284

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

158 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 285

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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 than 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 than 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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

159 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 286

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

160 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 287

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

161 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 288

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

162 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 289

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

163 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 290



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

164 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 291

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

165 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 292

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

166 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 293

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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	<b>Blanket Purchase Order</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

167 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 294

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

168 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 295

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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
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 rejections 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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

169 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 296

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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	<b>Procurement Cards</b>					
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	<b>On-line Queries and Reporting</b>					
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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

170 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 297

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

171 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 298



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

172 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 299

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Recruiting*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

173 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 300

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Recruiting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

174 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 301

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Recruiting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

175 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 302

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Recruiting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

176 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 303

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Recruiting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

177 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 304

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Recruiting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

178 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 305

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Recruiting

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

179 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 306



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Recruiting*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

180 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 307

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Special Assessments*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

181 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 308

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Special Assessments*

Bid 742-11378

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					

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

182 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 309

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Special Assessments*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

183 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 310

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Special Assessments*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

184 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 311

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Special Assessments*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

185 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 312

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Talent Management*

Bid 742-11378

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	

**Priority**  
H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

186 of 198

**Availability**  
Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 313

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

187 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 314



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

188 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 315

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Talent Management*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

189 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 316

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

190 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 317

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

Bid 742-11378

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 inquire 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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

191 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 318

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Volunteers and Interns*

Bid 742-11378

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					

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

192 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 319

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Volunteers and Interns*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

193 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 320

City of Fort Lauderdale  
City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution  
Work Orders

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

194 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 321

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Work Orders

Bid 742-11378

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  
 8/6/2014 6:31 AM

195 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 322



City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Work Orders

Bid 742-11378

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					

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

196 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 323

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
 Work Orders

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
 8/6/2014 6:31 AM

197 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
 M - Modification | F - Future | N - Not Available  
 p. 324

City of Fort Lauderdale  
**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Work Orders*

Bid 742-11378

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	

**Priority**

H - High | M - Medium | L - Low  
8/6/2014 6:31 AM

198 of 198

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party  
M - Modification | F - Future | N - Not Available  
p. 325

**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

*This Page Left Blank Intentionally*

### 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 <input type="checkbox"/> No <input type="checkbox"/>

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?										
		<b>Florida</b>	<b>Nationally</b>								
	Local government										
	Other public sector										
	Other non-public sector										
	<b>Overall:</b>										
13.	How many fully operational customer installations, in total, has the Vendor completed?										
		<b>Florida</b>	<b>Nationally</b>								
	Local government										
	Other public sector										
	Other non-public sector										
	<b>Overall:</b>										
14.	How many current system implementations of your solution are <i>in-process</i> within both the State of Florida and the region of the Country that includes the State of Florida?										
	<table border="1"> <tr> <td></td> <td><b>Current in-process Implementations</b></td> </tr> <tr> <td>State of Florida</td> <td></td> </tr> <tr> <td>Region</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td></td> </tr> </table>				<b>Current in-process Implementations</b>	State of Florida		Region		<b>Total:</b>	
	<b>Current in-process Implementations</b>										
State of Florida											
Region											
<b>Total:</b>											
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:										
		<b>Year</b>	<b>Sales</b>								
		2013									
		2012									
		2011									
19.	How many total employees does the Vendor have in each of the following categories:										
		<b>Area</b>	<b>Number</b>								
		Sales/Marketing									
		Management/Administration									
		Help Desk Staff									
		Development Staff									

		Other, Project/Implementation/Busi ness Analysts Staff		
		<b>Total:</b>		
20.	What is the Vendor's hourly rate for implementation assistance beyond that which is included in the Vendor bid by skill set?			
		<b>Rates for Additional Implementation Assistance</b>		
		<b>Skill Set</b>	<b>Hourly Rate</b>	
			\$ / 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?
<b>System Performance</b>	
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?
<b>Security</b>	
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.																																							
	<table border="1"> <thead> <tr> <th>Project Role</th> <th>Project Responsibilities</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Executive Sponsor(s)</td> <td></td> <td></td> </tr> <tr> <td>Project Manager</td> <td></td> <td></td> </tr> <tr> <td>Project Administrator</td> <td></td> <td></td> </tr> <tr> <td>Functional Process Owners</td> <td></td> <td></td> </tr> <tr> <td>Functional Process Team Participants (per member involvement)</td> <td></td> <td></td> </tr> <tr> <td>Training Coordinator Team Lead</td> <td></td> <td></td> </tr> <tr> <td>Change Management Team Lead</td> <td></td> <td></td> </tr> <tr> <td>Communications Team Lead</td> <td></td> <td></td> </tr> <tr> <td>Other Roles</td> <td></td> <td></td> </tr> <tr> <td>Other Roles</td> <td></td> <td></td> </tr> <tr> <td>Other Roles</td> <td></td> <td></td> </tr> </tbody> </table>				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		
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.																																							
	<table border="1"> <thead> <tr> <th>Project Role</th> <th># of</th> <th>Skill Set</th> <th>Training</th> <th>Training</th> </tr> </thead> <tbody> </tbody> </table>				Project Role	# of	Skill Set	Training	Training																															
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: <ol style="list-style-type: none"> <li>Role</li> <li>Responsibility</li> <li>Estimated time commitment in terms of hours</li> </ol>																																				
	<table border="1"> <thead> <tr> <th>Role</th> <th>Responsibilities</th> <th>Hours</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </tbody> </table>	Role	Responsibilities	Hours																																	
Role	Responsibilities	Hours																																			
3.	For ongoing IT staff resources, please provide the following information: <ol style="list-style-type: none"> <li>Type of positions required (e.g., help desk, trainer, DBA, report developer, application support, system administrator, security administration, etc.)</li> <li>Number of hours for each position</li> </ol>																																				



c. Skill sets required for each position d. Training required and whether the Vendor provides this training																																																															
	<table border="1"> <thead> <tr> <th>Role</th> <th># of Hours</th> <th>Skill Set Required</th> <th>Training Required?</th> <th>Training Provided?</th> </tr> </thead> <tbody> <tr><td>Help Desk</td><td></td><td></td><td></td><td></td></tr> <tr><td>Trainer</td><td></td><td></td><td></td><td></td></tr> <tr><td>DBA</td><td></td><td></td><td></td><td></td></tr> <tr><td>Report Developer</td><td></td><td></td><td></td><td></td></tr> <tr><td>Application Support</td><td></td><td></td><td></td><td></td></tr> <tr><td>System Administrator</td><td></td><td></td><td></td><td></td></tr> <tr><td>Security Administrator</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other Roles</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other Roles</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other Roles</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other Roles</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	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						
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.	<p>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)</p>																																																														
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.)																																																														
<b>Software Updates and Distribution</b>																																																															
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,																																																														

	<p>processed and distributed to either the server and/or client environment, including but not limited to:</p> <ul style="list-style-type: none"> <li>a. Backward version compatibility and support of back versions,</li> <li>b. Timeframe/policy on moving to new versions,</li> <li>c. Automatic product upgrades or on demand,</li> <li>d. Ease of implementation for City staff versus need to contract for services.</li> <li>e. Use of Microsoft Systems Management Server (SMS) 2003 or other recommended products / methods.</li> <li>f. Custom changes to software / Interfaces required by client and the effect of patches or updates</li> </ul>
9.	<p>Describe the product release cycle including:</p> <ul style="list-style-type: none"> <li>a. Frequency of upgrades/enhancements or new versions (major and minor version releases)</li> <li>b. Contents of release,</li> <li>c. How long release takes to implement, and</li> <li>d. Use of release notes.</li> </ul>
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.
<b>Customizations</b>	
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?

## Question and Answers for Bid #742-11378 - Enterprise Resource Planning (ERP) System Solution & Professional Services

### OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.

## 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)

[edit](#)



#### 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 'budget-only solution' or is it necessary for us to partner with an ERP vendor? (Submitted: Aug 7, 2014 9:49:00 AM EDT)

[edit](#)



#### 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)

[edit](#)



#### 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 – 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, "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. (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.

[edit](#)


See Also Exhibit A – 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, "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. (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 City'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)

[edit](#)


#### Question 6

Must an off premise offering be MS SQL Server? (Submitted: Aug 28, 2014 8:15:36 AM EDT)

[edit](#)


#### 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**
[edit](#) 

- 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)

[edit](#) 
**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**
[edit](#) 

- 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)

[edit](#) 
**Answer**

- The City has confirmed that the request for Vendors Forms information in PART IX – 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

[edit](#) 

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 – 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)

[edit](#)



#### Answer

- The City has confirmed that the request for Vendors Forms information in PART IX – 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)

[edit](#)



#### Answer

- The City has confirmed that the request for Vendors Forms information in PART IX – 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)

[edit](#)



**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)

[edit](#)
**Answer**

- The City has confirmed that the request for Vendors Forms information in PART IX – 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

[edit](#)


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.

[edit](#)



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

[edit](#)



Section 14 Insurance states "The Contractor shall furnish proof of insurance requirements as indicated below." This section includes insurance coverage requirements for Worker's Compensation and Employer's Liability, Commercial General Liability, Automobile Liability, and Professional Liability. Near the end of the section the City states:

"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."

Section 4.02 in Exhibit C General Conditions states:

"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."

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

[edit](#) 

- 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

[edit](#) 

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 "Other user defined"?

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 – 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  $(A + B + C + D + E + F + G + H + J) / K = \text{FLSA RATE}$
- 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**[edit](#)

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

[edit](#)


- 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 City's Direct Deposit program. The City'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 "Special Assessments" Module. Would the City please provide a high level description/objective of this system? **(Submitted: Sep 9, 2014 11:49:28 AM EDT)**

## Answer

[edit](#)


- 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

[edit](#)


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 – “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”. (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.

[edit](#)

(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**[edit](#)

- Finance/Payroll/Procurement/ Open Enrollment – Year End Processing – November – January Budget Process – Peak Time for Department Data Entry is March – April, Budget Office Review is April – 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**[edit](#)

- 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)

[edit](#)**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

[edit](#)

BREP/budget functionality. In addition, FAMIS has some components of account reconciliation, cash receipts, payment processing, reporting, fixed assets and AP. Of the capabilities 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)

[edit](#)



#### Answer

- . (Answered: Sep 15, 2014 1:15:36 PM EDT)

#### Question 31

What is City's position on contractual "limitation of liability" 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)

[edit](#)



#### 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 minimum number of government sector references required to qualify? (Submitted: Sep 15, 2014 1:39:40 PM EDT)

[edit](#)



#### Answer

- See Part IV, Section 02. The City is requesting proposals from qualified firms of municipal software. And also, Client References (Section 10) 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 city'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 city's preferred system rollout plan? (Submitted: Sep 15, 2014 1:39:57 PM EDT)

**Answer**[edit](#)

- 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, etc...) (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**[edit](#)

- Please see Part I Section 05. Eligibility ... 'all data, systems, and services must remain onshore, to wit, exclusively within the United States of America' (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**[edit](#)

- 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**[edit](#)

- 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**[edit](#)

- 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 V- Current Application Environment, there is reference to the application 'Companion Pay'.

[edit](#)



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 V- Current Application Environment, there are reference to the applications that has to be replaced with the REP system (like Access Database5, Budget Forms6, CIP – 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 'shadow' 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 'other systems' 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)

[edit](#)


#### Question 40

In Part V- 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)

[edit](#)


#### 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 V- 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)

[edit](#)


#### Answer

- No we do not foresee any needed integration (Answered: Sep 16, 2014 9:26:50 AM EDT)

#### Question 42

In Part V- 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 API's. Cayenta Utilities is the City's 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 API's. Cayenta Utilities is the City's Utility Billing system. (Answered: Sep 19, 2014 3:56:11 PM EDT)

[edit](#)


#### Question 43

In Part V- 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)

[edit](#)


#### 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 V- 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)

[edit](#)


#### 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 Esri'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 V- 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

[edit](#)


- Granicus Legislative Management is a Hosted product of Granicus Inc., which is used for Agenda Item processing by the City Clerk'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

[edit](#)


- 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

[edit](#)


- Correct, the City does not foresee any direct integration for those items marked as 'M'. (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

[edit](#)


- 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)

[edit](#)


**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**

- 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 - 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)

[edit](#)**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)

[edit](#)**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)

[edit](#)**Question 53**

How many job codes and/or positions do you have? (Submitted: Sep 16, 2014 3:06:38 PM EDT)

[edit](#)

**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**[edit](#)

- 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)

[edit](#)**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**[edit](#)

- 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)

[edit](#)**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**[edit](#)

- 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)

[edit](#)**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**[edit](#)

- 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**[edit](#)

- 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 – September 2012): 107

FY 2013 (October 2012 – September 2013): 113

FY 2014 projected (October 2013 – September 2014): 90

Number of Applicants: FY 2012 (October 2011 – September 2012): 18,420

FY 2013 (October 2012 – September 2013): 17,204

FY 2014 projected (October 2013 – September 2014): 15,000 Number of New Hires, Promotions,

And Demotions: FY 2012 (October 2011 – September 2012): 268

FY 2013 (October 2012 – September 2013): 315

FY 2014 projected (October 2013 – September 2014): 250 (Answered: Sep 24, 2014 10:30:40 AM EDT)

[edit](#)**Question 63**

Do you have any business requirements around history conversion? (Submitted: Sep 16, 2014 3:13:28 PM EDT)

**Answer**[edit](#)

- 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**[edit](#)

- 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**[edit](#)

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)

[edit](#)**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**[edit](#)

- 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)

[edit](#)**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**[edit](#)

- 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**[edit](#)

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:
  - Medical: Cigna, Dental: Humana, Vision: United Healthcare
  - Flexible Spending Account (FSA): P & A Group
  - Group Life: UNUM
  - 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)

[edit](#)



### 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)

[edit](#)



### 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)

[edit](#)



### Answer

- All the Accounts Payable ACH payments are made from the City'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)

[edit](#)



### 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)

[edit](#)



### 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

[edit](#)



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 'Contract Mgt Section:', 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

[edit](#)



- 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

[edit](#)



- It is the City'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, it'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

[edit](#)



- 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

[edit](#)



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)

[edit](#)**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)

[edit](#)**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 City's Project Manager?
  - a. What is the anticipated size of the City's Project Team?
  - b. Is the City planning to backfill Project Team positions? (Submitted: Sep 17, 2014 11:42:01 AM EDT)

**Answer**[edit](#)

- 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?

[edit](#)

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)

[edit](#)**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 Attorney's Office reviews, modifies, approves, maintains anywhere from 400 – 1000 contracts annually. The Clerk'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)

[edit](#)**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)

[edit](#)**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

[edit](#)

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 "Index". 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. [edit](#) 
- 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)** [edit](#) 

**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**[edit](#)

- 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)**

[edit](#)**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)**

[edit](#)**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)**

[edit](#)**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)**

[edit](#)

**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, "Human Resources Management" tab, item 133. Would you please provide more details on the "Employee 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**[edit](#)

- 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**[edit](#)

- 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 V- 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**[edit](#)

- 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 City's Executive Airport. (Answered: Oct 9, 2014 7:12:26 AM EDT)

**Question 100**[edit](#)

PART V- 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 they'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 V- 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 – 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. [edit](#) 

Pay by Phone (PBP) transactions are captured by the vendor'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 – 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 application'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)

Print

Close



**CITY OF FORT LAUDERDALE**

ERP PROPOSER'S DEMONSTRATION DEBRIEF MEETING

Friday April 17, 2015 @ 8:30 AM | City of Fort Lauderdale, FL

**SIGN IN SHEET**

Please Print

NAME	Jnette Smith	Dept/Email	Finance
NAME	Debi Donato	Dept/Email	Fin.
NAME	Laura Reel	Dept/Email	CMO
NAME	David Santucci	Dept/Email	Finance
NAME	Alicia Sheffield	Dept/Email	Finance
NAME	Pamela Winston	Dept/Email	Finance
NAME	Annette Torrence	Dept/Email	Finance
NAME	Jamilla Prince	Dept/Email	Finance
NAME	Reena Spryng	Dept/Email	Public Works
NAME	Jennifer Ofoezie	Dept/Email	Finance
NAME	Marla Clark	Dept/Email	ITS
NAME	Peter Jarman	Dept/Email	Finance
NAME	Kevin Keimel	Dept/Email	ITS
NAME	Stacy Spater	Dept/Email	HR
NAME	Maureen Lewis	Dept/Email	Finance
NAME	Patty McKeith	Dept/Email	HR
NAME	Denise Thompson	Dept/Email	HR
NAME	Martha Rowe	Dept/Email	Finance

**CITY OF FORT LAUDERDALE**

ERP PROPOSER'S DEMONSTRATION DEBRIEF MEETING

Friday April 17, 2015 @ 8:30 AM | City of Fort Lauderdale, FL

**SIGN IN SHEET**

*Please Print*

NAME	<u>Lucretia Perrow</u>	Dept/Email	<u>Finance</u>
NAME	<u>Kelly High</u>	Dept/Email	<u>PW</u>
NAME	<u>Onita Smith</u>	Dept/Email	<u>CMO</u>
NAME	<u>Susan Kelly</u>	Dept/Email	<u>IT</u>
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____
NAME	_____	Dept/Email	_____

CITY OF FORT LAUDERDALE

ERP PROPOSER'S DEMONSTRATION DEBRIEF MEETING

Friday April 17, 2015 @ 8:30 AM | City of Fort Lauderdale, FL

SIGN IN SHEET

Please Print

NAME	Neil Schiller	Dept/Email	Bip nschiller@bplgal.com
NAME	Mike Snow	Dept/Email	C.M. mike.snow@ciher.com
NAME	Shannon Graham	Dept/Email	PBS sgraham@fortlauderdale.
NAME	Darlene Pfeiffer	Dept/Email	UF Darlene@yahoo.com
NAME	Andrew Henfield	Dept/Email	<del>FA</del> Ahenfield@fortlauderdale.gov
NAME	Donna Perez	Dept/Email	ITS dperez@FH60r
NAME	PAT WALLON	Dept/Email	P Wallon@Fortlauderdale.gov
NAME	Stacy Pierre	Dept/Email	SPierre@fortlauderdale.gov
NAME	Laura L. Garcia	Dept/Email	Finance lgarcia@fortlauderdale.gov
NAME	Carlos Sio	Dept/Email	IN for carlos.sio@infoe.com
NAME	Barbara Smith	Dept/Email	barbara-sm@fortlauderdale.gov
NAME		Dept/Email	
NAME		Dept/Email	
NAME		Dept/Email	
NAME		Dept/Email	
NAME		Dept/Email	
NAME		Dept/Email	

**CITY OF FORT LAUDERDALE**

ERP PROPOSER'S DEMONSTRATION DEBRIEF MEETING

Friday April 17, 2015 @ 8:30 AM | City of Fort Lauderdale, FL

**SIGN IN SHEET**

Please Print

NAME	ANNE DEBRA DIAZ	Dept/Email	Procurement
NAME	Vida Ramgulum	Dept/Email	Finance
NAME	Cornah Joseph	Dept/Email	Procurement
NAME	Barry Sagerman	Dept/Email	Procurement
NAME	Linda Logan Short	Dept/Email	Finance
NAME	Maurice Harris	Dept/Email	Personnel PBS
NAME	James Humphill	Dept/Email	Fin/Procurement
NAME	Penny Temple	Dept/Email	Utility Billing
NAME	Jolie Reed	Dept/Email	Public works
NAME	Lorraine Shaw	Dept/Email	Human Resources
NAME	Kristin Tigner	Dept/Email	HR
NAME	Dawn Johnson	Dept/Email	FIN
NAME	Marica Klotz	Dept/Email	FIN
NAME	Jason Bowles	Dept/Email	CMO
NAME		Dept/Email	
NAME		Dept/Email	
NAME		Dept/Email	
NAME		Dept/Email	

May 15, 2015

Michael R. Snow  
Ciber Inc.  
Email: [MRSnow@ciber.com](mailto:MRSnow@ciber.com)

RE: RFP NO. 742-11378 Enterprise Resource Planning (ERP) System Solution and Professional Services

Dear Proposer:

In addition to the request for responses to the additional questions sent on May 11, 2015, the Selection and Evaluation Committee is requesting that each of three finalists submit a **"Best and Final Offer"** which will be due on **June 4, 2015, at 2 P.M.**

In accordance with Fort Lauderdale City Code Sec. 2-194 (f),

"Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposal and such revisions may be permitted through negotiation after submission and prior to award for the purpose of obtaining best and final offers."

In accordance with Fort Lauderdale City Code Sec. 2-194 (g), "Award shall be made to the responsible offeror whose proposal is determined in writing to be the most advantageous to the City taking into consideration price and evaluation factors set forth in the request for proposals."

The City is requesting that each finalist submit a "Best and Final Offer" according to the attached BAFO Pricing Forms file. Please carefully follow all instructions within each tab of the workbook.

The City is requesting that each finalist submit a complete listing of each module and any required software application by product name, version, license type and number of licenses as instructed within the file and as referenced in the RFP 742-11378, Cost Proposal (Part IX, Section 13).

The proposer must complete the BAFO Proposal Signature Page and pricing submission on the BAFO Pricing Form provided in the associated Microsoft Excel Spreadsheet; no other forms or formats will be accepted. The completed Excel file and BAFO Proposal Signature page will need to be returned on electronic media, along with one printed hard copy via sealed bid envelope (email or fax will not be accepted) **no later than 2:00 p.m. on June 4, 2015**. Your submittal envelope must state the following information on the outside of the envelope:

RFP 742-11378  
"Best and Final Offer"  
Opening Date: June 4, 2015

Sincerely,  
Kirk Buffington, C.P.M., CPPO  
Director of Finance

Associated File(s): BAFO Proposal Signature Page  
BAFO Pricing Form.xlsx





**RFP 742-11378**

**Enterprise Resource Planning (ERP) System Solution and Professional Services  
BEST AND FINAL OFFER  
PROPOSAL SIGNATURE PAGE**

1. Submit "Best and Final Offer" according to the Best and Final Offer letter and associated BAFO Pricing Form file.
2. Please provide firm, fixed hourly fees for additional services performed outside the RFP Scope of Work/Task Orders for the following services:

a) Application/Interface Development	\$__65.00__ /Hour
b) Project Management	\$__190.00__ /Hour
c) Change Management	\$__180.00__ /Hour
d) Workflow Design & Development	\$__65.00__ /Hour
e) Report Development	\$__65.00__ /Hour
f) Data Warehouse Analyst	\$__175.00__ /Hour
g) Conversion Services	\$__65.00__ /Hour
h) Forms Development	\$__65.00__ /Hour
i) Consulting	\$__180.00__ /Hour

3. Proposer agrees to reimbursement for per diem expenses on travel, lodging, and any other travel related expense outside the Scope of Services/Task Orders, which are approved in advance by the City of Fort Lauderdale's Project Manager, in accordance with the City policies and limits. A copy of the Travel Policy may be obtained by visiting the City of Fort Lauderdale's web site at:  
<http://www.fortlauderdale.gov/home/showdocument?id=1210>

Yes\_\_X\_\_ No \_\_\_\_

The below signed hereby agrees to furnish the following article(s) and services at the prices stated and agrees to accept a contract if approved by the CITY.

Submitted by: Beth Dyoracek 4/1/15  
(signature) (date)

Name (printed): Beth Dyoracek Title: Vice President

Company: (Legal Registration): Ciber, Inc.  
Associated File(s): BAFO Pricing Forms

## 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:

Ciber, Inc.

## 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

Additionally, please note if a perpetual license or subscription-based license is proposed.

Perpetual

### Comments

There is a combination of perpetual and subscription based licenses being proposed.

Unless otherwise noted the Infor application software is Version 10. Exceptions are Hansen Version 8, ION and Ming.le Version 11, and third party software are current release levels.

## 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 (column B), below those requested, by updating the cell with the product/module name. Entries will update the Application Software tab.
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 should be added in the 'Module Summary' Tab, which will update column B in this worksheet, and others.
Other Software	Please add any Other Software proposed (including any additional or required components) 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

\$367,500

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

Ciber, Inc.				
<b>Proposal Summary</b>	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
<b>Core Components</b>				
Application Software	\$527,941	\$192,947	\$2,264,467	
Other Software	\$231,755	\$47,610	\$660,245	
Hardware (Optional)	\$0	\$0	\$0	
Implementation Services	\$1,094,680	N/A	\$1,094,680	
Train-the-Trainer Training	\$72,670	N/A	\$72,670	
Data Conversion Services	\$59,280	N/A	\$59,280	
Interfaces	\$247,240	\$0	\$247,240	
Form Services	\$0	N/A	\$0	
Modifications	\$0	\$0	\$0	
Other Implementation Services	\$1,011,650	N/A	\$1,011,650	
Travel & Lodging Costs	\$367,500	N/A	\$367,500	
Discount (if applicable)	\$0	N/A	\$0	
<b>Subtotal - Core Components</b>	<b>\$3,612,716</b>	<b>\$240,557</b>	<b>\$5,777,732</b>	
<b>Optional Components</b>				
Application Software	\$100,724	\$22,159	\$300,156	
Other Software	\$179,013	\$27,480	\$426,333	
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	
<b>Subtotal - Optional Components</b>	<b>\$279,737</b>	<b>\$49,639</b>	<b>\$726,489</b>	
<b>Grand Total</b>	<b>\$3,892,453</b>	<b>\$290,196</b>	<b>\$6,504,221</b>	

### 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		
<b>Optional Components</b>				
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

Ciber, Inc.										
Module Summary	Application Software		Implementation Services			Training Services			Totals	
Please add any additional modules proposed (column B), below those requested, by updating the cell with the product/module name. Entries will update the Application Software tab.	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
<b>Core Modules</b>										
INFOR LAWSON USER PRODUCTIVITY PLATFORM										
Infor Lawson Project Accounting and Bill Revenue Management	\$6,460	\$1,421	240	\$175	\$42,000	20	\$162	\$3,230	\$51,690	\$1,421
Infor Lawson Grant Management Package	\$5,346	\$1,176	320	\$175	\$56,000	18	\$160	\$2,880	\$64,226	\$1,176
Infor Lawson Financial and Procurement Package	\$55,956	\$12,310	1,400	\$168	\$235,200	80	\$160	\$12,800	\$303,956	\$12,310
Infor Close and Reconciliation Management	\$8,017	\$1,764	120	\$175	\$21,000	24	\$160	\$3,840	\$32,857	\$1,764
Infor Lawson Cash and Treasury Management - bank reconciliation	\$8,910	\$1,960	120	\$168	\$20,160	24	\$160	\$3,840	\$32,910	\$1,960
INFOR LAWSON SUPPLY CHAIN MANAGEMENT										
Requisition Center - purchasing	\$9,444	\$2,078	140	\$168	\$23,520	24	\$160	\$3,840	\$36,804	\$2,078
Procurement Punchout	\$6,771	\$1,490	80	\$168	\$13,440	16	\$160	\$2,560	\$22,771	\$1,490
Supplier Relationship Management Bundle	\$28,246	\$6,214	160	\$168	\$26,880	16	\$160	\$2,560	\$57,686	\$6,214
Mobile Supply Chain Management	\$11,583	\$2,548	160	\$168	\$26,880	16	\$160	\$2,560	\$41,023	\$2,548
BUSINESS PROCESS MANAGEMENT SUITE										
Infor Process Automation - workflow engine	\$7,128	\$1,568	0	\$0	\$0	0	\$0	\$0	\$7,128	\$1,568
INFOR HUMAN CAPITAL MANAGEMENT PRODUCTS										
Global Human Resources	\$2,850	\$627	940	\$175	\$164,500	24	\$160	\$3,840	\$171,190	\$627
Talent Acquisition	\$11,350	\$2,497	240	\$175	\$42,000	24	\$160	\$3,840	\$57,190	\$2,497
Goal Management	\$5,675	\$1,249	240	\$168	\$40,320	24	\$160	\$3,840	\$49,835	\$1,249
Performance Management	\$14,200	\$3,124	180	\$168	\$30,240	24	\$160	\$3,840	\$48,280	\$3,124
Learning & Development	\$8,525	\$1,876	180	\$168	\$30,240	24	\$160	\$3,840	\$42,605	\$1,876
Succession Management	\$8,525	\$1,876	180	\$168	\$30,240	16	\$160	\$2,560	\$41,325	\$1,876
INFOR EXPENSE MANAGEMENT										
Infor Expense Management Reports	\$8,465	\$1,862	160	\$168	\$26,880	16	\$160	\$2,560	\$37,905	\$1,862
Infor Expense Management Payment Requests	\$1,602	\$352	160	\$168	\$26,880	24	\$160	\$3,840	\$32,322	\$352
INFOR LAWSON ANALYTICS										
Financial and Project Analytics	\$9,311	\$2,048	0	\$0	\$0	0	\$0	\$0	\$9,311	\$2,048
Supply Chain Analytics - purchasing	\$9,007	\$1,981	0	\$0	\$0	0	\$0	\$0	\$9,007	\$1,981
Infor Business Vault	\$21,385	\$4,705	0	\$0	\$0	0	\$0	\$0	\$21,385	\$4,705
DYNAMIC ENTERPRISE PERFORMANCE MANAGEMENT										
Infor depm Professional	\$3,742	\$823	820	\$175	\$143,500	24	\$160	\$3,840	\$151,082	\$823
Infor depm Contributor	\$17,821	\$3,921	0	\$0	\$0	16	\$160	\$2,560	\$20,381	\$3,921
Infor depm Consumer	\$8,696	\$1,913	0	\$0	\$0	0	\$0	\$0	\$8,696	\$1,913
Infor BI ImportMaster Developer	\$1,369	\$301	0	\$0	\$0	0	\$0	\$0	\$1,369	\$301
Infor BI ImportMaster Runtime	\$228	\$50	0	\$0	\$0	0	\$0	\$0	\$228	\$50
THIRD PARTY ADD-ONS										
MF Visual COBOL for windows compiler	\$3,580	\$788	0	\$0	\$0	0	\$0	\$0	\$3,580	\$788
MF COBOL Server Application Runtime- Windows	\$20,400	\$4,862	0	\$0	\$0	0	\$0	\$0	\$20,400	\$4,862
MF Visual COBOL for windows compiler	\$7,160	\$1,575	0	\$0	\$0	0	\$0	\$0	\$7,160	\$1,575
MF COBOL Server Application Runtime- Windows	\$5,100	\$748	0	\$0	\$0	0	\$0	\$0	\$5,100	\$748
INFOR LAWSON USER PRODUCTIVITY PLATFORM										
Infor Ming.le with Smart Office (Lawson)	\$28,025	\$6,166	0	\$0	\$0	0	\$0	\$0	\$28,025	\$6,166
Infor Ming.le Mashup Designer for Lawson	\$7,128	\$1,568	0	\$0	\$0	0	\$0	\$0	\$7,128	\$1,568
Lawson Business Intelligence - S3	\$30,750	\$6,765	0	\$0	\$0	0	\$0	\$0	\$30,750	\$6,765
Microsoft Office Add Ins	\$4,455	\$980	0	\$0	\$0	0	\$0	\$0	\$4,455	\$980
SYSTEM FOUNDATION SUITE										
Lawson System Foundation Choice	\$16,038	\$3,528	0	\$0	\$0	0	\$0	\$0	\$16,038	\$3,528
INFOR ION MING.LE										
Infor ION Process Grid Edition	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Infor Ming.le Enterprise	\$47,337	\$10,414	0	\$0	\$0	0	\$0	\$0	\$47,337	\$10,414

CAM #16-0900

Exhibit 4

Page 414 of 424

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Module Summary

Ciber, Inc.										
Module Summary	Application Software		Implementation Services			Training Services			Totals	
Please add any additional modules proposed (column B), below those requested, by updating the cell with the product/module name. Entries will update the Application Software tab.	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
SYMPRO										
Sympro Debt Management	\$0	\$0	48	\$200	\$9,600	0	\$0	\$0	\$9,600	\$0
Sympro Investment Portfolio Management	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Modules										
Other Core Module 1	\$9,210	\$2,026	0	\$0	\$0	0	\$0	\$0	\$9,210	\$2,026
Other Core Module 2	\$1,782	\$392	0	\$0	\$0	0	\$0	\$0	\$1,782	\$392
Other Core Module 3	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 4	\$6,415	\$1,411	0	\$0	\$0	0	\$0	\$0	\$6,415	\$1,411
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	\$18,598	\$4,092	0	\$0	\$0	0	\$0	\$0	\$18,598	\$4,092
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	\$15,300	\$3,366	0	\$0	\$0	0	\$0	\$0	\$15,300	\$3,366
Other Core Module 13	\$15,300	\$3,366	0	\$0	\$0	0	\$0	\$0	\$15,300	\$3,366
Other Core Module 14	\$10,750	\$2,365	0	\$0	\$0	0	\$0	\$0	\$10,750	\$2,365
Other Core Module 15	\$0	\$2,000	0	\$0	\$0	0	\$0	\$0	\$0	\$2,000
Other Core Module 16	\$0	\$18,000	0	\$0	\$0	0	\$0	\$0	\$0	\$18,000
Other Core Module 17	\$0	\$18,000	0	\$0	\$0	0	\$0	\$0	\$0	\$18,000
Other Core Module 18	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 19	\$0	\$14,000	0	\$0	\$0	0	\$0	\$0	\$0	\$14,000
Other Core Module 20	\$0	\$14,000	0	\$0	\$0	0	\$0	\$0	\$0	\$14,000
Other Core Module 21	\$0	\$10,800	0	\$0	\$0	0	\$0	\$0	\$0	\$10,800
PCI MY Revenue Collector	\$0	\$0	400	\$213	\$85,200	0	\$0	\$0	\$85,200	\$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

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Module Summary

Ciber, Inc.										
Module Summary	Application Software		Implementation Services			Training Services			Totals	
	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
Please add any additional modules proposed (column B), below those requested, by updating the cell with the product/module name. Entries will update the Application Software tab.										
Other Core Module 46	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Subtotal - Core Modules	\$527,941	\$192,947	6,288	N/A	\$1,094,680	454	N/A	\$72,670	\$1,695,291	\$192,947
Optional Modules										
INFOR COMMUNITY DEVELOPMENT REGULATION AND ASSET MGT.										
Hansen 8 - CDR Bundle	\$32,077	\$7,057	0	\$0	\$0	0	\$0	\$0	\$32,077	\$7,057
Hansen 8 - Asset Management for Transportation	\$29,404	\$6,469	0	\$0	\$0	0	\$0	\$0	\$29,404	\$6,469
Hansen 8 - Incident Management	\$13,365	\$2,940	0	\$0	\$0	0	\$0	\$0	\$13,365	\$2,940
Hansen 8 - CDR Billing	\$6,720	\$1,478	0	\$0	\$0	0	\$0	\$0	\$6,720	\$1,478
Hansen Dynamic Portal for Permits and Customer Service	\$6,237	\$1,372	0	\$0	\$0	0	\$0	\$0	\$6,237	\$1,372
Asset Web Services	\$3,564	\$784	0	\$0	\$0	0	\$0	\$0	\$3,564	\$784
Billing Web Services	\$3,564	\$784	0	\$0	\$0	0	\$0	\$0	\$3,564	\$784
Infor Barcode for Hansen	\$3,564	\$784	0	\$0	\$0	0	\$0	\$0	\$3,564	\$784
Infor Warehouse Mobility Device & Hansen 8 - ION Connector	\$2,228	\$490	0	\$0	\$0	0	\$0	\$0	\$2,228	\$490
Other Optional Modules										
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
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

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Module Summary

Ciber, Inc.										
Module Summary	Application Software		Implementation Services			Training Services			Totals	
Please add any additional modules proposed (column B), below those requested, by updating the cell with the product/module name. Entries will update the Application Software tab.	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 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
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
Subtotal - Optional Modules	\$100,724	\$22,159	0	N/A	\$0	0	N/A	\$0	\$100,724	\$22,159
Grand Total	\$628,665	\$215,106	6,288	N/A	\$1,094,680	454	N/A	\$72,670	\$1,796,015	\$215,106

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Application Software

Ciber, Inc.							
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 should be added in the 'Module Summary' Tab, which will update column B in this worksheet, and others.						
Cost Category	Required/ Proposed Quantity	Unit Price	One-Time Cost	On-Going Annual Cost	License Type	Minimum Purchase Quantity	Comments
<b>Core Modules</b>							
INFOR LAWSON USER PRODUCTIVITY PLATFORM							
Infor Lawson Project Accounting and Bill Revenue Management	\$10	\$646	\$6,460	\$1,421	NU	10.00	
Infor Lawson Grant Management Package	\$10	\$535	\$5,346	\$1,176	NU	10.00	
Infor Lawson Financial and Procurement Package	\$125	\$448	\$55,956	\$12,310	NU	10.00	
Infor Close and Reconciliation Management	\$10	\$802	\$8,017	\$1,764	NU	10.00	
Infor Lawson Cash and Treasury Management - bank reconciliation	\$5	\$1,782	\$8,910	\$1,960	NU	10.00	
INFOR LAWSON SUPPLY CHAIN MANAGEMENT							
Requisition Center - purchasing	\$300	\$31	\$9,444	\$2,078	NU	100.00	
Procurement Punchout	\$300	\$23	\$6,771	\$1,490	NU	100.00	
Supplier Relationship Management Bundle	\$15	\$1,883	\$28,246	\$6,214	NU	10.00	
Mobile Supply Chain Management	\$10	\$1,158	\$11,583	\$2,548	NU	10.00	
BUSINESS PROCESS MANAGEMENT SUITE							
Infor Process Automation - workflow engine	12	\$594	\$7,128	\$1,568	CPUCore	12.00	x
INFOR HUMAN CAPITAL MANAGEMENT PRODUCTS							
Global Human Resources	2500	\$1	\$2,850	\$627	NU	500.00	
Talent Acquisition	2500	\$5	\$11,350	\$2,497	NU	500.00	
Goal Management	2500	\$2	\$5,675	\$1,249	NU	500.00	
Performance Management	2500	\$6	\$14,200	\$3,124	NU	500.00	
Learning & Development	2500	\$3	\$8,525	\$1,876	NU	500.00	
Succession Management	2500	\$3	\$8,525	\$1,876	NU	500.00	
INFOR EXPENSE MANAGEMENT							
Infor Expense Management Reports	500	\$17	\$8,465	\$1,862	NU	1.00	
Infor Expense Management Payment Requests	9000	\$0	\$1,602	\$352			Number of Payment Requests - 9000
INFOR LAWSON ANALYTICS							
Financial and Project Analytics	20	\$466	\$9,311	\$2,048	NU	10.00	
Supply Chain Analytics - purchasing	20	\$450	\$9,007	\$1,981	NU	10.00	
Infor Business Vault	2	\$10,692	\$21,385	\$4,705	CPU Core	1.00	
DYNAMIC ENTERPRISE PERFORMANCE MANAGEMENT							
Infor depm Professional	3	\$1,247	\$3,742	\$823	NU	1.00	
Infor depm Contributor	50	\$356	\$17,821	\$3,921	NU	5.00	
Infor depm Consumer	61	\$143	\$8,696	\$1,913	NU	5.00	
Infor BI ImportMaster Developer	1	\$1,369	\$1,369	\$301	NU	1.00	
Infor BI ImportMaster Runtime	1	\$228	\$228	\$50	Server	1.00	Server
THIRD PARTY ADD-ONS							
MF Visual COBOL for windows compiler	1	\$3,580	\$3,580	\$788	NU	1.00	
MF COBOL Server Application Runtime- Windows	120	\$170	\$20,400	\$4,862	CU	1.00	Increments of 10
MF Visual COBOL for windows compiler	2	\$3,580	\$7,160	\$1,575	CU	1.00	Increments of 10
MF COBOL Server Application Runtime- Windows	30	\$170	\$5,100	\$748	NU	1.00	x
INFOR LAWSON USER PRODUCTIVITY PLATFORM							
Infor Ming.le with Smart Office (Lawson)	500	\$56	\$28,025	\$6,166	NU	20.00	
Infor Ming.le Mashup Designer for Lawson	5	\$1,426	\$7,128	\$1,568	NU	5.00	
Lawson Business Intelligence - S3	70	\$439	\$30,750	\$6,765	NU	1.00	114 Additional Licenses Included with d/epm
Microsoft Office Add Ins	25	\$178	\$4,455	\$980	NU	5.00	
SYSTEM FOUNDATION SUITE							
Lawson System Foundation Choice	12	\$1,337	\$16,038	\$3,528	CPU Core	12.00	CAM #16-0900
INFOR ION MING.LE							
Infor ION Process Grid Edition			\$0				Exhibit 4
Infor Ming.le Enterprise	380	\$125	\$47,337	\$10,414	NU	1.00	Page 418 of 1220

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Application Software

Ciber, Inc.							
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 should be added in the 'Module Summary' Tab, which will update column B in this worksheet, and others.						
Cost Category	Required/ Proposed Quantity	Unit Price	One-Time Cost	On-Going Annual Cost	License Type	Minimum Purchase Quantity	Comments
SYMPRO							
Sympro Debt Management			\$0				See Other Software
Sympro Investment Portfolio Management			\$0				See Other Software
Other Core Modules							
Financial Procurement Inquiry	580	\$16	\$9,210	\$2,026	NU	100.00	Access to Financial Applications - no data input
Supplier Relationship Management Bundle Inquiry	100	\$18	\$1,782	\$392	NU	100.00	Access to Supplier Relationship Mgmt Bundle - no data input
Mobile Requisitions	300	\$0	\$0		NU		* minimum less than or equal Requisition Center
EDI for Supply Chain Management	12	\$535	\$6,415	\$1,411	CPUCore	12.00	
Lawson Mobile Inventory	300	\$0	\$0				Minimum N/A
Lawson Mobile Assets	300	\$0	\$0				Minimum N/A
Lawson Mobile Financials	300	\$0	\$0				Minimum N/A
BSI Tax Factory *2500 Employees*	1	\$18,598	\$18,598	\$4,092	EM	1000.00	For 2,500 Employees
Landmark Run Time	12	\$0	\$0		CoreCPU	12.00	
Infor Notifications	300	\$0	\$0		NU		Minimum N/A
Infor Landmark Administrator	1	\$0	\$0		NU	1.00	
Human Resource Management for Talent Management	2500	\$6	\$15,300	\$3,366	NU	500.00	
North American Payroll for Talent Management	2500	\$6	\$15,300	\$3,366	NU	500.00	
Employee & Manager Self Service for Talent Management	2500	\$4	\$10,750	\$2,365	NU	500.00	
Single Sign-on for Knowledge Base	1	\$0	\$0	\$2,000	NU		Subscription
Knowledge Base Subscription	2500		\$0	\$18,000	NU		
On-Board Subscription (US)	2500		\$0	\$18,000	NU		
On-Boarding Data Imports	2500		\$0	\$0	NU		
Off-Boarding Subscription (US)	2500		\$0	\$14,000	NU		
Total Rewards Subscription	2500		\$0	\$14,000	NU		
Learning Management Content Management Subscription	2500		\$0	\$10,800	NU		
ION Connector For Hansen	2	\$0	\$0		CPU Core	1.00	
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				
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				

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Application Software

Ciber, Inc.							
<b>Application Software</b>	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 should be added in the 'Module Summary' Tab, which will update column B in this worksheet, and others.						
Cost Category	Required/ Proposed Quantity	Unit Price	One-Time Cost	On-Going Annual Cost	License Type	Minimum Purchase Quantity	Comments
Other Core Module 46			\$0				
<b>Subtotal - Core Modules</b>			<b>\$527,941</b>	<b>\$192,947</b>			
<b>Optional Modules</b>							
INFOR COMMUNITY DEVELOPMENT REGULATION AND ASSET MGT.							
Hansen 8 - CDR Bundle	30	\$1,069	\$32,077	\$7,057	CU		
Hansen 8 - Asset Management for Transportation	30	\$980	\$29,404	\$6,469	CU		
Hansen 8 - Incident Management	30	\$446	\$13,365	\$2,940	CU		
Hansen 8 - CDR Billing	14000	\$0	\$6,720	\$1,478	Annual Tran		Based on Annual Transactions - 14,000 used as a basis
Hansen Dynamic Portal for Permits and Customer Service	1	\$6,237	\$6,237	\$1,372	CU		
Asset Web Services	1	\$3,564	\$3,564	\$784	Enterprise		
Billing Web Services	1	\$3,564	\$3,564	\$784	Enterprise		
Infor Barcode for Hansen	1	\$3,564	\$3,564	\$784	Server		
Infor Warehouse Mobility Device & Hansen 8 - ION Connector	5	\$446	\$2,228	\$490	Device		
<b>Other Optional Modules</b>							
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				
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				



# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Application Software

Ciber, Inc.							
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 should be added in the 'Module Summary' Tab, which will update column B in this worksheet, and others.						
Cost Category	Required/ Proposed Quantity	Unit Price	One-Time Cost	On-Going Annual Cost	License Type	Minimum Purchase Quantity	Comments
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				
Other Optional Module 46			\$0				
Other Optional Module 47			\$0				
Other Optional Module 48			\$0				
Other Optional Module 49			\$0				
<b>Subtotal - Optional Modules</b>			<b>\$100,724</b>	<b>\$22,159</b>			
<b>Grand Total</b>			<b>\$628,665</b>	<b>\$215,106</b>			



### Pricing Forms - Other Software

## Other Software

[illegible]

### Pricing Forms - Other Software

## Other Software

Software Name

Unit Price

## One-Time Cost

## On-Going Annual Cost

License Type

Minimum  
Purchase  
Quantity

## Comments

\$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

**\$179,013**

**\$27,480**

**\$410,768**

**\$75,090**

### Pricing Forms - Hardware

## Hardware (Optional)

## Hardware Description

Unit Price

### 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

\$0

\$0

\$0

\$0

\$0

\$0

\$0

\$0

### Pricing Forms - Hardware

## Hardware (Optional)

## Hardware Description

Unit Price

### On-Going Annual Cost

## Comments

\$0

\$0

\$0

Page 426 of 1220

### Pricing Forms - Hardware

## Hardware (Optional)

## Hardware Description

Unit Price

## On-Going Annual Cost

## Comments

\$0

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Hardware

Ciber, Inc.					
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		
<i>Subtotal - Optional Modules</i>	0	N/A	\$0	\$0	
<b>Grand Total</b>	0	N/A	\$0	\$0	



# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Implementation Services

Ciber, Inc.				
<b>Implementation Services</b>	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
<b>Core Modules</b>				
INFOR LAWSON USER PRODUCTIVITY PLATFORM				
Infor Lawson Project Accounting and Bill Revenue Management	240	175	\$42,000	
Infor Lawson Grant Management Package	320	175	\$56,000	
Infor Lawson Financial and Procurement Package	1,400	168	\$235,200	
Infor Close and Reconciliation Management	120	175	\$21,000	
Infor Lawson Cash and Treasury Management - bank reconciliation	120	168	\$20,160	
INFOR LAWSON SUPPLY CHAIN MANAGEMENT				
Requisition Center - purchasing	140	168	\$23,520	
Procurement Punchout	80	168	\$13,440	
Supplier Relationship Management Bundle	160	168	\$26,880	
Mobile Supply Chain Management	160	168	\$26,880	
BUSINESS PROCESS MANAGEMENT SUITE				
Infor Process Automation - workflow engine			\$0	
INFOR HUMAN CAPITAL MANAGEMENT PRODUCTS				
Global Human Resources	940	175	\$164,500	
Talent Acquisition	240	175	\$42,000	
Goal Management	240	168	\$40,320	
Performance Management	180	168	\$30,240	
Learning & Development	180	168	\$30,240	
Succession Management	180	168	\$30,240	
INFOR EXPENSE MANAGEMENT				
Infor Expense Management Reports	160	168	\$26,880	
Infor Expense Management Payment Requests	160	168	\$26,880	
INFOR LAWSON ANALYTICS				
Financial and Project Analytics			\$0	
Supply Chain Analytics - purchasing			\$0	
Infor Business Vault			\$0	
DYNAMIC ENTERPRISE PERFORMANCE MANAGEMENT				
Infor depm Professional	820	175	\$143,500	
Infor depm Contributor			\$0	
Infor depm Consumer			\$0	
Infor BI ImportMaster Developer			\$0	
Infor BI ImportMaster Runtime			\$0	
THIRD PARTY ADD-ONS				
MF Visual COBOL for windows compiler			\$0	CAM #16-0900
MF COBOL Server Application Runtime- Windows			\$0	Exhibit 4
MF Visual COBOL for windows compiler			\$0	Page 429 of 1220

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Implementation Services

Ciber, Inc.				
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
MF COBOL Server Application Runtime- Windows			\$0	
INFOR LAWSON USER PRODUCTIVITY PLATFORM				
Infor Ming.le with Smart Office (Lawson)			\$0	
Infor Ming.le Mashup Designer for Lawson			\$0	
Lawson Business Intelligence - S3			\$0	
Microsoft Office Add Ins			\$0	
SYSTEM FOUNDATION SUITE				
Lawson System Foundation Choice			\$0	
INFOR ION MING.LE				
Infor ION Process Grid Edition			\$0	
Infor Ming.le Enterprise			\$0	
SYMPRO				
Sympro Debt Management	48	\$200	\$9,600	
Sympro Investment Portfolio Management			\$0	
Other Core Modules				
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	
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	
PCI MY Revenue Collector	400	\$213	\$85,200	
Other Core Module 23			\$0	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Implementation Services

Ciber, Inc.				
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 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	
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	
<b>Subtotal - Core Modules</b>	<b>6,288</b>	<b>N/A</b>	<b>\$1,094,680</b>	
<b>Optional Modules</b>				
INFOR COMMUNITY DEVELOPMENT REGULATION AND ASSET MGT.				
Hansen 8 - CDR Bundle			\$0	
Hansen 8 - Asset Management for Transportation			\$0	
Hansen 8 - Incident Management			\$0	
Hansen 8 - CDR Billing			\$0	
Hansen Dynamic Portal for Permits and Customer Service			\$0	
Asset Web Services			\$0	
Billing Web Services			\$0	
Infor Barcode for Hansen			\$0	
Infor Warehouse Mobility Device & Hansen 8 - ION Connector			\$0	
Other Optional Modules				CAM #16-0900
Other Optional Module 1			\$0	Exhibit 4
Other Optional Module 2			\$0	Page 431 of 1220

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Implementation Services

Ciber, Inc.				
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 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	
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	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Implementation Services

Ciber, Inc.				
<b>Implementation Services</b>	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 41			\$0	
Other Optional Module 42			\$0	
Other Optional Module 43			\$0	
Other Optional Module 44			\$0	
Other Optional Module 45			\$0	
Other Optional Module 46			\$0	
Other Optional Module 47			\$0	
Other Optional Module 48			\$0	
Other Optional Module 49			\$0	
<b>Subtotal - Optional Modules</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	
<b>Grand Total</b>	<b>6,288</b>	<b>N/A</b>	<b>\$1,094,680</b>	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Train-the-Trainer Training

Ciber, Inc.				
<i>Train-the-Trainer Training</i>	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
<b>Core Modules</b>				
INFOR LAWSON USER PRODUCTIVITY PLATFORM				
Infor Lawson Project Accounting and Bill Revenue Management	20	162	\$3,230	
Infor Lawson Grant Management Package	18	160	\$2,880	
Infor Lawson Financial and Procurement Package	80	160	\$12,800	
Infor Close and Reconciliation Management	24	160	\$3,840	
Infor Lawson Cash and Treasury Management - bank reconciliation	24	160	\$3,840	
INFOR LAWSON SUPPLY CHAIN MANAGEMENT				
Requisition Center - purchasing	24	160	\$3,840	
Procurement Punchout	16	160	\$2,560	
Supplier Relationship Management Bundle	16	160	\$2,560	
Mobile Supply Chain Management	16	160	\$2,560	
BUSINESS PROCESS MANAGEMENT SUITE				
Infor Process Automation - workflow engine			\$0	
INFOR HUMAN CAPITAL MANAGEMENT PRODUCTS				
Global Human Resources	24	160	\$3,840	
Talent Acquisition	24	160	\$3,840	
Goal Management	24	160	\$3,840	
Performance Management	24	160	\$3,840	
Learning & Development	24	160	\$3,840	
Succession Management	16	160	\$2,560	
INFOR EXPENSE MANAGEMENT				
Infor Expense Management Reports	16	160	\$2,560	
Infor Expense Management Payment Requests	24	160	\$3,840	
INFOR LAWSON ANALYTICS				
Financial and Project Analytics			\$0	
Supply Chain Analytics - purchasing			\$0	
Infor Business Vault			\$0	
DYNAMIC ENTERPRISE PERFORMANCE MANAGEMENT				
Infor depm Professional	24	160	\$3,840	
Infor depm Contributor	16	160	\$2,560	
Infor depm Consumer			\$0	
Infor BI ImportMaster Developer			\$0	
Infor BI ImportMaster Runtime			\$0	
THIRD PARTY ADD-ONS				
MF Visual COBOL for windows compiler			\$0	CAM #16-0900
MF COBOL Server Application Runtime- Windows			\$0	Exhibit 4
MF Visual COBOL for windows compiler			\$0	Page 434 of 1220

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Train-the-Trainer Training

Ciber, Inc.				
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
MF COBOL Server Application Runtime- Windows			\$0	
INFOR LAWSON USER PRODUCTIVITY PLATFORM				
Infor Ming.le with Smart Office (Lawson)			\$0	
Infor Ming.le Mashup Designer for Lawson			\$0	
Lawson Business Intelligence - S3			\$0	
Microsoft Office Add Ins			\$0	
SYSTEM FOUNDATION SUITE				
Lawson System Foundation Choice			\$0	
INFOR ION MING.LE				
Infor ION Process Grid Edition			\$0	
Infor Ming.le Enterprise			\$0	
SYMPRO				
Sympro Debt Management			\$0	
Sympro Investment Portfolio Management			\$0	
Other Core Modules				
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	
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	
PCI MY Revenue Collector			\$0	
Other Core Module 23			\$0	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Train-the-Trainer Training

Ciber, Inc.				
<b>Train-the-Trainer Training</b>	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 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	
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	
<b>Subtotal - Core Modules</b>	<b>454</b>	<b>N/A</b>	<b>\$72,670</b>	
<b>Optional Modules</b>				
INFOR COMMUNITY DEVELOPMENT REGULATION AND ASSET MGT.				
Hansen 8 - CDR Bundle			\$0	
Hansen 8 - Asset Management for Transportation			\$0	
Hansen 8 - Incident Management			\$0	
Hansen 8 - CDR Billing			\$0	
Hansen Dynamic Portal for Permits and Customer Service			\$0	
Asset Web Services			\$0	
Billing Web Services			\$0	
Infor Barcode for Hansen			\$0	
Infor Warehouse Mobility Device & Hansen 8 - ION Connector			\$0	
Other Optional Modules				CAM #16-0900
Other Optional Module 1			\$0	Exhibit 4
Other Optional Module 2			\$0	Page 436 of 1220



# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Train-the-Trainer Training

Ciber, Inc.				
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 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	
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	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Train-the-Trainer Training

Ciber, Inc.				
<i>Train-the-Trainer Training</i>	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 41			\$0	
Other Optional Module 42			\$0	
Other Optional Module 43			\$0	
Other Optional Module 44			\$0	
Other Optional Module 45			\$0	
Other Optional Module 46			\$0	
Other Optional Module 47			\$0	
Other Optional Module 48			\$0	
Other Optional Module 49			\$0	
<i>Subtotal - Optional Modules</i>	<i>0</i>	<i>N/A</i>	<i>\$0</i>	
<b>Grand Total</b>	<b>454</b>	<b>N/A</b>	<b>\$72,670</b>	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Optional End-User Training

Ciber, Inc.				
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
<b>Core Modules</b>				
INFOR LAWSON USER PRODUCTIVITY PLATFORM				
Infor Lawson Project Accounting and Bill Revenue Management			\$0	
Infor Lawson Grant Management Package			\$0	
Infor Lawson Financial and Procurement Package			\$0	
Infor Close and Reconciliation Management			\$0	
Infor Lawson Cash and Treasury Management - bank reconciliation			\$0	
INFOR LAWSON SUPPLY CHAIN MANAGEMENT				
Requisition Center - purchasing			\$0	
Procurement Punchout			\$0	
Supplier Relationship Management Bundle			\$0	
Mobile Supply Chain Management			\$0	
BUSINESS PROCESS MANAGEMENT SUITE			\$0	
Infor Process Automation - workflow engine			\$0	
INFOR HUMAN CAPITAL MANAGEMENT PRODUCTS				
Global Human Resources			\$0	
Talent Acquisition			\$0	
Goal Management			\$0	
Performance Management			\$0	
Learning & Development			\$0	
Succession Management			\$0	
INFOR EXPENSE MANAGEMENT				
Infor Expense Management Reports			\$0	
Infor Expense Management Payment Requests			\$0	
INFOR LAWSON ANALYTICS				
Financial and Project Analytics			\$0	
Supply Chain Analytics - purchasing			\$0	
Infor Business Vault			\$0	
DYNAMIC ENTERPRISE PERFORMANCE MANAGEMENT				
Infor depm Professional			\$0	
Infor depm Contributor			\$0	
Infor depm Consumer			\$0	
Infor BI ImportMaster Developer			\$0	
Infor BI ImportMaster Runtime			\$0	
THIRD PARTY ADD-ONS				
MF Visual COBOL for windows compiler			\$0	CAM #16-0900
MF COBOL Server Application Runtime- Windows			\$0	Exhibit 4
MF Visual COBOL for windows compiler			\$0	Page 439 of 1220

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Optional End-User Training

Ciber, Inc.				
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
MF COBOL Server Application Runtime- Windows			\$0	
INFOR LAWSON USER PRODUCTIVITY PLATFORM				
Infor Ming.le with Smart Office (Lawson)			\$0	
Infor Ming.le Mashup Designer for Lawson			\$0	
Lawson Business Intelligence - S3			\$0	
Microsoft Office Add Ins			\$0	
SYSTEM FOUNDATION SUITE				
Lawson System Foundation Choice			\$0	
INFOR ION MING.LE				
Infor ION Process Grid Edition			\$0	
Infor Ming.le Enterprise			\$0	
SYMPRO				
Sympro Debt Management			\$0	
Sympro Investment Portfolio Management			\$0	
Other Core Modules				
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	
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	
PCI MY Revenue Collector			\$0	
Other Core Module 23			\$0	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Optional End-User Training

Ciber, Inc.				
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 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	
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	
<b>Subtotal - Core Modules</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	
<b>Optional Modules</b>				
INFOR COMMUNITY DEVELOPMENT REGULATION AND ASSET MGT.				
Hansen 8 - CDR Bundle			\$0	
Hansen 8 - Asset Management for Transportation			\$0	
Hansen 8 - Incident Management			\$0	
Hansen 8 - CDR Billing			\$0	
Hansen Dynamic Portal for Permits and Customer Service			\$0	
Asset Web Services			\$0	
Billing Web Services			\$0	
Infor Barcode for Hansen			\$0	
Infor Warehouse Mobility Device & Hansen 8 - ION Connector			\$0	
Other Optional Modules				CAM #16-0900
Other Optional Module 1			\$0	Exhibit 4
Other Optional Module 2			\$0	Page 441 of 1220

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Optional End-User Training

Ciber, Inc.				
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 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	
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	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Optional End-User Training

Ciber, Inc.				
<b>Optional End-User Training</b>	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 41			\$0	
Other Optional Module 42			\$0	
Other Optional Module 43			\$0	
Other Optional Module 44			\$0	
Other Optional Module 45			\$0	
Other Optional Module 46			\$0	
Other Optional Module 47			\$0	
Other Optional Module 48			\$0	
Other Optional Module 49			\$0	
<b>Subtotal - Optional Modules</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	
<b>Grand Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Data Conversion Services

Ciber, Inc.

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 <sup>1</sup>	Estimated Hours	Hourly Rate	One-Time Cost	Comments
Core Modules							
1	Accounts Payable	Open Checks	A	32	\$95	\$3,040	
2	Accounts Payable	Open Invoices	A	32	\$95	\$3,040	
3	Accounts Payable	Vendor File (complete)	A	32	\$95	\$3,040	
4	Budgeting	Current adopted budget amounts by line items	A	32	\$95	\$3,040	
5	Budgeting	Current amended budget amounts by line item	A	32	\$95	\$3,040	
6	Budgeting	Current actual amounts by line item	A	32	\$95	\$3,040	
7	Budgeting	Budget and actual amount by line item for all funds for five previous years	A	32	\$95	\$3,040	
8	General Ledger	All chart of account code, account, and descriptions	A	80	\$95	\$7,600	
9	General Ledger	Ending balances and all detailed transaction data per account, project, work order, job #	A	80	\$95	\$7,600	
10	Human Resources	Human Resources Master Records	A	80	\$95	\$7,600	
11	Human Resources	Certifications, Education, Licenses, Training	A	40	\$95	\$3,800	
12	Human Resources	Employee Requisition & Applicant Records	A	40	\$95	\$3,800	
13	Human Resources	Dependents	A	40	\$95	\$3,800	
14	Human Resources	Benefits	A	40	\$95	\$3,800	
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	



# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Data Conversion Services

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 - Core Modules				624	N/A	\$59,280	
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	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Data Conversion Services

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			N/A	0	N/A	\$0	
Grand Total			N/A	624	N/A	\$59,280	

### <sup>1</sup>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

Ciber, Inc.								
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	\$160	\$170	\$27,200		
2	Upload file to Bank for payment via VISA	Accounts Payable	Financial Institution	\$80	\$170	\$13,600		
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	\$160	\$170	\$27,200		
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	\$32	\$110	\$3,520		
14	Business Tax	Community Plus/One Solution	Cash Receipting	\$32	\$110	\$3,520		
15	Code Enforcement	Community Plus/One Solution	Cash Receipting	\$32	\$110	\$3,520		
16	Permitting	Community Plus/One Solution	Cash Receipting	\$24	\$110	\$2,640		

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Interfaces

17	Urban Design and Development (Planning DRC)	One Solution	Cash Receipting	\$24	\$110	\$2,640		
18	Alarm Billing	Community Plus	Cash Receipting/Accounts Receivable	\$32	\$110	\$3,520		
19	Bill/Coins Meter Revenue	Electronic File	Cash Receipting	\$32	\$110	\$3,520		
20	Credit Card Meters	Electronic File	Cash Receipting	\$32	\$110	\$3,520		
21	PACA Meter Revenue	Electronic File	Cash Receipting	\$32	\$110	\$3,520		
22	Verrus Pay by Cell	Electronic File	Cash Receipting	\$32	\$110	\$3,520		
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	\$32	\$110	\$3,520		
28	Parking refunds	Flex	General Ledger	\$120	\$110	\$13,200		
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	\$32	\$110	\$3,520		
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	\$24	\$110	\$2,640		
34	Lockbox payment file	Lockbox	Cash Receipting	\$24	\$110	\$2,640		
35	Meter cash receipts	MeterTrac	Cash Receipting	\$24	\$110	\$2,640		
36	Parking cashless receipting data	Pay-by-Phone	Cash Receipting	\$24	\$110	\$2,640		
37	Currency count data (high-speed currency counting)	WinWedge	Cash Receipting	\$24	\$110	\$2,640		
38	Applicant Tracking	NeoGov	Human Resources	\$160	\$110	\$17,600		
39	Cash receipts from the marina, within Parks & Recreation	The Marina Program	Cash Receipting	\$24	\$110	\$2,640		
40	Cash Receipts related to work orders	MainTrac	Cash Receipting	\$24	\$110	\$2,640		
41	Cash receipts related to registration for athletic and other programs offered	WebTrac	Cash Receipting	\$24	\$120	\$2,880		
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	\$40	\$110	\$4,400		
48	Import cash receipts from RecTrac to ERP	RecTrac	Cash Receipting (summary data)	\$40	\$110	\$4,400		
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	\$220	\$170	\$37,400		
55	Leave balances	Payroll	Payroll/Self Service/Telestaff	\$160	\$170	\$27,200		
56	Community Development cash receipts	SunGard OneSolution	Cash Receipting	\$40	\$110	\$4,400		
57	IVR System/Teleworks	Teleworks/Parking/Utility Billing, Business Tax Permitting, etc.	Cash Receipting	\$40	\$110	\$4,400		
58	Import investment data	Third Party Custodial Bank	Investment Management			\$0		
59	Online Payments	Virtual Merchant/Vendor's suggested online payment vendor	Cash Receipting	\$40	\$110	\$4,400		
Subtotal - Core Modules				1,820	N/A	\$247,240	\$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				1,820	N/A	\$247,240	\$0	

### Pricing Forms - Form Services

**Ciber, Inc.**

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	CAM #16-0900 Exhibit 4 Page 452 of 1220
				\$0	



### Pricing Forms - Form Services

CAM #16-0900  
Exhibit 4  
Page 453 of 1220

### Pricing Forms - Form Services

CAM #16-0900  
Exhibit 4  
Page 454 of 1220

### Pricing Forms - Modifications

<b>Modifications</b>	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.
----------------------	--

CAM #16-0900  
Exhibit 4  
Page 455 of 1220

### Pricing Forms - Modifications

CAM #16-0900  
Exhibit 4  
Page 456 of 1220

### Pricing Forms - Modifications

CAM #16-0900  
Exhibit 4  
Page 457 of 1220

### Pricing Forms - Other Implementation Services

<b><i>Other Implementation Services</i></b>	Please add any Other Implementation Services proposed including the Estimated Hours and Hourly Rate.
---	--

CAM #16-0900  
Exhibit 4  
Page 458 of 1220

# City of Fort Lauderdale, FL - ERP System Solution

Pricing Forms - Other Implementation Services

Ciber, Inc.

## 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	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
			\$0	
<b>Subtotal - Core Modules</b>	<b>5,655</b>	<b>N/A</b>	<b>\$1,011,650</b>	
<b>Optional Modules</b>				
Software Installation			\$0	
Report Development Assistance			\$0	
Change Management			\$0	
Testing Assistance			\$0	
Operational Redesign			\$0	
System Documentation			\$0	
Knowledge Transfer			\$0	

### Pricing Forms - Other Implementation Services

## Other Implementation Services

### Cost Category

**Hourly  
Rate**

## Extended Cost

### 3 Months Post Go-Live Support

\$0

## Post Implementation Period Processing Support

\$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 - Other Implementation Services*

Ciber, Inc.				
<i>Other Implementation Services</i>	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	
			\$0	
<i>Subtotal - Optional Modules</i>	<i>0</i>	<i>N/A</i>	<i>\$0</i>	
<b>Grand Total</b>	<b>5,655</b>	<b>N/A</b>	<b>\$1,011,650</b>	

License Methodology	Definition
Concurrent Users	The quantity represents the maximum number of authorizers that may access the Software at any given point in time, and each logon will be consider active during the entire logon period whether or not that user is interacting with the software at any given point in time.
Named Users	Allows access to the Component System up to the stated maximum number of individual named users, irrespective as to whether any such user is actively logged on to the Component System at a given point in time: The Licensee agrees to assign each Named User a unique identification profile, it being that to the extent Licensee users generic user profiles a means to access the Component System, each separate log-on accessing the Component system will be counted as a separate user.
Server	Component System is licensed to a specific named (by model/serial #) server. The price of the Component System license and corresponding Maintenance and Support does not relate to the size or power of the server. If the client replaces or upgrades their server, the license must be transferred to the new machine.
Enterprise	Licensee and any legal entity (such as a corporation) that is majority owned or majority controlled, directly or indirectly, by Licensee. Allows unlimited use of the Component System within the licensed Business Entity.

Description	Quantity	License Type
<b>Lawson Financials</b>		
Project Accounting	10	Named User
Grant Management	10	Named User
Financial Procurement Package	125	Named User
Average Daily Balance	125	Named User
Asset Management	125	Named User
Accounts Payable	125	Named User
Accounts Receivable	125	Named User
Billing	125	Named User
Fax Integrator	125	Named User
General Ledger	125	Named User
Inventory Control	125	Named User
Invoice Matching	125	Named User
Lease Management	125	Named User
Multi-Book Ledger	125	Named User
Purchase Order	125	Named User
Requisition System	125	Named User
Strategic Ledger	125	Named User
Smart Reconciliation	125	Named User
Warehouse	125	Named User
Financial Procurement Inquiry	580	Named User
Infor Lawson Close and Reconcilment	10	Named User
Cash and Treasury Management	5	Named User
EDI for Supply Chain Management	12	CPU Core
Financial and Project Analytics	20	Named User
Supply Chain Analytics	20	Named User
Lawson Mobile Inventory	300	Named User
Lawson Mobile Assets	300	Named User
Lawson Mobile Financials	300	Named User
<b>Budgeting</b>		
Infor D/EPM PROFESSIONAL	3	Named User
Infor D/EPM CONTRIBUTOR	50	Named User
Infor D/Epm CONSUMER	61	Named User
Infor BI ImportMaster Developer	1	Server
Infor BI ImportMaster Runtime	1	Named User

Description	Quantity	License Type
<b>Supply Chain Management</b>		
Requisition Center	300	Named User
Procurement Punchout	300	Named User
Supplier Relationship Mgmt Bundle	15	Named User
Strategic Sourcing	15	Named User
Contract Management	15	Named User
Supplier Relationship Mgmt Bundle Inquiry	100	Named User
Supplier Order Management	15	Named User
Mobile Supply Chain Management Bundle	10	Named User
Par & Cycle Counting	10	Named User
Receiving & Delivery	10	Named User
Mobile Requisitions	300	Named User
<b>Human Capital Management</b>		
Infor Process Automation	12	CPU Core
Global Human Resources	2,500	Named User
Talent Acquisition	2,500	Named User
Goal Management	2,500	Named User
Performance Management	2,500	Named User
Learning and Development	2,500	Named User
Succession Management	2,500	Named User
Human Resource Management Bundle	2,500	Named User
Personnel Administration	2,500	Named User
Benefits Administration	2,500	Named User
Absence Management	2,500	Named User
Tips System	2,500	Named User
North American Payroll for Talent Mgmt	2,500	Named User
Employee & Manager Self Service	2,500	Named User
BSI Tax Factory	2,500	Named User
<b>Technology</b>		
Infor Ming.le with Smart Office (Lawson)	500	Named User
Mash Up Designer for Ming.le	5	Named User
Business Intelligence (CPU Core) AS (100)	70	Named User
Lawson Add-ins for MS Office	25	Named User
Lawson System Foundation Commercial	12	CPU Core
Landmark Technology Run Time	12	CPU Core
Infor Notification	300	Named User
Infor Landmark Administrator	1	Named User
<b>Ming.le/ION</b>		
Infor Ming.le Enterprise	380	Named User
Infor ION with Business Vault	2	Named User

Description	Quantity	License Type
<b>Expense Management</b>		
Infor Expense Management Expense Reports	500	Named User
Infor Expense Management Payment Requests	9,000	Number Annual Payment Request
<b>Third Party Applications</b>		
MF Visual Cobol for Window Compiler	1	Named User
MF Cobol Server Application Runtime	120	Concurrent User
MF Visual Cobol for Window Compiler	2	Named User
MF Cobol Server Application Runtime	30	Concurrent User
<b>Hansen</b>		
Hansen 8 CDR Bundle	30	Named User
Hansen 8 Asset Management for Transit	30	Named User
Hansen 8 - Incident Management	30	Named User
Hansen 8 - CDR Billing	14,000	Named User
Hansen Dynamic Portal for Permits	1	Named User
Asset Web Services	1	Named User
Billing Web Services	1	Named User
Infor Barcode for Hansen	1	Named User
Infor Warehouse Mobility Device	5	Named User
ION Connector	1	CPU Core
<b>On/Off Boarding - Total Rewards Subscription</b>		
Single Sign On	1	Enterprise
Knowledgebase Subscription	2,500	Named User
Onboarding Subscription (US-English)	2,500	Named User
Onboarding Data Imports	2,500	Named User
Offboarding Subscription (US-English)	2,500	Named User
Total Rewards Subscription	2,500	Named User
<b>Learning Management Subscription</b>		
Learning Management Content Management Subsc	2,500	Named User





**ORIGINAL**

City of Fort Lauderdale RFP #742-11378  
**ENTERPRISE RESOURCE PLANNING (ERP)  
SYSTEM SOLUTION AND PROFESSIONAL SERVICES**  
October 21, 2014 • 2:00 PM EST

**This Proposal was Prepared for:**



City of Fort Lauderdale  
Procurement Services Division,  
Room 619  
City Hall  
100 North Andrews Avenue  
Fort Lauderdale, FL 33301

**Presented in Confidence by:**

Ciber, Inc.  
Michael R. Snow  
Ciber Client Partner  
6363 Fiddler's Green Circle, Suite 1400  
Greenwood Village, CO 80111  
[MRSnow@ciber.com](mailto:MRSnow@ciber.com)  
704.557.6413 O  
704.236.3667 M





## Table of Contents

<b>Tab 1</b>	<b>4</b>
Bid/Proposal Signature Page	4
Non-Collusion Statement	8
<b>Tab 2</b>	<b>10</b>
Cost Proposal	10 (Exhibit G on Electronic Submission)
<b>Tab 3</b>	<b>12</b>
<b>Client References</b>	<b>12</b>
<b>Tab 4</b>	<b>16</b>
List of Subcontractors	16
<b>Tab 5</b>	<b>18</b>
Executive Summary	18
Company Background – Ciber	20
Company Background Form – Ciber	25
Company Background – Infor	31
Company Background Form – Infor	33
<b>Tab 6</b>	<b>50</b>
Application Software	50
<b>Tab 7</b>	<b>102</b>
Technical Infrastructure	102
Technical Requirements Form	107
<b>Tab 8</b>	<b>116</b>
Vendor Hosted Option	116
Vendor Hosting Form	121
<b>Tab 9</b>	<b>124</b>
Implementation Plan	124
Project Management Approach Form	141
Data Conversion Plan	143
Report Development	144
Report Development Form	149
Integrations and Interfaces	150
Training	151
Training & Knowledge Transfer Activities	152
Project Team Training	153
End User Training	154







Training Form	155
Change Management Approach	156
Implementation Plan Integration	157
Change Management Toolset	158
Testing	160
Operational Redesign	161
System Documentation and Manuals	161
Disaster Recovery Plan	163
Knowledge Transfer	163
<b>Tab 10</b>	<b>166</b>
Staffing Plan	166
Project Team Member Descriptions	167
Project Organizational Chart	173
Resumes	174
Staffing Plan Form	183
<b>Tab 11</b>	<b>190</b>
Ongoing Support Services	190
Ciber Go-Live and Post Production Support	190
Lawson Maintenance Support	190
Ongoing Support Services Form	192
<b>Tab 12</b>	<b>200</b>
Technical and Functional System Requirements	200 (Exhibit H on Electronic Submission)
<b>Tab 13</b>	<b>202</b>
License and Maintenance Agreements	202 (License and Maintenance Agreements on Electronic Submission)
<b>Tab 14</b>	<b>204</b>
Special Conditions – Variance(s)/Exceptions(s)/Explanations	204





## Tab 1

Page 1 of 3

### 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) 10/17/2014 (date)

Name (printed): CHRISTIAN MEZGER Title: CFO

Company: (Legal Registration): Ciber, Inc.

**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: 6363 Fiddler's Green Circle, Suite 1400

City: Greenwood Village State: CO Zip: 80111

Telephone No. 303.220.0100 FAX No. 303.220.7100 Email: CMezger@ciber.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions):  
Firm Fixed Price, net 30

Payment Terms (section 1.04): 150 working days 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

1 – Additional class-item codes added.	August 6, 2014
2 – Pre proposal meeting sign in sheet has been attached	September 3, 2014
3 – Question period extended to 5:00 pm EDT	September 19, 2014
4 - Addendum #4	September 22, 2014



5 – Question period extended to 5:00 pm EDT	September 25, 2014
6 – HR Org Chart Attached	October 2, 2014
7 – Exhibit G is being deleted and replaced with Exhibit G – Pricing Forms Revised	October 9, 2014
8 – 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.	October 9, 2014
9 – Addendum #9	October 15, 2014

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

YES \_\_\_\_\_ NO X \_\_\_\_\_

**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 \_\_\_\_\_ X \_\_\_\_\_ 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	X		
3.2	News Releases/Publicity	X		
3.3	RFP Documents	X		



3.4	Contractors' Costs	X		
3.5	Rules and Proposals	X		
3.6	Contract Period	X		
3.7	Cost Adjustments	X		
3.8	Contract Coordinator	X		
3.9	Invoices/Payment	X		
3.10	Related Expenses/Travel Expenses	X		
3.11	No Exclusive Contract/Additional Services	X		
3.12	Deletion or Modification of Services	X		
3.13	Substitution of Personnel	X		
3.14	Insurance	X		
3.15	Subcontractors	X		
3.16	Insurance – Subcontractors	X		
3.17	Payment and Performance Bond	X		
3.18	Ownership of Work		X	
3.19	Uncontrollable Circumstances ("Force Majeure")	X		
3.20	Public Entity Crimes	X		
3.21	Canadian Companies	X		
3.22	Lobbying Activities	X		
3.23	Bid Tabulations/Intent to Award	X		
3.24	Sample Contract Agreement		X	
3.25	Warranty/Extended Maintenance/Subscriptions/Licenses	X		
3.26	Third party Products/Optional Software	X		
3.27	Licenses	X		
3.28	Upgrades and Enhancements	X		

Special Conditions Compliance Checklist				
#	Title	Comply	Variance/Exception	Not Comply
3.29	Future Software Options and Replacement Software	X		
3.30	Solution Longevity	X		
3.31	Selling, Transferring or Assigning Contract	X		
3.32	Installation Date	X		
3.33	Performance Trial and Acceptance Period	X		
3.34	Final System Acceptance	X		
3.35	Project Management	X		
3.36	Issue Resolution	X		
3.37	Software Code in Escrow	X		
3.38	Negotiations	X		
3.39	Year 2000	X		



3.40	Warranties of Usage	X		
3.41	Variances	X		
3.42	Password Security and Vulnerabilities	X		
3.43	Addenda	X		
3.44	National Conferences	X		
3.45	Video Taping	X		
3.46	Recorded Demonstration of Product	X		
3.47	Exhibits	X		

**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)
3.18	Ownership of Work	Insert as a Second Paragraph in Section 3.18 Rider “A”
3.24	Sample Contract	Delete VI. GENERAL CONDITIONS B. Intellectual Property and insert Rider “B”
3.24	Sample Contract	Insert as an addition Paragraph in T. Limitation of Liability Rider “C”





**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 vendor'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**

N/A

N/A

**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.**





## Tab 2

### Cost Proposal

Ciber's Cost Proposal is submitted on the proposal Pricing Forms provided in the associated Microsoft Excel spreadsheet, Exhibit G – Enterprise Resource Planning (ERP) System Solution – Pricing Forms.xlsx.







## Tab 3 – Client References (Section 10)

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.

### 10.1 Ciber & Infor Client Reference Form #1

Vendor name:	Ciber, Inc.
Customer name:	the City of Boise
Customer contact:	Lisa Schoenfelder
Customer phone number:	(208) 384-3790
E-mail address	lschoenfelder@cityof-boise.org

#### Describe Nature of Project and Services Provided to This Client:

Ciber completed a three Suite Lawson ERP implementation of Finance, HRIS, and Procurement. We began the project in September 2010 and completed it in September 2012. With Ciber's guidance, city leaders implemented the Infor Lawson Human Resource Management, Enterprise Financial Management and Supply Chain Management software suites, thereby creating \$3.8 million in savings over the next 10 years and improving service to the City's 211,000 constituents.

For more information about the City of Boise's implementation of the Lawson Human Resource Management, Enterprise Financial Management and Supply Chain Management software suites, visit <http://blog.ciber.com/2011/lawson-deployment-at-the-city-of-boise/>.

#### Configuration of Solution Implemented (Hardware, Software):

- Infor Lawson Finance, Procurement, and Human Resource suite
- On Premise, Windows 2010 and SQL

### 10.2 Ciber & Infor Client Reference Form #2

Vendor name:	Ciber, Inc.
Customer name:	the City of High Point
Customer contact:	Tom Spencer
Customer phone number:	(336) 883-3237
E-mail address	Tom.spencer@highpointnc.gov



Describe Nature of Project and Services Provided to This Client:

Ciber completed a three Suite Lawson ERP implementation of Finance, HRIS, and Procurement. We began the project in September 2006 and completed it in January 2008. Our responsibilities included as-is/to-be process migration and suite configuration, integration of a new time and attendance system in conjunction with the HR/Payroll system. The resulting solution has streamlined operations, eliminated redundant systems, and reduced liability to make operations more efficient and cost effective.

Since the initial implementation, High Point has been utilizing Ciber services to provide comprehensive and ongoing operational support, technical support, and upgrades and new module implementation.

Configuration of Solution Implemented (Hardware, Software):

- Infor Lawson Financial, Procurement and Human Resource suites
- On Premise, Sun and Oracle

10.3 Ciber & Infor Client Reference Form #3

Vendor name:	Ciber, Inc.
Customer name:	Denver Public Schools
Customer contact:	Carolyn Henzel
Customer phone number:	(720) 423-3283
E-mail address	Carolyn_henzel@dpsk12.org

Describe Nature of Project and Services Provided to This Client:

Ciber has completed a number of projects for Denver Public Schools' (DPS) implementation of Lawson. Our relationship began in July 2008 when we became their Lawson implementation partner. Although DPS was already utilizing Lawson, they needed our assistance upgrading their systems and implementing certain products they had not yet fully leveraged.

Over the course of our working relationship with DPS, Ciber's responsibilities have included overall project management, change management facilitation, business process calibration, and technical development and programming. In January 2009, we successfully completed the first phase, upgrading their system's technology components, implementing a new security model, and revising the configuration of their HR/Payroll system.

We have since completed several other initiatives that enhance their users' experience with some of the Lawson configuration tools, such as Process Automation and Design Studio. We recently completed the first phase of DPS' Lawson Talent Management solution, along with the first phase of DPS' Lawson Financials implementation. Project deliverables include performance and goal management, and improved learning and development process for staff and tighter compliance with state and federal requirements for reporting and transparency.



Configuration of Solution Implemented (Hardware, Software):

- Infor Lawson financial and Human Resource suites
- On Premise, Windows Virtual Environment and SQL

**10.4 Ciber & Infor Client Reference Form #4**

Vendor name:	Ciber, Inc.
Customer name:	Northern Colorado Water Conservatory
Customer contact:	John Budde
Customer phone number:	970-622-2253
E-mail address	<a href="mailto:jbudde@ncwcd.org">jbudde@ncwcd.org</a>

Describe Nature of Project and Services Provided to This Client:

Implementing Infor's S3 Financials, Procurement, and Human Resources/Payroll suites. Additional add-on modules include Lawson Budgeting and Planning and Contract Management. Ciber provided services around Project Management, Business Process Transformation, system configuration, development of automated Process Flows and Reports, development of data conversion programs, testing support and post go live support.

Configuration of Solution Implemented (Hardware, Software):

- On Premise, Windows servers with MS SQL DB. Both S3 environments and Landmark environments to support the multiple modules.

**10.5 Ciber & Infor Client Reference Form #5**

Vendor name:	Ciber, Inc.
Customer name:	DuPage County IL
Customer contact:	Donald Carlsen, Chief Information Officer
Customer phone number:	630.407.5000
E-mail address	<a href="mailto:Donald.Carlsen@dupageco.org">Donald.Carlsen@dupageco.org</a>

Describe Nature of Project and Services Provided to This Client:

Ciber is implementing the Infor ERP solution for DuPage County, IL. The implementation includes Financials, Procurement, Human Resources and Payroll, Budget and Planning, and Talent Management being rolled out County wide to all 26 County Board and Elected Official departments. The Financials and Procurement phase of the project went live in May 2014, and the HR/Payroll phase is going live December 2014.

Configuration of Solution Implemented (Hardware, Software):

- Infor/Lawson Financial and Human Resource suites
- On Premise, Windows 2008 and SQL Server



## Tab 4

### List of Subcontractors

These third party partners are all privately held companies

#### 2.4.1 SymPro

SymPro, a division of Emphasys Software, has been providing treasury solutions to public entities for over 25 years. With this depth of experience and knowledge, SymPro has become the industry leader in providing comprehensive software solutions to the Treasury market. Organizations of all shapes and sizes depend on SymPro to comprehensively manage their investment, debt, and cash portfolios with increased accuracy and efficiency—leading to data integrity, standardization and better decision making. Over 400 customers, across multiple industries, are relying on SymPro for their treasury management and reporting needs.

In the City of Fort Lauderdale project, SymPro will be providing the Cash Management, Debt Management and Investment Management components of the solution. SymPro will be providing the software, services and ongoing support for these areas. In addition, SymPro will interface with the Lawson GL for the creation and posting of cash, debt and investment journal entries.

#### 2.4.2 PCI myRevenueCollector

Infor Lawson partner, PCI, provides payment, billing and accounts receivable solutions for use within Government. To meet the Cash Receipting requirements of Fort Lauderdale, Infor Lawson recommends their premiere product, myRevenue Collector, as the consolidated cashiering solution designed to be the centralized payment system/database to receipt all types of revenue whether they are Taxes, Utilities, Permits, Fees and Fines, etc. myRevenueCollector allows users to easily create transactions that are automatically tracked and reported. A rich featured cash register system, myRevenueCollector also allows non-cash register workstations to receipt batch data. The system will accept many kinds of electronic files from other payment system like Mortgage, Lockbox, Remittance Processors, Internet or IVR systems etc., creating a consolidated payment database and can be seamlessly integrated with Infor Lawson subsystems in a summarized or detailed mode.

#### 2.4.3 MHC Document Express and Image Express

MHC Software, a highly valued Infor Lawson partner, has helped thousands of organizations streamline their document processing. To meet the check printing and imaging requirements of Fort Lauderdale, Infor Lawson has recommended two of their offerings. Document Express™, MHC's flagship product, creates flexibly-formatted documents and simplifies laser printing, faxing, e-mailing and posting to the Web. MHC's world-class, turn-key implementation service encompasses seamless integration with Infor Lawson systems, enabling advanced document distribution, including document self-service functionality. MHC Software's Image Express™ is an Infor Lawson-integrated document imaging solution with optional workflow document routing for approval. Image Express is ideal for imaging and archiving of Fort Lauderdale's financial, procurement and human resources documents, such as vendor invoices, HR documents, purchase orders and more. Document images are captured with indexes associated to Infor Lawson systems and then are immediately available for one click retrieval by authorized users via Infor Lawson screens or a standard web browser.

#### 2.4.4 FML and Pattern Stream

FML is a Virginia Commonwealth-based business established on September 23, 1991. FML's corporate headquarters is in Goochland, Virginia, and has offices in Richmond, Virginia, and Chapel Hill, North Carolina.

FML was founded to provide mission critical software, consulting services, and information management solutions to our customers. Each of the FML team members bring skills, knowledge, experience, and industry contacts important to the success of achieving that objective.

Since formation, FML has focused efforts to provide automated information-driven publishing solutions to customers. On September 1, 1998, FML introduced PatternStream®, a revolutionary new database publishing application that allows customers to rapidly set up and publish data to print electronic forms.

FML is a closely held Commonwealth of Virginia 'C' Corporation and does not provide financial and other information to external organizations.







## Tab 5

### Executive Summary (Section 1)

As the City of Fort Lauderdale embarks on your new 5 year strategic plan for 2018, “Press Play Fort Lauderdale”, the City will be making important and valuable decisions that will support “Fast Forward Fort Lauderdale”, your community’s Vision Plan for 2035 “The City You Never Want To Leave”. The City is seeking to become more advanced in the use of modern tools that will provide information (not just data) to facilitate decision making. Your vision statement indicates that the City needs to build your “Bench Strength” to complete your 2018 action plan. A key component of this bench strength is superior information technology and **employees**, executives, and citizens that know how to utilize and benefit from the technology change. You want to provide improved data analysis and communication, collaboration to engage constituents and employees, and provide the tools for continuous improvement.

The implementation of a new Enterprise Resource Planning system will allow the City improve the existing business management practices and provide integration with other modern technologies. The City’s current financial management applications are over 10 years old, multiple packages from multiple vendors, multiple operating systems and on hardware that will no longer be supported. Our recommended ERP solution will provide features and integration capabilities required to support existing growth; but more importantly, scalability to enable growth. **Your new system should be powerful yet uncomplicated.** And it should be modular so you are not forced to invest in features you do not need. Given the importance of your system, it is vital to replace it with a reliable, simple, cost-effective option. Infor is just such a solution.

With a history of over 20 years as **a leading ERP consulting provider**, Ciber has helped both public and private sector clients around the world and in a wide range of industries manage change. We have a 500-consultant, multi-package professional services division specializing in the products of Infor Software, Oracle/PeopleSoft (including JD Edwards), Microsoft, and SAP, as well as several supply chain application products.

***We strongly endorse the use of Infor ERP as your platform for the future. And we strongly recommend that you choose Ciber, a veteran organization with hundreds of successful implementations in state and local entities, as your implementation partner.***

***Our recommended Infor solution will allow the City to leverage the benefits of a Tier 2 solution with the right combination of straightforward day-to-day functionality, for casual users, and sophisticated performance tools available for “power users” for use when needed just like a more, expensive Tier 1 solution.***

Your RFP highlights the importance to the City that your solution is comprised of a fully integrated suite of applications that will serve as a single source of inauditable truth. Your current solution has many manual data **integration processes which you have had to create between the various core and ancillary applications you utilize today.** The opportunity that comes with a new ERP implementation is the ability to eliminate **rekeying of data, manual transfer of information between systems, and streamlined policies and procedures. This will ultimately future-proof your systems for the long term.**

Based on our experience, it is also imperative that your new technology enables the City to improve the level of service provided to agencies and constituents, while facilitating enhanced relationships with your vendors. **The changeover requires not only the right software solution, but a focus on streamlining business processes and significant training and change management in order to ensure a successful project.** With





these imperatives in mind, we believe who you select as an **implementer is as important**, if not more so, than which software application you choose.

Our proposal addresses your need for an integrated ERP solution and professional implementation services. Based on our recent experience with multiple successful clients, we know that the Ciber/Infor solution will meet and exceed your goals and objectives.

### Desired Outcomes

The City is seeking to become a more results oriented organization. Measuring the performance of KPI's of the Vision Scorecard and strategic goals is vital to the creation and sustainability of your new "strategic management system". Based on our research, it appears that your new strategic management system is intended to be built upon the Five Cylinders of Excellence and the Internal Support Platform that will enable the City to implement a performance based service delivery **approach. This performance based delivery approach will allow the** City to work smarter, faster and cheaper.

The Ciber implementation methodology, along with our veteran public sector, **Infor specific implementation team,** that has tremendous experience in delivering Infor ERP projects to local governments on time and on budget, **will partner with the appropriate City Staff to identify opportunities to streamline business processes by making them more efficient. Our** methodology is in line with the City's desire to work smarter in that Ciber will position the City to strategically continue to evaluate business processes that are supported by your new ERP solution. You will see a dramatic reduction in the number of manual processes, duplication of data entry that reduces manual errors and always improving your understanding of your roles.

Your new ERP system will allow for the City to work faster. Streamline business processes that will be aligned with governmental best practices as they relate to policy and finance. This will allow the City to operate with a sense of urgency in order to see improvements and savings today. This will also allow the City to deliver services at the lowest possible cost.

In this proposal, we demonstrate how Ciber's expertise in local government, combined with the Infor Lawson software, will address each of your objectives and more. We offer the best-fit software solution, paired with a proven public sector implementation team, to deliver value and results.

By **choosing Infor and Ciber, the** City will minimize risk, minimize total cost of ownership, and maximize return on investment. Ciber and Infor are the market leaders in ERP systems and implementation services for local government., especially for the project that the City is proposing.

### The Infor Platform Delivers

#### **TOTAL ERP INTEGRATION**

The Infor solution will integrate seamlessly with the applications that the City is intending on not replacing. Infor's innovative Intelligent Open Network (ION), provides:

- Purpose-built middleware
- A simple but powerful and scalable framework
- Dramatically improves exception management
- Enables unparalleled end-to-end efficiency.



### **LOWER COST OF OWNERSHIP**

The modularized Infor platform delivers unparalleled end-to-end efficiency. You eliminate operational silos, improve exception handling, and dramatically increase end-to-end efficiency. For example, the City of Boise, ID is poised to save an estimated \$3.8 million over the next ten years with less maintenance and improved business processes.

### **Ciber's Implementation Expertise Delivers**

#### **TIGHT INTEGRATION ACROSS DEPARTMENTS**

The RFP indicates that the City has applications you wish to maintain, the Ciber team knows how to integrate these applications with your core Infor ERP system. The result will be dramatic improvements in efficiency and productivity. In addition, the Infor Lawson solution is scalable and flexible, one that can grow and evolve as the City needs grow and evolve.

#### **LOWEST RISK AND HIGHEST VALUE**

Ciber's proven IMPACT methodology provides a roadmap that will facilitate a process driven implementation. Technology is important; but the true measure of value after this project is complete is the City's ability to gain efficiency and effectiveness using the new system. Ciber's tools and techniques, as described in this proposal, will help you achieve these results. And, we will lead your project to a on time and on budget completion. Our methodology introduces Change Management and Training at the project Kick-off and is embedded in our implementation approach through all phases. We engage functional team leaders, at the project inception, and start the knowledge transfer process as we learn your existing business processes and then transfer system knowledge that supports the processes to the team leads. The team leads will ultimately become the City's trainers, to end users, as they will become proficient in the use of the software through all phases of the implementation.

### **Ciber Company Background**

Ciber, Inc. (NYSE: CBR) is a systems integration consultancy and information technology services company that builds, integrates, and supports mission-critical applications for government and commercial organizations. Headquartered in Denver, Colorado, Ciber is a global information technology company with proven IT experience, world-class credentials and a wide range of technology expertise. Our approximately 6,500 consultants provide the business acumen, technical skills, and flexibility to help businesses and governments around the globe get the most from technology. Since 1974, Ciber has combined the stability and resources of a large consultancy with the agility and personal touch of a local firm. Ciber (CBR) trades on the New York Stock Exchange and earns approximately \$1 billion in annual revenue.

Ciber has been applying practical innovation through services and solutions that deliver tangible results for government clients for nearly 40 years. Ciber's services are offered globally on a project or strategic-staffing basis, in both custom and enterprise resource planning (ERP) package environments, and across all technology platforms, operating systems, and infrastructures. Because every client is unique, our services are delivered in a custom-tailored fashion for each engagement. Services can be delivered in any combination of approaches and locations (client site, local Ciber offices, US domestic centers, and offshore centers), and are based on and designed with specific client business and technical goals and requirements in mind.

We emphasize strong relationship management and possess a reputation for being easy to work with. Our clients refer to us as nimble and flexible. If you have ever worked with an inflexible vendor, then you know



how powerful that compliment really is. Our flexibility, attitude, and culture are client-focused, results-driven, and partnership-oriented. We take the time to understand you and your business drivers—and we are committed to delivering success. We will use our deep experience with Infor and Public Sector to guide you through the process. **Our approach is to work side-by-side with your project team, transferring knowledge, and offering consultative guidance to facilitate a successful project.**

### ***Client-Focused Approach***

Collaboration is the foundation of our engagement approach. **We start by listening and learning** about the **City's business, its operations, systems and goals. With that knowledge we** work to anticipate your needs and tailor our approach and solutions to meet them.

### ***Expertise and Capabilities***

**With a team of professionals 6,500 people strong, Ciber has the business acumen, technical expertise and consulting experience to support the City's organization and supplement its IT resources. The average Ciber consultant has worked in the industry for 15 years, developing strong technical capabilities and meaningful industry knowledge.**

### ***Results-Driven Performance***

At Ciber, we measure success the same way you do: by results. We deliver solutions precisely configured to produce your target outcomes and deliver tangible business value. **We keep our commitments, and help the City keep yours by completing work on time and on budget.** Ciber offers application development and management, IT strategy, business intelligence, quality assurance and testing and has deep partnerships with the biggest names in business technology from ERP and CRM solutions to cloud computing and mobility. With our robust global delivery model, Ciber can access the right talent at the right time to help the City get the most out of your technology investment.

### ***Ciber Infor Practice***

For almost 20 years, Ciber has been the world's premier Lawson/Infor partner with more successful implementations, upgrades, and integrations than any other firm. Our expert certified resources, proven methodology, on-going training, proprietary tools, and commitment to the marketplace verifies that you have a successful Lawson solution.

Ciber helps you lower your project risk and reduce your total implementation and ownership costs by establishing a comprehensive, practical vision of your future. We take accurate benchmarks of current practices and assess your needs, then make your people more productive, self-sufficient, and efficient by delivering and supporting the right solutions.

As Lawson/Infor's largest and most experienced partner, Ciber brings best practices, tools, templates, and intellectual property to streamline your operations, drive out waste, and increase your ROI. Ciber has the solutions you need for the challenges that matter.

### ***Ciber's Lawson Public Sector Solutions***

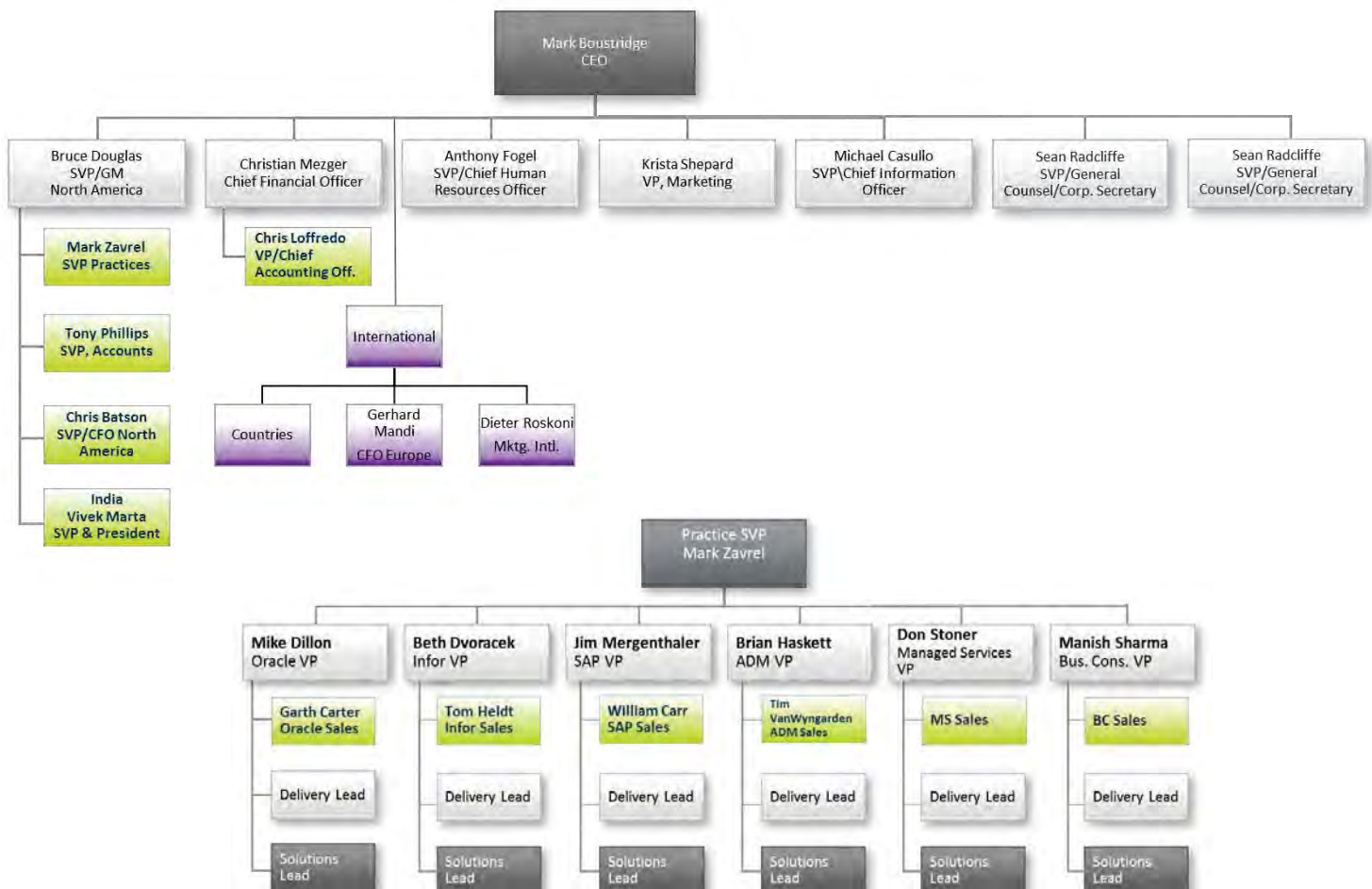
One obstacle to achieving higher levels of efficiency and effectiveness is the proliferation of administrative systems introduced over the years. Our clients recognize that disparate and aging systems have added **complexity to operations, particularly in the areas of accounting, purchasing, human resources, and payroll functions. Replacing the aging technology in these systems and consolidating to an integrated system will increase efficiency, improve transparency and oversight, and reduce waste.**

Public Sector organizations need expert implementation and consulting services utilizing proven technology that runs on a single platform. Ciber's expertise in state and local government combined with the Lawson system will address all of your objectives. Ciber will deliver powerful results for you. Our solution will streamline your processes, making them more efficient. As a result, your decision-making will be more organized and effective. You will see a dramatic reduction in both the number of manual processes in use and the elimination of redundant data entry. You will also be able to do real-time encumbrance tracking and centralized grant management.

Moreover, Ciber's implementation of Lawson ERP software and tools will deliver a significantly lower cost of ownership compared to other possible solutions. Independent research has verified that the cost of implementing a Lawson solution (including all the functionality you desire and need) is usually less than half of so-called tier one solutions.

### Ciber Organizational Structure

In the tradition of strong leadership established by **Ciber's founder, Bob Stevenson**, Ciber continues to operate under an organizational structure that provides appropriate management and leadership checks and balances and affords employees the opportunity to work in specific areas of expertise, or practices, while also having the ability to interact and cross-train between practices.





### **Ciber Financial Information**

**NYSE Stock Symbol:** CBR

**Federal Tax I.D.:** 38-2046833

**State/Date Incorporated:** Delaware

**Dun and Bradstreet:** 07-278-1511 Rating 5A2

**Auditors:** Ernst & Young LLP, Denver, CO

Ciber is a public company traded on NYSE under the symbol CBR. Detailed financial information, including SEC filings and Annual Reports, can be found at:

<http://ciber.com/us/index.cfm/company/investor-relations/>.

Ciber's Dun and Bradstreet Report can be accessed at the following link:

<file:///C:/Users/Ashley/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/PCAOMAZQ/DB%20Business%20Information%20Report%20%20Ciber%20INC%20%282%29.HTM>

Additionally, Ciber's past two completed fiscal year annual reports are included on the CD provided with this response.

**A \$1+ Billion Premier Global IT Services Company that Builds, Integrates and Supports Applications and Infrastructures for Global Business and Government**



- NYSE (CBR) – Headquartered in Denver
  - Consistent Growth & Profitability since 1974
  - 5,711 employees worldwide
  - Named one of the Top Ten “Best Managed” Global Outsourcers
  - Fortune 500 and mid-market leaders/challengers
  - Local Accountability with Global Delivery both Domestically and Off-shore
  - Focus on Quality – ISO 9001, CPMM, SAS 70
  - 70 Offices in 17 countries
  - 8 GDC & 4 continents
- 



The following table sets forth certain Consolidated Statement of Operations data in dollars and expressed as a percentage of revenue:

	Year Ended December 31,			
	2013		2012	
	(Dollars in thousands)			
Consulting services	\$ 830,505	94.7 %	\$ 819,848	94.7 %
Other revenue	46,788	5.3	45,749	5.3
Total revenues	\$ 877,293	100.0 %	\$ 865,597	100.0 %
Gross profit - consulting services	\$ 203,734	24.5 %	\$ 204,354	24.9 %
Gross profit - other revenue	19,323	41.3	19,124	41.8
Gross profit - total	223,057	25.4	223,478	25.8
SG&A costs	205,615	23.4	202,185	23.4
Amortization of intangible assets	—	—	644	0.1
Restructuring charges	16,923	1.9	7,981	0.9
Operating income from continuing operations	519	0.1	12,668	1.5
Interest income	857	0.1	618	0.1
Interest expense	(2,539)	(0.3)	(5,976)	(0.7)
Other expense, net	(16)	—	(359)	—
Income (loss) from continuing operations before income taxes	(1,179)	(0.1)	6,951	0.8
Income tax expense	6,428	0.7	11,024	1.3
Net loss from continuing operations	\$ (7,607)	(0.9)%	\$ (4,073)	(0.5)%
Percentage of revenue columns may not foot due to rounding.				

Revenue by segment from continuing operations was as follows:

	Year Ended December 31,		% change
	2013	2012	
	(In thousands)		
International	\$ 456,424	\$ 434,193	5.1 %
North America	423,340	432,832	(2.2)
Other	3,357	3,109	8.0 %
Inter-segment	(5,828)	(4,537)	n/m
Total revenues	\$ 877,293	\$ 865,597	1.4 %

n/m = not meaningful

Revenue by segment from continuing operations was as follows:

	Year Ended December 31,		% change
	2013	2012	
	(In thousands)		
International	\$ 456,424	\$ 434,193	5.1 %
North America	423,340	432,832	(2.2)
Other	3,357	3,109	8.0 %
Inter-segment	(5,828)	(4,537)	n/m
Total revenues	\$ 877,293	\$ 865,597	1.4 %

n/m = not meaningful



## Company Background Form

Vendor name:	Ciber, Inc.
Software brand name:	Infor Lawson
Software version proposed (years in production):	Version 10 (3)
Is Vendor prime contractor:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

1.	<p>What are the key differentiators of your company and its proposed solution?</p> <p>Ciber is one of Infor's largest services partner's in the United States. That fact differentiates us from most of our competitors who may not have the recruiting size and strength, ability to scale to the City's needs, the depth of talented resources currently employed or the certifications required to implement this solutions. Typically, Ciber's consultants have more years of experience and/or experience in performing their given specialties, which allows them to play a deeper role and add more value to our clients.</p> <p>Over the last three decades, the one constant in our business is that no two customers are alike, so maintaining the flexibility to provide the right resources at the right time to our clients has remained a foundational element to our success. Our flexibility has enabled Ciber to quickly transform ourselves to meet the required customer model. Most customers who have selected Ciber as their IT service provider have said it is Ciber's total value of competitive cost and depth of service offerings that stood out over both larger and smaller IT service firms.</p> <p>Quality is what we strive for with every client. Ciber has one of the highest client satisfaction ratings in the industry. Ciber has proven and certified processes and procedures in place to ensure proper compliance of master contracts and service level agreements. And Ciber's well recognized proficiency goes beyond Lawson technical and application processes, project management and understanding of the strategic business and operational issues that companies face today. In addition to our core Lawson services, Ciber provides other services to enhance a customer's use of Lawson, such as Strategic Visioning, Change Management, and Business Process Calibration. Additional tools, such as our CiberGems, may be of specific interest to the City. Because of our significant body of work in providing workshops, customizations, enhancements and interfaces, Ciber has developed a large inventory of low-cost, repeatable templates and in the form of technical improvements, integration programs, established interfaces, process flows, enhancements, system performance monitoring, and educational workshops. These tools also include workshops that help Lawson/Infor customers implement the basic components of a Lawson product into production while transferring the appropriate knowledge to help customers become accustomed to the product and learn how to best rollout the tool to the organization.</p>
2.	<p>What awards has your company or proposed solution obtained that are relevant to this project?</p> <p>Ciber has been named among the top 50 best managed global outsourcing vendors, according to a recent Brown-Wilson Group survey. The Brown-Wilson Group, which authors The Black Book of Outsourcing, a bestselling international business Web portal and outsourcing resource manual available in multiple languages worldwide, conducts annual surveys of CEOs, CFOs, CIOs, and other business decision-makers at Fortune 2000 and</p>

	<p>Inc. 500 organizations to understand users' experience with global outsourcing service providers.</p> <p>The Top 50 survey is in its fourth year, and is known for its process objectivity. More than 117,000 business decision-makers were surveyed. More than 18,000 responses were returned, audited and validated, representing an 18.5 percent certified response rate. The survey was conducted using unaided research. That is, survey recipients were asked to name their top outsourcers, and were not provided with a list of outsourcers from which to select.</p> <p>The survey was also conducted without application fees, judging panels, organizational support charges, sponsorship requirements, paid advertising, or vendor partiality. To be included in the Top 50 Best Managed Outsourcing Vendors list, companies must demonstrate consistent strength in four areas: C-level commitment, human capital performance, corporate direction, and leadership impact. Each area is weighted for significance, with C-level commitment representing the most crucial—and most heavily weighted—area.</p> <p><b>Additional awards Ciber has received:</b></p> <ul style="list-style-type: none"> <li>• Infor Alliance Partner of the Year</li> <li>• Lawson Collaboration Partner of the Year</li> <li>• Ciber ranked No. 2, globally, among the top IT outsourcers worldwide in <u>The Black Book of Outsourcing</u>, the largest and most comprehensive study of global vendor outsourcing services.</li> <li>• Ciber Netherlands rated in the top 10 <i>Best Workplaces</i> according to research company Intermediate. Ciber Netherlands employee satisfaction rated 8.5, which is the highest of all organizations surveyed.</li> <li>• Ciber Germany rated Top Employers 2010—for the third year in a row—in a study by the CRF Institute.</li> <li>• 2009 American Business Awards Stevie® Award, Best Website Interface Design, Ciber's Corporate Website</li> <li>• Ranked #1 and #6 in the world, respectively, by Customer Experience Survey for Mid-Tier and Tier 1 Infrastructure Outsourcing vendors in <u>The Black Book of Outsourcing</u></li> <li>• Achieved Certified SAP® Hosting Partner</li> <li>• Alfred P. Sloan Award for Business Excellence in Workplace Flexibility</li> <li>• Named VAR Business 500 Company of the Year</li> </ul>
3.	<p>What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering?</p> <p>Ciber has been named both challenger and visionary in Gartner Magic Quadrants</p>
4.	<p>What strategic alliance have you made to further strengthen your product and services?</p> <p>Ciber strategically aligns with industry-leading technology vendors to offer the most comprehensive and innovative solutions available today. These alliances allow us to build on our core competencies and expand our capabilities to better serve clients like you. That's because these keep Ciber experts stay up-to-date with the latest releases of technology,</p>



	<p>certifications and training, insight into the provider's focus and future direction, and preferential access to services that we can pass along to our customers.</p> <p>Ciber has established strong partnerships with a diverse and impressive collection of businesses – from software developers to equipment manufacturers to infrastructure providers and hosting companies. These organizations can be found at <a href="http://ciber.com/us/index.cfm/company/partners-alliances/">http://ciber.com/us/index.cfm/company/partners-alliances/</a> and include such partners included in this solution as Infor and MHC.</p> <p>Our goal is to meet the IT needs of your business – whatever they are. That's why our partners are the businesses you'd choose if you had the time to pick and create relationships with leading technology providers yourself. We bring them together, and we make them work together – and with your business' systems and processes – to deliver a simple, integrated solution that is customized to your business and aligned with your strategies and objectives.</p>
5.	How do you guarantee the services provided by your company?
	<p>Ciber warrants that it will perform all services in a professional and workmanlike manner and provide Work Products that conform to the specifications set forth in any agreement. Specific service warranties will be negotiated as part of our Master Services Agreement with the City</p>
6.	What are your near-term and long-term goals, and the strategies to reach these goals?
	<p>Ciber's mission is to be the preeminent provider of quality Professional and IT Services to the global middle-market by 2014, as measured by the following:</p> <ul style="list-style-type: none"> <li>• Shareholder Value</li> <li>• Client Satisfaction</li> <li>• People Retention</li> </ul> <p>We will achieve this through long-term relationships, our continued investment in scale of operations, our valued service offerings, and our balanced business model that enables us to provide superior, leading-edge services that are routinely updated to meet the current needs of our clients.</p>
7.	What is your niche in the marketplace and your preferred customer size?
	<p>Ciber is experienced in implementing several Tier 1 and Tier 2 ERP solutions. We also have experience with public sector service delivery outside of ERP as well, so our broad base of ERP experience and capability gives us vital knowledge. We know Lawson is the best fit for the City because we understand the value Lawson brings to the government marketplace. We will bring all of our talent and experience to bear for your solution. With over 600 local, state, and educational public sector clients, Ciber is the right choice to deliver your project.</p>
8.	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.).
	<p>Please refer to Infor Vendor Questionnaire Response for Product Investment.</p> <p>In relation to the investment in resources, Ciber requires ongoing training for all internal resources and, if available from Lawson, certified, in their respective functional or technical areas. Ciber has an annual training budget that enables our consultants to receive training and certification in areas necessary both for our projects and for their personal career growth. Our Certified Consultants attend Lawson-provided training classes, and all have</p>

	taken and passed the Lawson Certification tests in their various application specialties. As we hire new consultants, they, too, attend Lawson classes and take the certification tests in their respective application specialties when needed. Ciber management meets on a bi-weekly basis to discuss upcoming training needs and to schedule the appropriate consultants for the right training.		
9.	Please describe how the sales cycle is linked to the product development cycle.		
	Ciber sells implementation, upgrade, and support services for multiple versions of Infor's Lawson software. We are a member of Infor's Strategic Alliance and as such, Ciber participates in new product development. We continuously train and certify our consultants so they are current with new products.		
10.	Please describe your commitment to providing solutions for the public sector marketplace.		
	<p>One obstacle to achieving higher levels of efficiency and effectiveness is the proliferation of administrative systems introduced over the years. Our clients recognize that disparate and aging systems have added complexity to operations, particularly in the areas of accounting, purchasing, human resources, and payroll functions. Replacing the aging technology in these systems and consolidating to an integrated system will increase efficiency, improve transparency and oversight, and reduce waste.</p> <p>Public Sector organizations need expert implementation and consulting services utilizing proven technology that runs on a single platform. Ciber's expertise and commitment in state and local government combined with the Lawson system will address all of your objectives. Our continued investment into the public sector marketplace helps our clients see a dramatic reduction in both the number of manual processes in use and the elimination of redundant data entry. Clients are also to do real-time encumbrance tracking and centralized grant management.</p> <p>Moreover, Ciber's implementation of Lawson ERP software and tools will deliver a significantly lower cost of ownership compared to other possible solutions. Independent research has verified that the cost of implementing a Lawson solution (including all the functionality you desire and need) is usually less than half of so-called tier one solutions.</p> <p>Technology innovations in public sector have very significant goals: improved quality of internal information, increased transparency to the constituents, greater efficiency, and trusted data that supports executive decision-making. Ciber offers public sector organizations complete solutions. We enable our clients to improve business processes and integrate those processes into the organizational structure.</p>		
11.	Please describe your portal strategy.		
	Please see the Infor Company Background form		
12.	How many fully operational customer installations of the version proposed in this RFP, currently in production, has the Vendor completed?		
		<b>Florida</b>	<b>Nationally</b>
	Local government	0	8
	Other public sector	1	6

	Other non-public sector	0	4	
	<b>Overall:</b>	1	18	
13.	How many fully operational customer installations, in total, has the Vendor completed?			
		<b>Florida</b>	<b>Nationally</b>	
	Local government	0	10	
	Other public sector	1	75+	
	Other non-public sector	0	1000+	
	<b>Overall:</b>	1	1085+	
14.	How many current system implementations of your solution are <i>in-process</i> within both the State of Florida and the region of the Country that includes the State of Florida?			
		<b>Current in-process Implementations</b>		
		State of Florida	0	
		Region	0	
		<b>Total:</b>	0	
15.	Please state the year the Vendor started in the business of selling the proposed solution to local governments:			
	Ciber had been providing strategic systems integration services since 1974. Ciber's Certified Infor (Lawson) practice was launched in 1995.			
16.	Where is the Vendor's closest support facility/sales office to Fort Lauderdale, FL?			
	Ciber has office4s in Orlando, FL and Tampa, FL			
17.	Where is the Vendor's company headquarters?			
	Denver, CO			
18.	Please list the Vendor's sales in the previous three years:			
		<b>Year</b>	<b>Sales</b>	
		2013	\$907M	
		2012	\$875M	
		2011	875M	
19.	How many total employees does the Vendor have in each of the following categories:			
		<b>Area</b>	<b>Number</b>	
		Sales/Marketing	182	
		Management/Administration	161	
		Help Desk Staff	30	
		Development Staff	6,600	
		Other	628	



		<b>Total:</b>	6,600	
20.	What is the Vendor's hourly rate for implementation assistance beyond that which is included in the Vendor bid by skill set?			
		<b>Rates for Additional Implementation Assistance</b>		
		<b>Skill Set</b>	<b>Hourly Rate</b>	
		Application Developer	\$ 160 / hr.	
		Architect	\$ 220/ hr.	
		Database Administrator	\$ 159/ hr.	
		Business Intelligence Analytics	\$ 200/ hr.	
		Database Warehouse Analyst	\$ 160/ hr.	
21.	What would be the Vendor's preferred comparably sized, site visit location?			
	The City of Boise and the City of High Point are comparable Ciber Infor implementations to the City of Fort Lauderdale. Others include DuPage County, Roanoke County, and Denver Public Schools			
22.	Are there any National or Regional Conferences for end-users of your solution to hear about new products and improvements?			
	Ciber is a Platinum Sponsor for Infor's Inforum and we support all of their regional user groups.			
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?			
	Ciber provides services on a time and materials or fixed price contract			
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?			
	<p><b>The City of Boise, ID:</b> Ciber completed a three Suite Lawson ERP implementation of Finance, HRIS, and Procurement. We began the project in September 2010 and completed it in September 2012. With Ciber's guidance, city leaders implemented the Infor Lawson Human Resource Management, Enterprise Financial Management and Supply Chain Management software suites, thereby creating \$3.8 million in savings over the next 10 years and improving service to the City's 211,000 constituents.</p> <p>The scope was to replace the City's existing Tier 1 ERP solution. The systems complexity and difficult functionality frustrated Boise's workforce. That level of complexity contributed to the system being expensive to maintain, and in addition, their Tier 1 ERP system had not been implemented properly. Components had been launched separately, by various teams, and it's features were not well integrated and the functionality suffered.</p>			

	<p>We leveraged our process oriented methodology to calibrate the existing business processes, across the organization, to be more aligned with industry best practices and inherent system functionality. There were multiple receiving systems and complex rules for purchasing where we transformed the existing practices to make the new system easier to use and be able to pass on the benefits to the City constituents, business partners, employees and vendors.</p> <p>Ciber measures success based on the successful completion of the implementation. On a short term basis, two success factors we measure is on time completion and on budget. Another key measure of success we track is customer experience. As a service oriented consultancy firm the customer experience is what Ciber will ultimately be measured on.</p> <p>Ciber also measures success on a long term perspective. We establish key performance indicators that we track prior and post go live. One example is streamlining the procurement cycle and taking advantage of price discounts for goods and services on contract. <b>Another example is streamlining the billing to cash process to be able to recognize revenue in a more timely manner.</b></p> <p>The City of Boise is poised to save an estimated \$3.8 million over the next ten years with less maintenance and improved business processes.</p>
--	--

## Infor Company Background

Infor offers deep industry-specific applications and suites, engineered for speed, using groundbreaking technology that delivers a rich user experience, and flexible deployment options that give customers a choice to run their businesses in the cloud, on-premises, or both.

*Infor offers customers the benefits of a global company with local presence and experience.*

- ✓ More than 70,000 customers
- ✓ 180 direct offices in 40 countries
- ✓ Implementations and support capabilities in over 194 countries
- ✓ More than 12,400 worldwide employees—including 3,378 in development, 3,655 in consulting services, and 1,647 in customer support

Founded in 1999, Infor has experienced phenomenal growth in the last four years. 2006 acquisitions of Datastream, SSA Global (Baan), Extensity (Geac), and Systems Union, and 2007 acquisitions of Hansen and Workbrain have given Infor its current size. Our overall revenues have increased significantly. We have a strong global presence, with every region of the world contributing to our growth. We have a healthy stream of revenue coming from all parts of our business — licenses, services, and maintenance.

GGC Software Holdings, Inc., an affiliate of Golden Gate Capital, and Infor, a leading provider of business software serving more than 70,000 customers, announced the completion of its acquisition of Lawson Software, Inc., under the terms of the merger agreement disclosed on April 26, 2011, effective as of July 5, 2011.



On April 5, 2012, Infor announced an equity investment from Golden Gate Capital and Summit Partners and the successful refinancing of the company's debt capital structure. The transaction completes the combination of Infor and Lawson Software - solidifying Infor's position as the world's third-largest enterprise software company.

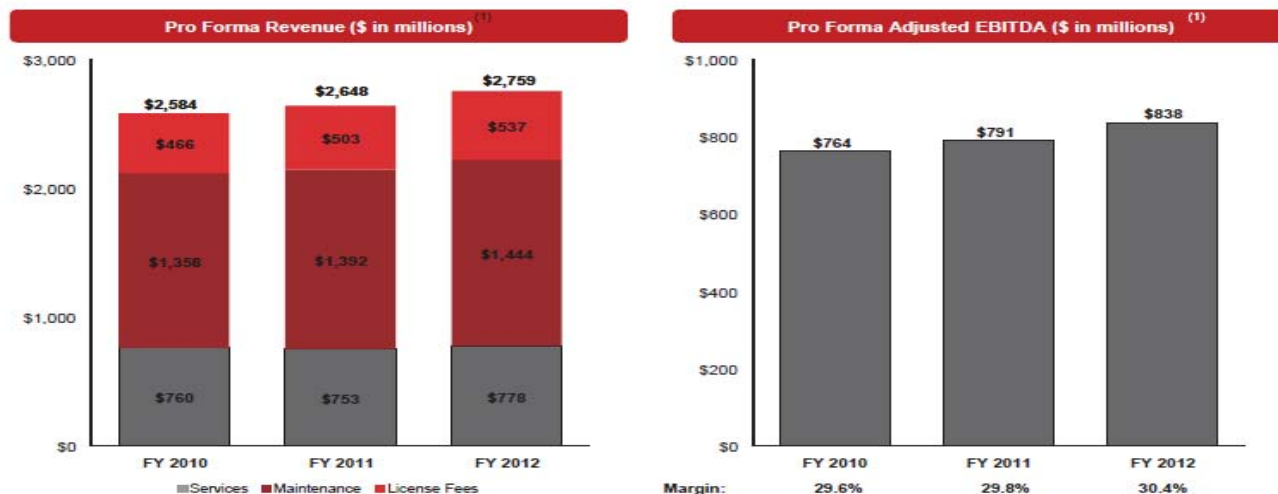
### ***Infor Organizational Structure***

#### **Infor Corporate Officers**

Charles Phillips	Duncan Angove	Stephan Scholl
Chief Executive Officer	President	President
Pam Murphy	Kevin Samuelson	Soma Somasundaram,
Chief Operating Officer	Chief Financial Officer	EVP, Global Product Dev.
Jim Byrnes	Marylon McGinnis	Mary Trick
EVP, Consulting Services	SVP, Global Support	SVP, Global License Management
Ali Shadman	John Goedert	Gregory M. Giangiordano
SVP, Global Upgrades & Cloud	SVP, Speed	SVP, General Counsel
Chip Coyle	Glenn Goldberg	
SVP, Chief Marketing Officer	SVP, Human Resources	

### ***Infor financial information***

Infor is a private company. Below is a depiction of their financial status.



<sup>(1)</sup> Results as presented are pro forma for pre-acquisition results and reversal of acquisition related adjustments. FYE 2011 and FYE 2012 PF EBITDA includes \$15.0 million and \$13.9 million of incremental synergies yet to be realized, respectively. Based on actual currency.





#### Infor Confidential Financial Information

*As a privately held company, the Infor financial information below is provided confidentially.*

Infor's annualized revenue is more than \$2 billion. This, coupled with approximately 50% of our revenue coming from a stable maintenance base provides us sufficient cash flow.

Infor is a privately-held company backed by majority shareholder Golden Gate Capital (GGC), with nearly \$9 billion of capital under management. Their diligence process was significant and their participation represents an endorsement of our long-term strategy and our ability to be a leader in the enterprise software market.

Dun & Bradstreet Number: 82-812-6602

#### Company Background Form

Vendor name:	Infor Public Sector, Inc.
Software brand name:	Infor Lawson ERP Infor Public Sector (formerly Hansen)
Software version proposed (years in production):	Version 10x (varies by solution component)
Is Vendor prime contractor:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

1.	What are the key differentiators of your company and its proposed solution?
	<p>Infor understands that the City seeks to find a <b>partner</b> for your upcoming project that is trust-worthy, stable, and capable of delivering a system that is user-friendly and easily adopted by the user community; that can be successfully integrated within the City environment, and; that is delivered with an established plan for continuous excellence in maintenance, support, and upgrades to the solution. Infor is honored to be considered as that strategic partner – we know that our team can meet the challenge.</p> <p><b>Perfect for Today, Ready for Tomorrow</b></p> <p>Our proposed solution has the breadth and depth of functionality to meet the City's business requirements today. The City and our team benefit from Infor's micro-vertical focus on the public sector, with products and services expertise built over 30 years of serving public services organizations. We have embedded capabilities that meet the needs of the City through configuration – limiting modifications and therefore decreasing project risk and complexity.</p> <p>Our solution can grow as you grow because of Infor's expansive suite of existing natively integrated corollary offerings, and it's unrivaled investment in product evolution. Additionally, all Infor solutions are easily extendable and supported on a standard's based technology platform, which mean lower total cost of ownership for the City. As a company, we are prepared to meet your needs as your business and technology evolves. We</p>

continue to substantially invest in technology and public sector specific research and development. We are ready for change when you are.

#### Balanced Approach: Simplicity and Sophistication

Infor's solutions are easy to configure and use – we have invested heavily in making business applications beautiful.

Our goal is to increase user adoption and ownership of your Infor solution, allowing the City to decrease implementation time and risk. As part of our vision to create software that simplifies the way people work, Infor strives to create a cohesive design vision for our software solutions. To accomplish this, Infor uses **Hook & Loop**, our internal creative think tank. Part R&D, part creative lab, this group is composed of an eclectic mix of designers, writers, filmmakers, developers, and creators who are unified by a passion for solving complex challenges and breaking the status quo. Based at the Infor headquarters in New York City's Silicon Alley, Hook & Loop strives to tie the company together in a fresh, agile way through creativity and design.

"If you want to create beautiful software, you need to start with the entire experience. We work directly with our users, everyone from hotel managers to nurses to construction workers, and we talk to them about how they're using Infor applications. We think about the circumstances they find themselves under, what problems they're trying to solve in that minute, and we create software that meets their unique needs and experiences."

- Marc Scibelli  
Chief Creative Officer, Infor

But don't be fooled by the pretty exterior – our solutions are proven with capabilities that are sophisticated to meet the City's needs today and into the **future. The City gets Tier I functionality at a Tier II price and complexity.**

Additionally, our project approach and methodology take all of these factors into account and is designed to increase the City user adoption and ultimately return on investment.

#### Modernizing Business with Community in Mind

Our ultimate goal is your success. We want to be a partner not only with the City as a whole, but with the governance team, the project team, and the end-users. Our project methodology is a project done with you, not to you – a unique approach in the industry. We strive to modernize business processes in ways that make sense and add value for the City. Our job is to help guide your team to make decisions that will ultimately benefit the City community. Our solutions serve as the foundation for this modernization, promoting collaboration and integration between people, systems and processes.

2. What awards has your company or proposed solution obtained that are relevant to this project?



Infor's awards and certifications are provided in the table below:



Award	Received From (Awarding Agency)	Date
MarketTools Achievement in Customer Excellence Awards (Infor a 4 time winner)	MarketTools	Feb 2012





Leader in Talent Management	IDC	May 2012
100 Greatest Supply Chain Partners	Supply Chain Brain	May 2012
Hot Vendors	Ventana research	Jun 2012
Gaming Technology Award (Infor Epiphany Email Advisor)	Casino Journal	Jun 2012
Outstanding Web-based Support (Infor Xtreme)	Association of Support Professionals	Jul 2012
Certified as International Financial Reporting Standards Compliant (Infor 10 Corporate Performance Management)	BDO Audit & Assurance B.V.	Jul 2012
Certified International Financial Reporting Standards Compliant (Infor ERP)	BDO Audit & Assurance B.V.	Jul 2012
HCM Leader	Nucleus Research	Oct 2012
Leader in ERP (Infor LN)	Nucleus Research	Nov 2012
Champion Trend Setter and Best Overall Value (Infor Hospitality)	Info-Tech Research Group	Nov 2012
Commendation – Infor's Transformation since 2008	OVUM	Nov 2012
VERAFIED Application Security Mark (Infor LN)	Veracode	Dec 2012
Best in Class SCP, SCE, CRM, ERP, and New Product Development and Innovation	Consumer Goods Technology	Jan 2013
FL100 (100 Software and Technology Providers Recognition)	Food Logistics	Jan 2013
CRM Watchlist	Enterprise Irregulars	Jan 2013
5 Star Partner Rating (CRN Partner Program Guide)	CRN	Apr 2013
Top 15 CRM Software Award (Infor Epiphany)	ISM	May 2013
Emerging Technology Vendor	CRN and UBM Channel	Aug 2013
Integrated Talent Management Leader	IDC Worldwide	Aug 2013
Achievement in Customer Excellence Award (Xtreme Support-six consecutive years)	Confermit	May 2014
Best Social Business Solution (Infor Ming.le™)	SIIA CODiE	May 2014
Best Healthcare IT Solution (Infor Cloverleaf)	SIIA CODiE	May 2014

3.	What documentation is available from an independent source that positively promotes either the company or products the Vendor is offering?
	<p>Please see the list of awards/recognition as described in question 2. In particular, Infor has received recognition from IDC as a Leader in Talent Management.</p> <p>Infor is followed by the leading independent analyst such as Gartner, IDC, Forrester and the like. Infor has many solutions and awards and recognition can be found at <a href="http://www.infor.com/news/press/">http://www.infor.com/news/press/</a></p>
4.	What strategic alliance have you made to further strengthen your product and services?
	 <p><b>Amazon Web Services</b></p> <p>Infor announced in March that Infor CloudSuite™, the first group of industry-specific application suites, is available on Amazon Web Services' (AWS) cloud. Infor CloudSuite provides beautiful software with deep industry functionality and a flexible, subscription-based delivery model that significantly reduces upfront IT expenditure</p> <p>Infor leverages the AWS cloud infrastructure to allow customers to take advantage of Amazon's expertise and economies of scale to access resources when they need them, on demand and with auto-scaling built into the Infor applications.</p>  <p><b>IBM: Strategic Alliance Partner</b></p> <p>Infor has 70,000 customers worldwide. A large percentage of them rely on a solid infrastructure of IBM hardware and middleware to support our applications. The Infor and IBM strategic alliance leverages the core assets of our two companies to ensure performance is strong, costs are low and quality is consistently high. Through this partnership, our customers don't have to worry about obsolescence; our development teams collaborate to ensure current solutions and new releases from both companies are complementary.</p> <p>Our professional services teams work closely together, too, when our joint customers need help with business process alignment, project management, systems integration and hosting, training and support. In addition, we recently launched an initiative with IBM to develop standardized solutions that combine our applications with IBM's infrastructure offerings and corresponding services—with the goal of providing additional choices that are more affordable for our enterprising customers.</p>

	 <p><b>Microsoft: Strategic Alliance Partner</b></p> <p>Infor recognized long ago that Microsoft was a key vendor in many of our customers' businesses. We developed a strategic partnership that is now a long-standing one—built on a close working relationship to deliver business specific solutions that meet the individual needs of our customers. Infor leverages the Microsoft platforms and tools to enrich, extend and evolve Infor solutions to help our customers manage the fast-paced changes in their businesses. Infor is a Gold Certified Microsoft Partner and a Global ISV, which means we work together at the planning, design, development, and business levels</p>  <p><b>Progress: Strategic Alliance Partner</b></p> <p>Infor solutions integrate with Progress database, application integration and data integration products to deliver customer solutions that are agile, powerful and robust. Partnering with Progress means our customers always have the choice to implement enterprise solutions in the manner and timeframes that make the most sense to them. Progress products provide Infor with technologies that allow customers to achieve the lowest total cost of ownership and meet the unique needs of their businesses. Teaming with Progress means Infor customers minimize application and data integration complexity. Infor is a Global Application Partner of Progress, which means Infor customers can expect the most innovative solutions to deploy and manage service-oriented business applications.</p>
5.	How do you guarantee the services provided by your company?
	<p>Infor is a 2.7B company with the resources and infrastructure in place to support clients world-wide. We have a deep focus on public sector and have exceptionally robust application development, support, and services in place to support the services and products offered by our company. Please refer to the attached License, Support, and Services Agreements for specifics around the contractual methods in place to support our services and products.</p>
6.	What are your near-term and long-term goals, and the strategies to reach these goals?
	<p>One of our primary missions is to lower our customers' total cost of ownership with applications that are:</p> <ul style="list-style-type: none"> <li>• Beautiful and innovative</li> <li>• Purpose-built for the sectors and markets we serve</li> <li>• Built on an industry standard technology platform</li> </ul>

	<p>Infor is focused primarily on medium and large-sized enterprise organizations that require advanced software products and services designed specifically for their needs. The principal features of our strategy are:</p> <ul style="list-style-type: none"> <li>• <b>Microvertical Software Suites.</b> We develop enterprise software applications to meet the specific needs of customers in targeted industries and increasingly for the microvertical segments within these broader industries, generally enabling our customers to have functionality tailored to the unique needs of their businesses and markets. We intend to continue designing, developing and deploying microvertical-specific applications and technologies that maximize ease-of-use and provide a lower total cost of ownership for customers by saving them time and resources during implementation. To maximize the benefits of our solutions, we plan to complement our industry expertise through our professional services organization and strategic relationships with key partners.</li> <li>• <b>Architecture of the Internet.</b> We believe enterprise software and technology have generally lagged the overall advancements delivered during the Internet era. As a result, our intent is to bring these advancements to our customers. For example, our technology approach for integrating the often disparate applications used by our customers is based on the loosely coupled architecture of the Internet, as opposed to the monolithic approach of the past. <b>Infor ION 10X technology is lightweight middleware that uses the standards found in the Internet to connect both Infor and non-Infor applications.</b> This approach simplifies implementations, minimizes the disruption and complexity of upgrades and helps increase the overall speed, agility and deployment flexibility of our customers. Infor 10X technology also includes other advancements in social collaboration, mobility, analytics and cloud deployment solutions.</li> <li>• <b>Creating Experiences People Love.</b> We also believe that the overall design and user experience delivered by enterprise applications has trailed the broader software market in recent years. As a result, we are focused on addressing this market need in two ways: 1) creating and investing in an internal design agency called Hook &amp; Loop to bring top design talent and expertise to Infor and 2) delivering business software that is beautifully designed, easy to use, and consistent with what business users find in their personal lives.</li> <li>• <b>Infor CloudSuite.</b> Combines flexible and proven cloud solutions for select industries, differentiated user experience, and world-class cloud infrastructure from Amazon Web Services. With Infor CloudSuite, you get industry solution suites backed by decades of practical application and continuously enhanced with the latest innovations, from mobile access and social technologies to industry-driven analytics. Infor CloudSuite is powered by Amazon Web Services (AWS), a global cloud hosting leader whose singular expertise and highly-secure infrastructure provide unparalleled protection and reliability. Deploy in one of the most secure cloud environments available, providing visibility and control that's trusted by the US federal government.</li> </ul>
7.	What is your niche in the marketplace and your preferred customer size?
	<p>Infor is the <b>world's third largest provider of enterprise software</b>, with approximately \$2.7 billion in revenue and is one of the fastest growing business software providers, with more customers than our two largest competitors combined. Infor has experienced phenomenal growth during our history. We have a consistent 93% customer retention rate — one of the</p>

highest in the industry. We provide a full complement of software and consulting services including integration, technology, project management, and business best practices consulting. We develop and support our own applications with an annual development expenditure of approximately 17%.

While we do not have a preferred customer size, Infor is primarily focused on medium and large-sized enterprise customers that require advanced software products and services designed specifically for their needs. At Infor, we believe that organizations in our target markets are increasingly taking advantage of information technology to manage their operations more effectively. Our enterprise software products are developed to meet the specific needs of customers in our targeted verticals, noted in the attached graphic, and generally enable customers to have functionality tailored to the unique needs of their markets. We intend to continue the design, development and deployment of industry-specific products and technologies that maximize ease-of-use and provide a lower total cost of ownership for customers by saving them time and resources during implementation.



Infor is at work today providing fast, far-reaching results and system-wide transparency for over 1,200 government agencies. Many types of organizations benefit from our Public Sector solutions, including State, Provincial, Local, Federal, and Municipal governments. Our experience includes work with 9 of the largest US cities, 8 of the most complex school districts, and 4 of the 7 digital states. Our solution suite designed to serve our Public Sector clients include

- Enterprise Resource Planning
- Regulation, Permitting, and Enforcement
- Public Sector Asset Management
- Customer Information System (CIS) Billing
- Customer Relationship Management
- EnRoute Police and Emergency Dispatch
- Libraries and Information Centers





	<ul style="list-style-type: none"> <li>• Hospitality/Government Lodging</li> <li>• Governance, Risk and Compliance (GRC)</li> <li>• Construction Management/Property Management</li> <li>• Public Sector Healthcare</li> </ul>
8.	Please describe the level of research and development investment you make in your products (i.e. – annual budget, head count, etc.).
	We have more than 3,300 employees dedicated to research and development, and we expend approximately 17% of revenues in this area.
9.	Please describe how the sales cycle is linked to the product development cycle.
	<p>Infor assimilates input from a variety of sources in determining future product development. Input is collected from industry analysts (e.g. best practices), mandated regulatory changes, customer focus groups, and field sales and innovation teams (e.g. comparing prospect needs with corresponding product gaps that become evident throughout the sales engagement process). Once the input is collected, it is evaluated and prioritized. Mandatory requirements (e.g. regulatory changes) are addressed first. Other enhancement requests are prioritized based on overall customer, industry, and strategic fit.</p>
10.	Please describe your commitment to providing solutions for the public sector marketplace.
	<p>Infor Public Sector is at work today providing fast, far-reaching results and system-wide transparency for more than 3,600 not-for-profit, healthcare, state, and local government organizations. Infor understands that the responsibilities of Public Sector organizations are unlike those of any private business. Additionally, we know that even within Public Sector, governments like the City have unique differences from those in other organizations.</p> <p>Infor is committed to the continued support of the Public Sector market and our government customers, engaging in a long-term business partnerships that we believe can deliver significant benefit to both parties. Infor recognizes that the public sector is an ever-changing environment, where solutions need to be flexible enough to mesh with complex operations. Customers require a substantial business systems partner with global capabilities, proven expertise in the public sector and the financial resources to ensure ongoing investment and business longevity.</p> <p>The core of Infor's proposed solution is the Infor Lawson ERP application suite, a unified solution for financial management, human capital management, procurement, and analytics, that provides the robust functionality you need, but looks, feels, and acts like the technology you use in your personal life. Infor Lawson ERP solutions are currently used by more than 2,000 customers across a variety of service industries, including not-for-profit, public sector and healthcare, who benefit from our deep domain expertise and industry functionality.</p> <p>Infor has continued to enhance, develop, and market Infor Lawson, strategically augmenting the application suite with the acquisition and integration of public sector focused, industry-rich applications, such as Cash &amp; Treasury Management, Workforce Management, HR Service Delivery, and Case Management. Additionally, Infor Public Sector delivers powerful capabilities suited to the precise demands of all leading Public</p>

	<p>Sector categories, including Transportation, Public Safety, Libraries, Higher Education, Utilities, K-12 Education, as well as for the Federal government. Simply put, Infor is committed to offering the most complete, integrated, end-to-end solution for the public sector. With the development of our technology infrastructure, Infor 10x, Infor has evolved our technology foundation with tools to further enhance our customers' investments. Infor has delivered new social collaboration tools, enhanced mobility, embedded business intelligence, industry-rich analytics, enhanced compliance measures, and an intuitive user interface deliver modern solutions that will empower the City to innovate and stay competitive.</p>
11.	<p>Please describe your portal strategy.</p>
	<p>When application portals began to be developed and deployed, the primary intention was to provide a starting point on an organization's intranet so that employees have a centralized starting place for performing their day-to-day activities. Most organizations embraced the idea of a portal that contained application links but due to complications of integration did not fully capitalize on portal technologies.</p> <p>Infor realizes that the idea of a portal has changed as technology has advanced. Social collaboration is part of the growing convergence of enterprise and personal technology, and it's an integral component of Infor's commitment to transforming the business software experience as you know it.</p> <p>Our approach to a portal not only includes the ability to link applications in a centralized environment, but also to incorporate social, analytics, and workflow management in a way that makes sense to today's end users –introducing Infor Ming.le.</p> <p><b>Ming.le</b> is a comprehensive platform for collaboration, process improvement, and contextual analytics. As part of our ongoing commitment to redefining enterprise software, we have married business information with business processes to make collaboration seamless and assumed. This means City employees will be able to more easily work together, make more informed decisions faster, and minimize or eliminate repetitive processes. Our workflows are not typical, rule-driven linear processes. We have expanded them to be truly collaborative workflows to connect the City's various employees, programs and departments in a way that none of our competitors have envisioned.</p> <p>Unlike information sharing technologies that are disconnected from core applications, Infor Ming.le™, is fully embedded with organizational systems. All employees, regardless of their roles, can communicate, collaborate, and share information such as documents, plans, photos, and videos from a centralized location, with all activity captured and easily searchable. The City can put information at employees' fingertips with contextual intelligence, increase response times, and prevent problems with tasks and alerts, get the full picture of any issue or question with drillback capabilities, and get work done in new, game-changing ways with the use of social objects.</p> <p>Infor Ming.le™ provides a centralized platform for collaboration that gives every user a powerful assortment of advanced capabilities in an easy-to-use package. You'll be able to organize conversations into enterprise-wide streams; share key screens, data, and attachments; have relevant data automatically displayed based on the context of discussions; and help employees from across the enterprise work more effectively together through capabilities such as:</p> <ul style="list-style-type: none"> <li>• Contextual intelligence—Infor Ming.le™ combines real-time information from Infor Financial Management and Human Resources, as well as any other transactional</li> </ul>

	<p>information, on a single screen. It automatically senses the type of work being done and displays information relevant to that task without requiring the user to search and store the results.</p> <ul style="list-style-type: none"><li>• Tasks and alerts—Infor's technology allows transactional information to be transmitted in real time, so employees can keep up with the progress of important activities. Users can filter, view, and monitor information to keep tabs on the items that matter most. Infor Ming.le™ also includes a workflow interface that can push approvals and alerts to the appropriate people when problems arise to help speed their resolution.</li><li>• Drillback—Analytics and reports in Infor Ming.le™ feature full drillback capabilities, so you can see the information supporting the data on your screen. For example, if expenditures seem high on a particular grant or project, you can immediately drill down and see which component or cost changed most to contribute to the increase. You'll be able to zero in on issues that matter and prevent problems from escalating.</li><li>• Social objects— Drawing on a concept from the social media world, Infor Ming.le™ lets users "follow" particular social objects and people, delivering automatic notices based on parameters that the user defines. For example, a buyer can create a group around a road project that includes engineers, managers, analysts, AP staff, etc. so everyone has visibility to see the purchase orders, change orders, receipts, when invoices are paid, etc.</li></ul>
--	--





Figure 2-1

**Infor Ming.le™ can help the City:**

- Increase productivity by delivering information in new ways and letting people work more efficiently. The Government will also be equipped to reduce email loads by putting information where people can easily find it and marrying communications with business processes.
- Retain vital organizational knowledge rather than having it lost in information silos created by tools like email and instant messaging.
- Improve and speed decision making by putting relevant data at employees' fingertips and making knowledge sharing easy.

In addition to Ming.le, external facing portals are available for supplier self-service, employee self-service, and job candidates.

12.	How many fully operational customer installations of the version proposed in this RFP, currently in production, has the Vendor completed?			
			<b>Florida</b>	<b>Nationally</b>
		Local government	Please see statement below.	3
		Other public sector	Please see statement below.	4
		Other non-public sector	Please see statement below.	43
		<b>Overall:</b>	Please see statement below.	50
	<p>The numbers cited above represent completed implementations of Infor Lawson ERP 10 our most current release and the same version being proposed. At this point in the selection process, <b>Infor policy precludes the provision of specific product and client base numbers by location or version.</b> We are an International company with the resources and infrastructure in place to support clients world-wide and <b>we do have a significant presence in Florida.</b> We can say that the Infor suite proposed is a vital part of our overall product offering and receives a significant portion of support resources, including access to development commitment which is 17% of our revenue (company-wide). Should the City need additional confirmation around the viability of the solution proposed and where it falls within the Infor fold for this engagement, Infor will work with the City during the selection process to offer any additional assurances required.</p>			
13.	How many fully operational customer installations, in total, has the Vendor completed?			
			<b>Florida</b>	<b>Nationally</b>
		Local government	Please see statement below.	41
		Other public sector	Please see statement below.	172
		Other non-public sector	Please see statement below.	1,414

	<p><b>Overall:</b></p> <p>Please see statement below.</p> <p>1,627</p> <p>At this point in the selection process, Infor policy precludes the provision of specific product and client base numbers by location or version. We are an International company with the resources and infrastructure in place to support clients world-wide and we do have a significant presence in Florida. We can say that the Infor suite proposed is a vital part of our overall product offering and receives a significant portion of support resources, including access to development commitment which is 17% of our revenue (company-wide). Should the City need additional confirmation around the viability of the solution proposed and where it falls within the Infor fold for this engagement, Infor will work with the City during the selection process to offer any additional assurances required.</p>								
14.	How many current system implementations of your solution are <i>in-process</i> within both the State of Florida and the region of the Country that includes the State of Florida?								
	<table border="1"> <thead> <tr> <th></th><th>Current in-process Implementations</th></tr> </thead> <tbody> <tr> <td>State of Florida</td><td>0</td></tr> <tr> <td>Region</td><td>0</td></tr> <tr> <td><b>Total:</b></td><td><b>0</b></td></tr> </tbody> </table>		Current in-process Implementations	State of Florida	0	Region	0	<b>Total:</b>	<b>0</b>
	Current in-process Implementations								
State of Florida	0								
Region	0								
<b>Total:</b>	<b>0</b>								
15.	Please state the year the Vendor started in the business of selling the proposed solution to local governments:								
	The Infor Lawson ERP solution proposed for this project has been making customers more effective for over 30 years, since their debut for state and local government customers in 1975. Over the past 20 years, we have built our Government business targeting organizations like the City who require flexible, easy-to-use solutions that also effectively meet extensive and complex requirements.								
16.	Where is the Vendor's closest support facility/sales office to Fort Lauderdale, FL?								
	<p>Infor has support staff in 24 countries and 60 cities around the world. Infor has dedicated support staff for each product line. Our main U.S. support hubs are located in Greenville, South Carolina; St. Paul, Minnesota; and Rancho Cordova, California.</p> <p>The nearest Infor facility to Ft. Lauderdale, Florida is our Operations Office located in Alpharetta, Georgia.</p>								



17.	Where is the Vendor's company headquarters?		
	<p>Infor is headquartered at: 641 Avenue of the Americas New York, NY 10011</p>		
18.	Please list the Vendor's sales in the previous three years:		
		<b>Year</b>	<b>Sales</b>
		2013	<p>Infor does not publically disclose specific financial information. The following financial information is from our Annual Report on Form 10K as filed with the U.S. Securities and Exchange Commission. All amounts are U.S. dollars in millions.</p> <p>Total Revenues</p> <p>FY11    \$1,873.7</p> <p>FY12    \$2,540.7</p> <p>FY13    \$2,718.0</p>
		2012	
		2011	
19.	How many total employees does the Vendor have in each of the following categories:		
		<b>Area</b>	<b>Number</b>
		Sales/Marketing	2,039
		Management/Administration	2,677
		Help Desk Staff	1,705
		Development Staff	3,668
		Other, Project/Implementation/Business Analysts Staff	3,641
		<b>Total:</b>	12,730
20.	What is the Vendor's hourly rate for implementation assistance beyond that which is included in the Vendor bid by skill set?		
	See Ciber company background form		

21.	What would be the Vendor's preferred comparably sized, site visit location?
	The City of Boise and the City of High Point are comparable Ciber Infor implementations to the City of Fort Lauderdale. Others include DuPage County, Roanoke County, and Denver Public Schools
22.	Are there any National or Regional Conferences for end-users of your solution to hear about new products and improvements?
	Yes. Infor holds an annual User Conference, Inforum. This year, Inforum was held September 15-18th in New Orleans, LA. Inforum 2014. Infor user conferences showcase Infor innovations that are re-imagining and transforming how work gets done. With hundreds of educational sessions, customers can see and experience new technology, hear about the workplace of the future from Infor senior leaders, and learn how purpose-built, micro-vertical functionality, cloud deployment, social, and mobile capabilities—and beautiful user experience design—are helping businesses work faster and smarter.
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?
	<p>Infor has various options that are designed to drive value for our clients.</p>  <p>The slide titled 'Infor Financing: payment terms designed to drive value.' compares two payment models. The left side, 'Typical Payment Terms = Net15', shows a 'CASH INVESTMENT' bar at the start of the 'ROI Period' and a 'WON VALUE' curve that starts later. The right side, 'Enter - Infor Financing', shows a 'FINANCING INVESTMENT' bar at the start and a 'WON VALUE' curve that starts immediately. A large arrow points from the old paradigm to the new one.</p> <p>Payment terms. Infor, through its finance partner, Infor Financing, will assist the City in structuring favorable installment payment terms which will include budgetary and implementation considerations necessary to the success of this project. Payment terms may include License Fees, Annual Maintenance and Support, Professional Services, Hardware, and any Third Party products and services.</p> <p><small>Copyright © 2014 Infor. All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All other trademarks listed herein are the property of their respective owners. www.infor.com</small></p>



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?
	<p><u>The City of Boise, ID:</u> Ciber completed a three Suite Lawson ERP implementation of Finance, HRIS, and Procurement. Ciber began the project in September 2010 and completed it in September 2012. With Ciber's guidance, city leaders implemented the Infor Lawson Human Resource Management, Enterprise Financial Management and Supply Chain Management software suites, thereby creating \$3.8 million in savings over the next 10 years and improving service to the City's 211,000 constituents.</p> <p>The scope was to replace the City's existing Tier 1 ERP solution. The systems complexity and difficult functionality frustrated Boise's workforce. That level of complexity contributed to the system being expensive to maintain, and in addition, their Tier 1 ERP system had not been implemented properly. Components had been launched separately, by various teams, and it's features were not well integrated and the functionality suffered.</p> <p>Ciber leveraged their process oriented methodology to calibrate the existing business processes, across the organization, to be more aligned with industry best practices and inherent system functionality. There were multiple receiving systems and complex rules for purchasing where Ciber transformed the existing practices to make the new system easier to use and be able to pass on the benefits to the City constituents, business partners, employees and vendors.</p> <p>Ciber measures success based on the successful completion of the implementation. On a short term basis, two success factors Ciber measures is on time completion and on budget. Another key measure of success Ciber tracks is customer experience. As a service oriented consultancy firm the customer experience is what Ciber will ultimately be measured on.</p> <p>Ciber also measures success on a long term perspective. Ciber establishes key performance indicators that are tracked prior and post go live. One example is streamlining the procurement cycle and taking advantage of price discounts for goods and services on contract. Another example is streamlining the billing to cash process to be able to recognize revenue in a more timely manner.</p> <p>The City of Boise is poised to save an estimated \$3.8 million over the next ten years with less maintenance and improved business processes thanks to Ciber and Infor</p>





## Tab 6

### Application Software

#### Infor ERP for Government – Beautiful Business Software for Every Business Process

Imagine the City powered by technology that's beautiful, easy-to-use, and designed to speed performance. New social collaboration tools, enhanced mobility, deep public sector and not-for-profit specific functionality, and an intuitive user interface deliver modern solutions that will empower the City to innovate. This is the experience that our team strives to offer the City.

The core of Infor's proposed solution is the Infor Lawson ERP application suite, a unified solution for financial management, human capital management, procurement, and analytics that provides the robust functionality you need but looks, feels, and acts like the technology you use in your personal life. Infor Lawson solutions are currently used by more than 2,000 customers across a variety of service industries, including not-for-profit, public sector and healthcare, who benefit from our deep domain expertise and industry functionality.

The Infor team benefits from Infor's micro-vertical focus on the public sector, with products and services expertise built over 30 years of serving public services organizations. Our proposed solution, shown below including the Infor User Experience and Technology Foundation components, addresses the City's core financial and human resources functional requirements. In order to provide the City with a in-depth solution capabilities overview, we have taken these functional areas and requirements and organized them into business processes described in detail below.

Infor User Experience							
Infor Ming.le   Collaborative Business				Motion   Micro-vertical Mobile Apps			
Analytics   Pervasive, Embedded Data & Statistics							
Micro-Vertical Suites							
Public Administration		Transportation	Public Safety & Justice		Education	Utilities	
HR Management	Talent Science	Financial Management	Procurement	Community Development	Clinical Integration	Customer Relationship Management	
Learning Management	HR Service Delivery	Budgeting & Planning	Grants Management	Governance, Risk & Compliance	Healthcare Revenue Management	Utility Billing	
Workforce Management	Expense Management	Strategy Management	Enterprise Asset Management	Emergency Response	Supply Chain Planning	Warehouse & Transportation Management	
Cross-Industry Technology							
Infor BI   Business Intelligence & Analytics				ION   Integration, Workflow, Alerts, Business Process Management			
Infor 10x   Customer Experience & Productivity				CloudSuite   SaaS, Hybrid Deployment			

Figure 3-1 Infor ERP for Government – Our Proposed Solution for the City



## Infor Financial Management

Infor Financial Management is a unified set of software applications that helps government organizations drive enterprise value with enhanced information for targeting growth and a platform for sustainable compliance. Infor Financial Management helps improve transparency of business, strengthens financial discipline, and helps improve business processes and reduce costs.



Figure 3-2

All applications within the Financial Management suite work together and share common master data where appropriate. They provide solutions for the full cycle of finance, from budgeting and forecasting, through the management of grants, projects and activities, to the reporting of results.

### **Record-to-Report – Budget**

*Budget* focuses on budget planning and execution processes, including the development, submission, publishing, and control of the City's budget. Infor ERP for Government serves as the foundation of budget data, including Chart of Accounts and position information that is used within the budget development process. After the City's budget has been created and approved for the biennium, the detailed budget amounts are used by the core financial and human resources applications to control transactions as they occur.

**Enterprise Performance Management: Budgeting & Planning**—Infor's Enterprise Performance Management solution will help your organization maintain accurate visibility and control over your budget preparation cycles as well as on-going financial planning, which is critical to achieving operational objectives. When used together with best business practices, benefits can include:

- Collaborate on planning.
- Build financial and workforce budgets at the level of detail you require.
- Achieve buy-in from key stakeholders.
- Monitor budget submissions and approvals anytime, anywhere.
- Take advantage of a fast in-memory database for multi-dimensional analysis, planning, and modeling—making your plans more accurate.
- Obtain near-real time actuals and be able to drill back to transaction level detail.

Key budget formulation features of Infor Enterprise Performance Management budgeting & planning solution include:

- Intuitive and easy to use web based interface enables collaboration tailored to each user's responsibility area, accessed through a role based security model.
- Budget any number of zero-based, historical based or rolling budgets and plans. Enables users to seed upcoming budgets based on top down targets, historical data or driver based plans. Driver based budget models allow users to test assumptions and view the data from multiple perspectives.
- Allows the creation of multiple hierarchies so you can have single version of the truth but present it in a variety of perspectives, such as legal, management, or geographical.
- Provides version control, verifies calculations and eliminates error prone spreadsheet links by using a single database to promote easy, economical deployment and ongoing maintenance.



- Built-in Approval process which tracks submissions and approvals in real time. Users can see status of whether managers have accepted or rejected budget submissions. Workflow process can include narrative of needed changes on budget submissions.
- Built-in financial intelligence that allows you to reduce implementation time and improve data integrity (i.e., knows the difference between debits and credits and between financial and non-financial information; understands how to handle data for P&L statements, Balance Sheets, and statistical measures).
- Purpose built module for headcount planning at the position or employee level with automated calculations of fully loaded headcount costs.

Also, as part of Infor Budgeting & Planning, the City also gets workforce budgeting capabilities that allow you to customize employee positions and other attributes, offering configuration flexibility according to your specific requirements. You'll be able to calculate shift premium costs, overtime costs, and complex scenarios based on salary step and grade schedules. Position costs can be allocated across additional custom dimensions for more detailed revenue and expense analysis. Flexible reporting makes for a quick and easy analysis of your workforce budget by position, employee, primary dimension, and allocation dimensions.

**PatternStream for Government by Finite Matters Ltd.**—Government document publishing can be a burdensome and time-consuming task, forcing city employees to focus on the mechanics of publishing instead of the critical content and analysis tasks required to properly convey information. At the same time increased scrutiny for accurate government information and the true cost of government services is putting greater demands on the public sector to provide measurable and meaningful information. The proposed Infor solution, other internal city systems, databases, and other information sources contain tremendous amounts of information that need to be aggregated, transformed, and presented to citizens and public officials in a variety of means. For this reason, we have included PatternStream for Government to assist with the development and publishing of the City's Budget Book and associated documents.

**General Ledger: Budgetary Control**—Infor General Ledger serves as the budgetary control center of the financial management suite, encompassing both actual and encumbrance entries, making the relationship between the two transparent and synchronized. Once budgets are approved within Budget Management, they are integrated into Infor General Ledger to provide the basis for budgetary control. Separate ledgers for encumbrances create confusion and keep accountants busy with reconciliations. By holding both transaction types in the same ledger, the process of recording and reporting on encumbrances is streamlined. System-generated encumbrances, such as those from the Purchase Order or Accounts Payable system, will automatically liquidate upon settlement; making the process even more efficient.

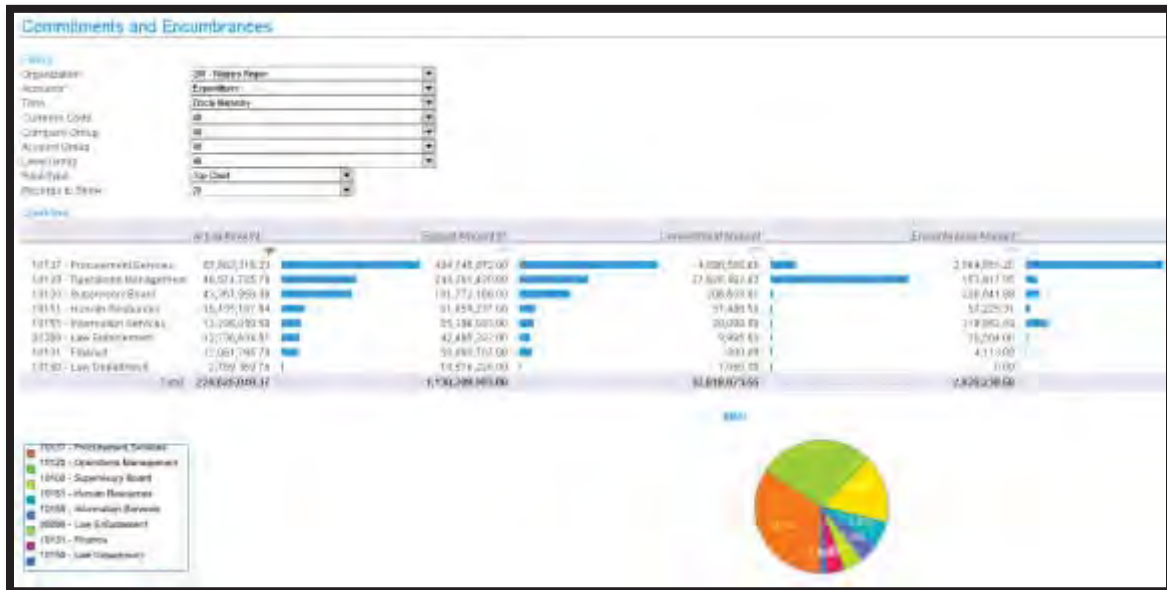


Figure 3-3 Budget vs. Actual with Encumbrances



### Record-to-Report – Record

**Record** focuses on the day-to-day financial activities that occur as part of the ongoing operations of the City. Transactions are captured within the various application areas and once processed, update the appropriate areas within Infor Financial Management.

**General Ledger**—General Ledger serves as the foundation for the City's financial activities; it is where organizations design and establish their Chart of Accounts structure and values within the financial management applications.

In addition to serving as the accounting foundation, Infor General Ledger also helps the City to easily capture, analyze and report transactional information. Infor General Ledger works tightly with all Infor business management applications so you can transfer data securely among applications and to anyone who needs to know.

Infor **General Ledger** also serves as the budgetary control center within Infor Financial Management.

	FY 2010	FY 2011	FY 2012	FY 2013	4 Year Trend
Cash	0	0	0	0	
Cash Total Assets	0%	0%	0%	0%	
Accounts Receivable	390,101,748	355,063,265	353,600,092	360,968,954	
0011000000 - Accounts Receivable	392,401,244	349,362,761	393,604,071	393,122,164	
0011010000 - Employee Receivables	0	0	-30	-30	
0011020000 - Interfund RecPayables	5,700,504	5,700,504	-40,003,769	-32,153,001	
0011030000 - Received Not Applied	0	0	-180	-180	
0011040000 - Finance Charges	0	0	0	0	
Chart of Accounts Hierarchy	2,711,476,042	2,409,814,901	2,570,144,642	2,343,354,344	
FLA	393,220,666	356,246,752	401,914,932	403,790,057	
FLORIDA	-3,291,748	-3,641,053	-3,689,386	-5,489,634	
FRP	1,819,805	2,817,861	1,588,132	-284,455	
FRB	392,401,244	349,362,761	393,604,071	393,122,164	
LOCAL	-2,107,483	188,391	-1,695,174	-1,433,103	
LOCAL2	233,335,441	234,052,379	239,156,645	272,040,090	
LOCAL3	39,376,899	-46,790,546	-72,550,640	-252,658,612	
MASTER	918,611,442	878,078,771	854,298,682	734,510,312	
PACIFIC-LO	416,596,564	370,759,730	362,808,374	399,139,037	
SACS	394,166,890	350,739,936	395,709,004	400,618,487	
Chart of Accounts Hierarchy Total Assets	67%	67%	60%	56%	
Prepaid Expenses	0	0	0	0	
Prepaid Expenses/ Total Assets	0%	0%	0%	0%	
Other Current Assets	4,735,121	4,346,650	5,990,311	11,383,199	
0013000000 - Inventory	1,765,646	1,377,175	2,104,933	7,496,323	
0013100000 - Refunds Suspense	2,969,475	2,969,475	3,885,377	3,886,876	
Other Current Assets/ Total Assets	0%	0%	0%	0%	
MASTER	918,611,442	878,078,771	854,298,682	734,510,312	
Balance Sheet	925,029,093	883,017,861	882,498,587	895,261,215	
Income Statement	-6,417,651	-4,939,090	-26,199,905	-160,750,903	
MASTER/ Total Assets	20%	21%	20%	17%	
MASTER	918,611,442	878,078,771	854,298,682	734,510,312	
Balance Sheet	925,029,093	883,017,861	882,498,587	895,261,215	
Income Statement	-6,417,651	-4,939,090	-26,199,905	-160,750,903	
MASTER/ Total Assets	20%	21%	20%	17%	
MASTER	918,611,442	878,078,771	854,298,682	734,510,312	
Balance Sheet	925,029,093	883,017,861	882,498,587	895,261,215	
Income Statement	-6,417,651	-4,939,090	-26,199,905	-160,750,903	
MASTER/ Total Assets	20%	21%	20%	17%	

Figure 3-4 Interactive Balance Sheet



**Multi-Book Ledger**—The Infor Multi-Book Ledger application provides your organization a method to maintain parallel sets of books for the same General Ledger entity to account for variations in reporting requirements. Multi-Book Ledger uses Infor Financials General Ledger as its foundation. A ledger entity inherits the structure of a General Ledger entity and Ledger reports combine General Ledger and Multi-Book Ledger data. A ledger is a book used to maintain adjustment or elimination entries in a separate book from the General Ledger posting book, to allow for different financial reporting for the same entity, accounting unit, and account. A ledger is essentially used to provide parallel books for a General Ledger entity. You can associate a ledger with one or more General Ledger entities, and a General Ledger entity can be associated with multiple ledgers. Infor uses Multi-Book Ledger to support financial statement, CAFR and GASB reporting requirements.

**Cash & Treasury Management**—While cash management principles are simple in theory, in practice they're highly complex, often incorporating thousands of transactions involving scores of financial institutions, bank accounts, cash transactions, and application systems. the City needs to be able to see your cash position and forecast cash as a comprehensive whole so that you can build and execute successful short- and long-term strategies. the City also needs to be able to monitor cash transactions for accuracy and timeliness, without getting overwhelmed with the volume of details.

**Infor Cash & Treasury Management** provides the City a single, unified resource to manage cash operations, including tools to:

- **Manage bank relationships**—Keep track of bank accounts and contacts, including internal resources and permissions. You can also maintain audit trails, track correspondence, and attach documents for later reference, including notifications about account changes.
- **Analyze bank fees**—Import bank fee statements so that you can rapidly audit bank service fees against previously contracted fees. You can also track disputed items and save related correspondence for future reference.
- **Streamline cash reconciliation**—Schedule Infor Cash & Treasury Management to perform automatic cash reconciliation based on rules and tolerance limits. You'll also be easily able to reconcile to Infor Financial Management, and integrate automatically generated accounting entries with General Ledger.
- **Automate bank statement polling and processing**—Save time and prevent errors by scheduling and downloading bank statements using our secure, electronic communication capabilities. With support for common bank statement formats including BAI, BAI2, and MT940, Infor Cash & Treasury Management securely retrieves, verifies, and categorizes transaction information based on rules you define.
- **Monitor cash positions**—Real time cash positioning brings together prior day bank account balances and intraday bank activity in order to calculate the projected closing balance for each bank account. You can view your daily cash position in summary or detail by bank, account, or person responsible.
- **Improve cash forecasting**—Forecast short and long-term cash requirements more accurately with cash flow information from Infor Financial Management. You'll be able to build cash forecasts based on historical, calculated, and manual entry numbers for both Infor and non-Infor financial data.



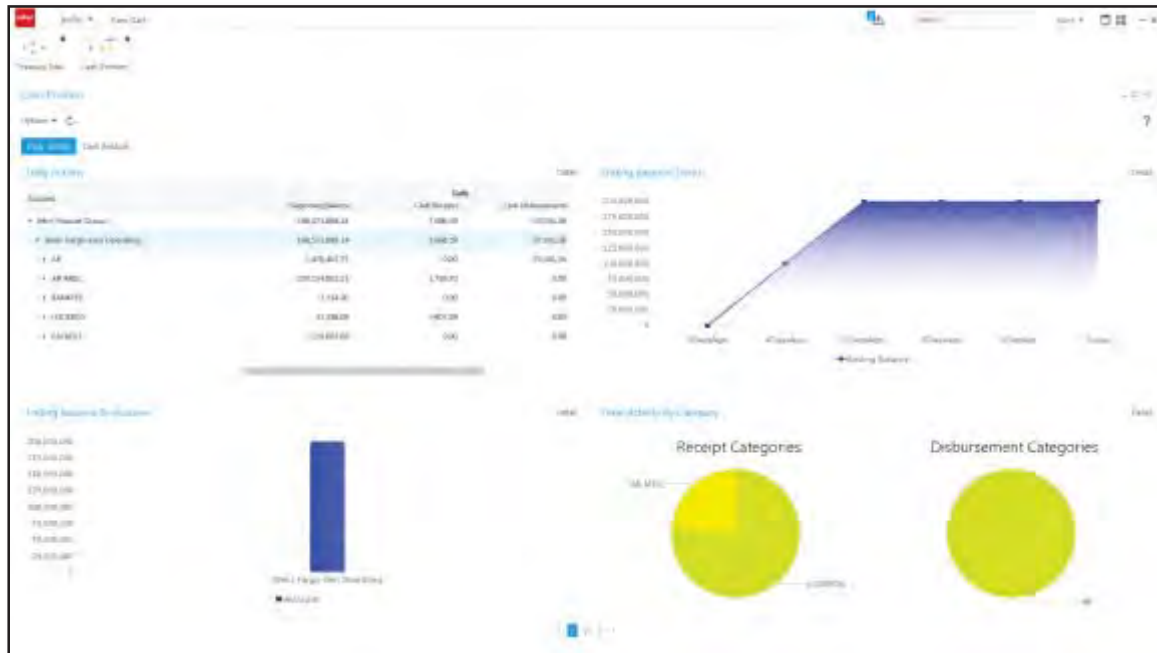


Figure 3-5 Cash Position

**Project Accounting**—Infor Project Accounting is a comprehensive project accounting system with robust billing and revenue management capabilities. Project Accounting is engineered to accommodate the complex and often conflicting requirements of your users. By tracking the accounting aspect of projects (e.g. “non-GL”) in a separate ledger, information becomes readily accessible to both Project Managers and internal accountants whenever and wherever they need it.

From tracking daily project activity, to grantor billing, Project Accounting transforms your organization so you can effectively manage the accounting of your projects — from inception to completion. Combined with Grant Management, it provides you a means for complete, end-to-end project or program accounting.

Within the Project Accounting system, users can:

- Define alternate reporting calendars, which may differ from the standard fiscal calendar
- Define roles and assign resources to those roles
- Charge equipment or asset usage to a project using predefined rates
- Define burden rates for indirect costs which will automatically generate burden transactions
- Perform Cost Allocations for costs that are shared across projects
- Define Periods of Performance for acceptable date ranges for purchase order, invoices, payroll, and so on, with different dates for each type of transaction
- Report on and make adjustments to percentage complete calculations

Project Accounting also acts as the information bridge between the needs of the field accounting and central financial accounting functions. It provides a centralized repository for maintaining and analyzing information related to individual projects, whether the end product is a fixed asset, a service deliverable or a strategic review of your internal operations. It allows your organization to manage the life cycle of programs, capital

investment and internal projects. Project Accounting was created specifically to address the unique requirements of project-centric organizations. You gain comprehensive functionality, automation and integration with this system. Your managers can view immediate project costing status to respond quickly when financial or operational issues arise.

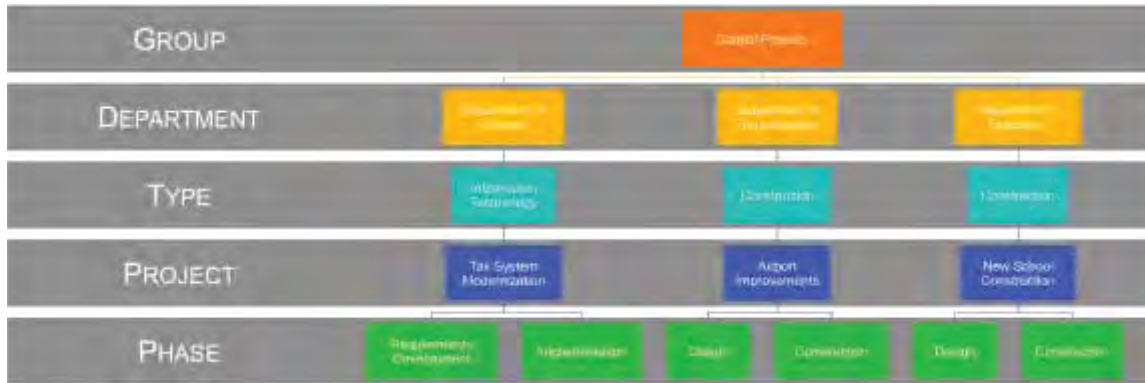


Figure 3-6 Sample Project Structure

**Grants Management**—Infor Grants Management enables you to optimize the business side of your grant-funded programs by helping to reduce costs, automate system-wide grant processes, eliminate redundant systems and tasks, deliver real-time role-based information and help ensure regulatory compliance.

In light of increasing regulatory and financial pressures, organizations often struggle with a number of critical issues, such as tracking and controlling grant-funded expenditures, handling effort reporting, billing and collecting from grantors and understanding the financial aspects of grant-related activities. Grants Management is helping organizations to manage their programs more strategically, reduce their risks and become better stewards of their grant resources.

Grants Management is tightly coupled with Infor Project Accounting. Programs or projects defined in the Project & Activity Accounting module are linked to grants using a one-to-one, one-to-many, many-to-one, or many-to-many relationship. This allows grant-related expenditures to be tracked by project or program, grant, grantor, CFDA number, ARRA classification, or user-defined funding source. Grants Management allows the City to track funding down to the transaction level, without having to key in one or more funding sources for each transaction. This arrangement allows for maximum transparency and efficiency. Infor Grants Management is grantee-based; grantor functions, including sub-recipients, can be managed using the Project Accounting and Requisition-to-Check areas of Infor Financial Management.

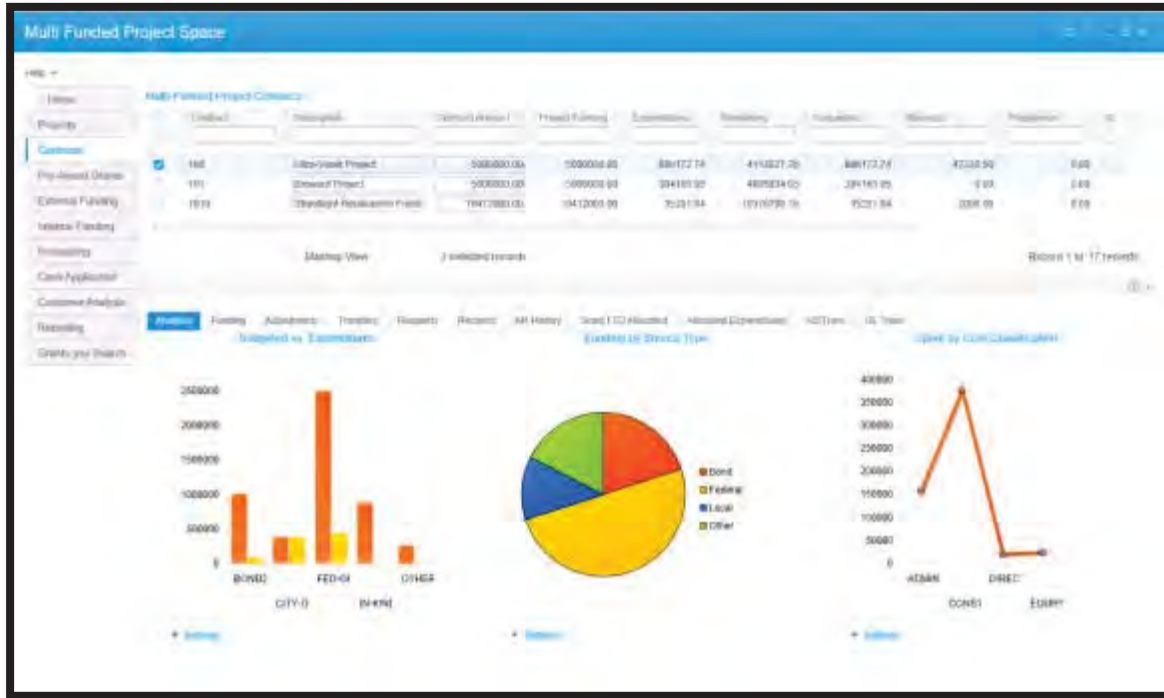


Figure 3-7 Project Funding Workspace

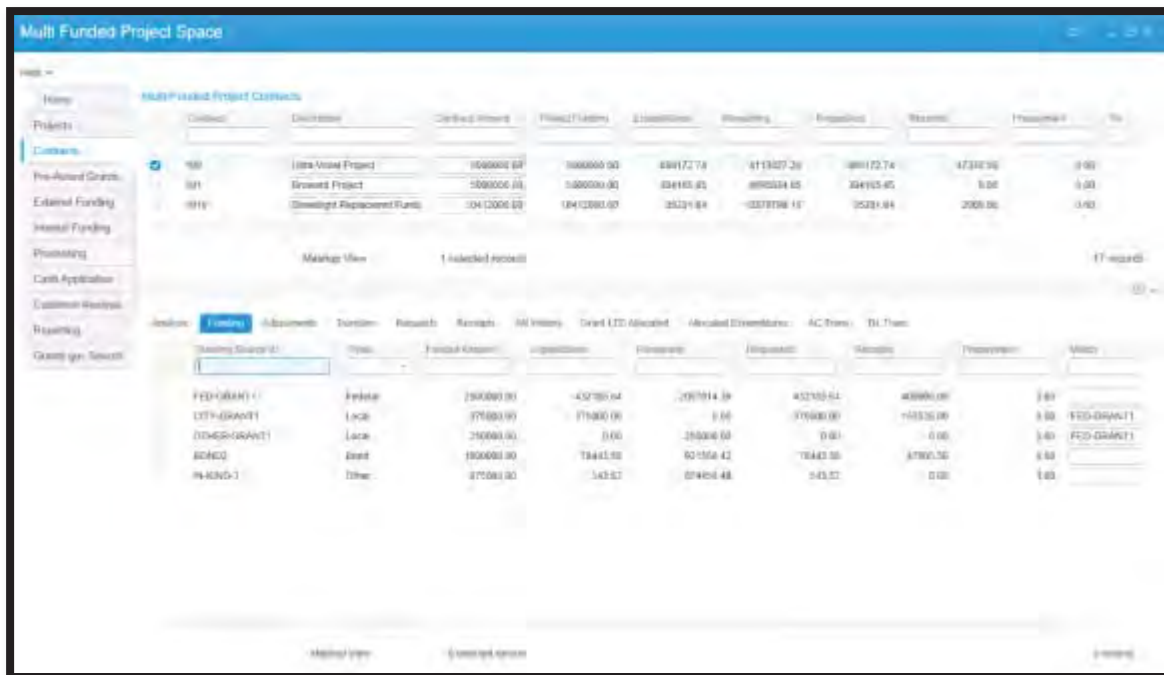


Figure 3-8 Funding Detail Workspace





**Billing**—Infor Billing application lets you define and maintain pricing, discount, and invoice parameters for the billing needs of the City. It is fully integrated with the General Ledger, Inventory, Cash Management, Accounts Receivable, and Accounts Payable systems. Infor Billing application is affected by and follows the customer information that is set up in the Accounts Receivable application.

**Accounts Receivable**—Infor Accounts Receivable processes deposits and payments, manages customer credit, and tracks historical trends. Accounts Receivable automates and manages your cash application and deduction management processes and allows you to track receivables by fund, source, and revenue categories. It improves the collections process and helps tighten procedural controls to facilitate accurate credit management and stronger customer relations.

Accounts Receivable helps the City analyze customer payment trends to make informed decisions, reduce outstanding debt and improve your risk management strategy. Payments can be received electronically or entered manually in Infor Accounts Receivable. You can define credit management policies by setting credit limits and terms of sale while implementing finance and late-payment charge policies as well as defining customer tolerances and limits.

### Asset Management

**Infor Asset Management is a comprehensive** asset financial management system that provides access to key information, such as book value, location of assets, inventory costs, lease costs and depreciation values. It is flexible enough so the City can customize asset definitions by department, cost center or location while complying with current accounting standards and reporting requirements. It's flexible so you can customize asset definitions by department, cost center, function or location while complying with current accounting standard and reporting requirements.

Infor Asset Management helps you to support your asset accounting processes and provides accurate, timely and secure asset information that maintains full statutory and organizational compliance. Adjustments can be made quickly, allowing organizations to respond to changes in government regulations.

The most important part of the asset management process is setting up a structure to capture key information from a variety of sources. Infor Asset Management is integrated with other Infor Financial applications and non-Infor programs so information flows directly into General Ledger, Accounts Payable, Requisitions, Project and Activity Accounting, etc. You can collect data from virtually anywhere and move it wherever you want.

In addition to calculating the depreciation of assets, Infor Asset Management allows assets to be adjusted, revalued, transferred and disposed on an individual or mass basis. Adjustments, such as repairs, update the asset by defining repair information for an existing asset. Projections, based on the adjustments, are available to view depreciation projections for a book and Fund. Asset transfers can be completed in part or in full. Once you start the transfer and select the items (in the case of a partial item transfer only), the system prompts the user for approval of the proper general ledger entries associated with the transfer.

Whole (individual or mass) or partial assets can be disposed of in the asset disposal process. In the case of a partial disposal, Infor Lawson automatically prompts the user to select the items involved in the disposal and indicates the quantity to be disposed for each item. Infor Lawson allows for multiple disposal types, which determine the way in which the asset are to be disposed of, including Abandoned, Donated, Exchanged, Purged, Retired, Sold, Traded and Other. Please note: any depreciation transaction can be canceled, with all associated entries reversed.



**Expense Management**—Infor Expense Management provides a single, fully automated application for managing travel plans expenses. Infor eXpense Management includes:

- Expense Reports—Travelers can create and manage expense reports whenever and wherever it's convenient, including via a smartphone or tablet. Plus, reviewers can open expense reports and attach supporting documents when they receive email alerts, without logging into the application.
- Payment Requests—Effectively track and accurately allocate employee purchases that are made immediately and that often bypass requisition and order processes as a result. Infor Expense Management eliminates duplicate data entry and automates validation, to help ensure that requests are accurate, complete, and charged to the correct cost centers or project codes.
- Mobile device support—Allow employees to create expense reports on smartphones and other mobile devices anywhere, any time. Managers can also view and approve expense reports from their mobile devices, leading to time savings, faster response times, and increased productivity.
- Digital receipt management—Employees can easily attach, email, or fax receipts for a paperless solution.

**Close Management (Recommended)**—With Infor Close Management, an easy-to-use, task-based, continuous process improvement system, you can get full control over your financial close cycles and streamline your workflow. You'll be able to reduce time, errors, risks, and costs, because the system identifies bottlenecks and issues, captures key metrics and measures, allows information to flow freely and rapidly, and maintains an audit trail.

You'll be able to:

- Schedule, monitor, and manage a single close process across your entire organization.
- Specify whether a task is performed monthly, quarterly, or annually.
- Assign a task to an owner or team.
- Track tasks by start date, due date, and level of effort required to complete them.
- Monitor tasks by status, including scheduled, in-process, pending approval, closed, and voided.
- Store supporting and required documentation, including task standard procedures and supporting subsystem reports.
- Analyze and measure performance, including metrics by period, process, sub-process, task owner, and team.

**Reconciliation Management (Recommended)**—Tightly integrated with Close Management and Cash and Treasury Management, Infor Reconciliation Management allows you to track, automate, and document all of your organizations monthly, quarterly, or annual account reconciliations. You'll be able to:

- Automate reconciliations with ability to manage exceptions.
- Attach supporting documentation directly to the reconciliation.
- Route reconciliations for review and approval using built-in process flows.
- Create adjusting journal entries right from the account reconciliation.
- Eliminate use of manual Spreadsheets.



- Reconciliations By Status**

The pie chart displays the following data:

Status	Count	Percentage
Open	1	~10%
Closed	10	~90%
In Progress	0	0%

The table below represents the data shown in the Reconciliations list:

Name	Company	Accounting Date	Accounting Type	Status	Location
2011-1	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-2	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-3	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-4	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-5	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-6	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-7	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-8	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-9	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-10	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-11	1	10/1/11	Periodic Income Statement	Closed	Accounting
2011-12	1	10/1/11	Periodic Income Statement	Closed	Accounting
2012-1	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-2	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-3	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-4	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-5	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-6	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-7	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-8	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-9	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-10	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-11	1	10/1/12	Periodic Income Statement	Closed	Accounting
2012-12	1	10/1/12	Periodic Income Statement	Closed	Accounting
2013-1	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-2	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-3	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-4	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-5	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-6	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-7	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-8	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-9	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-10	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-11	1	10/1/13	Periodic Income Statement	Closed	Accounting
2013-12	1	10/1/13	Periodic Income Statement	Closed	Accounting
2014-1	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-2	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-3	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-4	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-5	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-6	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-7	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-8	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-9	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-10	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-11	1	10/1/14	Periodic Income Statement	Closed	Accounting
2014-12	1	10/1/14	Periodic Income Statement	Closed	Accounting
2015-1	1	10/1/15	Periodic Income Statement	Closed	Accounting
2015-2	1	10/1/15	Periodic Income Statement	Closed	Accounting
2015-3	1	10/1/15	Periodic Income Statement	Closed	Accounting
2015-4	1	10/1/15	Periodic Income Statement	Closed	Accounting
2015-5	1	10/1/15	Periodic Income Statement	Closed	Accounting
2015-6	1	10/1/15	Periodic Income Statement	Closed	Accounting
2015-7	1	10/1/15	Periodic Income Statement	Closed	Accounting
2015-8	1	10/1/15	Periodic Income Statement	Closed	Accounting
2015-9	1	10/1/15	Periodic Income Statement	Closed	Accounting
2015-10	1	10/1/15	Periodic Income Statement	Closed	Accounting
2					

**Mobile Financials**—Infor Mobile Financials helps your finance and accounting staff quickly research and get status on account balances, invoices and payments through their iOS and/or Android devices, putting financial information at their fingertips while away from their desks. Designed specifically to bring the power of Infor Financial Management to mobile devices, Mobile Financials allows users to:

- Mobile Assets**—Infor Mobile Assets helps your assets team and other staff to quickly look up assets, perform inventory and update asset information through their iOS and/or Android devices, freeing them from their desks and making them more productive. Designed specifically to work with the Asset Management module within Infor Financial Management, Mobile Assets allow users to:



- Inquire on assets by location, type, owner, tag and other data
- Look up and perform an inventory of assets
- Update assets
- Transfer assets

**PCI Revenue Management**—PCI Revenue Management delivers a full-featured centralized collection module, known as myRevenueCollector. myRevenueCollector will enable your organization to collect tax bills payments as well as other types of revenues. All payments applied to PCI generated tax bills are applied in real time thus allowing users to see the exact amount owed at any point in time. The capabilities of third party systems will dictate how quickly payments will be posted from the myRevenueCollector to the third party system and how quickly users will have access to that data. myRevenueCollector integrates with peripheral equipment/devices, including:

- Receipt printer to endorse checks with deposit information, validate (stamp) tax bills with payment information, capture the MICR information from the check for Check 21 and ACH processing as well as provide a detailed customer receipt.
- Electronic cash drawer to enable better cash handling and cash security.
- Barcode scanners to enable more accurate and efficient processing of tax bills and other revenues where the bill/invoice has a barcode.
- Image scanners to enable the front and back image capturing of checks and bill stubs. These images enhance research capabilities and enable Check 21 processing.
- Credit/Debit card readers and the necessary gateway software to obtain authorization.

myRevenueCollector easily integrates with other third party systems. Our implementation includes integration with Infor Financial Management and in some cases there will be other integrations for a given locality:

- Accounts payable for the issuance of refund checks.
- Other accounts receivable systems for the real time or batch collection of invoices.
- Utility billing systems for the real time or batch collection of utility bills.

**SymPro Debt & Investments**—SymPro Debt & Investment Management provides a robust solution to manage debt and investment instruments. Sympro is a long-time partner of Infor and has many in-common customers using Infor Financial Management.

**Debt Manager**—With the SymPro Debt Manager, issuers have a tool to create a comprehensive and user-friendly library of information on their outstanding debt portfolios. With the SymPro Debt Manager solution, issuers will be able to:

- Archive all data related to debt issuance
- Monitor ongoing cash flows to trustees and investors
- Streamline internal accounting of outstanding obligations
- Plan for future debt offerings more efficiently



- Allocate Debt Service by Fund or other user defined entity
- Track Tax Status, Security Pledge, Use of Proceeds and many other critical issue specific data

Users of the system will benefit from having instantaneous access to information regarding all present and past issuances of debt complete with:

- Debt Service Schedules broken down to the CUSIP level
- Detailed Sources and Uses of Funds
- Call Structures and any redemption of debt
- Allocations of debt service to various funds
- Other Miscellaneous information such as financing participants, ratings history, etc.
- All information is exportable to Microsoft Excel for future analysis
- Documents feature allows users to attach files in any format and access directly from software. (Native software must be available to the user).

**Investment Management**—Investment Management allows you to track and report on your Fixed Income investment positions. You can also report on earnings and investment assets, displaying original and updated valuations, and keep a schedule of cash flows and maturities. It features on-line calculations of interest transactions by date, investment yield, yield to maturity, total interest due and amortization of discount and premiums. The program can manage an unlimited number of portfolios, and includes a fund number option that assigns each investment position to a particular fund, client or manager. The system produces over 50 standard reports. Among them is a GASB 31 mark to market report, a GASB 40 interest rate risk report, a Total Return report calculated on a time weighted basis, maturity and interest receivables reports, numerous investment listing and performance reports, and much more.

This module also offers enhanced reporting and analytics for performance oriented finance managers. This module allows you to monitor price volatility using modified, original and effective duration. “What-if” analysis can be performed on full or multiple partial sales and recorded with full cash flow history. Specific interest periods for floaters and auction rate preferred bonds are available. These bonds may be redeemed or rolled over to the next period with a new interest rate for each period. All rolling and reverse repurchase agreement investment types are conducted in this module. Enhanced reporting features include consolidated reporting by individual fund or a range of funds, batch reporting for your daily or weekly management reports, and subsidiary performance reporting enabling you to track individual funds or money managers as well as the total portfolio.

**General Ledger Interface**—The General Ledger Interface module creates general ledger journal entries for all the investment transactions within a portfolio for a specific date range. The activity includes purchases, sales, maturities, interest received, investment earnings, and other standard fixed income transactions. Once the journal transactions are created, you can view the transaction file on screen, print reports based on the file’s data, and export the data to the GL System.

An “Export” procedure in the General Ledger Interface module will print a detailed or summary report on the selected transactions and will create the data table for processing by the General Ledger system. This transaction file is then placed in a pre-defined directory location for processing by Infor Financial Management. There are numerous options for the types of transactions to be included in the table.

**Market Pricing Interface**—The Market Pricing module provides a web interface with an outside pricing service, FT IDC. Through the Internet, the module will call out to the pricing service and automatically



import market values for posting to your SymPro portfolios. The user has the ability to identify which investment positions will be priced on for what day.

Within SymPro, you can maintain an unlimited number of separate portfolios. With the Market Pricing module, you can update market prices for a single portfolio, or for all active portfolios simultaneously. The module prices, or marks to market, both fixed income and collateral investments.

*Investment Analytics*—The Analytics module provides more complex portfolio's the ability to better analyze their performance and assess the effects on the portfolio from a changing interest rate environment.

- Total Return, Effective Rate of Return, and Current Yield calculated on a "real" time basis
- Stress Test your portfolio to evaluate interest rate sensitivity
- Benchmark your performance to any public or private index
- Duration Analysis on a modified or effective basis
- Allows you to view "what-if" situations on full or partial sales



### **Record-to-Report – Measure**

*Measure* focuses on evaluating the City's organizations against overall strategic plans and operational goals. This includes aligning organizational goals and performance with the City's overall strategy. Infor's delivered tools allow the City to evaluate financial performance and accomplishments and provide meaningful, relevant feedback to management to support ongoing operations and planning.

**Business Intelligence & Analytics**—Infor has proposed a complete business intelligence and analytical framework that addresses the needs of the City to review, report, and analyze data. Infor's proposed business intelligence and analytics solution includes tools that allow end users access to industry-specific analytics, robust reporting capabilities, personalized dashboards, and workflows and alerts – all be accessed from a mobile device, with changes synced automatically to your desktop.

- **Business Intelligence**—Infor Business Intelligence is a comprehensive business intelligence platform that can be used across various applications and organizations. Powered by an in-memory database, the solution offers a unique, multi-purpose Web front end, as well as mobile capabilities that deliver the information you need anytime, anywhere. The City will be able to transform information into actionable insights. You'll get a real-time view of performance across your organization, speed up decision-making, and unlock the potential of siloed data between your enterprise applications. Infor Analytics and the dashboard development tools work with the Infor Business Intelligence foundation by providing pre-packaged role- and industry-based analytics that allow users across your organization to easily monitor and analyze performance.
- **Analytics**—Infor Analytics supplies role-based and industry-based reports, dashboards, key performance indicators (KPIs), and analytics for business users across the City. As part of the analytics solution, Infor delivers pre-defined measures for financial management, supply chain, and project accounting. These analytics allow the City to gain access to quality business performance insight, including relevant KPIs, measures, and views.

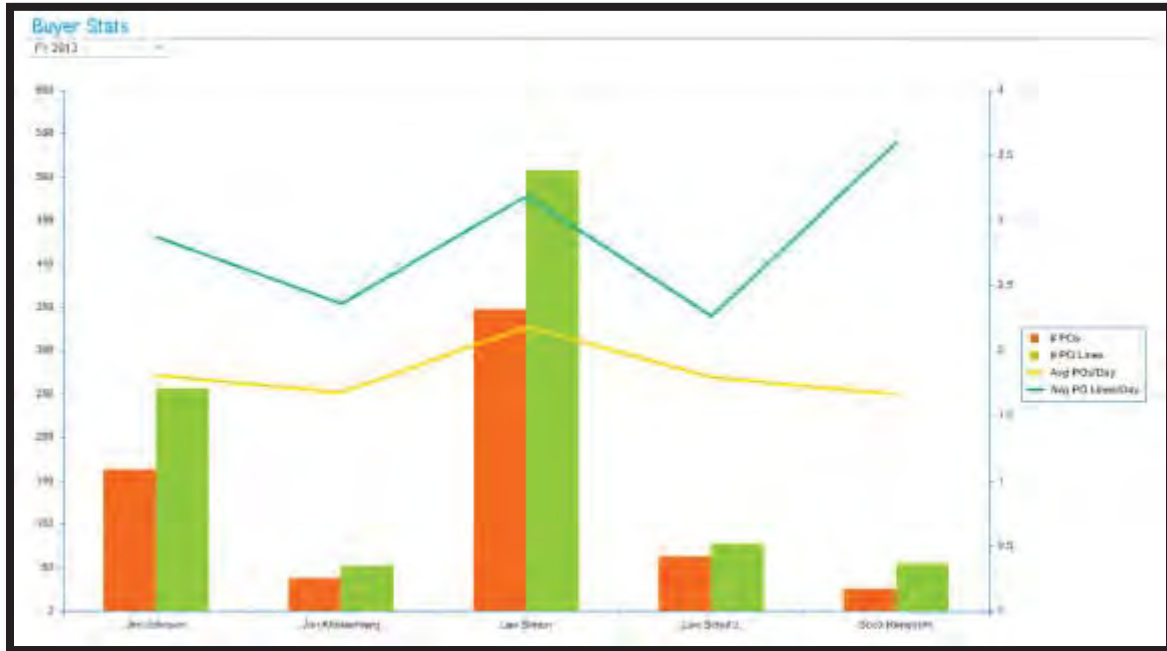


Figure 3-10 Buyer Statistics

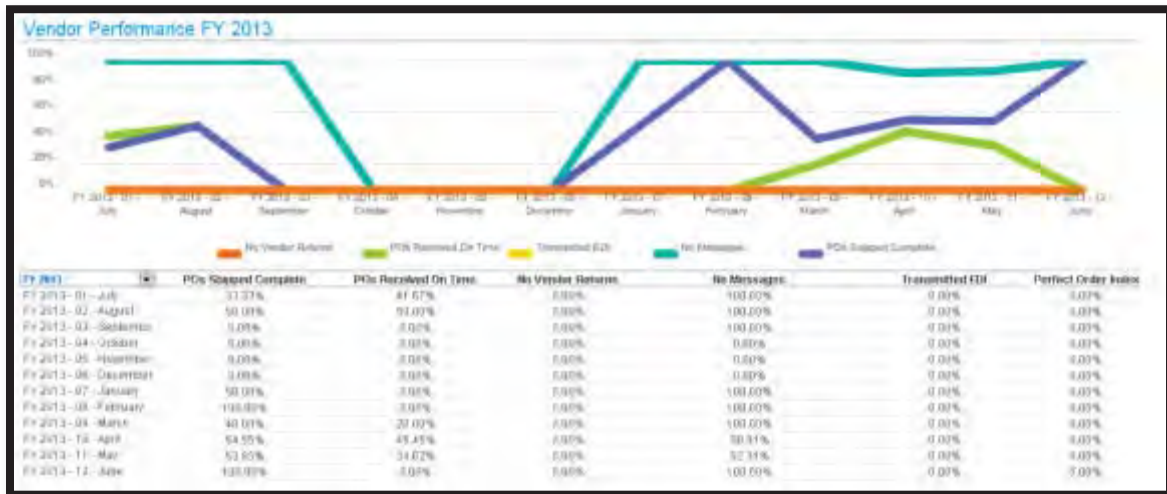


Figure 3-11 Vendor Performance

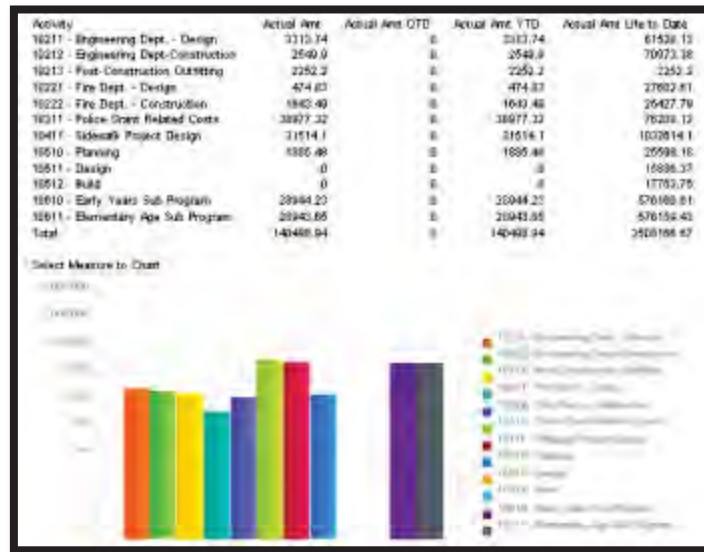


Figure 3-12 Project Actual Amounts



### Record-to-Report – Forecast

*Forecast* focuses on utilizing quantitative models to forecast future results as a function of past data. The City benefits from taking advantage of current data to help predict future results and positions to assist with making educated decisions about ongoing operations.

**Business Intelligence & Analytics**—A key component of Infor Business Intelligence is the technical infrastructure and tools to not only allow the City to measure current performance, but also to increase the value of the City's current data using quantitative forecasting methods. These forecasts can be used within the City and its various organizations to assist with educated short- or intermediate-range decisions. Infor Business Intelligence includes an in-memory OLAP database for real-time planning, modeling and analysis. The Business Intelligence OLAP server supplies multidimensional data into your modeling process to enhance "what if" scenarios and driver-based planning. Infor Business Intelligence OLAP works in concert with Infor Business Intelligence Planning, facilitating configurable financial and operational planning, budgeting, and forecasting. Infor BI Planning also provides for on-the-fly calculations of "what-if" scenarios, aggregations, KPIs, driver-based, and other calculations.



### Record-to-Report – Report

*Report* focuses on producing relevant information from the City's ERP infrastructure to support the operations of the City. Infor's proposed Technology Foundation includes a comprehensive business intelligence platform that provides industry-specific analytics, robust reporting tools, delivered online inquiries and reports and personalized dashboards. Information access can be tailored to the City's user community, providing the information they need, when they need it, and how they need it - simplifying complex reporting and analysis processes. The proposed Infor Technology Foundation includes the following business intelligence components:

- Standard Reports
- Ad hoc Reporting & Drill Around
- Business Intelligence & Analytics



Based on our vast experience implementing our ERP solutions with clients, we find that most reporting needs are met through our standard reports and/or are readily developed using tool sets included in this proposal. We have provided for training for City personnel on those tool sets in our Learning plan so that your staff will have the capability to develop the special reports necessary to run your operations. Our team has included consulting time in our proposal to assist the City with the development of critical reports required as part of the initial deployment of the system.

**Dashboards**—Infor Business Intelligence lets you get the right information, to the right individuals, at the right time, so decision makers throughout the City can identify new opportunities for improvement and make more informed decisions. The embedded dashboards and the tools to create new dashboards empower end users to develop online reports and analytics that are relevant to their role in the organization. The online dashboards can be viewed online within the application as well as using an iOS device.

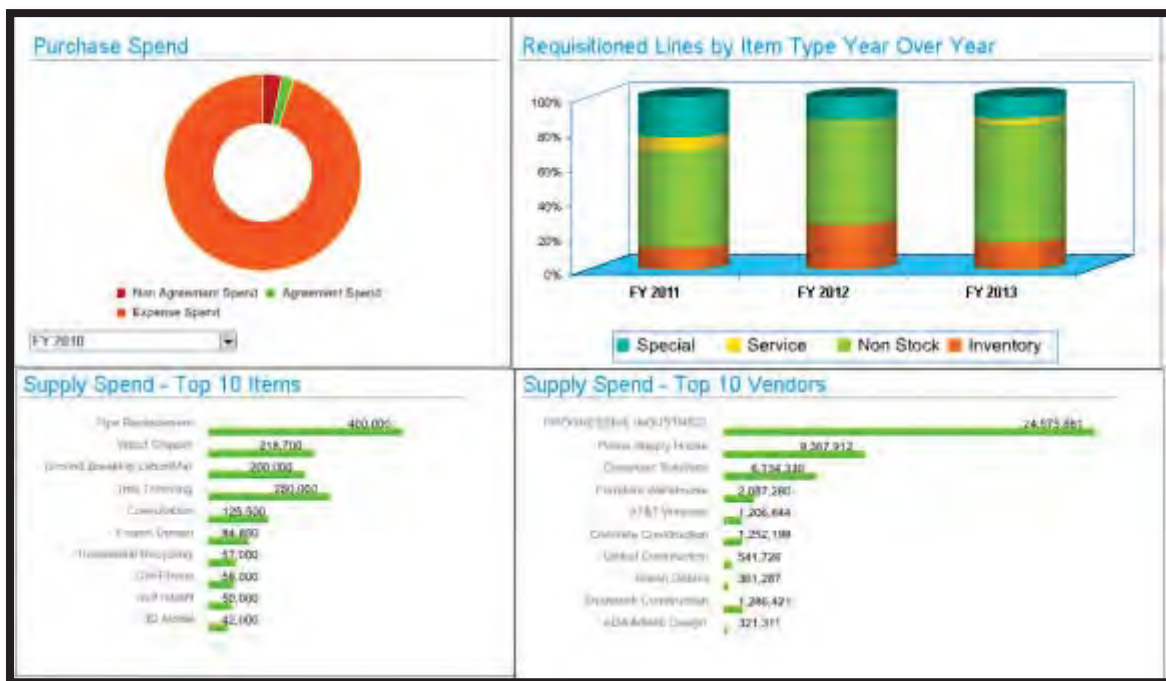


Figure 3-13 Procurement Dashboard

**Standard Reports and Online Inquiries**—End users can access data across the Infor ERP Software for Government solution via online inquiry screens as well as the 850+ delivered reports across the solution, most with the ability to set user-defined parameters. These reports are native to the Infor solution, are easily generated and may be scheduled to run on a repetitive basis. Delivered reports may be formatted in a number of ways, including XML, PDF, TXT, and CSV.

**Microsoft Add-Ins**—With Infor's Microsoft Add-ins, you can access any application page and field(s) from the Infor solution and send the data directly to Microsoft Excel, thus allowing ad hoc reporting and analysis without any technical expertise or knowledge required. Users can also create mail merge letters with any Infor field and send directly to Microsoft Word. Finally, with the upload wizard, you can upload any flat file into the Infor system, using a point and click wizard to map large batches of manual entries directly to the Infor database. All Infor applications are fully compliant with both OLE and DDE standards.

**Drill Around®**—Drill Around® allows your users to view information about which they want to learn more. Users simply point and click to navigate logically related information. Navigating based upon intelligent

metadata, rather than hard-coded paths, enables users to follow logical and limitless paths to answer questions. This navigation can also include applications in non-Infor systems. As a component of Infor's Technology Foundation, Drill Around® is possible because of Infor's open, Web-addressable architecture. In addition, Infor Drill Around® has none of the maintenance, support, or custom coding required in other vendors' systems that attempt to create this type of function. Drill Around® is a truly unique Infor feature with tangible user benefits for the City.

**Infor Financial Management Analytics (Recommended)**—Organizations must find ways to manage more efficiently in order to hold down costs. Cost pressures require greater efficiency and ease of access to quality business performance insight is critical. Infor Financial Management Analytics offers organizations access to valuable financial insight through analytics.

Built for organizations by finance experts, Infor Financial Management Analytics reflects a deep knowledge of the finance business processes that help ensure the delivery of accurate insightful metrics. Infor Financial Management Analytics isolates key data to help reveal patterns and trends, and provide analyses that can reveal opportunities for improvement in essential financial processes.

The application can help empower your leaders by delivering relevant financial measures into the hands of the people and teams who can best apply the information for your organization's benefit. With greater clarity around cost-sensitive activity, you can more readily identify issues and help support a more cost-effective organization.

**Infor Financial Management Analytics can help your organization:**

- Gain insight into financial performance.
- Accelerate the speed at which accurate and timely data is acted upon.
- Increase confidence in financial decisions.

**Key capabilities:**

- Extract financial data from your Infor and non-Infor Infor systems to obtain a single view in a straightforward format.
- Improve the quality and value of financial data generated by transactional systems.
- Share information to help support a highly collaborative culture.
- Help to identify areas that are underperforming and need immediate action.
- Employ proactive versus reactive business tactics.

With Infor Financial Management Analytics, your organization can access and share the financial information many top organizations have found to be vital. Infor Financial Management Analytics will help your executives and management answer critical business questions such as:

- What is your departmental performance and how does each department contribute to the organization's overall financial health?
- Are current expenses trending up or down compared to the prior period, quarter, or year?
- What are current encumbrances and how much budget is remaining?
- What are the top expense areas and trends?
- What is the average age of your assets?
- What is the efficiency and performance of the accounts payable department? Are there opportunities for improvement?

With Infor Financial Management Analytics, you'll gain access to quality business performance insight, including financial management KPIs, measures, and views related to General Ledger, Strategic Ledger, and Accounts Payable.

**Infor Project Accounting Analytics (Recommended)**—Organizations must continually find more opportunities for efficiencies in order to hold down costs. As a result, an increased emphasis has been put on monitoring the financial progress of different projects irrespective of size. Projects may vary in lengths of time or be part of a larger overall project, where budgets, time lines, and costs may change. With Infor Project Accounting Analytics, executives and managers alike can quickly and accurately assess and monitor the financial health of projects through key financial metrics and performance indicators.

**Infor Project Accounting Analytics will help executives and management answer critical business questions such as:**

- What is the current and life-to-date project and capital spend?
- How am I tracking according to budget?
- What is the amount spent including committed and encumbered costs, the current budget amount, and available spending remaining?
- What is the amount spent compared to multiple budgets, such as the baseline, forecasted, or adjusted budget?
- What transactional detail makes up the actual and encumbered amounts?
- What are the project amounts by the General Ledger organizational structure?
- What are the project amounts in alternate currencies?

### Key Capabilities

- Extract data from your Infor Lawson and non-Infor Lawson systems to obtain a single view of all projects in a straight forward format.
- Easily share information to help cultivate a highly collaborative culture.
- Highlight areas that are underperforming and need immediate action.
- Be proactive versus reactive in your business tactics.
- Help improve quality and value of project and financial data generated by transactional systems.

With Infor Project Accounting Analytics you'll gain access to timely accurate project performance insight including critical project accounting KPIs, measures, and views related to Project and Activity Management. These help you gain visibility into your current and pending project performance, as well as insight into areas with an opportunity for improvement.

### Infor Procurement

Infor Procurement and Financial Management is a unified software solution that helps the government organizations reduce costs through enhanced procurement processes and more effective supply management.



Figure 3-14

As the cost of goods and services climbs unabated, so do the “hidden” costs embedded in purchasing processes. Infor Procurement applications can help you take control of prices paid to vendors, while helping eliminate costs resulting from manual, paper-based, and often disconnected processes, as well as from duplication of effort and off-contract buying.

All applications within Infor Procurement work in conjunction with Infor Financial Management and share common master data where appropriate. They provide solutions for the full cycle of procurement activities, from requisition through payment, including links with budgetary control and project and grants management.

### **Requisition-to-Check – Request**

*Request* focuses on streamlining the processes for City employees and organizations to acquire goods and services. The ability to automate and streamline these processes begin with establishing a sound foundation of purchasing controls, including establishing vendor pricing agreements and contracts, importing and maintaining item information.

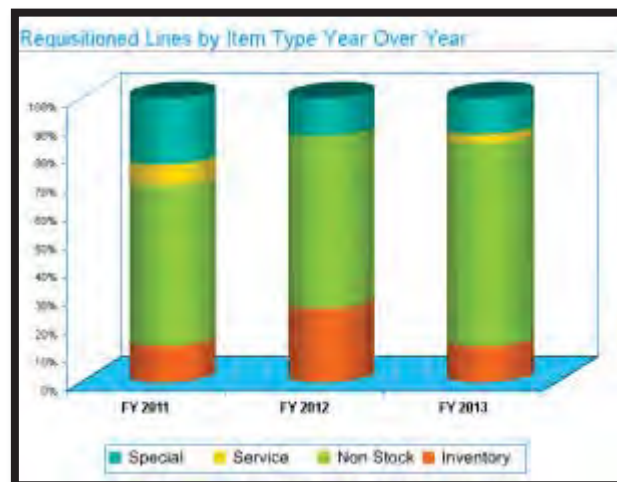
Infor Purchasing also improves the accuracy and timeliness of how internal information flows to suppliers, which translates to enhanced vendor relationships and an improved organizational image. Purchasing is fully integrated with General Ledger and Project Accounting areas of the solution suite, to capture and update pre-encumbrance and encumbrance data as transactions are entered and modified.

By automating and streamlining routine processes, procurement staff can reclaim valuable time to focus on contract management and sourcing. Since edits and approvals occur on the front end of our embedded processes, there are far fewer corrections that must be made to complete a transaction. Powerful reporting tools keep the entire organization informed, from the status of an order, to remaining budget for a particular account, to the automatic notification of expiring contracts.

**Requisition Center & Requisitions**—Infor Requisition Center is designed to extend the advantages of requisitions beyond the purchasing department. Departmental casual users will be able to create their own requisitions online, while your organization automates the requisition approval process. With this tool, users can quickly adopt online requisitioning as a single point of entry for all goods and service requests. Requisition Center offers templates and other timesaving features, adapted from the world of e-commerce, to quickly make every internal client a productive user of the system with minimal training, including Procurement Punch-out. Simplified tools give casual users the same powerful search capabilities that power users enjoy, without having to leave the online requisition environment they use to create requests.

#### **With Requisition Center, users can:**

- Create a single requisition for stock, non-stock and special-order items, as well as services; Procurement can then automatically generate multiple purchase orders from that requisition
- Configure the system to meet their business requirements—you determine what information is available and which fields, menus and buttons are displayed, according to each user's role
- Reduce the number of keystrokes needed and the amount of time generating requisitions
- Conduct advanced searches, using key-word and autocomplete capabilities—an easy, fast way for users to find the items they need



**Figure 3-15**

- Automate workflows, using delivered process flow templates, for routing and approval processes

Infor Requisitions is the foundation for all application requisitions, including those created within Requisition Center. Requisitions can be used by power users for requisition entry, review, and update, if desired by the City. Additional online inquiries and reports are also available within this application area.

**Procurement Punchout**—Coupled with the Infor Requisition Center, Procurement Punchout saves your purchasing staff even more time by allowing end users to shop directly at vendor-maintained web sites, reducing the demands of maintaining an internal item master. By empowering end users to assume more responsibility for their purchases — within organizational rules and negotiated contracts — Infor Requisition Center and Procurement Punchout contribute to a faster fulfillment process, thereby boosting satisfaction. And, because built-in controls decrease the potential for off contract buying, you may significantly reduce your purchasing costs.

Procurement Punchout includes these key features:

- Enables you to punch out to multiple vendor web sites
- Includes support for cXML punchout standards to help you extend your trading community to new vendors
- Gives you the option to work with your vendors to set up your organization's view of their web sites
- Leverages Requisition Center to ensure conformity to transaction rules for user access, budget checks and manager approvals

**Mobile Requisitions (Recommended)**—Infor Mobile Requisitions is offered free of charge to any customer that wishes to use the technology. Current platforms include tablet devices, as well as certain smartphones (iPhone 4S and higher, Android, and Blackberry). Mobile users can currently create requisitions from standard City templates; track requisitions, including approval and procurement status, as well as requisitions that are fulfilled from internal warehouses; and receive purchase orders created from each requisition.



### **Requisition-to-Check – Negotiate**

*Negotiate* focuses on the internal and external processes designed to acquire goods and services for the City with the most favorable pricing and terms and conditions. The ability to automate and streamline these processes begin understanding the City's procurement history and requirements and using this information to work to foster competition within your supplier community.

Within Infor Procurement, this process start with understanding your demand for various goods and services and understanding where the procurement organization should be focusing their efforts. We use our integrated suite of applications to support the entire negotiation process, enabling participation not only within the City but also with the supplier community.

**Business Intelligence & Analytics**—Infor Business Intelligence & Analytics lets you get the right information, to the right individuals, at the right time, so the City's procurement professionals can use this data to not only ensure they are focusing their efforts in the most strategic but also to support the negotiation process with your suppliers.



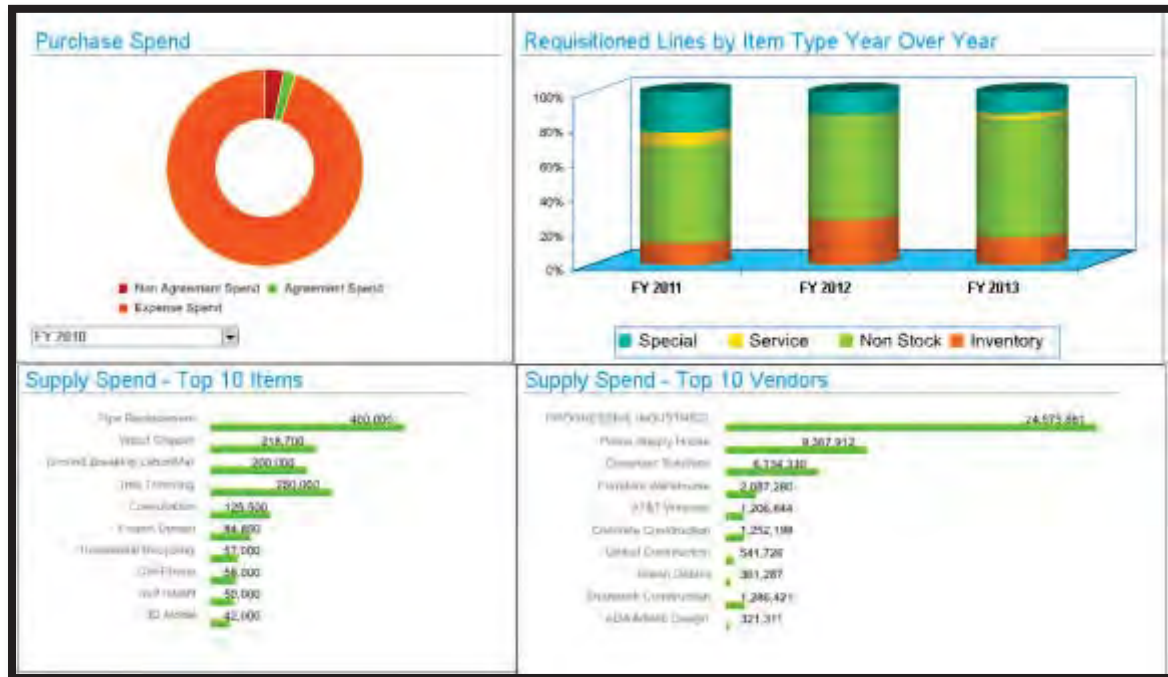


Figure 3-16 Procurement Analytics

**Infor Electronic Data Interchange (EDI) for Supply Chain Management.** When it comes to transactions with suppliers, many organizations today recognize the need to replace inefficient and costly paper-based processes with electronic based connectivity. The barrier, in a large number of instances, is the dissimilar technologies — software and/or hardware — between organizations and their trading partners. Infor EDI for Supply Chain Management can help you bridge the gap. This Supply Chain Management application equips you for two-way electronic transfer of essential documents, such as purchase orders, invoices, and catalogs. The net potential impact: faster processing, fewer errors and exceptions, improved vendor relations, and freed-up time which can be devoted to more strategic activities.

**Strategic Sourcing**—By using Infor Strategic Sourcing within the City, you have the opportunity to reduce costs, decrease manual tasks, and improve the ability to manage the acquisition of goods and services. Specific key benefits from using Strategic Sourcing may include:

- Driving immediate and long-term cost savings by improving spend management
- Giving suppliers convenient, around-the-clock access to bid invitation details and the bid submission process through a secure, easy-to-use supplier portal
- Providing an easier, faster means for creating bid requests, sending them to suppliers, analyzing responses, and awarding bids
- Accelerating and streamlining sourcing processes via customizable workflows that can be set up to comply with your organization's approval policies as well as regulatory requirements

- Fostering broader supplier participation, potentially receiving higher quality responses, and stimulating greater competition, helping to meet your supplier diversity goals while lessening the burden on your staff
- Eliminating many paper-based request-for-bid processes through online notifications, bidding, negotiations, and responses to supplier inquiries
- Reducing the need for meetings and phone calls by automating relationship management
- Reducing overall supply chain expense and speeding up fulfillment cycles
- Full integration with other Procurement and Financials applications

Strategic Sourcing provides a flexible configuration foundation that allows the application to easily meet the City's specific requirements. Strategic Sourcing supports the City's ability to:

- Standardize bid information by establishing terms and conditions, award reasons, and categories
- Simplify electronic RFx and bid creation with event templates and reusable supplier questions
- Create and apply standard reason codes for awarding bids, allowing you to easily categorize, track, and monitor awards
- Establish a library of event templates for commonly required types of bids
- Set up routinely asked questions for specific sourcing events
- Request supporting documents as attachments
- Tie requests to industry-standard classification structures, such as NIGP and UNSPSC
- View and analyze supplier responses side by side
- Weight criteria and analyze bids based on criteria beyond price
- Award sourcing events and automatically create agreements or purchase orders

Strategic Sourcing is integrated with Infor Supplier Order Management, which allows vendors to view and respond to open events. Fostering open communication, this integration allows the City to:

- Distribute bids openly and efficiently through your organization's web site
- Invite potential suppliers to register for bids through an easy-to-use process
- Allow suppliers to provide and maintain qualifying details about their company, including which commodities they provide to ensure notification of appropriate sourcing events
- Allow suppliers to preview upcoming bids and submit their responses electronically, using only a standard web browser
- Answer supplier questions and maintain an open dialogue through a Q&A board

**Contract Management**—Infor Contract Management is designed to make it simpler, faster, less expensive, and more secure for your organization to create, manage, and monitor contracts, by allowing the City to:

- Have secure, centralized access to—and auditability of—all procurement and non-procurement contracts in your organization

- Improve visibility into price and compliance information, allowing your materials team to negotiate more effectively, standardize purchasing practices, and save the company money
- Utilize insightful spend analysis to reveal spend by commodity and buyer to help identify opportunities for savings, improve contract compliance, and drive better contracts
- Take advantage of cost modeling to allow better contract negotiation by showing potential effects of changes in key variables (such as cost and quantity), and better forecasting by allowing users to more accurately project future contract needs based on historical data
- Gain greater control by legal and/or contract administration over contract terms, clauses, and conditions
- Simplify and accelerate the contract creation process with reusable contract templates and language
- Improve the supplier selection process with supplier performance evaluations and supplier comparisons
- Integrate with other Supply Chain Management applications for a comprehensive, “source-to-settle” procurement process

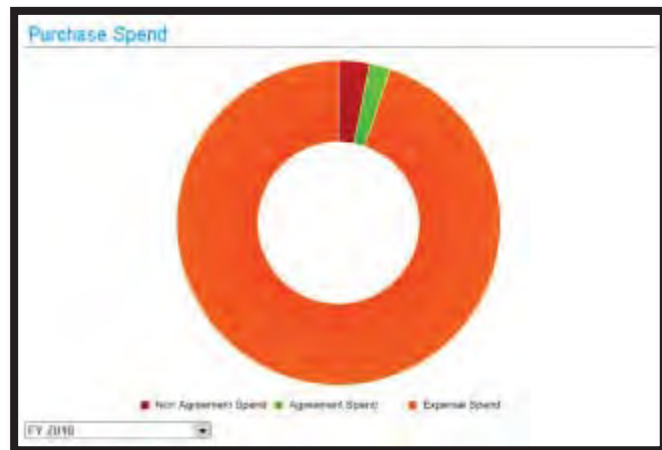
With Contract Management, you'll simplify the contract creation process, allowing your buyers to spend more time on more strategic tasks. If you're using Strategic Sourcing, information already captured with that application can automatically populate the contract templates in Contract Management. If you need a contract similar to one executed previously, you can simply copy the existing document and modify it as needed.

Save significant time even when creating a contract from scratch with the “Interview Wizard,” which walks you through a series of questions relevant to the type of contract being created—you'll no longer need to worry if the right information is being collected. Negotiating contract details become easier with “what-if ” contract modeling

The City will be able to generate clean, standardized contracts—ready for review and approval—as new information automatically merges with pre-approved terms and conditions. Internal and external reviewers can make their suggested changes directly within the application, and contract administrators can then accept, reject, or modify those changes. And when it's time to renew contracts, you can easily send those contracts out to bid using Strategic Sourcing.

**When creating procurement contracts, Contract Management allows you to:**

- Accommodate both products and services (including tiered pricing scenarios) within a single document.



**Figure 3-17**





- Support manufacturer, distributor, and group purchasing organization (GPO) supply chain agreements.
- Handle multiple contract sections, change orders, and revisions.
- Upload price catalogs and manage price changes prior to updating vendor agreements
- Monitor pricing tiers to ensure you are taking advantage of the price for which you've qualified.
- **Track contract milestones.**
- Receive alerts for key contract events, including expiring supplier diversity codes and expiring supplier contact certifications.
- **Track retainages and automatically calculate payment holdbacks.**
- Track subcontractors, subcontractor payments, and diversity codes
- Monitor encumbered funds and check against contract maximums.
- Bring the City's key personnel up to speed quickly with standard reports for critical operational information, such as: contract compliance, contract activity, item cost variance, and off-contract purchases.



### **Requisition-to-Check – Order**

*Order* focuses on the process of issuing and managing purchase orders throughout their lifecycle for the City. Not only can authorized users create direct purchase orders, the Infor solution is also designed to initiate demand through the requisition process, which allows the City to take advantage of economies of scale and automation.

**Supplier Order Management**—Effective supply chain management must involve more than receiving the right products and services at the agreed-upon contract prices with a minimum of manual effort and paperwork. It should extend to every point in the customer-vendor relationship, including how you conduct purchasing transactions. Infor Supplier Order Management can help the City establish and cultivate excellent relations with your vendors.

Supplier Order Management is a collaboration toolset designed to maximize efficiency for Infor customers and their diverse supplier base. Supplier Order Management provides suppliers with web-based access to self-register, respond to solicitations, electronically negotiate terms and conditions, order, invoice, and payment details, electronic invoice creation, as well as tools that allow suppliers to manage their own accounts. Supplier Order Management provides visibility into supplier invoice and payment history. Visibility allows everyone, from buyer to supplier to accounts payable manager, to take corrective action and mitigate risk.

Supplier Order Management helps an organization's suppliers become self-sufficient, making its own staff more efficient, reducing costs, saving staff time, and eliminating routine inquiries (and mounds of paper).

**Purchase Order**—Infor Purchase Order simplifies procurement processes by establishing vendor pricing agreements and contracts, creating, importing and maintaining item information, and creating and issuing several types of purchase orders. Goods can be received centrally or at individual departments, as well as with smart phones and tablet devices when requesters are away from their desks. The system offers great flexibility while giving your organization a very sophisticated supply chain management system. The result is an efficient tool that reduces errors and keeps suppliers in the 'virtual supply chain' informed. In addition, the Purchase Order module improves the accuracy and timeliness of the internal information flow to suppliers, which translates to enhanced vendor relationships and an improved organizational image.

By automating and streamlining routine processes, procurement staff can reclaim valuable time to spend on sourcing, rather than just purchasing. Since edits and approvals occur on the front end of our processes, there are far fewer corrections that must be made to complete a transaction. Powerful reporting tools keep the entire organization informed, from the status of an order, to remaining budget for a particular account, to the automatic notification of expiring contracts. Finally, Infor Purchase Order works seamlessly with all other supply chain modules, giving you supporting streamlined processes across the enterprise.

**Inventory Control**—Infor Inventory Control allows the City to effectively monitor and manage inventory throughout the organization. Its flexible design and close coupling with Infor Requisitions, Infor Purchase Order, and other Infor applications EAM for Transportation help facilitate a smooth flow of information and products.

Inventory Control can be configured to continually calculate reorder information to adjust Economic Order Quantities and Reorder Points. With the ROP set, the system generates replenishment orders within Infor Purchase Order (or Requisition Center, if desired) enabling the City to keep shelves stocked at the appropriate levels, even during periods of fluctuation. Inventory Control maintains the item master for purchase order and requisition usage.

**Inventory Control provides the ability to:**

- Easy to maintain items through user-formatted screens and mass maintenance
- Variable decimals for both cost and quantity to help handle diverse item requirements
- Shelf-life tracking for date-sensitive materials
- Multiple replenishment methods including fixed or variable order point, minimum/maximum or DRP
- DRP modules handles time-phased, order-point-driven replenishment
- Multiple costing methods including average, standard, LIFO and FIFO

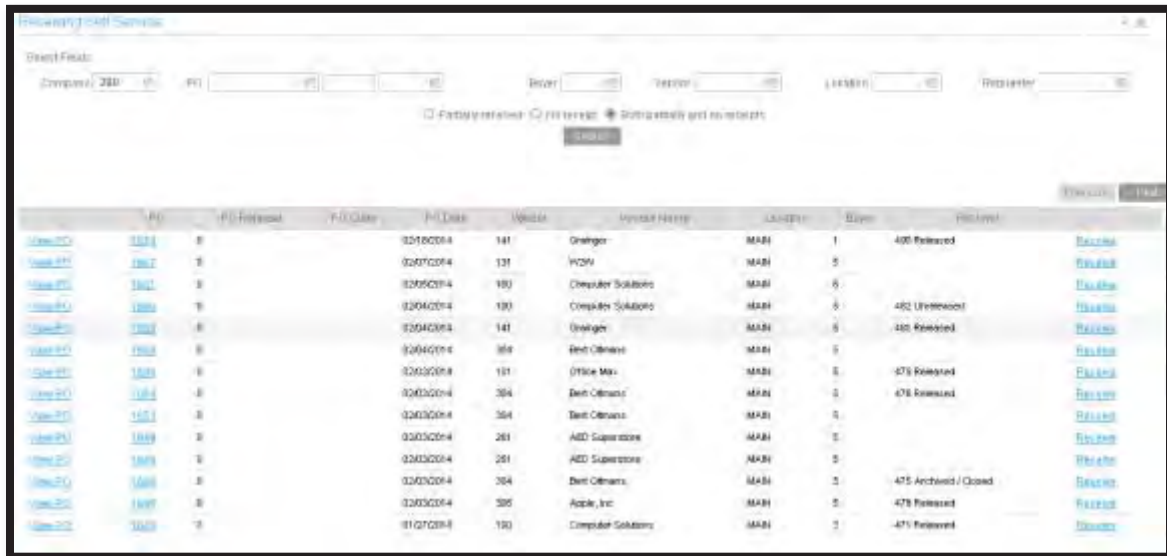
**Mobile Inventory**—Infor Mobile Inventory is available to any customer that wishes to use the technology. Current platforms include tablet devices, as well as certain smartphones (iPhone 4S and higher, Android, and Blackberry). Mobile users can currently look up items and see where they are available (device cameras can be used to read barcodes); look up and review location details, including adjustments through cycle counts; and create replenishment documents to restock supplies.



**Requisition-to-Check – Receive**

Receive focuses on the process of end-user and warehouse receiving, delivering tools to support both central and distributed receiving. Receiving is a critical process that integrates with Inventory Control to ensure that stock quantities are accurately reflected and Accounts Payable to support three-way matching as part of the payment process.

**Receiving Self-Service**—Infor Receiving Self-Service is designed to provide casual users with the ability to create their own receipts online. Simplified tools give casual users the same powerful search capabilities that power users enjoy, in a user-friendly interface. Users can search for items to receive by various parameters and even drill into purchase order details to ensure they are receiving the appropriate goods/services.



PO Number	PO Date	Vendor Name	PO Amount
02160004	1/1/14	Granger	1
02070004	1/1/14	WOM	5
02050004	1/1/14	Computer Solutions	6
02040004	1/1/14	Computer Solutions	6
02040004	1/1/14	Granger	6
02040004	1/1/14	Ben Olmans	6
02030004	1/1/14	Office Max	8
02030004	1/1/14	Ben Olmans	8
02030004	1/1/14	Ben Olmans	8
02030004	1/1/14	AED Superstore	8
02030004	1/1/14	AED Superstore	8
02030004	1/1/14	Ben Olmans	8
02030004	1/1/14	Apple, Inc	8
02030004	1/1/14	Computer Solutions	8

Figure 3-18 Receiving Self-Service

**Infor Mobile Supply Chain Management.** Infor Mobile Supply Chain Management positions you to enhance receiving, delivery, and inventory management processes by automating data collection where the work is done. In your receiving area, warehouse, storerooms, mailroom, or par locations — and every place in between — staff can use their handhelds to capture and transmit data. You have the flexibility to upload this data in a fully wireless, partially wireless, or cradle-based environment. Infor Mobile Supply Chain Management includes a powerful Par & Cycle Counting solution. By combining barcode scanning and mobile technology, Infor Par & Cycle Counting helps you automate the maintenance and counting of par and inventory areas. It also allows you to obtain more up-to-the-minute and accurate inventory information. Just as important, internal customers receive better service, and supply chain management costs trend downward.

Infor Receiving & Delivery, also a module within Infor Mobile Supply Chain Management, can help you transform the full spectrum of distribution, from the receipt of packages through delivery to end users. Besides boosting overall efficiency, you'll improve the promptness and accuracy of service to internal customers. This includes accelerating the delivery of purchase order (PO) and non-PO packages to their final destination and decreasing the number of lost packages and thereby lowering the costs associated with staff searches, unnecessary reorders, and excessive inventory levels. It also enables requesters to track their deliveries from their computers, using a web browser. Finally, with its activity tracking and reporting, managers have the information they need to initiate actions that further help to reduce costs and to increase staff performance.

### **Requisition-to-Check – Settle**

**Settle** focuses on the process of creating, managing, and approving payments. The settle process relies heavily on the work that has been done throughout the Requisition-to-Check process. The City can use purchase orders and receipts to expedite payment activities as well as generate on-demand payments as necessary.



**Accounts Payable**—Infor Accounts Payable helps the City better manage your payments and costs. It offers a comprehensive set of tools to manage invoices, vendor records, cash flow and payments and at the same time, it also serves as a repository of valuable payables information, ready to assist with good stewardship of the organization's financial resources.

Accounts Payable's design allows all entities within your organization to access and share vendors, banks, taxes and other configurations. 1099 codes, stored on the vendor record, will track and store all invoices for the production of 1099 forms at year-end. Other standard defaults for each vendor can include income withholding, standard accounting distribution defaults, default payment methods and alternate payment vendors for suppliers who are factoring their receivables. Also, by allowing for unlimited children for each vendor, your organization can track all vendor address locations, each with their own contact, invoicing defaults and location balances without taking up extra space or having to create additional vendors within the vendor master file. Accounts Payable also provides numerous user-defined fields to help your organization track vendor status or attributes such as minority status, small-business status, veteran owned business, etc.

The fully integrated nature of the system allows for streamlined processing of all procurements and expenses from the requisition phase all the way to production of the final payment, whether it is by check or electronic means. The real-time checking of available funding for purchases, whether from general funding or from grant or project funds, will help your organization proactively manage the accounting process for all payable transactions and make all departments more accountable for their purchasing decisions. Automated workflow allow the City to route payments for review and approval, based on the City's business rules.

**Invoice Matching**—Infor Invoice Matching ensures a smooth flow of invoices through your organization, and full integration with Purchasing and with Accounts Payable. Its audit and control functions provide automatic three-way matching of invoices with purchase orders and receipts, eliminating manual entry and saving time. This matching process takes into consideration partial receipts and partial payments, allowing you to pay invoices in a timely manner and take advantage of any potential discounts that might occur. Invoice Matching also supports two-way and four-way matching.

**Infor Lawson Supply Chain Analytics (Recommended)**—You need effective sourcing and procurement processes to ensure that your organization has the products you need, when you need them. In order to operate efficiently, you also need to identify potential savings opportunities, conduct performance monitoring, and implement role-based spend insight. But managing supply levels and negotiating the best terms with vendors are difficult tasks when data is spread across systems and problematic to access. You need a solution that can help quickly access key supply chain metrics and performance indicators.

You can capture supply chain and procurement data to help measure activity, monitor trends, and evaluate processes. With greater clarity around contracts, inventory, and purchasing activity, you can more readily identify issues that could affect your operations.

**With Infor Lawson Supply Chain Analytics, your organization can:**

- Quickly and easily identify and resolve problems in your procurement processes.
- Monitor purchasing performance and negotiate better contract terms with your suppliers.
- Measure how much you are spending on each category of items and determine who the top suppliers are in each category.
- Reduce costs by identifying opportunities to standardize.
- Measure the timeliness and accuracy of supply deliveries.
- Reduce special orders and off-contract purchases.
- Measure buyer productivity.

- Track sustainable purchasing goals.
- Determine how quickly you are turning over inventory.

Critical supply chain KPIs, measures, and views related to spend, inventory, and buyer/supplier performance help you run a more efficient and cost-effective supply chain operation. With Infor Lawson Supply Chain Analytics, you'll gain visibility into sourcing and procurement processes and achieve cost savings.

### Infor Human Resources

Infor Human Resources is a unified suite of applications that provides functionality for core personnel management, learning management, talent management, workforce management and service delivery, modular by design to allow customers the ability to implement applications at their own pace based on their unique needs.

The City's employees, managers, and executives can effectively plan, select, deploy, develop, measure, and reward your workforce with unified human resources capabilities.



#### **Hire-to-Retire – Select**



Figure 3-19

*Select* focuses on identifying, managing, and selecting and keeping the right people to move the City into the future. Several areas of Infor talent management suite are integral in the selection process for the City, assisting with the identification of top candidates and enabling more strategic hires.

**Succession Management**—Like most Public Sector organizations, a large percentage of the workforce will be eligible to retire within the next 10 years, resulting in the potential loss of key institutional knowledge and a decrease in the quality of constituent service. Infor Succession Management is a unique solution in the marketplace that will assist you with this issue. You can set up organizational plans to backfill vacancies, receive alerts when employees are either ready for progression, or at risk of leaving. Succession Management supports:

- Talent profiles and succession-pipeline reporting
- The identification of key positions critical to business success
- High-potential and high-performing employees based on defined profile criteria
- Potential flight risks in key positions that could impact the continuity of business operations
- Individual readiness and career paths for future target positions
- “Always on” listings of successor candidates for key positions
- High-potential/high-performing designations
- Visual gap analysis of talent profiles
- Automated identification of succession candidates based on success profile
- Aggregate view of potential successors for talent review practices



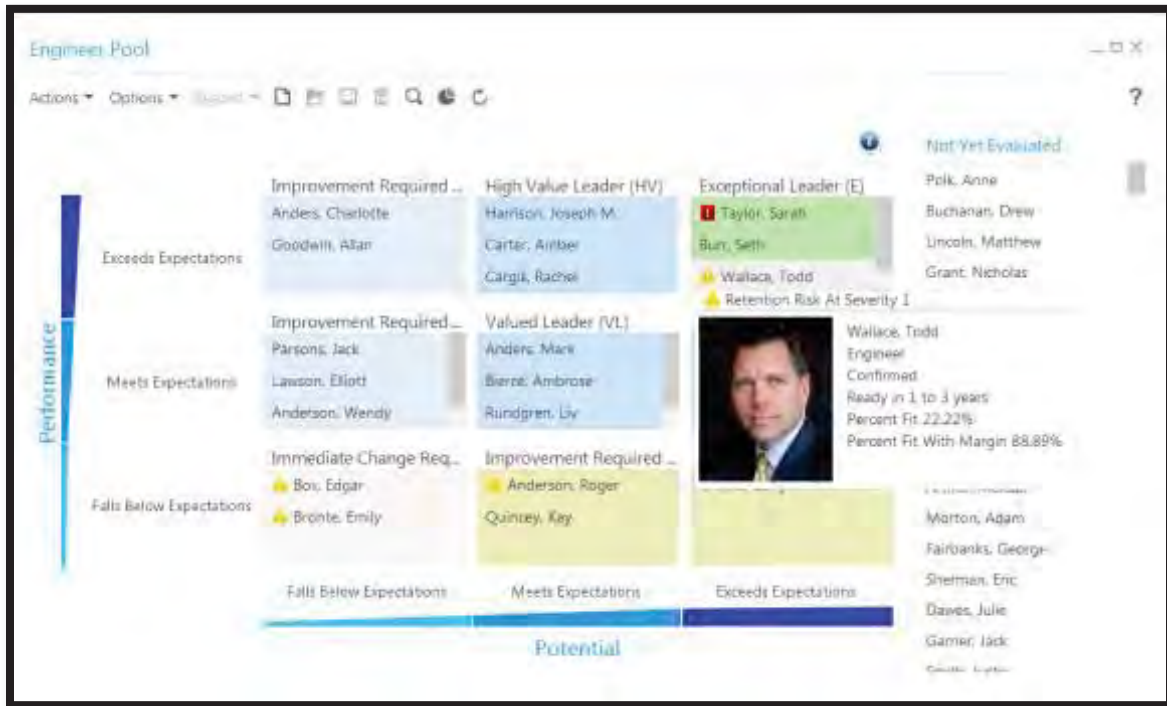
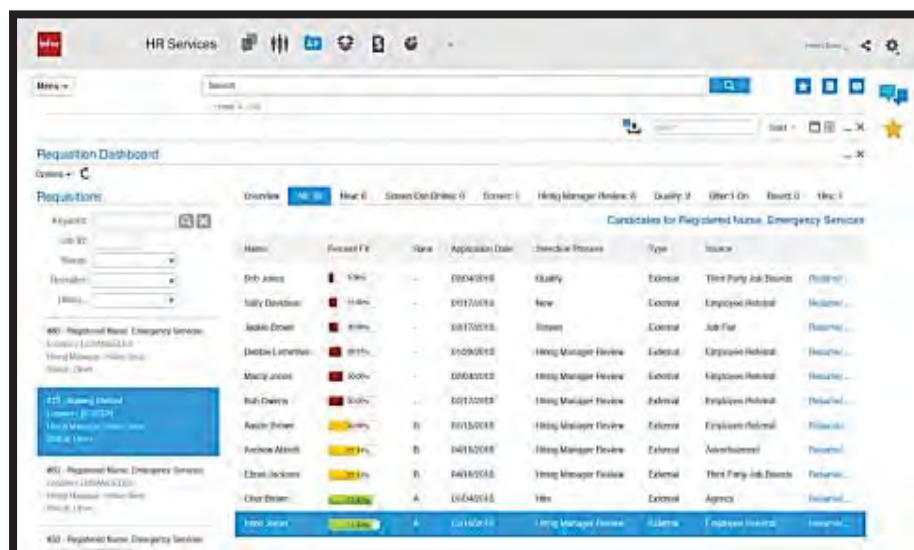


Figure 3-20 Succession Management

**Talent Acquisition**—Infor Talent Acquisition arms hiring managers, recruiters and others involved in recruitment activities to strategically acquire top-quality talent. Use the tool to define your workforce needs, tap into appropriate job-candidate sources, efficiently communicate offers and contracts, and effectively manage data about current and potential talent. Once you have selected your top talent, you may also expedite their on-boarding process by leveraging functionality for all employee transitions. As a result, new and existing employees are better equipped to quickly and productively perform in their new roles. Infor Talent Acquisition will help the City reduce the average time to fill a vacancy, and, through automation, will help free up HR resources to focus on more strategic initiatives.



The screenshot shows the 'Requisition Dashboard' in the Infor HR Services application. It features a sidebar with navigation options like 'Overview', 'Hire', 'Screening', 'Hiring Manager Review', 'Quality', 'Offer', 'Recruit', and 'Misc'. The main area displays a table of requisitions with columns for Name, Forecast FE, Age, Application Date, Interview Process, Type, and Source. Below the table, there are sections for 'Candidates for Registered Nurse, Emergency Services' and 'Candidates for Registered Nurse, Emergency Services'.

Name	Forecast FE	Age	Application Date	Interview Process	Type	Source
John Jones	100%	35	09/04/2018	Quality	External	Third Party Job Boards
Judy Davidson	100%	45	09/12/2018	New	External	Employee Referral
Jackie Brown	100%	35	08/17/2018	Screen	External	Job Fair
Debbie L. Smith	100%	35	01/29/2018	Hiring Manager Review	Internal	Employee Referral
Mary Jones	100%	30	08/04/2018	Hiring Manager Review	External	Employee Referral
Bob Brown	100%	30	01/12/2018	Hiring Manager Review	Internal	Employee Referral
Rachel Brown	100%	30	01/15/2018	Hiring Manager Review	External	Employee Referral
Andrew Brown	100%	30	04/15/2018	Hiring Manager Review	External	Advertisement
Chris Jackson	100%	30	04/18/2018	Hiring Manager Review	External	Third Party Job Boards
Chris Brown	100%	30	04/04/2018	New	External	Agency

Figure 3-21 Talent Acquisition - Requisition Dashboard

**HR Services Delivery: Onboarding**—Onboarding orchestrates all steps in the employee new-hire process for employees, hiring and line managers and the City’s human resources organization. Onboarding assists with:

- Engaging new employees with a personalized new-hire experience
- Providing new employees with the information they need in a personalized portal, 24/7, outside the City’s firewall



### Hire-to-Retire – Develop

**Develop** focuses on linking the City’s personnel with your organizational strategy, empowering you to make an immediate and lasting impact on organizational success. Plus, it helps you arrange key human resources functions so your organization can find and keep the right people. As a result, the City can:

- Design training plans based on business goals
- Create development opportunities for top performers
- Help reduce attrition and flight risk

**Learning and Development**—Infor Learning and Development is tightly integrated with other Infor areas of Infor Talent Management to help the City invest in targeted, meaningful activities enterprise-wide, ensure employee satisfaction, and enhance organizational excellence. With the application in place, you benefit from access to integrated data from multiple sources. As a result, the City gains:

- A more complete picture of employee competencies and development needs
- Insight to help tailor employee learning experiences more appropriately
- Ensure compliance with learning plans

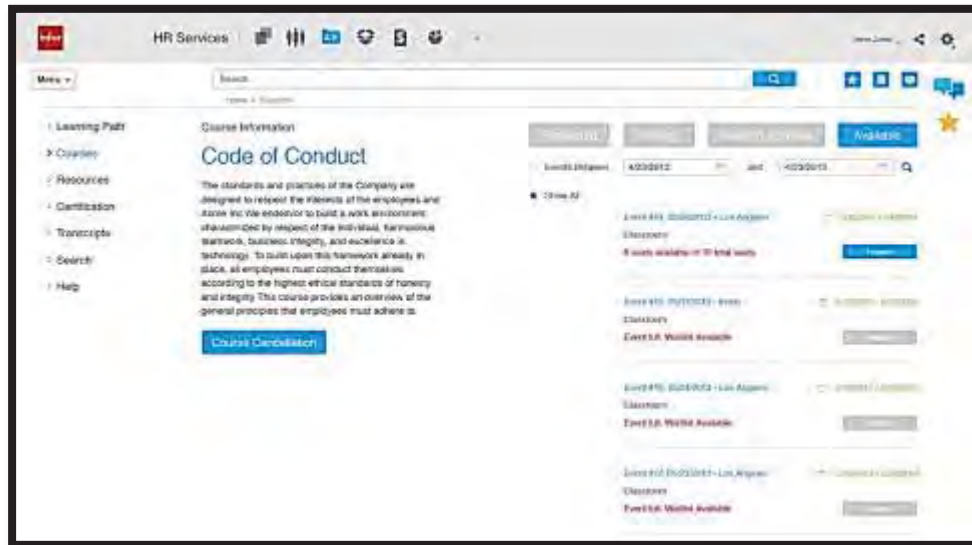


Figure 3-22 Learning and Development – Course Information

Infor Learning and Development not only focuses on the individual development planning process, it also supports strategic development planning, budgeting, and cost tracking at an organizational level. The application helps the City link learning and development activities to resulting competencies and skills through graphical gap analyzes. As a result, employees have a clear, motivating line-of-sight to future career opportunities, with access to:

- Individual development plans that allow employees to link development activities to goals
- Organizational development plans, with automated budget calculation and cost management
- Role-based training functionality for learning managers, line managers, and employees
- Learning checklists that provide transparency to competency validation and requirements
- Learning and development activity and session registration management
- Wait-listing and approval automation
- Skill and competency achievement based on development activity completion

**Learning Management**—Infor Learning Management (LMS) is comprised of a learning content management system (LCMS), content authoring, advanced reporting, social collaboration, mobile learning, and certification/compliance management. The application is geared to help organizations quickly drive performance and productivity throughout the extended enterprise, and better support employees to do more of what they were hired to do.

**With Infor Learning Management, the City will get tools for:**

- Learning management system (LMS) and learning content management system (LCMS) integration—Create, publish, deliver, manage, and track learning content from a single platform



- Mobile learning—Interact with learning via smartphones and tablets. Our solution is compatible with all major mobile devices for learning on-the-go and on-demand
- Social learning—Create blogs, wikis, videos, and podcasts to enhance learning. Enable networking, collaboration, and informal learning to support learning objectives
- Certification and compliance management—Enable robust certification management and tracking
- Ensure compliance with corporate programs and regulatory requirements
- Competency management—Assess, evaluate, manage, and measure knowledge, skills, and behaviors linked to specific competencies. Help your business units to manage knowledge assets and people skills to deliver on their business objectives. Map learning paths for your employees to close gaps on required competencies
- Learning portal—Manage the gateway to the enrollment, certification, and learning activities within the system. Establish multiple portals for different audiences with a single installation and allow user self-registration and automated user profile updates and password retrieval
- Content authoring—Transform any subject matter expert into a cost-cutting power user. Content authors can create, update, and localize effective and engaging media-rich eLearning content faster than ever before. Allow your learners to interact with their content from laptops, smartphones, and even off-line



### **Hire-to-Retire – Deploy**

*Deploy* focuses on building the human resources foundation to effectively manage the City's workforce. Modules within Infor Human Resources maintain all of your employee demographic, job and position information. Delivered integration within Infor Human Resources allows the City's human resources configurations to serve as the foundation for the other supporting applications including within Infor ERP for Government.

**Personnel Administration**—Personnel Administration focuses on automating the business processes that support the employee lifecycle, such as transfers, promotions, terminations, position and assignment management, tracking employee training as well as full position budget control and development. Personnel Administration inherently supports complex employee-job-position relationships, including multiple employee assignments, full-and part-time employees, and union/contract employees. The City can track and manage salary step and grade schedules, which are used to drive human resources processes such as payroll, budgeting, and workforce management.

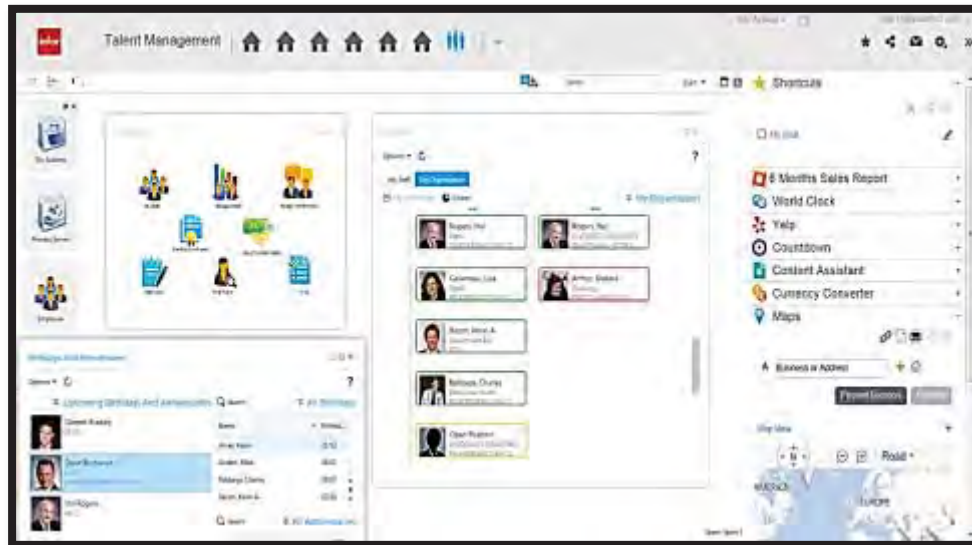


Figure 3-23 Personnel Administration – Talent Dashboard

**Benefits Administration**—Benefits Administration provides complete automation of enrollment, payroll deductions, plan updates and regulatory reporting for employees, retirees, and Cobra participants. Benefits Administration automates your benefit programs no matter the size of your organization or how complex your plans. Benefits Administration is fully integrated with the Infor Payroll application and other Infor suites. Benefits Administration provides the automation that makes plan administration and enrollment an easy and efficient process.

**Ease of Enrollment**—You can define eligibility and benefit criteria to accommodate different groups of employees. Each new hire, based on specific eligibility criteria, triggers the notification and enrollment process, including payroll deductions set-up.

**Automatic Updating**—As events that affect an employee's benefit plan eligibility take place, Benefits Administration handles any necessary benefits changes. Benefits is fully integrated with the Infor Payroll application and Financials suite, so payroll deductions start immediately, or can be future dated with any plan enrollment or changes. In addition, through Employee and Manager Self-Service, employees have 24-hour self-service Web access to benefit information. Employees can enroll in benefit plans and make plan changes, add or change dependents and beneficiaries, manage flexible spending accounts, access retirement account information and model changes with "what if" scenarios. Benefits Administration works seamlessly with Employee Self Service during annual enrollment.

**Regulatory Requirement Compliance**—Benefits Administration handles your regulatory and reporting requirements. For example, when departing employees qualify for Consolidated Omnibus Budget Reconciliation Act (COBRA) benefits in the U.S., Benefits Administration generates an eligibility notification letter that lists costs and deadlines for decision-making and payment. After receiving a response, the system can generate premium billing, handle cash payments and balances, and then integrate premium billing and receipts with Infor Financials for your COBRA participants.

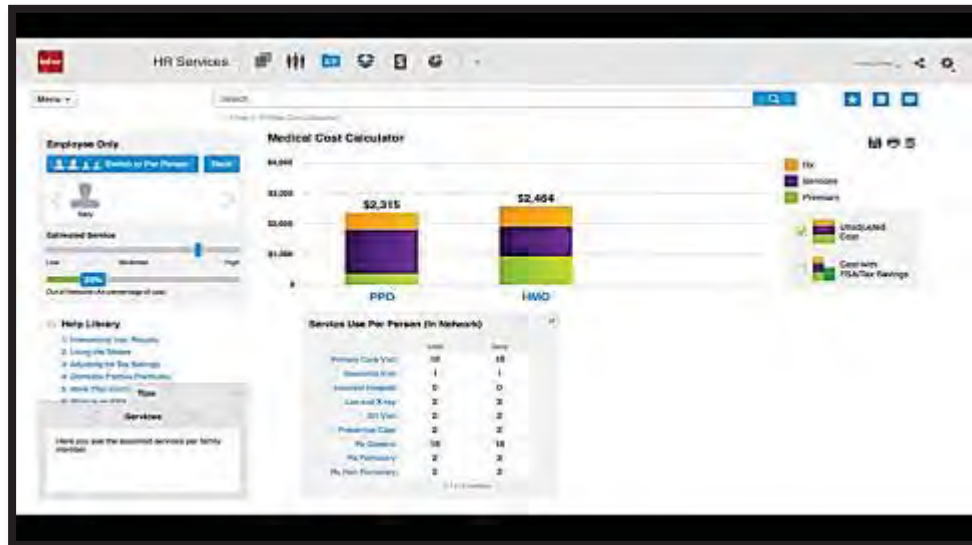


Figure 3-24 Benefits Administration – Medical Cost Calculator

**Absence Management**—Absence Management will allow the City to automate leave planning, administration and compensation for your entire organization. Infor Absence Management combines employee and manager self-service absence management functionality to help you track and analyze consolidated absence and leave accrual information.

- Submit absence requests for approval and view status
- View current and projected absence balances
- Configure absence accrual rules to meet specific bargaining unit and union contract requirements
- Increase ability to administer extended leave, meeting compliance standards related to legislated leave laws including Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA) and negotiated Worker's Compensation agreements
- Improve workforce productivity with Absence Management integration to Infor Workforce Management

**Time and Attendance**—By using Infor Time and Attendance, your payroll department can reduce errors and overpayments by validating time and labor data collection in real time and by automating zero-to-gross pay calculation.

- Maintain an attendance history by employee. Automatically and proactively notify an employee's supervisor when attendance violates a configured policy. Create a seamless data exchange among all workforce management processes, and with payroll and human resources processes.
- Automate leave entitlement processes.
- Capture employee clock-in and clock-out data and determine what time code, pay code, and pay rules apply to the employee.
- Assign time to departments, programs, projects and grants to enable internal reporting and external compliance.



- Automate overtime distribution based on established rules.
- Assign employees to a shift based on a rules-based shift-bidding system.
- Balances and accruals-Automate employee balance accruals and time-off requests.

**Payroll**—Payroll provides a flexible framework to accommodate the City's complex payroll requirements, generating and maintaining comprehensive compensation data and information.

Infor Payroll has been in existence for over thirty years and is used by some of the world's largest organizations. **Infor Payroll is fully integrated with other areas of Infor Human Resources, capitalizing on your personnel, benefits, and workforce time data, to streamline payroll calculations.**

- Delivers a rules-based setup, creating a system flexible enough to support a variety of methods for automating compensation, deductions and managing benefits.
- Accommodates multiple, user-defined pay calendars, full-time, part-time and temporary employees, and salary schedules.
- Supports multiple time entry systems: Infor's Workforce Management, Employee Self-Service and Manager Self-Service, Web time entry, automated time records, Excel uploads, manual entries, and integration with other systems.
- Helps address complex regulatory reporting and compliance, bargaining unit specifics, garnishments and court order management, flexible automated deduction creation and more.
- Automates tax assignment and provides taxing authority synchronization.
- Helps you complete time-sensitive tasks, including deduction and payment calculation, overtime, check printing, off-cycle payments, quarterly filings, payroll reporting and W-2 processing.
- Allows you to spend less time maintaining employee taxes and increases your tax calculation accuracy.
- Interfaces with Benefits Administration, Absence Management, Financials and other Infor applications;
- Gives employees direct access to pay details using Infor Employee and Manager Self-Service, and;
- Provides one of the only automated allocation mechanisms for tips—capturing, calculating, and reporting tips information and ensuring compliance with legal requirements (including FLSA).

**BSI TaxFactory**—BSI TaxFactory payroll tax calculation software is an industry-leading payroll tax calculation and payroll tax compliance solution that helps organizations meet ever-changing tax regulations and compliance standards while improving payroll efficiency and reducing costs. BSI TaxFactory integrated is delivered as part of Infor Human Resources. BSI solutions offer innovative, scalable technology and Federal, State, local and territory payroll tax coverage to payroll vendors, service bureaus, service providers and individual organizations. BSI Tax Factory automates payroll tax calculations for the most complex payrolls and will assist the City in meeting regulatory requirements.

- **Payroll Taxes**—Calculates employer and employee taxes under tax jurisdiction-approved regular, supplemental, cumulative, irregular and vacation tax formulas and procedures. Alternate tax jurisdiction-approved formulas are also included.



- **Reciprocal Taxes**—accurately calculates employee taxes as may be required under formal reciprocal agreements between tax jurisdictions. Also calculates the appropriate resident and work tax jurisdiction taxes in the absence of official reciprocal agreements.
- **Locator**—Validates the resident and work addresses of employees in accordance with the latest postal standards. Automates tax assignment for payroll setup, eliminating manual tax lookup. Monthly updates ensure that the most current information is being used.
- **Garnishment**—Easily complies with garnishment regulations with this application that contains all the rules necessary to calculate any employee wage attachment or garnishment
- **Assessment-Earnings**—Calculates the wages subject to taxation for both employee and employer-paid taxes, eliminating the need to stay on top of the overwhelming number of wage rules.
- **Assessment-Benefits**—Calculates the taxability of IRS-qualified employee benefit plan contributions and subtracts excludable contributions before taxes are calculated.
- **Deferred Income**—Calculates Federal, State, local and territory withholding taxes for periodic pension, annuity, other deferred payments and non-periodic distributions.

**Self-Service (Employee & Manager)**—Infor Self-Service enables employees to take ownership of personal information and to provide managers access to key data about direct reports. By redirecting human resource professionals to focus on strategic activities that support organizational objectives, human resources can help to significantly improve the bottom line.

Infor's Employee Self-Service/Portals provide access to personal, employment, benefits, and payroll data. Your employees can view and/or update their data based on your organization's requirements. Personal data consists of the employee's profile, emergency contacts, and dependents. Employment information consists of current job profile, review history, job postings, organizational charts, work phone books, and policy manuals.

Your employees also have access to training information and the ability to enroll in training online. They can create an individualized career development plan and track their own personal and professional development. Employee Self-Service will even notify them when they have credentials that need updating. Benefit information covers everything from plan documents, current benefit statements, beneficiaries, spending account balances through open enrollment.

Payroll information consists of direct deposit accounts, online pay stubs, and year-to-date history. Employees can either model or update retirement contributions or W4 data. Infor's "Life Events" groups the above-mentioned tasks together in a way that guides the employee to complete both required and optional tasks as they relate to events such as marriage and moves.

Manager Self-Service goes beyond mere access to information. Your managers have the ability to perform business transactions vital to their job duties. Tasks such as a job requisition request, approval of time records, and employee actions (transfers, terminations, and salary reviews) are available in a paperless, self-evident manner.

Managers also have access to all of their direct reports for quick data look-ups, such as significant dates, emergency contacts, job profiles, or work restrictions. Increased compliance comes through access to current policy manuals and proactive notifications of established standards, such as reviews due or expiration of licenses, certifications, and tests. Infor's career management provides both a means of development and a measurement of career planning for your managers to use when counseling and guiding employee development within your organization.





Figure 3-25 Employee & Manager Self-Service

**HR Services Delivery: Knowledge Management**—Infor Knowledge Management is built on a unique innovative multi-tier HR service delivery model that enables human resources personnel to deliver better services faster, with fewer resources and lower budget.

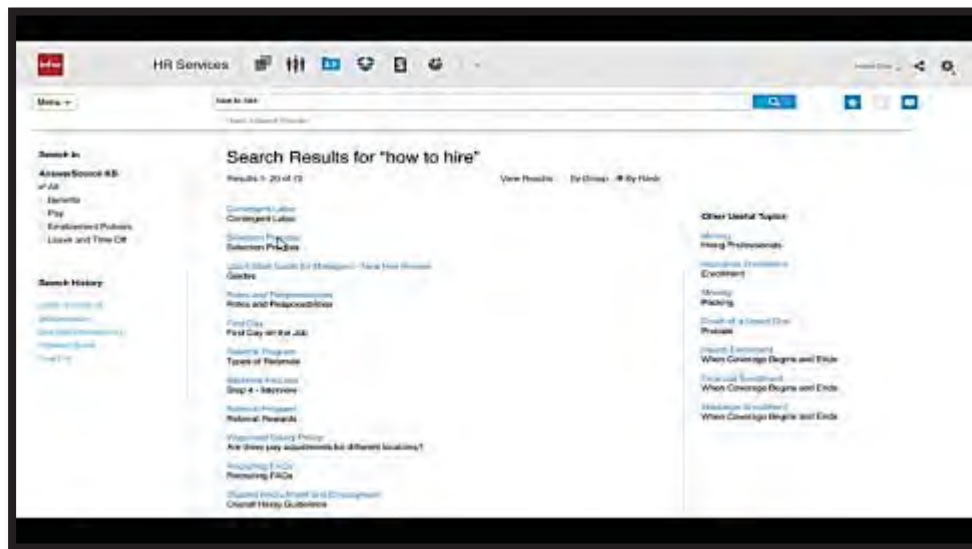


Figure 3-26 HR Services Delivery – Knowledge Management

Specifically designed to support shared services organizations with advanced human resources management capabilities—including a personalized, searchable Tier 0 Knowledge base and Tier 1 Case Management tool. Infor Knowledge Management is designed to:

- Enable employees to answer their own HR questions 80 to 90% of the time, without HR intervention;



- Provide HR service representatives with easy online access to consistent answers to HR inquiries, often on the first call, and;
- Allow service center to handle more call volume with fewer HR representatives.

**HR Services Delivery: Off-boarding**—Off-boarding orchestrates all steps in the employee termination/retirement process for employees, hiring and line managers and the City's human resources organization. Off-boarding assists with:

- Engaging outgoing employees with a personalized off-boarding experience, and;
- Providing outgoing employees with the information they need in a personalized portal, 24/7, outside the City's firewall.



### **Hire-to-Retire – Develop**

**Measure** focuses on evaluating the City's organizations against overall strategic plans and operational goals. This includes aligning the employee goals and performance with the City's business strategy. Infor's delivered tools allow the City to evaluate employee performance and accomplishments and provide meaningful, relevant feedback for continued growth and development.

**Goal Management**—With Goal Management in place, the City gains the ability to align employee goals directly with business objectives. Infor Goal Management operates with a visually appealing, intuitive user interface that shows, at a glance, individual goal attainment progress and organizational goal alignment. In addition, Infor Goal Management also makes it possible for you to define your goals by classifying them according to category and type within your organization, such as financials, customer service, or public safety. In doing so, you can facilitate the goal-setting process, by indicating the number and category of goals that individuals should align to during an evaluation.

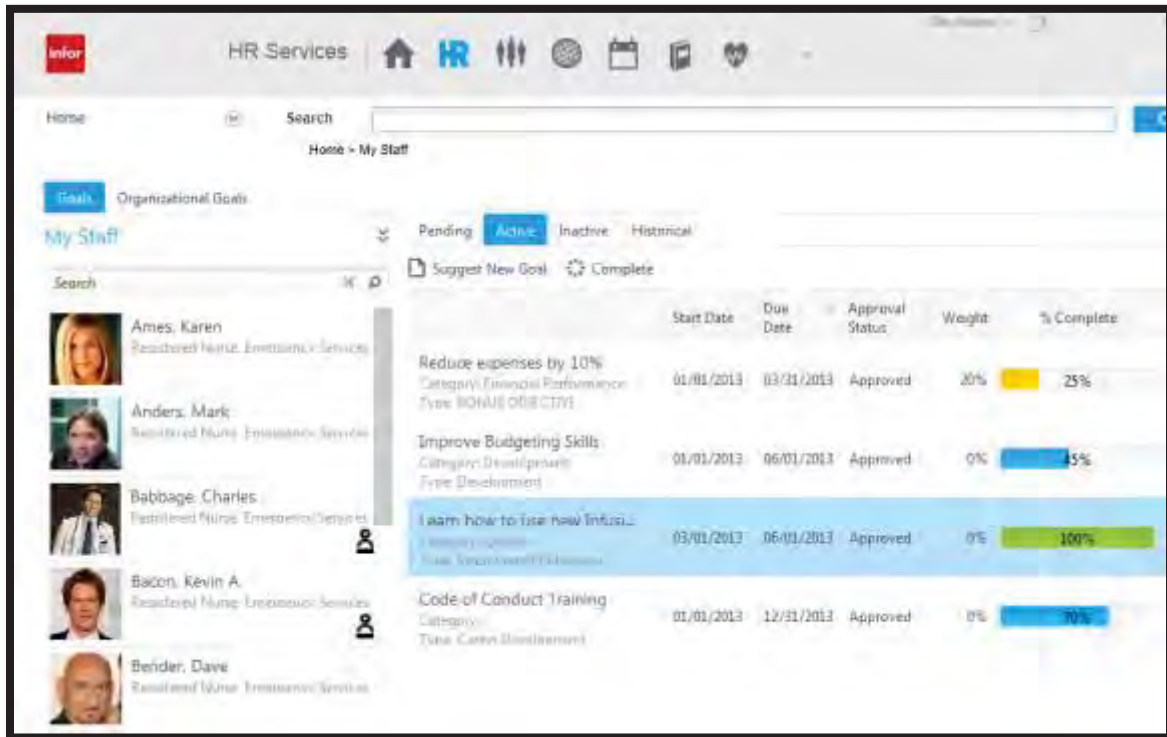


Figure 3-29 Goal Management

**Performance Management**—Performance Management helps you evaluate and measure employee performance, retain top performers, and reduce attrition and flight risk. It allows you to track and complete unlimited numbers of 360-degree employee and group reviews quickly, and in a cost-effective manner. Each review is designed to provide you with insight on how customers, vendors, peers, and supervisors view your employees' performance, as well as how your employees view themselves. The data you gain facilitates your quest to consistently attract, identify, and retain top talent.

- Prepare and conduct reviews quickly and efficiently and improve quality and accuracy
- Generate real-time reports on compliance and outstanding evaluations.
- Maintain competency assessments for all departments, agencies, and contract staff.
- Robust compliance reports that show City, agency, departmental, or individual assessment.
- Centralize electronic performance evaluation information and allow for safe, secure storage and easy distribution of information, minimizing the need for paper copies of evaluations.
- Self-service goal management module helps align employee performance with key organizational objectives and tracks results.
- Strategic approach helps organization become an employer of choice and attain “magnet” status — a tremendous asset in attracting and retaining leaders and staff.
- New conglomerates feature helps complex Public Sector organizations manage multiple locations or HR administration functions.



**Learning and Development**—Infor Learning and Development is tightly integrated with other Infor areas of Infor Talent Management to help the City invest in targeted, meaningful activities enterprise-wide, ensure employee satisfaction, and enhance organizational excellence. With the application in place, you benefit from access to integrated data from multiple sources. As a result, the City gains:

- A more complete picture of employee competencies and development needs;
- Insight to help tailor employee learning experiences more appropriately, and;
- Compliance with learning plans.

**Learning Management**—Infor Learning Management (LMS) is comprised of a learning content management system (LCMS), content authoring, advanced reporting, social collaboration, mobile learning, and certification/compliance management. The certification and compliance management within LMS supports the measurement of employee progress against City -established goals. These tools include:

- Certification and compliance management—Enable robust certification management and tracking, ensuring compliance with corporate programs and regulatory requirements, and;
- Competency management—Assess, evaluate, manage, and measure knowledge, skills, and behaviors linked to specific competencies. Help your business units to manage knowledge assets and people skills to deliver on their business objectives. Map learning paths for your employees to close gaps on required competencies.



#### **Hire-to-Retire – Reward**

*Reward* focuses on aligning employee compensation with achievement of planned goals and organizational achievements. Additionally, the delivered tools allow the City to evaluate the overall effectiveness of your compensation with regard to employee retention and satisfaction.

**HR Services Delivery: Total Rewards**—Designed as a tool to assist with employee retention, Total Rewards demonstrates the entire value proposition of the employee-employer contract through an online total rewards statement. This statement includes the value of benefits and other types of compensation that many employees do not think of when evaluating overall compensation.



Figure 3-30 HR Services Delivery – Total Rewards Statement

## Infor Hansen (IPS)

### Infor Public Sector Asset Management Tools

Infor Public Sector Asset Management Tools provides asset-specific data fields for each asset type. The system is scalable, allowing it to serve anything from the smallest local government agencies to the largest state and federal departments.

IPS provides a comprehensive work order system for managing all types of maintenance work, including service requests, scheduled preventative maintenance, and projects. Each process can be configured in a workflow format that incorporates milestones for approvals and reviews.


IPS provides simple to use resources scheduling to manage day-to-day availability schedules and compare those schedules to the planned work load. Optional features include resource leveling, equipment availability and project planning.

IPS is fully GASB 34 compliant using the modified approach (as defined by the Government Account Standards Board). It provides full asset valuation capabilities using capital and maintenance costs, depreciation options, replacement cost analysis, and condition assessment as tools for decision-making and reporting.

IPS offers unique reporting features providing real-time analysis of enterprise data. You can also embed third-party reporting tools such as Crystal Reports into the dashboard, which includes graphical reporting tools for easy access to weekly and monthly reports. The product's executive reporting features help you

keep a bank or reports up and running through graphical dashboards which reflect real-time data conveniently displayed on your personalized screen.

Work Order InfoViewer



Work Order # 1011 - Assign

Activity Code

LD LQF

Asset

Vehicle

PUD-08-3001

2008 Dodge 2500 4x4 Pickup Truck

Summary

Information

Location

Resource Usage

Status Checks

Linked Work Orders

Cost Summary

Linked Usage


Work Order Status

☐ Initiated 1/7/2008 [Start Now](#)  
☐ Assigned to BRETT ROGERS [Re-assign](#)  
☐ The current Milestone is Assign - WO Assign

Work Order Information

☐ Part of Group Project [1002](#)  
☐ Linked to [1 Work Orders](#)

Costs Graph \$248.00



Category	Percentage
Labor Costs	91%
Extra Item Costs	8%
Material Costs	1%

Quick Links

[Add a Use Application](#)  
[Add an Attachment](#)  
[Add Comments](#)  
[Add a Failure](#)  
[Add a Log Entry](#)  
[Add a Planned Task](#)  
[Add Scheduled Resource](#)  
[Create Use Application](#)  
[Create Standard Work Order](#)  
[Duplicate Work Order](#)

### Infor CDR

Address all of your CDR requirements with Infor Public Sector CDR's single integrated, workflow-oriented solution. You can easily configure the solution to streamline your unique CDR business processes. Your employees get easy-to-use tools and they can personalize their individual workflows.

IPS provides citizens with automated web-based capabilities for reporting problems, filing complaints, paying bills, submitting permit applications, requesting inspections and submitting license applications.

**Building Application InfoViewer**

INFORMATION - APPLICATION# PLB1010

Application Type: **PLUMB** Plumbing Permit ☐ Application is Closed.

Primary Applicant: **Andy Ruotsala** ☐ Current milestone is Closed.

Address: **7012 PICARDON LN Las Vegas NV 89145** ☐ Current unpaid amount of \$0.00.

Location: ☐ Account: **0037-10000-Ten-0000100**

**Job Description** | Application Details | Reviews | Inspections | Fees | Conditions | Required Licenses | Bonds | Valuations | Applicants | Sites | Employees | Related Records | Logs

**Status Dates**

Processed	3/18/2008 09:36	by		Expires	//
Issued	3/18/2008 09:36	by		Last Activity	3/18/2008
Final	//	by			
Temp COO	//	by			
COO	3/18/2008 09:36	by			

**Job Description**

Work Type	ACC	Accessory Structure	# of Plans	0
Occupancy Type			# of Branch Circuits	0
Priority			Declared Valuation	\$0.00
AP Name			Calculated Valuation	\$0.00
Square Footage	625.00		Actual Valuation	\$0.00
Comments	Detached garage			

Job Description  
Application Details  
Reviews  
Inspections  
Fees  
Conditions  
Required Licenses  
Bonds  
Valuations  
Applicants  
Sites  
Employees  
Related Records  
Logs  
Attachments

## Infor CDR Billing

Infor Public Sector CDR Billing gives you billing functionality specifically designed to meet the requirements of local government community and development regulation departments. Your CDR department will get access to a suite of proven capabilities for processing payments; managing rates, delinquencies, licenses, and bill runs; and sending notices and invoices to customers.

With IPS CDR Billing, your CDR employees get proven capabilities to:

- Prepare and send bills
- Automatically calculate annual license fees
- Accept payments from businesses and citizens
- Track and process enforcement issues
- Manage delinquent accounts
- Offer new, higher-value services to customers





**INFORMATION - ACCOUNT# 00143**

Customer	Mr Michael A Rivera	Last 4	5555	Current Balance	\$9,906.25
Service Address				Past Due Balance	\$30,025.00
				Total Balance	\$39,931.25

[Open in Browser](#)

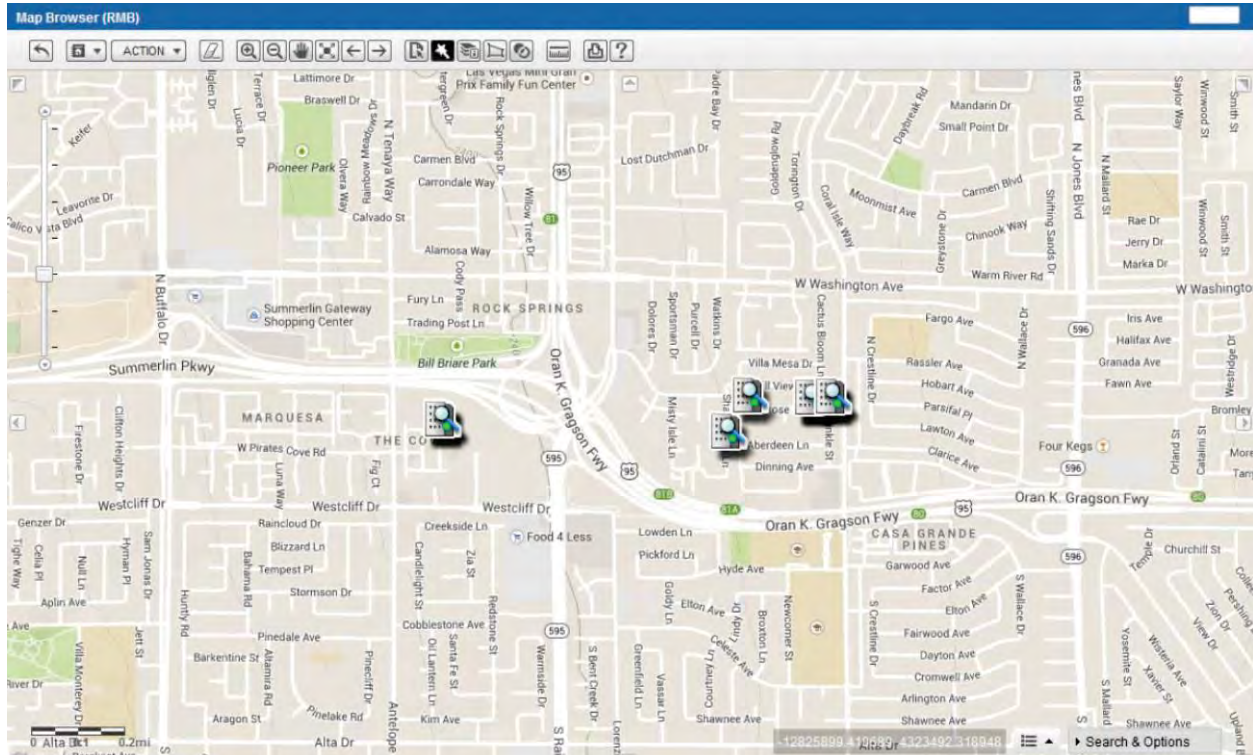
**Summary** | **Profile** | **Transactions** | **Delinquency** | **Maintenance**

Account	Licenses/Permits/Cases
<input type="checkbox"/> Account opened 7/30/2010 <a href="#">Sign up for Direct Debit</a>	<input type="checkbox"/> Building Application 08-STR1027 applied 4/3/2008
<input type="checkbox"/> Michael Rivera - 1 - Credit Rating, Score 0	<input type="checkbox"/> Building Application NPDES2012-1413 applied 2/9/2012
<b>Bills</b>	<input type="checkbox"/> Building Application 13-1448 applied 10/6/2013
<input type="checkbox"/> Current bill \$30,025.00 past due since 2/13/2014 <a href="#">Create Payment Arrangement</a>	<input type="checkbox"/> Building Application 13-STR1589 applied 12/18/2013
<input type="checkbox"/> Last Payment \$799.20 received 9/14/2014	<input type="checkbox"/> Building Application 13-ELE1590 applied 12/18/2013
<b>Pending Activity</b>	<input type="checkbox"/> Building Application 13-MEC1591 applied 12/18/2013
<input type="checkbox"/> \$194.00 Adjustment Marin Adjustment Marin Adjustment approved but unbilled <a href="#">Generate Interim Bill</a>	<input type="checkbox"/> Building Application 14-ELE1679 applied 4/16/2014
<input type="checkbox"/> \$14.00 Adjustment Marin Adjustment Marin Adjustment approved but unbilled	<input type="checkbox"/> Building Application 14-MEC1680 applied 4/16/2014
<input type="checkbox"/> Building Application 08-STR1027 Closed applied 4/3/2008	<input type="checkbox"/> Building Application 14-PLB1681 applied 4/16/2014
<input type="checkbox"/> Building Application NPDES2012-1413 Draft LTCP Pending applied 2/9/2012	<input type="checkbox"/> Building Application 14-ELE1742 applied 9/3/2014
<input type="checkbox"/> Building Application 13-1448 Planning Review applied 10/6/2013	<input type="checkbox"/> Building Application 14-ELE1743 applied 9/4/2014
<input type="checkbox"/> Building Application 13-STR1589 Final Inspections applied 12/18/2013	<input type="checkbox"/> Planning Application 13-SUB1085 applied 10/6/2013
<input type="checkbox"/> Building Application 13-ELE1590 COQ applied 12/18/2013	<input type="checkbox"/> Planning Application 13-SUB1086 applied 10/6/2013
<input type="checkbox"/> Building Application 13-MEC1591 Fees applied 12/18/2013	<input type="checkbox"/> Planning Application 13-SUB1089 applied 10/6/2013
	<input type="checkbox"/> Planning Application 13-CUP1121 applied 12/18/2013

## Infor GIS

Infor GIS enables you to view Geographic Information System (GIS) map data through the system. You can view open work orders and service request locations, and you can also create projects through a map-based graphical user interface (GUI). It works with major GIS solutions including ESRI, Intergraph, and AutoDESK products. The application can draw data from a variety of sources, including GIS maps, system lookups, workload locations, and more.

The Infor GeoAdministrator is a robust toolset for editing and maintaining spatial data and the relationship to operational data. GeoAdministrator provides GIS and database administrators the greatest level of data management control and most efficient data editing tools. It's quality control tools allow users to check the quality of the data to ensure that no orphan records exist in either the Infor database or the GIS database.



## Infor Technology Foundation

Underlying Infor's proposed Infor ERP for Government is the Infor Technology Foundation, tools that enable integration, collaboration, and productivity. Infor's Technology Foundation have been built with a key objective in mind—to integrate the most mature, proven, and industry-driven applications available with modern, innovative technologies that change everything you thought you knew about enterprise software. Below, we have provided product overviews of several of our Technology Foundation tools that highlight the integration, collaboration and productivity capabilities of our solution.

**TECHNOLOGY FOUNDATION**  
Integration | Collaboration | Productivity

Figure 3-31

**Intelligent Open Network (ION)**—Even though the City is embarking on an enterprise wide business solution, there will always be the need to integrate data from and to the **Infor solution from other in-house applications and tools. Infor ION enables intelligent** business operations by simplifying integration between disparate systems, while combining contextual business intelligence, common reporting and analysis, streamlined workflow and business monitoring in a single, consistent architecture.

The Infor ION platform creates an inverted model for enterprise applications that moves them away from huge, complex middleware stacks. You get enterprise-wide visibility in a single management and modeling environment, plus a unified platform for social, mobile, and cloud. This simplifies integrations and upgrades, reduces the burden on IT, and gives end users greater flexibility to adapt business processes as needed.

ION is fundamentally a publish/subscribe framework that uses XML standard business object documents (BODs) and it supports the following integration methods:

- Native **Infor application pre-built integrations** (EAM, IPS, Lawson, and others).



- Text file consume/produce
- Database select/insert
- Web Services
- JMS message
- Business Process workflow callouts
- Additional pre-built 3rd party connector integration (for EDI, Oracle eBusiness Suite, SAP, and Salesforce.com).

**Infor Process Automation**—Infor Process Automation is an enterprise-level Integration and Workflow Engine that is native to our proposed Financial Management suite. IPA combines flexible Workflow with robust integration in one simple visual tool. Some of the connectivity options with IPA are:

- File parsing and creation for XML, CSV, and Flat files
- Infor direct Data Queries and automated Transactions via Infor's XML API wizards
- SQL/JDBC connector for direct 3rd party data-level connections
- LDAP query/update connector for centralized user management
- Web Services consumption: WSDL, UDDI, SOAP
- IBM **WebSphere DataStage** for data transformations and MQ for message queuing services

**MHC Document & Image Express**—As part of the proposed Infor solution, Infor embeds integration with MHC Image and Document Express, an enterprise content management (ECM) solution. MHC provides document imaging (Image Express) and document output (Document Express) capabilities, described below, that supports the capture, management, storage, and delivery of documents for the City.

- MHC Document Express—**Infor provides delivered integration with MHC Document Express for production of customized forms for NCAS, including Purchase Orders, Vendor Checks, 1099s, Employee Paychecks and W-2s.** Document Express maintains a document history of all printed/distributed checks/advices for controlled reprinting, document history review and reporting, and non-negotiable copies.
- MHC Image Express—MHC Software's Image Express is the easiest, fastest and most economical enterprise content management (ECM) solution for Infor clients to deploy. Image Express was developed specifically for Infor users to support document image capture, retrieval and routing with seamless integration to the Infor solution and to a suite of additional document management products MHC offers.
- **MHC Document Self Service: MHC Document Self Service facilitates the publishing of documents such as Pay Stubs and W-2s to Infor's Employee Self Service. Employees can view and print detailed PDF-format pay advices directly from ESS. Automatic e-mails can alert employees when pay stubs are available for viewing and printing. Audit trails track all document activity.**

**Ming.le**—Infor Ming.le™, is a comprehensive platform for business collaboration, business process improvement, and contextual analytics. Giving the City the most innovative social media concepts translated into a business environment, the solution marries communications with business processes to help you work smarter and faster.





Unlike information sharing technologies that are disconnected from your core applications, Infor Ming.le™, is fully embedded with your organizational systems. All employees, regardless of their roles, can communicate, collaborate, and share information such as documents, plans, photos, and videos from a centralized location, with all activity captured and easily searchable. The City can put information at employees' fingertips with contextual intelligence, increase response times, and prevent problems with tasks and alerts, get the full picture of any issue or question with drillback capabilities, and get work done in new, game-changing ways with the use of social objects.

**Infor Notifications(Recommended)**—Infor Notifications is a powerful mobile interface for reviewing and approving your business process notifications managed by Infor Process Automation (IPA) and/or Infor Process Integration (IPI). Notifications include work flow items and application messages that are proactively sent to users for review and action. Simply select a notification, review core information and "other" details included for decision-making and then take action. For example, approve or reject an approval request and move your defined business process on to the next step.

**Smart Office**—Smart Office is an intuitive interface that is easy to use and adds to user productivity. Smart Office desktop-personalization technology provides the user with a canvas and allows the user to personalize the workspace. Smart Office when used in conjunction with the other system tools listed in this section brings all applications into one seamlessly integrated user interface. The focus is on the user, allowing them to tailor and personalize how they interact with enterprise applications, making them more effective and productive. It places the user at the center of the information workplace and its multiple processes.

**Microsoft Add-Ins**—With Infor's Microsoft Add-ins, you can access any application page and field(s) from the Infor solution and send the data directly to Microsoft Excel, thus allowing ad-hoc reporting and analysis without any technical expertise or knowledge required. Users can also create mail merge letters with any Infor field and send directly to Microsoft Word. Finally, with the upload wizard, you can upload any flat file into the Infor system, using a point and click wizard to map large batches of manual entries directly to the Infor database. All Infor applications are fully compliant with both OLE and DDE standards.

**Drill Around®**—Drill Around® allows your users to view information about which they want to learn more. Users simply point and click to navigate logically related information. Navigating based upon intelligent metadata, rather than hard coded paths, enables users to follow logical and limitless paths to answer questions. This navigation can also include applications in non-Infor systems. As a component of Infor's Technology Foundation, Drill Around® is possible because of Infor's open, web-addressable architecture. In addition, Infor Drill Around® has none of the maintenance, support, or custom coding required in other vendors' systems that attempt to create this type of function. Drill Around® is a truly unique Infor feature with tangible user benefits for the City.

### **Describe the product direction for the company, including time frames.**

At Infor, we believe that businesses and organizations in our target markets are increasingly taking advantage of information technology to manage their operations more effectively.

One of our primary missions is to lower our customers' total cost of ownership with applications that are:

- Built on an industry standard technology platform
- Purpose built for the sectors and markets we serve
- Beautiful and innovative





Figure 3-32

Our enterprise software products are developed to meet the specific needs of customers in our targeted verticals and generally enable customers to have functionality tailored to the unique needs of their markets. We intend to continue the design, development and deployment of industry-specific products and technologies that maximize ease-of-use and provide a lower total cost of ownership for customers by saving them time and resources during implementation. To maximize the benefits of our industry-specific solutions, we complement our industry expertise through our professional services organization and strategic relationships with key partners.

As part of our vision to create software that simplifies the way people work, Infor strives to create a cohesive design vision for our software solutions. To accomplish this, Infor uses Hook & Loop, our internal creative think tank.

Infor is modernizing the user experience with rich integration of social media technologies, providing enhanced enterprise collaboration through our Ming.le Enterprise user experience frameworks. Ming.le not only allows in-context collaboration between departments, it also captures those conversations, preserving the organizations' intellectual capital.

Part of building applications that meet today's demands also includes strong push into mobile delivery of key functions. Infor has invested, and continues to invest heavily, in delivering rich mobile applications. This provides users the ability to interact with those key business functions through simple, direct, and self-evident applications. Delivering mobile apps that are easy to understand, simple to use, and streamlined of function will increase user adoption and participation in core business functions.

Infor is also focused on the delivery of rapid, in-context business analytics. We provide data warehouse functionality that runs on SQL Server Analysis Services as well as a powerful Infor developed in-memory data warehouse. Our approach of driving the customer and user experience within our business software also applies to analytics. It's important to customer productivity to allow end-users the ability to interact directly with the data warehouses without relying on technologists. Users can create their own reports, views and dashboards using delivered Infor tools without requiring technology support.

As part of our effort to move to standard technology platforms, our Infor Public Sector Financial and Human Capital Management applications have been undergoing a systematic and gradual technical modernization from legacy 4GL technologies into Java and HTML5. That transformation will continue for the next several years.

There is not a specific time frame related to these company and product strategies. We further the capabilities delivered within our solutions with each product release.



### **Describe unique aspects of the Vendor's solution in the marketplace.**

Infor is fundamentally changing the way information is published and consumed in the enterprise, helping 70,000 customers in more than 200 countries and territories improve operations, drive growth, and quickly adapt to changes in business demands. Infor offers deep industry-specific applications and suites, engineered for speed, and with an innovative user experience design that is simple, transparent, and elegant. Infor provides flexible deployment options that give customers a choice to run their businesses in the cloud, on-site, or both.

Infor products mark the debut of an entirely new category of business software, conceived from today's flexible open standards and delivered through an agile, unbreakable architecture that gives customers the speed, freedom, and power they've always wanted—but couldn't get until now. With the Infor suite, we're reimagining business software to change the way work is done in the industries we serve. We're building industry suites that deliver maximum value quickly, with features tailored to the specific needs of each industry.

By creating revolutionary lightweight middleware technology, and new ways to implement and integrate business software, Infor helps companies leap over traditional application boundaries to improve performance and streamline workflow.

In our responses above, we have detailed why we believe that this unique approach to business applications will benefit the City.

### **Describe components of the solution that are industry standards versus being proprietary to the Vendor.**

Infor's proposed applications have been developed using industry standard tools and technologies to deliver a 100% web based solution. Infor takes advantage of standard and available web technologies and standard published interfaces that include HTTP, HTTPS, TCP/IP, XML, JavaScript and HTML. By basing our applications on industry standard technologies we have streamlined technical integration and expansion of functionality activities and tasks.

Within our highly componentized architecture, Infor ERP allows each component to evolve technologies independent of other components. This has allowed us to evolve databases, workflow and interfacing, middleware, reporting, and user interfaces, among other components, independently as their associated technologies change. We support industry standard Application Server Operating Systems, Relational Databases, Web Servers, Servlet Container and LDAP servers. Our infrastructure partners include Microsoft, Oracle and IBM.

All of the proposed business applications are developed, using industry standard technologies, by Infor and our partners, and are proprietary.

### **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.



Infor develops industry-specific solutions to support our customers' business requirements. Based on a customer's specific needs, we incorporate industry leading best-of-breed partners when appropriate, to ensure our customers never need to compromise when it comes to running their business.

Proposed Third-Party Solution	Business Purpose	Level of Delivered Integration
MHC Document, Image Express, and Document Self-Service	Document Imaging & Attachments, Production of Customer-specific forms (checks, purchase orders, invoice), Support for AP Invoice Automation	Embedded Functionality and Interactivity
BSI Tax Factory	Payroll Tax Tables, Calculation and Regulation Management	Embedded Functionality
PCI Revenue Management	Cashiering and Point-of-Sale Management	Data Interface with General Ledger and Accounts Receivable
SymPro Debt & Investment Management	Debt & Investment Management	Data Interface with General Ledger
PatternStream for Government by Finite Matters Ltd.	Budget Book Production	Dynamic Data-Level

Figure 3-33

## Tab 7

### Technical Infrastructure (Section 4)

#### 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.)

Infor Lawson ERP is a web-based application supporting both a browser client and a rich client that both work over http(s). Infor Lawson's componentized architecture on the server allows for several deployment options spanning from small to mid-sized to very high-volume customers. The four major components on the server consist of the **database layer, application layer, web services layer (called Internet Object Services – IOS), and reporting**. These layers can all reside on a single server, or can be spread over two, three, or more servers as required to achieve **necessary response times and batch windows**.

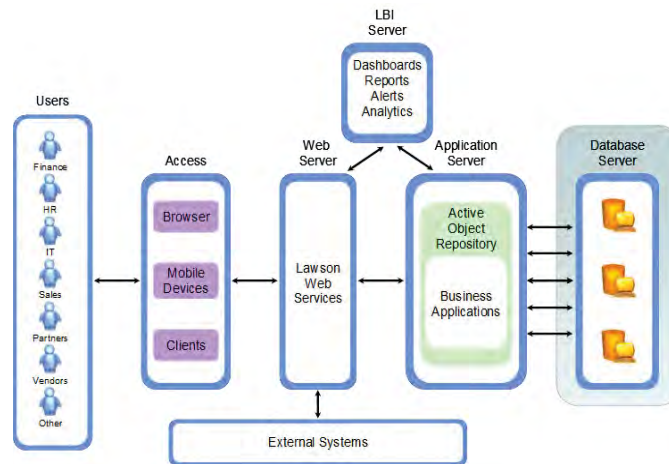


Figure 4-1

Infor Lawson ERP offers support for a wide range of hardware (Dell, HP, IBM, and Sun), operating systems (UNIX, Windows, and System i), and database platforms (DB2, Oracle, and SQL Server), which allows organizations to deploy a solution configuration that minimizes new equipment costs and leverages existing resources.

All of our supported platforms are considered tier 1. In general, our UNIX platforms have more vertical scalability (supporting up to 32 processing cores) than Windows, which tends to top out at 8 cores. However, Infor Lawson gets great processing from all of our platforms and we have about half on Windows and half on UNIX.

Vendor	Hardware Line	Operating System	Supported Versions
IBM	System i	i5/OS	V7.1
IBM	Power	System p	7.1
HP	Itanium	HP/ux	11i v3
Sun	Sparc	Solaris	10
Intel-based PC-server	IBM System x HP Proliant Other	Windows	Windows 2012 Server

Figure 4-2

The Infor Lawson ERP solution's only network requirement is TCP/IP, the de facto standard for transmitting data over networks. Infor Lawson can be deployed on any network that supports this suite of communication protocols, including popular topologies such as Ethernet and Token Ring.

Infor clients connect to the application server(s) via http over TCP/IP. This is true of both internal clients on LANs and any external clients on WAN or through remote access. There are no special requirements of the Infor Lawson client other than ensuring that http traffic can get from the client to the Infor Lawson servers. For remote (non LAN/WAN) users, any method that exposes the servers to the client for http traffic will work with Infor Lawson. Most customers deploy VPN solutions to allow remote clients to have access to the internal Infor Lawson servers. Infor Lawson can also set up an external access point in the DMZ to





provide internet connectivity without the need for VPN. Most customers, however, favor a VPN solution for security concerns.

The Infor clients work best with at least a 128 kbps connection. Most cable/DSL connections exceed this specification and work well for remote access.

**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.**

Part of building applications that meet today's demands also includes strong push into mobile delivery of key functions. Infor has invested and continues to invest heavily in delivering rich mobile applications. Users are able to access key business functions through simple, direct, and self-evident applications. Delivering mobile apps that are easy to understand, simple to use, and streamlined in function will increase user adoption and participation in core business functions.

Infor delivers native mobile applications throughout the solution and including mobile applications for administrators, business users, application support staff, employees, customers, and vendors. Infor provides a number of pre-built mobile applications. All mobile applications are available on the Apple iOS and Android mobile platform with near-term delivery of all mobile applications on Windows 8 mobile devices as well.

The Infor Lawson mobile applications include but are not limited to the following:

- **Infor Notifications.** Infor Notifications is a powerful mobile interface for reviewing and approving your business process notifications managed by Infor Process Automation (IPA) and/or Infor Process Integration (IPI). Notifications include work flow items and application messages that are proactively sent to users for review and action. Simply select a notification, review core information and other details included for decision-making, and then take action. For example, approve or reject an approval request and move your defined business process on to the next step.
- **Infor Lawson System Mobile Monitor.** Extend the productivity of your IT workforce by giving administrators mobile access for monitoring, diagnosis, and management of your Infor Lawson System Foundation environment from an Android or iOS device. You get role-based security, along with the flexibility of anywhere, anytime access.
- **Infor Mobile Talent Manager.** Infor Talent Manager provides quick access to your team's preferred contact information and key data to help you manage your resources. View a team member's profile for relevant information about their work, their compensation and how they are performing. At a glance view who's working on your key business initiatives. Find the right person at the time you most need to get in contact with them. Provide your team with on-the-fly updates about their performance and goals. The Infor Talent Manager app allows you to extend your existing Infor Talent Management application on your iOS mobile device.
- **Infor Mobile Employee.** Lawson Mobile Employee allows Employees and Managers to access and take action on information from the Infor Lawson Human Resources management system. Mobile access to contact information, a company directory, employee profile, paychecks, pay history, and benefits is provided.
- **Mobile Financials.** Infor Mobile Financials helps your finance and accounting staff quickly research and get status on account balances, invoices and payments through their iOS devices.

putting financial information at their fingertips while away from their desks. Designed specifically to bring the power of Infor Financial Management to mobile devices, Mobile Financials allows users to:

- Review and approve invoices in Accounts Payable
  - Look up and review vendors and vendor history
  - Review and approve journal entries
  - Review open customer invoices and related payments
  - Look up and review customer details and history
  - View customer payment trending
- **Mobile Assets.** Infor Mobile Assets helps your assets team and other staff to quickly look up assets, perform inventory and update asset information through their iOS devices, freeing them from their desks and making them more productive. Designed specifically to work with the Asset Management module within Infor Financial Management, Mobile Assets allow users to:
  - Inquire on assets by location, type, owner, tag and other data
  - Look up and perform an inventory of assets
  - Update assets
  - Transfer assets
- **Mobile Requisitions.** Infor Mobile Requisitions is offered free of charge to any customer that wishes to use the technology. Current platforms include tablet devices, as well as certain smartphones (iPhone 4S and higher, Android, and Blackberry). Mobile users can currently create requisitions from standard City templates; track requisitions, including approval and procurement status, as well as requisitions that are fulfilled from internal warehouses; and receive purchase orders created from each requisition.
- **Mobile Inventory.** Infor Mobile Inventory is available to any customer that wishes to use the technology. Current platforms include tablet devices, as well as certain smartphones (iPhone 4S and higher, Android, and Blackberry). Mobile users can currently look up items and see where they are available (device cameras can be used to read barcodes); look up and review location details, including adjustments through cycle counts; and create replenishment documents to restock supplies.

**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.**

The Infor Lawson ERP architecture has a simple design, separating the web, application, and database tiers across one or more servers, and supports all industry standard Disaster Recovery options: Disk mirroring/RAID, Windows clustering Active/Active to Active/Passive configurations with hot and cold sites. The Lawson architecture is highly scalable supporting multiple servers and load-balancing at the web, application, database, and reporting tiers. This ensures expandability to meet future growth.

Based on information in the RFP, Infor can provide a budgetary estimate included here. The City can present this to their preferred hardware vendors for pricing and hardware details such as electrical requirements, environmental tolerances, etc. This estimate is considered as budgetary only – the final sizing will result from the City completing our on-line sizing questionnaire. Note that this configuration depicts separate physical servers for many of the modules, but there are consolidation opportunities using virtualization. For purposes of this RFP we chose the Windows platform, but the City is free to choose any of the operating systems and hardware platforms supported by Infor Lawson.

Infor does not specify requirements for non-Production environments such as dev/test/train as the requirements for such environments vary greatly among customers. Some customers choose to minimize expense with non-Production environments due to light training requirements, no custom development, or other factors. Those customers may choose non-Production environments that reflect approximately 15 – 25% of production capacity. Other customers will choose to have tested a duplicate of production, ensuring their test will reflect their real-world experience; however, they do this at increased cost. Similarly, DR environments vary greatly among customers based on their processing tolerance during a failure event. Some customers choose to have the DR environment mirror exactly the production so that there is no processing difference. Others choose to categorize the various modules into levels of criticality and only DR the most highly critical modules. Thus both non-production and DR sizing and configuration can only be accurately done after considerable consultation between the implementation team and the customer. For budgetary purposes, the City should consider numbers for those systems from 50% to 100% of production.

**Production Hardware Sizing - Budgetary Estimate ONLY– Win/SQL (~1500 users)**

infor		Infor's Lawson Suite – Financials, Supply Chain, Business Intelligence, Smart Office, Ming.le Foundations, ION, Process Automation, d/EPM				
		Server	Cores	RAM	Disk	Application
Windows Servers Core Applications & DB	{	LSF	4	24	200	WebSphere – Lawson Financials, HR/PR & Supply Chain Suite + LDAP
		LMRK	8	32	200	WebSphere – Cash & Treasury, Strategic Sourcing, Contract Management, Process Automation
		DB	4	24	800	SQL Server Database
Windows Servers Edge Applications (optionally virtualized)	{	DMZ	2	4	50	*DMZ External Web Server – Access for Suppliers/Candidates (*can use existing DMZ server)
		MNGL	4	16	80	*Infor Ming.le – SharePoint Foundations (*can use existing SharePoint server if resources available)
		LSO	4	8	80	Lawson Smart Office
		LBI	4	8	100	Lawson Business Intelligence
		ION	4	12	120	ION Process Suite
		d/EPM	16	32	500	d/EPM + Infor Financial, Project & Supply Chain Analytics + Business Performance Warehouse
		MHC	4	8	150	MHC Document Management Server

**Figure 4-3**

Note that this configuration depicts separate physical servers for many of the modules, but there are consolidation opportunities using VMware virtualization. This representation is for a Windows configuration, but Lawson also supports HP/ux, IBM AIX and i5OS, and Sun Solaris.

**Identify where conflicts may exist between your solution and current technologies being used in the City as described in section 1.5.**

Based on the current technical environment and technologies outlined in the RFP, the Infor solution is compatible with those technologies, and hence no conflict has been identified.



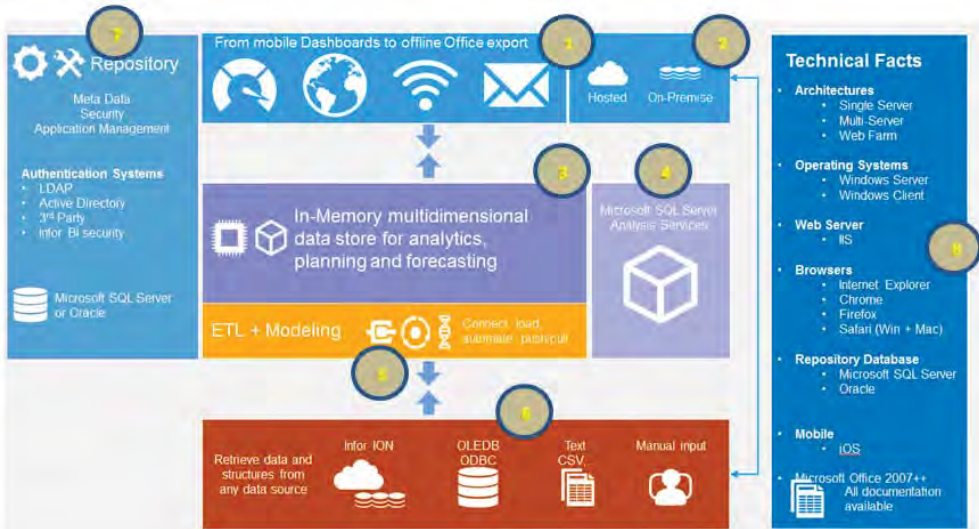


Describe your proposed information architecture/model (preferably using a PowerPoint or Visio diagram). This should depict data models, taxonomy, data elements, coding structures, a process for standardizing on a particular coding structure, data definitions (employees, Vendors, invoices, etc.)

Infor Lawson utilizes a standard, normalized data model. Lawson provides an online data dictionary that IT users use to explore the data model, including the **table and field definitions**, indexes, delete rules (cascade or prevent), relationships, and conditions. Lawson is a large system including approximately 2000 tables and over 6500 program objects. Thus we **do not provide a visual model as the model is so huge that it becomes unwieldy**. Developers, report writers, and other technical users simply use the online data dictionary for discovery of the data model and relationships.

### 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.								
	<p>The Infor Lawson ERP solution's only network requirement is TCP/IP, the de facto standard for transmitting data over networks and between server components. Infor can be deployed <b>on any network that supports this suite of communication protocols, including popular topologies such as Ethernet and Token Ring.</b></p> <p>Infor clients connect to the application server(s) via http over TCP/IP. This is true of both internal clients on the City LANs and any external clients on WAN or through remote access. There are no special requirements of the Infor client other than ensuring that http traffic can get from the client to the Lawson servers. For remote (non LAN/WAN) users, any method that exposes the servers to the client for http traffic will work with Infor. Most customers deploy VPN solutions to allow remote clients to have access to the internal servers. Infor can also set-up an external access point in the DMZ to provide internet connectivity without the need for VPN. Most customers, however, favor a VPN solution for security concerns.</p> <p>Infor clients work best with at least a 128 kbps connection. Most cable/DSL connections exceed this specification and work well for remote access.</p>								
2.	What database are you proposing?								
	<p>Infor Lawson ERP supports the three industry leading relational database management system (RDBMS) platforms:</p> <table border="1"><thead><tr><th>Vendor</th><th>Supported Versions</th></tr></thead><tbody><tr><td>Oracle</td><td>10g R2, 11g</td></tr><tr><td>IBM DB2</td><td>DB2 Universal Database: UDB 9.1, UDB 9.5</td></tr><tr><td>Microsoft SQL Server</td><td>MS SQL Server 2005, 2008, 2012</td></tr></tbody></table>	Vendor	Supported Versions	Oracle	10g R2, 11g	IBM DB2	DB2 Universal Database: UDB 9.1, UDB 9.5	Microsoft SQL Server	MS SQL Server 2005, 2008, 2012
Vendor	Supported Versions								
Oracle	10g R2, 11g								
IBM DB2	DB2 Universal Database: UDB 9.1, UDB 9.5								
Microsoft SQL Server	MS SQL Server 2005, 2008, 2012								

	<p>Infor Lawson ERP supports the standard database options provided by our DB vendors. Database setup, tuning, monitoring, journaling, logging, etc. are all performed with the tools provided by the database vendors and/or any vendor certified partners. Lawson uses standard commit/rollback transaction processes to protect transactions from hardware failures.</p>
3.	<p>Does your proposal contain or envision the use of a data warehouse? If yes, describe your data warehousing capabilities and architecture.</p> <p>Infor Business Performance Warehouse (BPW) provides a robust data warehouse solution that provides the ability to create a model-driven data warehouse from any relational source, but also provides pre-defined data warehouse models to monitor and manage business process performance from the Infor Lawson products. The BPW Data warehouse supports and recommends a multidimensional data warehouse design (Kimball methodology). This makes it very easy to build reports from and to build Analytical Cubes (OLAP) for pre-calculated top-down analysis.</p>  <p><b>The complete Business Intelligence Suite Solution</b></p> <ol style="list-style-type: none"> <li>1. People need to be able to receive information in a form and method that is appropriate for the way they conduct business. This can be in a dashboard, in a web browser, through an email notification, through Office products, or via a mobile device.</li> <li>2. The solution is available on-premises or hosted.</li> <li>3. Technically, we use in-memory multidimensional data stores for real-time planning, modeling, and analysis.</li> <li>4. We leverage Microsoft Analysis Services cubes for our pre-built content and for deployment of new analytic cubes.</li> </ol>

	<p>5. We use a complete Extract-Transform-Load platform plus pre-built ETL mappings to populate our delivered pre-built analytics content. In addition, you also get the technology to extend the solution to include your own data as necessary.</p> <p>6. Our ETL technology can acquire data from any source, including Infor ION Cloud services, any SQL database connection via OLEDB or ODBC, or text files; additionally, it supports manual entry of data without restriction</p> <p>7. The solution includes a pre-built metadata extensible repository that houses the metadata, security, and application management components. We authenticate through LDAP, Active Directory, native Infor BI Security. All of this is stored in either a SQLServer or Oracle database.</p> <p>8. The technical details:</p> <ol style="list-style-type: none"> <li>Can be on a single large server or placed across multiple servers</li> <li>Windows Server/Client</li> <li>Web Server is Microsoft IIS</li> <li>We support all the major browsers on the market today</li> <li>The Repository database can be deployed on SQL Server or Oracle</li> <li>Currently supports Apple iOS for our mobile solution, with future plans to support Android devices</li> </ol>
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.
	Infor delivers all the tools and utilities necessary to manage our solutions. These tools include the data dictionary and other DB related utilities (load, dump, reorg, etc.), job scheduler for single and multi-step jobs, data import/export APIs, user-driven purge/archive programs, Application Maintenance Toolkit for applying patches and updates, screen generation utilities, security administration utility, workflow administration programs, and many others.
5.	Describe the network management systems that either your system uses, interoperates/integrates with, or you recommend. Please specify.
	Infor has no specific recommendation on network management systems. Infor Lawson ERP only requires that an http connection be available between the client workstation and the server. Any network management system that can provide that connection will work with Lawson.
6.	Describe what, if any, footprint (e.g. local software artifacts such as DLLs) exists on the user's desktop.
	Infor Lawson ERP provides two clients: a 100% browser-based client and a smart client called Smart Office. The browser client can run on any hardware that adequately runs a browser. This is typically a Pentium IV at 1.5 GHz or better with minimum 512 MB RAM, 1 GB recommended.

**Lawson Smart Office Client Hardware Requirements:**

Client-Side Hardware	Requirements
Processors	Minimum Pentium 4 1.5 GHz+ Recommended Intel Dual Core processor 2.4 GHz+
RAM	Minimum 1 GB Recommended 3 GB
Disk	200 MB
Other	Minimum screen resolution 1024x768 Recommended screen resolution is 1680x1050 (16:10) or 1920x1080 (16:9). Graphics processor capable of DirectX9 or above. For Windows Presentation Foundation Tier level 1 and above see: <a href="http://msdn2.microsoft.com/en-gb/library/ms742196.aspx">http://msdn2.microsoft.com/en-gb/library/ms742196.aspx</a>

**Client Software:**

Microsoft Windows 7 32 and 64-bit  
Microsoft Windows 8 32 and 64-bit  
Internet Explorer 7.0+, 8.0+, 9.0+, 10.0+  
Certain external-facing web applications run in the following browsers on any OS that fully supports those browser versions:  
*Internet Explorer 8+; Firefox 3.2+; Chrome 3.0+; Safari 4.0+*  
Lawson also provides two way interfaces with certain Microsoft Office products. Lawson supports the following versions of Office:  
*Office 2003, XP, 2007, 2010*


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.

See Answer to #6 above.

8. Please describe the physical and technical preferences for a user acceptance testing (UAT) environment?

Infor would **request that a test lab be created. It** should be within a secure part of the City's infrastructure, with limited access or access only granted to authorized users. This lab would be equipped with full IT capability (e.g. stable workstations, internet accessibility, electrical drops, etc). It should also be equipped with the appropriate number of computers at each workstation for testers to utilize, so that effective testing can be conducted successfully by users.

User Acceptance Testing is designed to allow the end users of the new system to test on daily business workflows and processes, rather than on conformance to requirements. UAT may leverage the scripts that have been created within integrated system testing (IST), but should align more closely with the daily work activities of the end users. This would include line workers, approvers, managers, team leads, field organizations, etc. As with IST, any

	automated interfaces or nightly batch jobs should also be included within the test scripts, and should just follow what normally happens during a typical business cycle. New functionality may require specific scripts to be written as some functional capabilities will be new to the end users.						
9.	Will the products/solutions proposed for on premise be supported in a virtualized environment and, more specifically, using VMware?						
	The Infor solution is fully supported in a virtualized environment, including the use of VMWare.						
10.	Please provide a list of payment processing vendors you have experience doing business with?						
	 <p style="text-align: center;"><u>Trade References</u></p> <table border="0"> <tr> <td> <p>Fedex Billing On Line PO Box 371599 Pittsburg, PA 15250-7599 Phone: (901) 397-1918 AR Contact: Sharelle Jonesi</p> </td><td> <p>Accu-Time Systems Inc P O BOX 417267 Boston, MA 02241-7267 Phone: (860) 870-5000 Fax 860-872-1511</p> </td></tr> <tr> <td> <p>Jones Lang LaSalle One Deerfield Centre 13560 Morris Road Alpharetta, GA 30004 Contact: Ali Meek (678) 240-4300</p> </td><td> <p>Gartner, Inc. PO Box 911319 Dallas, TX 75391 Phone: (239)561-4815 Fax: (866)225-4277 Contact: CFS.gartner.com</p> </td></tr> <tr> <td> <p>TCI Consulting P.O. Box 22529 Louisville, KY. 40252-0529 Phone: (502) 326-4719 Fax: (502) 326-8881 AR Contact: Diane D. Gibson</p> </td><td> <p>Rocket Software, Inc. 77 Fourth Ave Ste 100 Waltham, MA 02451 Ph: (781) 577-4321 Fax: (617) 630-7100 Finance-AR@rocketsoftware.com</p> </td></tr> </table>	<p>Fedex Billing On Line PO Box 371599 Pittsburg, PA 15250-7599 Phone: (901) 397-1918 AR Contact: Sharelle Jonesi</p>	<p>Accu-Time Systems Inc P O BOX 417267 Boston, MA 02241-7267 Phone: (860) 870-5000 Fax 860-872-1511</p>	<p>Jones Lang LaSalle One Deerfield Centre 13560 Morris Road Alpharetta, GA 30004 Contact: Ali Meek (678) 240-4300</p>	<p>Gartner, Inc. PO Box 911319 Dallas, TX 75391 Phone: (239)561-4815 Fax: (866)225-4277 Contact: CFS.gartner.com</p>	<p>TCI Consulting P.O. Box 22529 Louisville, KY. 40252-0529 Phone: (502) 326-4719 Fax: (502) 326-8881 AR Contact: Diane D. Gibson</p>	<p>Rocket Software, Inc. 77 Fourth Ave Ste 100 Waltham, MA 02451 Ph: (781) 577-4321 Fax: (617) 630-7100 Finance-AR@rocketsoftware.com</p>
<p>Fedex Billing On Line PO Box 371599 Pittsburg, PA 15250-7599 Phone: (901) 397-1918 AR Contact: Sharelle Jonesi</p>	<p>Accu-Time Systems Inc P O BOX 417267 Boston, MA 02241-7267 Phone: (860) 870-5000 Fax 860-872-1511</p>						
<p>Jones Lang LaSalle One Deerfield Centre 13560 Morris Road Alpharetta, GA 30004 Contact: Ali Meek (678) 240-4300</p>	<p>Gartner, Inc. PO Box 911319 Dallas, TX 75391 Phone: (239)561-4815 Fax: (866)225-4277 Contact: CFS.gartner.com</p>						
<p>TCI Consulting P.O. Box 22529 Louisville, KY. 40252-0529 Phone: (502) 326-4719 Fax: (502) 326-8881 AR Contact: Diane D. Gibson</p>	<p>Rocket Software, Inc. 77 Fourth Ave Ste 100 Waltham, MA 02451 Ph: (781) 577-4321 Fax: (617) 630-7100 Finance-AR@rocketsoftware.com</p>						



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?
	Infor is one of the pioneer web based products and is engineered for fast response times both from application, report, and process performance. Individual experiences will vary according to network speeds and server and client characteristics. Infor does not offer performance guarantees for on-premise implementations. Infor can easily configure a system that meets the performance needs of the City. However, many factors out of Infor's control can affect performance, such as network bandwidth, server resources, and other factors. Therefore we do not guarantee any response times.
12.	Can you guarantee a 3-second maximum response time?
	No. Infor can easily configure a system for less than a 3 second response. However, many factors out of Infor's control can affect performance, such as network bandwidth, server resources, and other factors. Therefore, we do not guarantee any response times.
13.	What are your guarantees on system performance?
	As stated above, Infor cannot guarantee any performance statistics, as there are too many factors out of our control.
Security	
14.	Describe how your system interoperates with Active Directory.
	Infor has a configuration option that will bind user authentication to the City Active Directory. In this configuration all password policies are controlled by Active Directory. Once authenticated, all user authorization is controlled by the Lawson security system based on customer defined access rules which are stored in a Lawson-specific instance of an LDAP.
15.	Describe the security audit capabilities of your proposed solution.
	<p>Infor tracks user ID and date/time stamp on transactions. In addition, over 140 key transactions have a configurable detailed audit showing previous and new values of the records, including: employee, applicant, vendor, customer, item, and invoice. Infor also provides a configuration that passes the unique user names to the database, allowing full database auditing including read access auditing.</p> <p>The Security Administration tool within the Infor Lawson suite also provides many reports, including role assignment, object access, security violations, and changes made to the security model itself.</p>



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?
	Bouncy Castle is used for encrypting sensitive fields in the system. End-to-End SSL communication between over the wire is fully supported, as well as WS-Security standards. Disk level encryption is also supported – managed at the DB/SAN level.
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)
	<p>Any bug fix or patches are released on an as-needed basis and are posted to the online support site.</p> <p>Infor calculates response targets as the difference between the time an incident is appropriately logged into the Infor Xtreme Portal and the time of Infor’s first value-added communication to Licensee.</p> <p>For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within one (1) hour during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within two (2) business hours. A response target is not set for Severity E support incidents.</p> <p>Infor customers who are covered by the Xtreme Elite support plan are provided a higher level of responsiveness. For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within thirty (30) minutes during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within one (1) business hour during scheduled business hours.</p> <p>Business hours for Xtreme Support are generally Monday through Friday (excluding holidays) from 8 AM to 5 PM in Licensee’s local time zone.</p> <p><b>24x5 Critical Incident Support</b></p> <p>The Infor Xtreme Support plan covers 24x5 Critical Incident Support for most Component Systems. <b>Critical Incident Support</b> is defined as the delivery of support via telephone for Severity 1 (production down) situations, as defined in this document. When Licensee calls for technical assistance regarding a Severity 1 issue outside of Xtreme Support coverage hours or during locally observed holidays, the call will be routed to an open Infor Xtreme Support Center or to the on-call resource. Severity 1 incidents will be worked in accordance with Licensee’s Xtreme Support plan terms, until the Component System(s) is operational, a commercially reasonable workaround is in place, or the incident severity can be lowered to Severity 2. Notwithstanding the foregoing, the Severity 1 Support incidents of Component Systems on an 8x5 Xtreme Support plan and all other severity levels will be logged for response the next local business working day. 24x5 coverage begins at 12:00 AM Monday through 11:59 PM Friday local time in Licensee’s time zone. For certain products Critical Incident Support is available only during standard Support hours.</p> <p>Critical Incidents (Severity 1) that occur after standard Support hours must be reported by telephone. Critical Incident Support outside of standard Support hours may be delivered in English only and covers only the generally available, unmodified version of the Component System(s). Critical Incident Support requires access to Licensee’s personnel and equipment both during and outside of standard Support hours.</p>



	<b>24 x7 Critical Incident Support Option</b> The Xtreme Premium and Xtreme Elite plans provide Critical Incident Support for Severity 1 incidents 24 hours per day, 365 days a year.
18.	What is your process for notifying the customer and fixing bugs once they have been identified?
	Customers are notified via electronic methods of critical incident or bug fix with interactive link to details on downloading from the Infor Xtreme website and installation instructions. Patches typically can be installed, tested, and moved to production in a single day.





## Tab 8

### Vendor Hosted Option (Section 5)

Ciber is proposing our Cloud Hosting Model for Fort Lauderdale. This model takes advantage of a private cloud environment, full application management services (although these may be customized to include or exclude any of our services if desired), production, test, and disaster recovery systems, monitoring, and defined service level agreements.

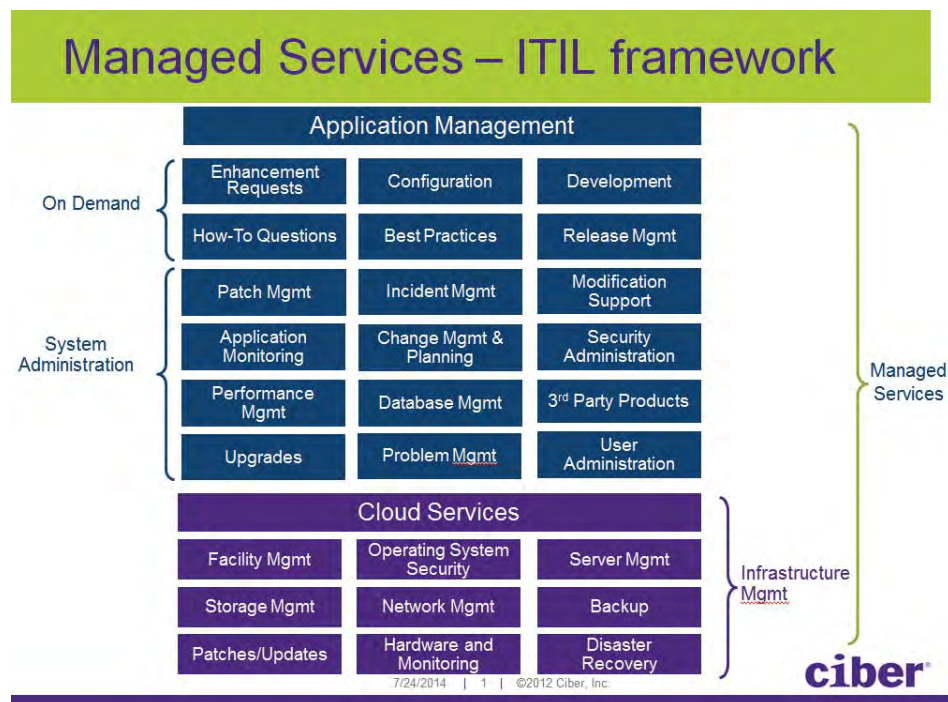
Tier 2 helpdesk services are included in the model, however, Ciber can provide a tier 1 helpdesk if the City desires that service.

The City will access the private cloud environment via a site-to-site VPN so there will be no impact to the City's network and bandwidth.

All business activities that the City needs to execute to support your business will be fully accessible via the cloud environment – this includes ODBC access to the database to facilitate reporting requirements and any other access that is required as long as it can be secured and protected from intrusion.

Ciber makes use of RemedyForce as our helpdesk/incident management tool. We follow ITIL standards for incident and service request level definition. We offer incident, service request, change management, and problem management as part of our RemedyForce toolkit.

The following graph depicts all of the different services that we offer in our Cloud AMS and Hosted model:



The following is an example of our standard SLAs:

#### Service Level Agreement

This Appendix represents a Service Level Agreement ("SLA") between Ciber and the City for the provisioning of the services defined in this SOW. Revisions to the SLA will be managed as part of a scheduled Service Management Review and handled as a change to SOW via the Service Change Management process defined previously. The addition or removal of Services and SLAs will also be managed via the Service Change Management process.

#### Priority Definitions

Service Request Priority Levels are categorizations of requests based on the urgency of a request to address a user's need and are defined in the following table.

**Table 1: Service Request Priority Definitions**

Priority	Business Impact
1: Urgent Organization Critical	Emergency. Service needs to be provided as soon as possible. Major impact on more than one person or VIP if service is not provided.
2: High Client Critical	Requestor cannot carry out normal work responsibilities and no alternative is available if service is not provided.
3: Medium General Request	Requestor can carry out normal work responsibilities and/or temporary alternative is available until service is provided.
4: Low Routine Request	Enhancement, planned service, general application questions

#### Severity Definitions

Severity Levels are categorizations of incidents on the impact an incident has on the business operations and are defined in the following table.

**Table 2: Severity Definitions**

Severity	Business Impact
1 "Critical"	An Incident affecting a business-critical application or service that affects a high number of Users and for which a delay in restoration of service is not acceptable. Needs to be resolved as soon as possible. Major impact on more than one person or VIP.

Severity	Business Impact
	<p>An outage or a major loss of functionality of a business critical application.</p> <p>Illustrative examples of Sev1 Incidents include:</p> <ul style="list-style-type: none"> <li>• A major loss of functionality affecting online software or batch commitments</li> <li>• Multiple applications and/or business units affected (for example, the loss of an entire cluster or a production database supporting multiple applications)</li> <li>• Loss of a network component (or other equipment failure) that has a major impact to business functions impacting large Workgroups and/or multiple sites.</li> </ul>
2 “High”	<p>An Incident affecting a business important application or service is significantly degraded wherein a high number of Users cannot carry out normal work responsibilities, no alternative is available, and for which a delay in restoration of service is not acceptable.</p> <p>Illustrative examples of Sev2 Incidents include:</p> <ul style="list-style-type: none"> <li>• Potential major loss of functionality affecting online software or batch commitments, for which preventive action must be taken immediately to prevent an outage</li> <li>• A major loss of functionality affecting online software for a single application, a single business unit, or multiple small Workgroups</li> <li>• A partial workaround or bypass is available, but functionality remains materially degraded</li> </ul>
3 “Medium”	<p>An Incident affecting normal (non-critical or important) applications and a limited number of Users. System or component is down or degraded, but requestor can carry out normal work responsibilities and/or temporary alternative is available.</p> <p>Illustrative examples of Sev3 Incidents include:</p> <ul style="list-style-type: none"> <li>• A partial or limited loss of functionality</li> <li>• Minor application errors</li> <li>• Database, server, or application access problems</li> <li>• An isolated impact to business units</li> <li>• An impact limited to a single User and does not involve a critical or important application</li> </ul>
4 “Low”	<p>An Incident with low or no visibility that has no direct impact on systems, Customers, Users, or revenue.</p> <p>Illustrative examples of Sev4 Incidents include:</p>

Severity	Business Impact
	<ul style="list-style-type: none"> <li>No apparent loss of functionality and only minor functions impaired</li> <li>No impact on business units</li> <li>A condition that may signal the need for preventative maintenance</li> <li>System processing or results are deemed to be misleading or confusing to the End User</li> <li>End User or system documentation related to a production system is found to be erroneous or misleading.</li> </ul>

### Service Request and Incident Response Time Targets

The **Response Time** metric is the time between the reporting of an incident or the submission of a service request to Ciber and the acknowledgment by Ciber that the notification has been received and is being worked on. The following table lists the response time targets and service levels for this engagement.

**Table 3: Service Request & Incident Response Time Targets**

Request Priority	Response Time	Service Level	Frequency
<b>P1: Urgent</b>	30 minutes	95%	Monthly
<b>P2: High</b>	2 hours	95%	Monthly
<b>P3: Medium</b>	1 business day	95%	Monthly
<b>P4: Low</b>	2 business days	95%	Monthly
Incident Severity	Response Time	Service Level	Frequency
<b>S1: Critical</b>	15 minutes	95%	Monthly
<b>S2: High</b>	30 minutes	95%	Monthly
<b>S3: Medium</b>	60 minutes	95%	Monthly
<b>S4: Low</b>	60 minutes	95%	Monthly

### Service Request Fulfillment and Incident Resolution Time

**Resolution time** is defined as the length of time within which Ciber can reasonably be expected to complete the requested task or activity, or restore affected services to their operational profile. All times are measured from the receipt of the Service Request or report that an incident has occurred. The following table lists the response time targets and service levels for this engagement.

**Table 4: Service Request & Incident Resolution Targets**

Service Request Priority	Resolution Time	Service Level	Frequency
<b>P1: Urgent</b>	4 hours	95%	Monthly
<b>P2: High</b>	24 hours	95%	Monthly
<b>P3: Medium</b>	3 business days	95%	Monthly
<b>P4: Low</b>	5 business days	95%	Monthly
Incident Severity	Resolution Time	Service Level	Frequency
<b>S1: Critical</b>	4 hours	95%	Monthly
<b>S2: High</b>	8 hours	95%	Monthly
<b>S3: Medium</b>	24 hours	95%	Monthly
<b>S4: Low</b>	48 hours	95%	Monthly

Ciber's support model is based on a fixed-cost monthly fee for infrastructure and AMS services including support calls. We estimate the number of tickets that will be submitted based on our knowledge of each customer and also the products that are implemented.

Ciber currently maintains a full time Infor support staff and we constantly monitor our client load so that we can meet and exceed our agreed upon SLAs. **If necessary, we will increase our staff appropriately to handle the needs of City.** In addition to our dedicated support team, we have a full time Infor practice of over 120 consultants who cover all areas and disciplines including Project Management, Functional areas, Technology areas and are accessible to our support team as required to provide extended or additional support.

Ciber maintains a broad depth of Infor skills and capabilities in our help desk personnel. We cover all of the major functional areas including Financials, Human Capital Management (including Benefits, Payroll, and Talent Management), and Procurement. We have technology team members with expertise in Security (Idea and Lawson Security, Lawson System Administration, Lawson System Foundation, Landmark, Workspace, Lawson Smart Office, ProcessFlow (including the Landmark version), 4GL/Cobol, Performance Tuning and Troubleshooting, Java, and Lawson Business Intelligence

Our help desk hours are 24x7, providing coverage with our US and India-based teams via our remote, full-time staff. Our staff consists of full time employees that are members of our Infor practice, who are experienced and ready to provide the support you need. We staff our front line with experienced Infor consultants. Each person has a specialty and area of focus. Many of our front line team members know both the technical side of S3 applications and also have a functional specialty area such as Financials, HR,



or Procurement/Supply Chain. Ciber is required by Infor to keep our consultants certified on the latest software and technology.

**There are no limits to the number of calls you can make to our support center.**

It is best practice to work with you to identify the key members of your team who will be responsible for contacting our help desk and logging incidents. This way you can triage incidents before they are submitted to Ciber.

We have access to our entire professional services team of 120+ certified consultants. We have a defined process to reach out to our scheduling team and assign an appropriate resource to help with an incident.

## 5.2 Vendor Hosting Form

1.	Will your company host the solution or will this be managed by a third party?
	Ciber partners with industry leading infrastructure providers to offer our customers cloud and dedicated hosted solutions. Ciber prefers to work with We for our Infor hosted customers. Ciber is the main contact for the Fort Lauderdale for any and all support needs. If an infrastructure issue occurs, Ciber handles that incident directly .
2.	Where are the data center and storage facilities?
	St Louis, MO, and Dallas, TX
3.	Please provide the total number of clients and corresponding number of end-users of hosted solutions currently supported by your proposed solution.
	Ciber currently has 10 Infor hosted customers. The total number of end-users associated with these 10 customers is over 4,000.
4.	Does the system interface support a browser interface with or without the help of additional components?
	Yes, without additional components. Infor supports a browser-based interface.
5.	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)?
	Each customer has their own private cloud and their own set of virtual machines, application code, and database layer.
6.	What system/application availability and response time will your proposed system meet? What are the Fort Lauderdale's responsibilities to ensure this level of performance?
	Please see the SLAs called out in the Vendor Hosted Option section for support response and resolution times.





	<p>We are open to discussing acceptable performance measures for your applications and meeting those levels with the help of our performance monitoring tools.</p> <p>The system availability for network and architecture components is 100%. The Lawson system availability will be determined by the defined maintenance schedule and agreed upon downtimes.</p>
7.	How do you track monthly usage for subscription-based services?
	We are offering a fixed monthly fee for managed services and cloud hosting so this does not apply.
8.	How much notification will you give the Fort Lauderdale in advance of any scheduled downtime?
	We will have a predefined maintenance calendar that both parties have input to and agree on. This calendar will be reviewed on a weekly basis to determine if there are any additional downtime periods required for critical patches or other unforeseen issues. The system will not come down for any reason outside of these predefined or emergency maintenance windows and all downtime is to be approved by the Fort Lauderdale in advance.
9.	Where would local support be located for a client in Fort Lauderdale, LA?
	Our application managed services are a remote solution, however, we can send consultants onsite at any time to assist with implementations, upgrades, or any other services that make sense for onsite work.
10.	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
	Support calls are included in our monthly support fees. No additional charges apply.
11.	Please describe the minimum commitment term (in years) for a vendor-hosted option and note the term assumed for determining the proposed costs.
	Most of our clients choose a 3 year term, but we are open to 5 years if that is more desirable. We have included a 3 year term in the proposed costs.







## Tab 9

### Implementation Plan (Section 6)

#### 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.

#### 6.1 General Implementation Approach

Ciber delivery personnel participate heavily in the sales and proposal development process. Our Public Sector Delivery Director has developed work breakdown structures and staffing requirements to support cost estimates and schedules. After contract award, it is the delivery team that works with the city to develop a detailed Statement of Work and Project Charter. During the entire delivery process, the sales team is actively involved, aware of, and communicating project requirements.

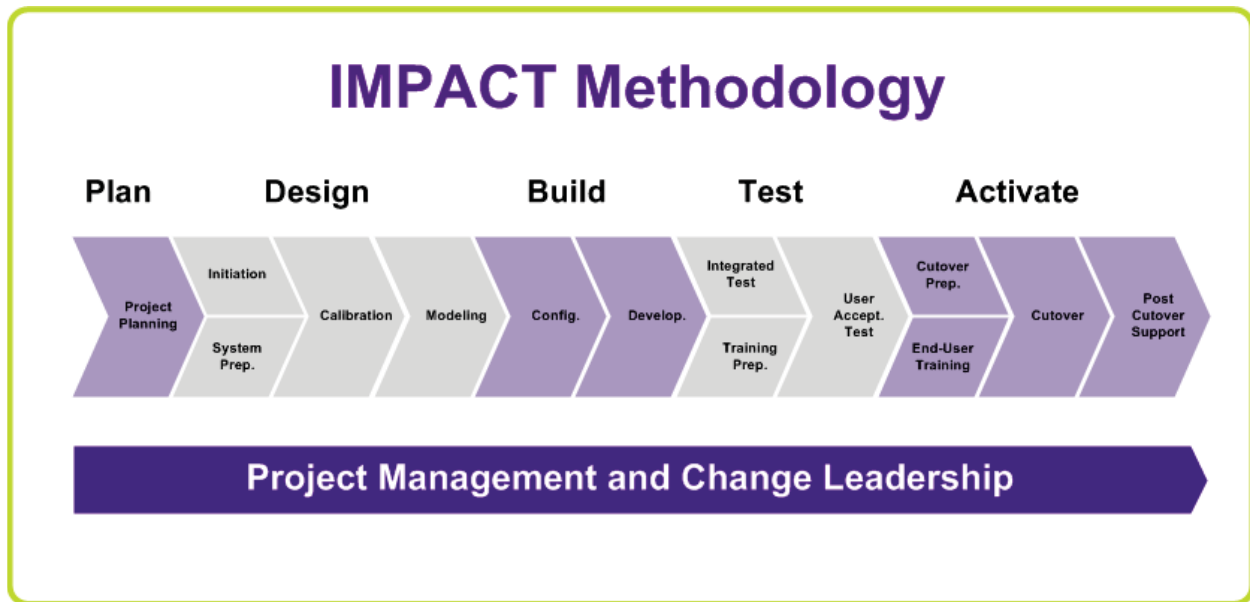
Ciber's methodology will provide a work breakdown structure that contains information on every task that must be performed to successfully implement the Core ERP Lawson solution. Our methodology is comprised of six distinct stages or phases: (1) Project Planning and Management, (2) Solution Design, (3) Configuration & Development, (4) Testing & Quality Assurance, (5) Project Activation and (6) Ongoing Support. Please see our Project Methodology and Responsibility Matrix included on the CD provided with this response. In this response, we have identified specific roles, responsibilities, and deliverables that Ciber and the City will have during the project.

At the heart of Ciber's methodology, and a key differentiator for Ciber, is business process improvement, which is a significant and highly desirable element in information systems implementations. Aligning business process and capabilities of the information system is a key factor to provide the best business processes unique to an organization's strategic vision and goals are in place and utilized. It also validates that the resultant system meets both current, and desired future business needs. Traditional business process re-engineering (BPR) projects focus on improving business processes from the "ground up" starting with a clean slate and re-designing processes with little accommodation for "the way things are." The resulting projects are often lengthy, costly and consume valuable resources in the process. Ciber realizes that existing business processes in most companies do not require complete re-engineering to achieve the objectives listed above. Successful companies are successful, because of the existing business processes they have in place. However, more often they do require "calibration": the fine-tuning and adjustment that moves the organization's business processes from being adequate to exceptional. "Re-engineering" versus

“calibration” is the difference between creating a “revolution” in your business processes and a calculated “evolution.” Unless the organization is in immediate need to re-invent itself, the process of business re-engineering is too disruptive, and becomes counter-productive to successful, on-going organizations. The Ciber Lawson Practice provides the calibration required, while minimizing the disruption and mitigating risk.

### Implementation Overview

Ciber’s methodology will provide a work breakdown structure that contains information on every task that must be performed to successfully implement the Infor solution. Our methodology is comprised of six distinct stages or phases; (1) Project Planning and Management, (2) Solution Design, (3) Configuration & Development, (4) Testing & Quality Assurance, (5) Project Activation and (6) Ongoing Support.

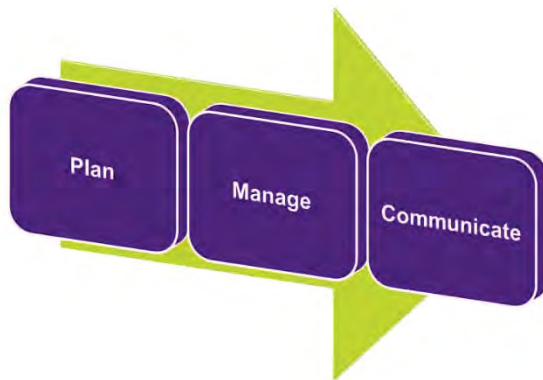


At the heart of Ciber’s methodology, and a key differentiator for Ciber, is business process improvement, which is a significant and highly desirable element in information systems implementations. Aligning business process and capabilities of the information system is a key factor to provide the best business processes unique to an organization’s strategic vision and goals are in place and utilized. It also validates that the resultant system meets both current, and desired future business needs.

Traditional business process re-engineering (BPR) projects focus on improving business processes from the “ground up”: starting with a clean slate and re-designing processes with little accommodation for “the way things are.” The resulting projects are often lengthy, costly and consume valuable resources in the process. Ciber realizes that existing business processes in most organizations do not require complete re-engineering to achieve the objectives listed above. Successful organizations are successful, because of the existing business processes they have in place. However, more often they do require “calibration”: the fine-tuning and adjustment that moves the organization’s business processes from being adequate to exceptional. “Re-engineering” versus “calibration” is the difference between creating a “revolution” in your business processes and a calculated “evolution.” Unless the organization is in immediate need to re-invent itself, the process of business re-engineering is too disruptive, and becomes counter-productive to successful, on-going organizations. The Ciber Infor Practice provides the calibration required, while minimizing the disruption and mitigating risk. Ciber became successful because of our superior partnering

approach. One of our strengths is combining and leveraging the capabilities of the various team members required to bring an ERP project to successful completion. Our Solution is collaborative and delivers the best customer experience.

## Project Planning and Management



Ciber will partner with Fort Lauderdale to complete the Infor Implementation. The first step of this process is the Project Planning Phase, which is critical to the success of this initiative. A project will end the way it begins – high quality planning solidifies high quality results from the initiative.

This phase involves defining roles and schedules, timelines, technical and functional requirements, known and anticipated risks, etc. At the end of Project Planning, Fort Lauderdale and Ciber will agree to a project plan as well as the roles and responsibilities assigned to members of the project team.

We propose this implementation to span approximately 18 months. For the life of the project, we will provide Project Management support to compliment your implementation team. We expect Ciber's project manager to be 100% dedicated to this project.

## Solution Design

Solution Design will provide the foundation for Fort Lauderdale's important initiative, and our system design process will be integral to you realizing the important outcomes of this effort. During this phase, we will perform Business Process Calibration in order to identify the Fort Lauderdale business processes the Lawson system will support. Our team of experts will analyze these processes and suggest best practices that you will then test during a Conference Room Pilot.



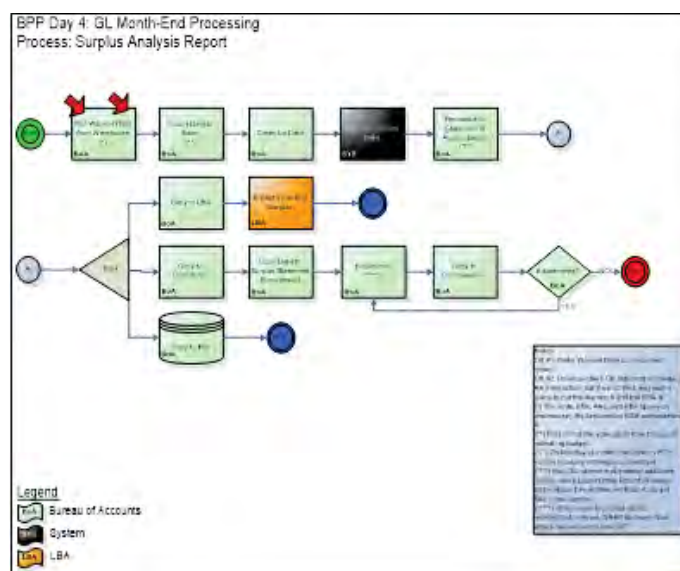
## Ciber Business Process Calibration

You have many tangible and measurable business reasons for choosing to implement a new ERP (Enterprise Resource Planning) system. Technology and process standardization are some of those reasons. Another is the need to improve overall enterprise performance by leveraging the new software capabilities.

Ciber's Business Process Calibration (BPC) is designed to find the best fit between software functionality and the unique needs and processes of the implementing organization. This design means an evolution, not a revolution. BPC is a major component of every implementation project, providing the foundation for the **Conference Room Pilot (CRP) and ensuring the** achievement of maximum business advantage through the software. The BPC process involves documentation of the current (As-is) process and workflow, identifying where and how the new software can enhance the performance of the process, and defining the future workflow utilizing the new software (To-be). We have found the best process improvements come from engaging **key process users to produce a structured, graphical mapping** of the existing process.

At the core of Business Process Calibration is **the Brown Paper Process (BPP,)** so-named because we physically map the complete process across a **large piece of brown paper, using swim lane lines and icons to represent the current flow and the immediately identifiable areas of opportunity.** We have found the best process improvements come from engaging key process users to produce a mapping of the existing process. By having the key users help create the visual analysis, we can quickly develop a true representation of all the value-added steps, manual interventions, and business requirements in the process. This representation allows us, in a user-defined arena, to highlight non value-added steps. We get a true picture of your real business requirements coupled with our in-depth knowledge of the software. We are then able to propose a To-be process that will leverage the software effectively to support your organization's unique business requirements and competitive differentiators.

**As-Is Process** The output of each BPP session includes a textual and graphical representation of the analyzed business process. The As-is documentation created as a result of the BPP session forms the basis for developing improved business processes used in conjunction with the new or upgraded software.





## BPP To-Be Workshop

The To-be workshop explores the possible opportunities for improvement identified in the BPP session and maps out the desired new process workflow and responsibilities.

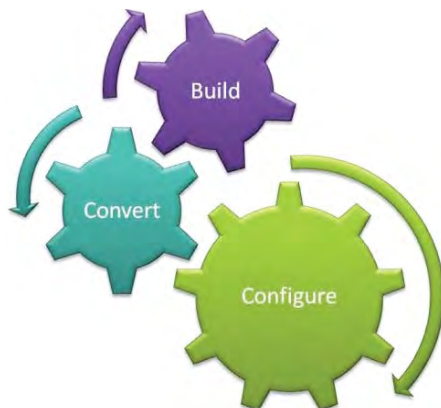
Completing the To-be depends on mapping the software capabilities to the desired process as well as the completion of software education. This latter step may occur prior to or concurrent with the initial development of the To-be documents.

Although it would be beneficial to apply the Brown Paper Process to every workflow, it would be neither practical nor cost effective. Thankfully, Pareto's 80/20 rule applies in this domain as in so many others: twenty percent (20%) of your processes will hold eighty percent (80%) of the available business improvements. For these processes, we can develop a full Brown Paper Process Plan. For the remaining processes, we will use an abbreviated business process calibration methodology driven by interviews, but will not employ the use of Brown Paper Process Exercises and documented workflows.

Following Business Process Calibration, we will complete a proof-of-concept with your to-be processes during a Conference Room Pilot. The completion of Solution Design will result in a Design that will be built during Configuration and Development. This includes your approved to-be business processes, application configuration, and a technical development blueprint.

We focus on efficiency and quality outcomes. A key component to our approach is the cumulative effect of our deliverables. To-be process mappings will be used downstream to efficiently create conference room pilot scripts. These in turn are used as the basis for test scripts and end-user training material. Our methodology minimizes creating deliverables from scratch and enables continuity as the project progresses.

## Configuration and Development



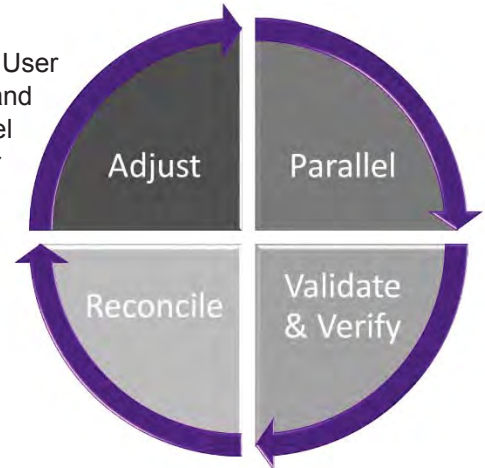
Solution Design will result in a System Design that will be built in Lawson during Configuration and Development.

During this implementation phase, the completed system design will be configured then built in the application. We will support you during this process. Many configurations will only be completed once, and we will help you accomplish this setup quickly.

All data mapping, conversion, and interface development will commence during this phase. We have included both guidance and development time for these activities in our solution.

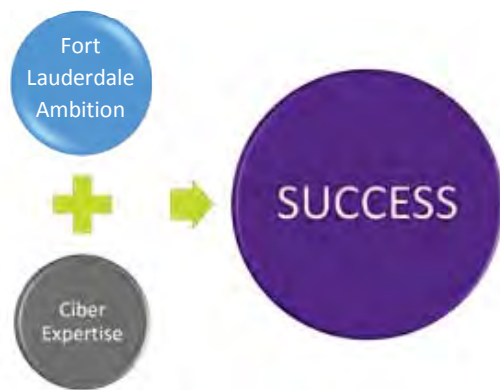
## Quality Assurance and Testing

Our plan includes two major testing cycles: Integration Testing and User Acceptance Testing. We will work with you to develop the Test Plan, and provide guidance on creating the test scripts. There are critical parallel testing scenarios that will be identified and built into the plan; for example, payroll cycles, month end processes, and employee updates. Our team will be onsite to support this effort and work to resolve issues should they arise. We must both be confident the system supports your new business processes.



Also during this phase, a detailed cutover and contingency plan will be created and executed as part of the testing cycle.

## Project Activation / Ongoing Support



Live Cutover will be a positive, confidence-boosting event. Your team members and users will know the system and will be ready for the benefits that Lawson financial, procurement, supply chain management, and human capital management will bring. One of the most important components of this phase is end-user training. The success of the project depends on the end-users' ability and willingness to benefit from the system. Trainers and project team members will work with end-users to give them the capability to use the system.

Ciber team members will be present to support you during and immediately after live cutover. After this initial period of support, we will be there should you need us, but we are confident your team will have the knowledge and skills necessary to support the system independent of Ciber. Our goal is to transfer ownership of the system to Fort Lauderdale throughout the entire project effort.

## Project Responsibilities

The following tables include key components of each phase of the implementation methodology. Associated with each phase is the planned responsibility of Fort Lauderdale and Ciber upon which Ciber based this response. As the implementation partner for Fort Lauderdale, Ciber will also provide guidance to Fort Lauderdale on all City-owned activities, but the City is primarily responsible for the completion of these activities. The following tables provide a sample of typical project activities and are subject to change (as part of the process leading to a signed SOW).

## Project Planning and Management

### Objectives:

- Define scope, goals, roles, tasks, and timing
- Align project plans and outcomes with project objectives
- Address Key Performance Indicators (KPI) and include in the plan

### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Conduct Project Initiation Call</li> <li>• Conduct Executive and Management interviews</li> <li>• Create project schedule based on agreed upon dates and deliverables</li> <li>• Create Project Management Plan</li> <li>• Define major milestones and timelines based on requirements and client availability</li> <li>• Assign required consulting resources to the project</li> <li>• Configure PMRx Project Portal for access by all team members</li> <li>• Attend formal Project Kick-off meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Project Initiation</li> <li>• Project Management Plan</li> <li>• Project Schedule</li> <li>• PMRx Project Portal</li> <li>• Project Kick-off Agenda and Presentation</li> </ul>

### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Attend required planning sessions, including both project management, functional and technical resources</li> <li>• Provide input for Frederick resource and staff availability, including significant conflicts with other initiatives and projects.</li> <li>• Schedule and Conduct formal Project Kick-off meeting</li> <li>• Establish and assign full Project Team and agree on respective roles</li> </ul>	<ul style="list-style-type: none"> <li>• Project Initiation</li> <li>• Project Management Plan</li> <li>• Project Schedule</li> <li>• PMRx Project Portal</li> <li>• Project Kick-off Agenda and Presentation</li> </ul>

## Project Management

### Objectives:

- Manage the Project through all phases
- Execute the Project Plan and Schedule
- Align project results to meet stated business objectives of the client

### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Monitor and control project scope and progress against milestones</li> <li>• <b>Manage all Ciber Project Team resources</b></li> <li>• Identify bottlenecks and work to resolve</li> </ul>	<ul style="list-style-type: none"> <li>• Bi-Weekly Budget vs. Actual Reports</li> <li>• Weekly Status Reports</li> <li>• Change Request Documents as needed</li> <li>• Decision documents as needed</li> </ul>



- Attend Status Meetings
- Attend Steering Meetings
- Review Lessons Learned

- Risk abatement plans as needed

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Monitor and update project schedule</li> <li>• Monitor and control project scope and progress against milestones</li> <li>• Manage all Frederick Project Team resources</li> <li>• Identify bottlenecks and work to resolve</li> <li>• Schedule and lead Status meetings</li> <li>• Schedule and lead steering meetings</li> <li>• Manage any 3rd Party relationships and issues</li> </ul>	<ul style="list-style-type: none"> <li>• Project Schedule Updates</li> <li>• Status Meeting Agendas</li> <li>• Status Meeting Minutes</li> <li>• Steering Meeting Agendas, Minutes, and Committee Updates</li> <li>• Issue/Risk Tracking Logs</li> <li>• Frederick Team and Overall Project Status Reports</li> </ul>

#### Organizational Change Management

##### Objectives:

- Enable end-users to be willing and able to accept and benefit from the changes

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Identify and position Frederick Change Champion, Communications Manager, and Change Agents</li> <li>• Review change readiness assessments and develop change management and communications plan</li> </ul>	<ul style="list-style-type: none"> <li>• Change Readiness Assessment</li> <li>• Change Management and Communication Plan</li> </ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Project Branding</li> <li>• Change management activities as identified in the Frederick-specific Change Management Plan</li> <li>• Project communications outside the core project team</li> </ul>	<ul style="list-style-type: none"> <li>• External Project Communications</li> </ul>

#### Solutions Design

##### Objectives:

- Provide a fully operational system
- Provide system support throughout the project

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Provide a pre-install checklist for new hardware and/or software install requirements</li> <li>Install and configure Lawson application</li> <li>Determine required environment settings and initial decisions for optional settings</li> <li>Determine environment and product line strategy</li> </ul>	<ul style="list-style-type: none"> <li>Software Installation and Documentation</li> <li>Environment Diagram/Product line Strategy Document</li> </ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Procure, install, and configure hardware including network and desktop hardware</li> <li>Provide any Database installs, updates, configuration, or support</li> <li>Install any Frederick PC updates required such as browser updates or desktop software</li> <li>Setup core project team users with access to the system and configure security</li> </ul>	<ul style="list-style-type: none"> <li>Installed and Operational Database</li> <li>Operational System</li> </ul>

#### Business Process & Technical Analysis

##### Objectives:

- Integrate functional team with consultants
- Verify business process list
- Conduct Structure Workshops
- Begin to gather reporting requirements

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Participate in Technical Review Sessions</li> <li>Determine initial conversion strategies</li> <li>Conduct Functional and Business Process Interviews</li> <li>Lawson Security Overview Workshop</li> <li>Conduct structure workshops</li> </ul>	<ul style="list-style-type: none"> <li>Security Overview Workshop</li> <li>Design Structure Workshops</li> </ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Conduct Technical requirements interviews</li> <li>Determine integration and enhancement strategies</li> <li>Provide As-Is process and policy documentation</li> </ul>	<ul style="list-style-type: none"> <li>Business and Technical Requirements</li> <li>Current state documentation</li> <li>Business process list</li> </ul>



- Participate in functional and application interviews and requirements gathering meetings

### Business Process Calibration (BPC)

#### Objectives:

- Initiate the analysis of fit/gap
- Prepare Frederick project team for Conference Room Pilot

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>• Capture current processes utilizing Brown Paper Process, identifying Opportunities for Improvement</li><li>• Complete Initial Application Design (Design Launch)</li><li>• Design To-Be business processes</li><li>• Lead Process To-Be Workshops</li><li>• Complete Detailed Application Draft Design (Design Stage 2)</li></ul>	<ul style="list-style-type: none"><li>• As-Is Processes</li><li>• Finalized To-Be Process Designs</li><li>• Initial Application Design</li></ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>• Participate in Business Process Review and Definition Sessions</li><li>• Participate in Process To-Be Workshops</li><li>• Participate in Detailed Application Draft Design Sessions (Design Stage 2)</li><li>• Approve Application Design for Conference Room Pilot</li></ul>	<ul style="list-style-type: none"><li>• None</li></ul>

### Project Team Education

#### Objectives:

- Conduct knowledge transfer to the Project Team to provide understanding of the new system's potential
- Enable the Project Team to navigate through the enhancements

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>• Deliver project team education as defined in Ciber scope estimate detail</li></ul>	<ul style="list-style-type: none"><li>• Software application training</li><li>• Technology training</li></ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>• Attend functional Project Team Education prior to System Modeling and Design activities</li></ul>	<ul style="list-style-type: none"><li>• Project Team Education Classes</li></ul>



- Attend security and admin Project Team training prior to System Modeling and Design activities

### System Modeling, Design, & Conference Room Pilot (CRP)

#### Objectives:

- Establish new settings and processes, and document decisions reached for future-state use
- Provide documentation of relevant processes
- Identify all interfaces, conversions, and enhancements required

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>• Load and configure system for Conference Room Pilot (CRP)</li><li>• Provide CRP training</li><li>• Develop the CRP Plan</li><li>• Develop CRP Scripts</li><li>• Conduct/Lead the CRP</li><li>• Document decisions made and accept or modify recommendations</li><li>• Document and resolve CRP issues</li></ul>	<ul style="list-style-type: none"><li>• CRP Plan and Schedule</li><li>• CRP Scripts and Capture Document</li><li>• Final Application Design Document</li><li>• Technical Development Requirement Blueprint</li></ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>• Participate in Conference Room Pilot</li><li>• Agree on final business processes and application setup</li><li>• Initiate script development for Testing Phase</li></ul>	<ul style="list-style-type: none"><li>• Approval of business processes and step-by-step</li></ul>

### Configuration and Development

#### Objectives:

- Finalize Security Design
- Establish application and environment readiness for development, testing, and activation

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>• Participate in Data Mapping and Codes Standardization</li><li>• Complete Security Matrix and Design Document</li><li>• Build Macro End User Training Matrix</li><li>• Load Security Matrix</li><li>• Configure security rules</li><li>• Unit test security</li></ul>	<ul style="list-style-type: none"><li>• Finalized Security Matrix and Design Document</li><li>• Macro End User Training Matrix</li><li>• Configured baseline security with documentation</li></ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Validate hardware</li> <li>Complete security configuration beyond Ciber-completed initial settings</li> <li>Manual data setup of user accounts, bookmarks, and environment configuration parameters as well as any application data not being converted using developed programs or Add-Ins</li> <li>Set up pristine application data area</li> </ul>	<ul style="list-style-type: none"> <li>Fully configured application</li> <li>Fully configured security and documentation</li> </ul>

#### Technical Development

##### Objectives:

- Provide technical solutions for interfaces, conversions, automations, reports, and other technical enhancements

#### Ciber Responsibilities:

Activities	Deliverables
<i>For all development items within Ciber's scope per cost estimate detail.</i> <ul style="list-style-type: none"> <li>Create Functional Designs required for technical development</li> <li>Develop and Unit test enhancements, conversions, and reports</li> </ul>	<i>For all development items within Ciber's scope per cost estimate detail.</i> <ul style="list-style-type: none"> <li>Functional Designs for Technical Development</li> <li>Development and Unit Test of enhancements, conversions, and reports</li> </ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<i>For all development items not included within Ciber scope per estimate detail.</i> <ul style="list-style-type: none"> <li>Create Functional Designs required for technical development</li> <li>Develop and Unit test enhancements, conversions, and reports</li> </ul>	<i>For all development items not included within Ciber scope per estimate detail.</i> <ul style="list-style-type: none"> <li>Functional Designs for Technical Development</li> <li>Development and Unit Test of enhancements, conversions, and reports</li> </ul>

#### End User Documentation

##### Objectives:

- Create documentation of processes at end-user level
- Establish materials for end-user training

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Provide courseware template</li> </ul>	<ul style="list-style-type: none"> <li>Courseware template</li> </ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Create training materials based on system design and configuration documentation</li> <li>Document all non-Lawson processes, policies, and procedures as required</li> <li>Create final end-user training plan</li> </ul>	<ul style="list-style-type: none"> <li>End User Process Documentation</li> <li>Courseware for each class</li> <li>End-user Training Plan</li> </ul>

#### Testing & Quality Assurance

##### Objectives:

- Validate system modules function together as designed
- Check data integrity under known situations

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Perform integrated test data load</li> <li>Migrate Security to test environment</li> <li>Participate in application testing cycles</li> <li>Resolve Ciber-assigned issues</li> </ul>	<ul style="list-style-type: none"> <li>Test Data Load</li> <li>Draft Cutover Plan</li> </ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Test and verify data load for testing</li> <li>Prepare system for integrated test</li> <li>Test and verify security setup</li> <li>Create test scripts from CRP scripts</li> <li>Execute Integrated Test scripts</li> <li>Resolve Frederick assigned issues</li> <li>Document issues and resolutions</li> </ul>	<ul style="list-style-type: none"> <li>Configured application, environment, and security</li> <li>Application Test Plan</li> <li>Security Test Plan</li> <li>Test scripts</li> <li>Executed test scripts</li> <li>Issue Log with resolutions</li> </ul>

#### User Acceptance Test

##### Objectives:

- Validate system functionality meets documented end-user requirements

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Perform user acceptance test data load</li> <li>Migrate Security to test environment</li> <li>Participate in application testing cycles</li> <li>Resolve Ciber assigned issues</li> </ul>	<ul style="list-style-type: none"> <li>Test Data Load</li> <li>Draft Cutover Plan</li> </ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Test and verify data load for testing</li> <li>Prepare system for user acceptance test</li> <li>Test and verify security setup</li> </ul>	<ul style="list-style-type: none"> <li>Configured application, environment, and security</li> <li>Application Test Plan</li> </ul>

- Create and execute User Acceptance Test scripts
- Resolve Frederick assigned issues
- Document issues and resolutions

- Security Test Plan
- Test scripts
- Executed test scripts
- Issue Log with resolutions

### Detailed Cutover Planning

#### Objectives:

- Document and plan the transition to new system
- Anticipate and minimize risks

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Identify Cutover Plan and Schedule</li> <li>• Identify contingency plans</li> <li>• Document cutover and contingency plans</li> <li>• Perform Readiness Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Cutover and Contingency Plan</li> <li>• Readiness Assessment</li> </ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Participate in Cutover, Contingency, and Readiness Assessment meetings</li> <li>• Review and approve Readiness Assessment as well as Cutover and Contingency Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Cutover and Contingency Plan Approval</li> <li>• Readiness Assessment Approval</li> </ul>

### Project Activation

#### Objectives:

- Teach end-users how to use and benefit from the system
- Educate administrators in system maintenance

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• No Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• No Deliverables</li> </ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Provide training for all users and administrators</li> </ul>	<ul style="list-style-type: none"> <li>• End User Training</li> </ul>

### Live Production Cutover

#### Objectives:

- Bring the system into operation

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>• Perform data load</li> <li>• Provide functional consulting support</li> </ul>	<ul style="list-style-type: none"> <li>• Production Data Load</li> <li>• Project Closure Report</li> </ul>



#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>Perform final verification of proper application, security, and environment setup according to cutover plan</li><li>Perform data validation</li><li>Utilize live system</li></ul>	<ul style="list-style-type: none"><li>Verified application, security, and environment setup</li><li>Validated data</li><li>Integrated system with daily business functions operational</li></ul>

#### Post Cutover Support

##### Objectives:

- Resolve critical system issues quickly with minimal business interruption

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>Provide functional application and environment support for up to one month beyond the live date or through the first month end close. Frederick/Ciber to jointly determine when and how to utilize the hours allocated in this estimate within this timeframe</li><li>Resolution of all Ciber-assigned issues occurring within the warranty period agreed to in the contract</li></ul>	<ul style="list-style-type: none"><li>Post cutover support</li></ul>

#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>Act as primary contact for internal support requests and issues</li><li>Coordinate with Lawson Software for support as provided for in the Frederick/Lawson Software maintenance contract</li></ul>	<ul style="list-style-type: none"><li>Internal support</li></ul>

#### General Maintenance & Ongoing Support

##### Objectives:

- Support issues and respond to questions during key business hours
- Support identified power users, administrators, analysts, and programmers
- Assist with regular system maintenance
- Support enhancements, custom code, and interfaces

#### Ciber Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"><li>Responsibilities to be determined based on need for additional managed services support.</li></ul>	<ul style="list-style-type: none"><li>To be determined</li></ul>



#### Fort Lauderdale Responsibilities:

Activities	Deliverables
<ul style="list-style-type: none"> <li>Respond to requests for system support in a timely manner</li> <li>Identify and correct difficulties with system usage</li> <li>Support patch application</li> <li>Support Lawson Database, System, Security, and Environment</li> <li>Provide problem tracking and escalation</li> </ul>	<ul style="list-style-type: none"> <li>Support call tracking and status report</li> <li>Regular Preventative Maintenance</li> </ul>

#### Project Management Approach (Section 6.2)

On a regular schedule, Ciber will track, document, and communicate project status to the City of Fort Lauderdale Project Manager and, when appropriate, the Steering Committee or Management Review Board. These reports will include plan variances, team communications, issue management, risk management and other items vital to the success of the project.

Ciber is providing implementation services for the Core ERP (Lawson) products and the Ciber Project Manager will be responsible for the overall leadership of the team of consultants and assisting in the coordination of the City resources as they relate to project related tasks. The Project Manager will:

- ✓ Be the primary point of contact for project related matters
- ✓ Maintain the overall Ciber and client project relationship
- ✓ Provide guidance to the City Project Management team
- ✓ Develop and maintain the project plan
- ✓ Continually assess and recommend improvements to the procedures, activities, and policies that form the basis of the working relationship among the project teams
- ✓ Provide required status reports
- ✓ Own and maintain the project schedule
- ✓ Conduct weekly project status meetings with management team
- ✓ Manage activities against established project scope and budget

Successful Project Management begins with developing mutual understanding and agreement between all parties concerning all implementation project roles and responsibilities. By starting the project with this mutual agreement, Ciber and the City will avoid later misunderstandings and provide the availability of appropriate resources throughout the project.

Once everyone understands their roles and responsibilities, the Ciber project management team assumes responsibility for the overall execution of the project plan as well as the project charter. Our first step in successfully managing the project is to identify, discuss, and report on the project's critical path. Then, using Microsoft Project, the team will define and prepare a structured work plan to help track all the project's required stages, activities, tasks, and implementation phases. This plan will cover everything from Ciber's



initial project call discussing the City's expectations to the post-live assessment (exit documentation) at project's end.

***We list our project management approach's key components below:***

**Issue Management:** We know that unexpected issues surface, and we try to address them expeditiously. We also understand the effort required to resolve an issue may range from nominal (e.g., producing extra copies of the Requirements Document) to significant (e.g., providing a higher speed file transfer solution to accommodate 150GB data files.) Thus, the Ciber Project Manager is responsible for Issue Management, a specific process for identifying, assessing, tracking, and resolving problems during a project. The City will assist with issue management and collaborate with Ciber to determine the best issue tracking methods for this project.

**Risk Management:** Risk is an event or condition that may expose an objective or the project to a hazard or to loss. To lessen risk, the Ciber Project Manager assesses and plans for project risks by engaging Risk Management. This component is Ciber's structured approach to evaluating, tracking, and minimizing the probability and consequences of adverse events through mitigation strategies and contingency planning.

**Project Change Control:** Change occurs in every project, so a defined process for managing change is essential to completing projects on time and within budget. The Ciber Project Manager is accountable for Project Change Control through documenting, tracking, controlling and closing requests for modifications to the established scope, schedule, or cost.

**Acceptance Management:** When Ciber presents our project deliverables or services to the City, **the Ciber Project Manager will assist the City with formal acceptance of these deliverables and services.** The City's formal acceptance will indicate the completion of the deliverable or service in accordance with the Statement of Work.

**Project Communications:** Appropriate oversight and effective problem resolution are keys to project success. The Ciber Project Manager will regularly track, document, and communicate project status to the City Project Manager and, when appropriate, the Steering Committee or Management Review Board. The Ciber Project Manager will hold project team meetings, produce status reports, and meet weekly with the City Project Manager to discuss project progress. The City Project Team will produce agendas and minutes for all project meetings. The Project Team will meet to review the Project Plan and team members' progress toward the successful completion of their assigned tasks. The team will focus on Estimates to Complete and early identification and assessment of project issues and change requests.

Ciber's standard bi-weekly project status report will provide:

- Summary of Accomplishments
- Summary of Next Week's Goals
- Summary of issues, risks, and change requests
- Report of any variances in project scope, budget or schedule
- **Schedule of Ciber resources (Remote vs. Onsite)**

**Training and Change Management:** Ciber will initiate and coordinate all training development activities. These include learning workshops for the core project team. Ciber will also develop end-user training



materials using written documentation templates we provide. Ciber's approach will result in quality, comprehensive end-user courseware, which will help drive your Lawson adoption. This approach provides your end users' confidence and their ability to use Lawson to its fullest.

**Quality Assurance:** Ciber's Quality Assurance Program is an integral component of Ciber's Project Management services. **Quality assurance means assessment on a regular basis. Ciber's Quality Assurance Process evaluates both specific and general project performance at defined intervals. The Ciber Project Manager is responsible for assuring project** sponsors and stakeholders of the application of project policies and processes and the attendance to any issue of noncompliance. This evaluation provides confidence the project is adhering to the Ciber Project Management Methodology (CPMM)

**The process itself includes:** (a) identification and documentation of noncompliance issues, (b) feedback to the project team, stakeholders, and sponsors, (c) attendance to noncompliance issues, and (d) improvement of standard processes when found deficient. The review activities focus on *Project Quality Assurance* – assuring the Client Sponsor and Ciber Management the Ciber Project Management and Solution Set methodologies are in place and used.

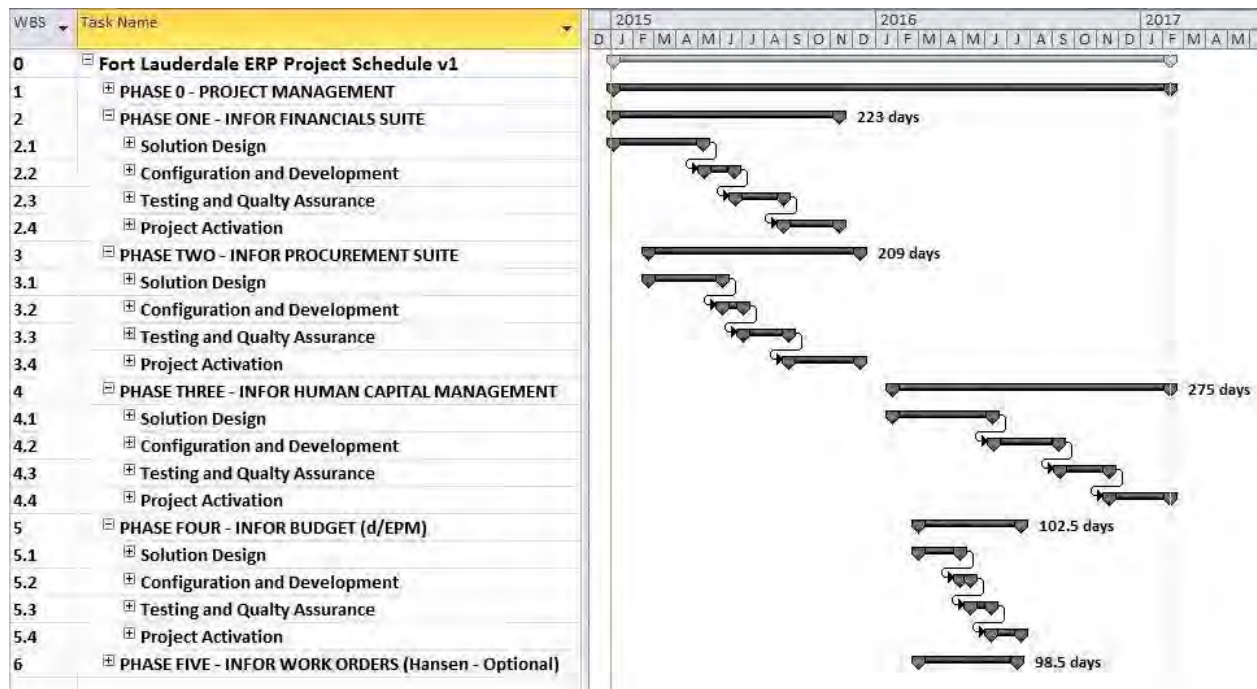
**Designed specifically for IT projects, we base Ciber's project management methodology on industry best practices set by the Project Management Institute (PMI) and the Software Engineering Institute (SEI).** Our methodology embraces change control and issue control management of your projects by focusing on three essential elements: progress management, communications, and risk mitigation. To remain true to PMI and SEI Standards, Ciber **has developed PMRx**, a web-based project control and repository workspace. Using PMRx, project managers, team members, and stakeholders can easily collaborate and share information. PMRx sites are designed to support Ciber's project management and delivery methodologies. The customizable sites accommodate the unique needs of each project, client, team, and deliverables. Users can view PMRx data from any computer with an internet connection, so they can continue to work while at the office, home, the airport, or an Internet café. And regardless of where a user views a PMRx project site, the project data is secure—only authorized users with correct permissions and security information can enter the system. Finally, PMRx offers repositories, project logs, discussion boards, and a dashboard of project metrics so users can see the overall project status at a glance.

### 6.2.3 Project Management Approach Form

1.	How does the Vendor plan to manage the vast amount of material that is produced during the project through potential solutions such as a collaboration environment?
	Ciber will use our <b>PMRx tool to facilitate</b> communication across the entire project team. PMRx integrates Project Management, Team Collaboration, Knowledge Management, and Process Improvement to enhance team productivity. PMRx also allows all project personnel, including City project team members, to share real-time project data. PMRx <b>utilizes SharePoint's Internet portal technology</b> to allow project team members to gain access to the information that pertains to them.
2.	Provide specific information on project close-out activities to transition support to the Fort Lauderdale.
	Live Cutover will be a positive, confidence-boosting event. Your team members and users will know the system and will be ready for the benefits that Lawson financial, procurement,

	<p>supply chain management, and human capital management will bring. One of the most important components of this phase is end-user training. The success of the project depends on the end-users' ability and willingness to benefit from the system. Trainers and project team members will work with end-users to give them the capability to use the system.</p> <p>Ciber team members will be present to support you during and immediately after live cutover. After this initial period of support, we will be there should you need us, but we are confident your team will have the knowledge and skills necessary to support the system independent of Ciber. Our goal is to transfer ownership of the system to the City throughout the entire project effort.</p>
3.	How will project management be resourced?
	Ciber maintains qualified and certified project managers on staff. Several are experienced in public sector implementations

### 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)

Should Ciber and Infor be elevated to the next step in the selection process, it is typical during the technical portion of our demonstration to present an overview of the hardware and environment configuration based



on the RFP requirements. Our technical experts then review and discuss options and variables for our potential client based on skill set, knowledge base and functional requirements.

Additionally, Infor will work with the City and their preferred hardware vendor to provide appropriate sizing and system configuration for the future system. We provide a web-based sizing survey and exercise and work with your technical team to provide the correct sizing for your current goals and requirements, your future needs and scalable to leverage your investment beyond your implementation and growth considerations.

As part of these events and activities, we will team with your technical resources on assisting in other portions of the overall IT environment and landscape to monitor that the IT work is positioned for success. During the initial project-planning phase of our implementation process, our technical consultants will coordinate with your IT lead on ensuring the appropriate environment is established and ready to accept the installation of the Infor solutions.

The Infor installation **is completed for both a production and a test/train environment**. We include a documented project deliverable of the installation efforts, results and confirmation that your system is ready to start your project work. As part of the system testing, Infor will work with the City's IT team to enable appropriate system management functions including backups, recovery, etc.

#### 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.

Ciber's data migration strategy centers on repeatability. Over the course of an ERP implementation, master data as well as transactional data will require many conversions for validation, testing, training, and finally, production cutover. In many instances, the source data continues to change as the project progresses. Automated and programmatic conversions from source systems are faster, less error prone, and more reliable than manual and/or end user based loads.

Ciber has data conversion expertise and will coordinate with the City both on-site and remotely. Lawson Software provides standard conversion programs and APIs to validate, transform, and load data from external systems. Some conversions may work well with batch conversion programs. Others may work better with Excel Add-Ins or ProcessFlow. Together we will design and build the right conversion process for each of your sources. Ciber's data migration strategy centers on repeatability. Over the course of an ERP implementation, master data as well as transactional data will require many iterations of conversion for validation, testing, training, and finally, production cutover. In many instances, the source data continues to change as the project progresses. Automated and programmatic conversions from source systems are





faster, less error prone, and more reliable than manual and/or end user based loads. We will determine the City's specific requirement for data migration and conversion prior to developing the project's Statement of Work. Ciber will work with the City to identify certain master data files to be mapped and loaded directly into Lawson. Ciber and the City will then jointly execute the Lawson conversion process and work through data validation errors until they achieve a clean load. These master files will remain nearly static during testing and can be converted on demand for testing, training, and production cutover.

Ciber will lead the team through the joint exercise of mapping existing sources to the new data models and help prepare your system for conversion. In many instances, the client is responsible for providing raw data extracts and any data cleansing from the source systems and making them available on the Lawson file system. We will then jointly participate in data mapping efforts, where the City provides source system knowledge and Ciber provide Lawson mapping and conversion expertise. Ciber will develop conversion programs to address mapping, formatting and loading into Lawson staging tables. We will design, develop and unit test all conversions. The City will be responsible for final data reconciliation and validation.

As a result, Data Conversion and recommendations on data retention will be a collaborative effort among the City and Ciber resources, with assignment of specific responsibility dependent on the availability of your resources. The City's staff will be responsible for designing, developing, testing, and running the export scripts process from source systems. Ciber will be responsible for designing, developing, testing, and running the import scripts process. Data mapping will be a joint activity and responsibility. Ciber consultants will help the City identify problem areas within the legacy system data; however, the City should complete this work prior to the implementation to save time and money. You will be responsible for the City legacy data and the cleanup of this data.

## Report Development (Section 6.5)

### Provide information on your reporting approach including:

#### 1. Description of various methods of reporting including Business Intelligence,

**Infor Reporting Suite and Business Intelligence.** Infor Reporting Suite will help your organization create virtually any report you can imagine. With this suite, you can customize and create reports featuring data from all Infor and non-Infor applications. You can locate detailed supporting information about any nugget of data contained within your report with the **Infor exclusive Drill Around®** capability. Using Infor Reporting Suite, you can create reports on the fly without the assistance of your IT staff. You can also provide role-based secure access to these reports via the Web to other decision makers within your organization. The result is a fast, convenient, cost-effective way to deliver comprehensive, user-friendly reports.

Infor Lawson BI not only provides full Operational Business Intelligence for Infor Lawson ERP applications, it can truly be your enterprise-wide OBI solution by working with any system that runs on an industry-standard RDBMS. Often data supporting a business' key performance indicators comes as a marriage from the Lawson back-office applications and the customers operational systems. LBI can handle this marriage seamlessly, and deliver the results through a single dashboard.

Infor Lawson BI accomplishes its functions with the following tools:

- Reporting Services – **provides enterprise reporting through tight integration with Crystal reports,** including honoring the full Infor Lawson ERP security model, providing DrillAround, and "bursting" reports for electronic delivery of each section to the proper owners.
- Smart Notifications – delivers proactive alerts based on key performance indicators and other operation thresholds of interest to key stakeholders and operational workers. Notifications are

delivered via dashboards, e-mails, or even text messages to cell phones or other hand-held devices.

- App Studio – provides dynamic, “slice-and-dice” views of data marts allowing real-time “speed-of-thought” analysis. Data marts reside in Microsoft Analysis Services OLAP engine and Infor Lawson BI delivers automated data pumps to move the relational data into the cubes.

In addition, App Studio provides the infrastructure and coding to aggregate Infor Lawson BI content into role-based dashboards. Customers can create their own unique dashboards including content from the other Infor Lawson BI tools and also content from other sources.

All of the Infor Lawson BI content is aggregated into role-based dashboard provided through the browser, allowing knowledge workers and key stakeholders to quickly take the pulse of the business operations.

Infor Business Intelligence (BI) helps to modernize data processing and enrich decision-making. The solution delivers advanced analytics and planning capabilities, self-service dashboards, and social collaboration for a more beautiful, modern, mobile, and social experience. At its core, Infor BI is fused with innovative core technologies such as Infor ION and Infor Ming.le™ to create an experience that surpasses the ordinary to maximize real-time visibility and cultivate business development. Infor also has pre-packaged content that enables viewing of dashboards and reports for HCM Analytics (being released in August for Public Sector customers), Financial Management, Supply Chain, and Project Accounting.

### Standard Infor Delivered Reports

Infor Lawson ERP provides over 850 standard reports so most reporting will use those. The implementation team will work with the City to identify any other gaps and devise a plan to develop the additional reports. City staff will be trained in the use of the Infor Lawson BI tools so that as needs arise post implementation, they can be self-sufficient in adding additional reports.

### Infor Business Intelligence

Infor has created as part of its solution offering the Infor Business Intelligence Suite (BI). Infor Business Intelligence is an integrated suite that provides organization-wide reporting and analysis via role-based dashboards, delivering the right information to the right people at the right time. Cross-functional data, both structured and unstructured from Infor as well as other operational systems, comes together to provide sharply focused views comprising, financials, customers, internal processes and human capital. Users can navigate smoothly from alerts to interactive analysis down to detailed reports and even to the transactions with Infor DrillAround®, all while maintaining the context that's critical to root cause analysis.

### Infor's Operational Business Intelligence Suite

Infor Business Intelligence provides not only reports, but 'content', to be delivered to users in a role based method. Typically dashboards containing the necessary content for a group of users to perform their job function are established for the various roles in the organizations. Dashboards can be created for roles such as executives, managers, business analysts, project managers, accountants, human resources, etc. The data can be Infor or non-Infor in origin, true enterprise-wide reporting and analysis in one place.

Dashboards are dynamically rendered based on a user's group membership and security privileges. This provides an administrative efficiency from the standpoint that a single dashboard can be created for a role, but render differently for every member of the role based on their unique security privileges.

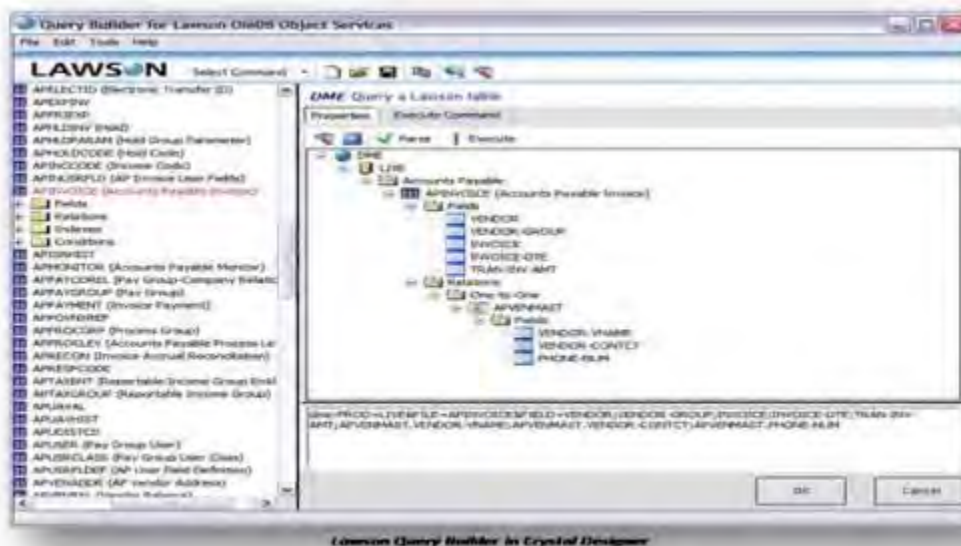
The multi-faceted approach to information collection, sharing and distribution upon which the Infor Business Intelligence suite is built is able to meet the most vigorous information needs of the world's leading organizations.

**BI consists of multiple components:**

- Framework Services is the centralized component of the Business Intelligence Suite, providing a common user interface for building and displaying dashboards. It also contains configuration, administration and maintenance tools that enables the web-based communication between applications. As each application is installed, it is registered as a service within Framework Services, thereby making that functionality available to users based upon role and security.
- Smart Notification provides timely, informative notifications to appropriate individuals. Notification can be based on a schedule or the achievement of a threshold of data that originates in Infor as well as non-Infor sources. Along with informative content, the recipient of a Smart Notification can access useful, related information, as well as Infor applications.
- Reporting Services enables you to build rich, highly formatted reports based upon data from your entire enterprise that can be burst and securely web delivered by role with low administration. Infor uses Business Objects Crystal Reports for the ad-hoc reporting tool as part of Reporting Services. Infor uses all of Crystal's functionality including wizards, templates, and drag-and-drop capabilities. Infor is not merely reselling Crystal; instead we have fully integrated Infor technologies such as our metadata layer, Infor security rights, and Drill Around™ capabilities. This robust solution supports Crystal horizontal scalability for running on multiple servers nodes with load-balancing technology. Infor standard reports can be burst and delivered along with custom reports using Business Objects Crystal Reports technology.
- Report developers will use the Crystal Reports designer tool to create and test reports then publish them to the BI server. Report consumers, end-users, then view and interact with reports through the Infor Portal and Dashboards. The report consumers do not need to install Crystal on their clients' computer systems.

When report developers work with Crystal, they are presented an Infor wizard to aid in selecting data for the report. The wizard presents all the metadata to the developer in a point-and-click manner. The metadata includes module, tables, fields, derived fields, indexes, conditions (views), and relations. With Infor's Crystal wizard report designers do not write SQL statements – they simply select the data they need from the wizard which then embeds the web services call into the report. This allows business analysts and other non-programmers to perform report designing.





**Figure 6.5-2**

## Data Warehouse and Analytics

Infor also delivers a data warehousing solution for BI, called **Infor Analytics 10.0. Infor Analytics** is a full turn-key implementation of traditional data warehousing. Infor Analytics uses an Infor developed extract, transform, and load tool **called Business Performance Warehouse (BPW)**. BPW can connect **to any data source (both Infor and other City data sources) to** extract data for transformation into the data warehouse. BPW is where the Business Measurement Model (BMM) is defined which includes the data model and all the ETL information and instructions. The Infor Analytics data warehouse runs **specifically in Microsoft SQL Server 2008/2012 Analysis Services**. Once the data models are defined, BPW creates scripts to instruct Microsoft Integration Services to load the data into staging tables, run the transformations, and pump into the final cubes.

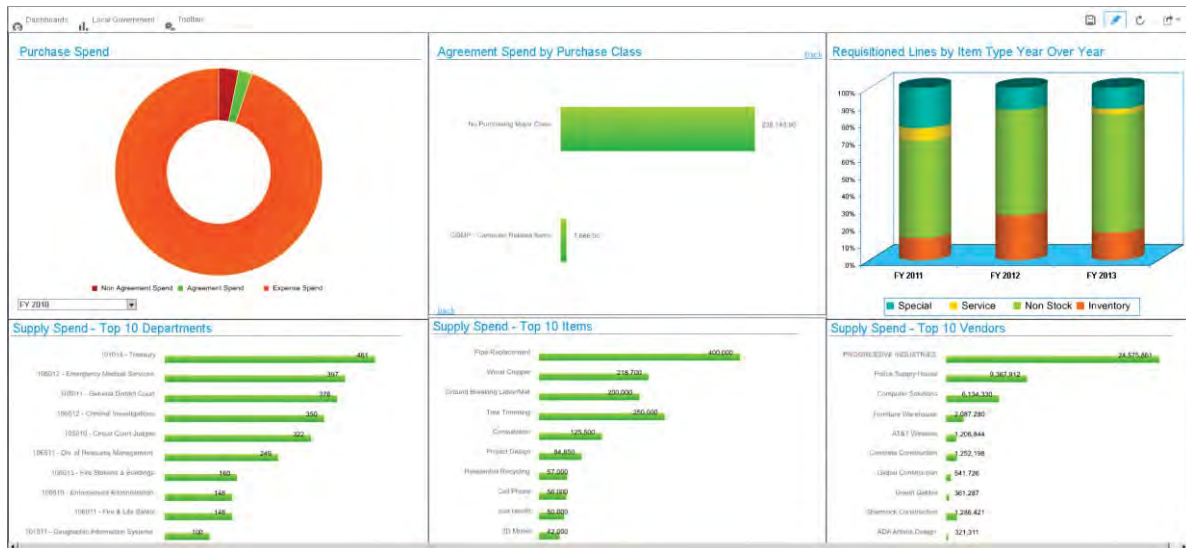
End-users interact with Infor Analytics cubes through Infor Viewpoint, a robust OLAP viewer that allows for advanced slice-and-dice of views, inclusion of multiple chart types, and allows for annotation of views (comments).

Finally, Infor delivers not only this industrial strength data warehouse toolset, but also we deliver several pre-defined analysis cubes, allowing customers to achieve the benefits of data warehouse analysis on day one. Infor delivers Analysis models for:

- Financial Management Analytics
  - General Ledger
  - Strategic Ledger
  - Payables
- Project Accounting Analytics

- Supply Chain Analytics
  - Spend
  - Buyer/Supplier Performance
  - Inventory

Two views of the Infor Analytics data warehouse solution appear below.



## Excel Queries

Infor also provides our MS Add-ins for Microsoft Office. This allows two-way, secure data exchange between Excel and the Infor system. Users are provided a wizard user interface for selecting data to download and also to map spreadsheet data to upload to the system. When uploading data, all business logic and validations are honored just as if the user had keyed the data into the Infor screens. This happens because each row of spreadsheet data is actually being fed to the same application object that an online user would use. This web services approach to the application ensures transaction integrity. When using these tools users are first prompted for their Infor user ID and password, thus honoring all security definitions.

## Methods for the City to identify, specify, and develop required custom City reports during the implementation.

The process Ciber uses to identify the need for any personalization of the software, including the development of special reports, is described in response section 6.4 Customizations. Based on our vast experience implementing our ERP solutions with clients, we find that most reporting needs are met through our standard reports and/or are readily developed using tool sets included in this proposal. We have provided training for City personnel on those tool sets in our Learning plan so that your staff will have the capability to develop the special reports necessary to run your operations. Ciber has included 250 hours of consulting time in our proposal to assist the City with the development of critical reports required as part of the initial deployment of the system.

## Report Development Form

1.	What is the query tool and report writer that Vendor is proposing?
	Infor has a number of reporting tools that are included within the core product. Key to accessing data is the many inquiry screens the system provides as well as the 850+ delivered reports across the application, many with user defined parameters. These reports are native to the Infor system, are easily generated and may be scheduled to run on a repetitive basis using Infor's Job Scheduler utility. These reports may be formatted in a number of ways, including XML, PDF, TXT, CSV and Crystal. Excel Add-In queries provide quick and easy ad hoc reports as does the Smart Office Info Browser. HR report writer is also available to users. Infor Business Intelligence which uses Crystal as its core is another tool for user created reports. Infor Business Intelligence is a suite that provides organization-wide reporting and analysis via role-based dashboards, helping to deliver the right information to the right people at the right time. Users can navigate smoothly from alerts to interactive analysis down to detailed reports and even to the underlying transactions.
2.	What reports are available out of the box? Provide a list and samples at the end of this section.
	Infor provides over 850 standard reports across all areas of the system. Most reports are parameter driven, allowing the report to be run for multiple and different scenarios. Included on the electronic cd is a listing of all delivered reports, including their titles. However, because so many reports are delivered with the system, it would be almost impossible to provide an

	example of each report. Once selected by the City, as vendor of choice or as part of an oral presentation in the selection process, we could depict many of these reports for the City.
3.	Describe your process for determining the scope of those reports that will have to be developed (not out-of-the-box)?
	Through the implementation process, delivered reports would be reviewed and a <b>determination would be made on the fit of these reports to address</b> the City's needs. Should custom reports be required, determinations on tool to use for creating, level of effort required to create, who would be responsible for creating the report, and how that fit into and/or affect the project timeline, would all be considered. A joint determination would then be made on <b>how to address that reporting need.</b>
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?
	Yes. The <b>Infor Lawson ERP system is designed</b> to have real-time query and reports without affecting other end-user response.

## Integrations and Interfaces (Section 6.6)

Ciber supports **all interface technologies supported by Lawson.** We base interface activity on each client's environment and preference. However, Ciber recommends using delivered Lawson batch programs, Microsoft Add-Ins for Lawson, or Infor Process Automation because each method uses Lawson's business logic for data checking and accuracy. Lawson's architecture will help reduce development time by reusing business logic and leveraging standard protocols and file formats. This open architecture will be the technological foundation that will allow the City to fully integrate with its existing applications at a lower total cost of ownership. Lawson can integrate with virtually any legacy system by using one of a number of system integration options (for example, Infor Process Automation, Standard Interface Programs - API, etc.).

Infor Lawson utilizes Process Automation (IPA) and Application Programming Interfaces (APIs) for the development of interfaces between Infor Lawson and third party applications. Interfacing with external systems is facilitated by using our standard APIs but may require interface development during implementation.

The Infor **Process Automation tool (IPA) automates the** process of receiving data, transforming the schemas, and calling the appropriate API. It is a key tool used for virtually every interface to the Infor Lawson system. IPA allows customers to model the transaction flow associated with a particular interface/integration and automates the entire interface process.

**IPA also works with non-Infor Lawson solutions.** Automating a business process using ProcessFlow Integrator provides a process to be controlled, measured, analyzed, and re-engineered, when and where appropriate.

Infor Lawson anticipates using **the IPA as the primary tool for integration efforts to** existing City solutions required to interface/integrate with the new ERP solution and City requirements.

### Data Exchange Standards

Infor Lawson can exchange any of the data through a number of mechanisms. First, Infor Lawson can import and export files in many formats including XML, CSV, other delimited text, positional text, and EDI formatted text. Infor Lawson can also exchange data through API calls using name-value pairs in text and XML formats.

The Infor Process Automation tool (IPA) automates the process of receiving data, transforming the schemas, and calling the APIs. IPA allows customers to model the transaction flow associated with a particular interface/integration and automates the entire interface process whether batch or real-time. IPA is often hooked up to a third-party guaranteed delivery messaging system such as IBM's WebSphere MQ to provide transaction flow even if one of the systems is down.

IPA includes different activity nodes that provide the capabilities for communicating with non-Infor Lawson systems. These nodes include: file read and write, JDBC connection for query/update of foreign databases, JMS messages, WebSphere MQ messages, SOAP/WSDL Web Services, XML schema translation, and host operating system commands.

### Potential Integration Issues

Typically, the only issues with integration with existing systems utilizing the Infor Process Automation tool is that the interface needs to be properly defined at the beginning of the project.

### Training (Section 6.7)

**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)

Ciber will develop a training and knowledge transfer solution for Fort Lauderdale that will align your activities with our IMPACT implementation methodology. This alignment will let us closely integrate training with the overall flow of the project activities and milestones. Our Ciber **IMPACT Methodology** dictates the completion of a specific set of activities and outputs during each project phase. Using these guidelines, the Ciber Team addresses the necessary activities for a successful implementation. The table below outlines the training and knowledge transfer activities and outputs within the phases of the implementation methodology.

### 6.7.1 Training & Knowledge Transfer Activities

IMPACT Methodology Phase 1: Planning & Strategy	
Activities:	<ul style="list-style-type: none"> <li>✓ Plan, Develop, and Conduct Initial Project Team Training</li> <li>✓ Conduct Needs Assessments</li> <li>✓ Design Capability Transfer Strategy</li> </ul>
Outputs:	<ul style="list-style-type: none"> <li>✓ Initial Project Team Training Plan</li> <li>✓ Initial Training Needs Assessment</li> <li>✓ Capability Transfer Needs Assessment</li> <li>✓ Capability Transfer Training Strategy</li> </ul>
IMPACT Methodology Phase 2: Solution Design & Analysis	
Activities:	<ul style="list-style-type: none"> <li>✓ Complete audience analysis</li> <li>✓ Design Training Strategy</li> <li>✓ Develop templates and courseware development standards</li> <li>✓ Design courseware prototypes</li> <li>✓ Develop Quality Review process</li> <li>✓ Define and implement training evaluation process</li> <li>✓ Implement Capability Transfer Plan</li> </ul>
Outputs:	<ul style="list-style-type: none"> <li>✓ Initial Training Strategy</li> <li>✓ Training Plan</li> <li>✓ Courseware and Documentation Standards</li> <li>✓ Courseware Templates and Prototypes</li> <li>✓ Courseware for and Documentation of Quality Review Process</li> </ul>

	✓ Capability Transfer Plans
<b>IMPACT Methodology Phase 3: Configuration &amp; Unit Test – Design &amp; Development</b>	
<b>Activities:</b>	<ul style="list-style-type: none"> <li>✓ Develop End User training curriculum</li> <li>✓ Develop and deliver course developer's workshop</li> <li>✓ Develop End User Training course outlines and courseware</li> <li>✓ Develop End User Training logistics plan</li> <li>✓ Prepare and conduct Train-the-Trainer Program</li> </ul>
<b>Outputs:</b>	<ul style="list-style-type: none"> <li>✓ End User Training Curriculum</li> <li>✓ End User Training Course Outlines</li> <li>✓ End User Training Courseware Development</li> </ul>
<b>IMPACT Methodology Phase 4: Testing &amp; Quality Assurance</b>	
<b>Activities:</b>	<ul style="list-style-type: none"> <li>✓ Load training system data and test End User Training exercises</li> <li>✓ Conduct end user training</li> </ul>
<b>Outputs:</b>	<ul style="list-style-type: none"> <li>✓ End User Training delivered</li> <li>✓ Help Desk Boot Camp Training Delivered</li> </ul>
<b>IMPACT Methodology Phase 5: Activation &amp; Support</b>	
<b>Activities:</b>	<ul style="list-style-type: none"> <li>✓ Evaluate on-going performance and implement improvements</li> </ul>
<b>Outputs:</b>	<ul style="list-style-type: none"> <li>✓ Training Evaluation Data Analysis Completed</li> <li>✓ Capability Transfer Final Assessments for this project stage</li> </ul>

### 6.7.2 Project Team Training

Core project team training for the Lawson functional applications will be provided at a City-designated location. Infor periodically offers public classes for all applications in its regional training centers; however, this training is oriented to all Lawson clients, and does not include some basic public sector concepts (i.e., fund and encumbrance accounting). We do recommend the Infor public training for technical topics. In recognition of this limitation, Ciber will provide customized client-site training. Most clients appreciate the fact that the Ciber instructors are generally some of the same consultants who will be assisting the City in the implementation. This continuity benefit and a lower cost lead us to recommend Ciber for training whenever possible.

The City will be responsible for providing a training facility. Experience indicates that best results are produced when classes are limited to 12 persons or less, with no more than two persons sharing a workstation connected to the training database. Standard presentation equipment and whiteboards will also be required. Instructors will utilize standard Lawson user manuals for training. Manuals are provided electronically; the City will be responsible for printing and distributing as needed.



### 6.7.3 End User Training

Ciber believes the success of a project depends on the end users. Because we believe end users are so important, we identify user-training requirements during the *planning* phase of our methodology. Using our proprietary tool, the End User Training Matrix, we document the availability of time, facilities, training materials, and trainers needed so there will be no delays or bottlenecks prior to go-live.

The Fort Lauderdale Project Training Team will develop training materials using educationally sound training material templates, which will provide a consistent format for the development of end user training materials. We have used this template approach in many successful Lawson implementations.

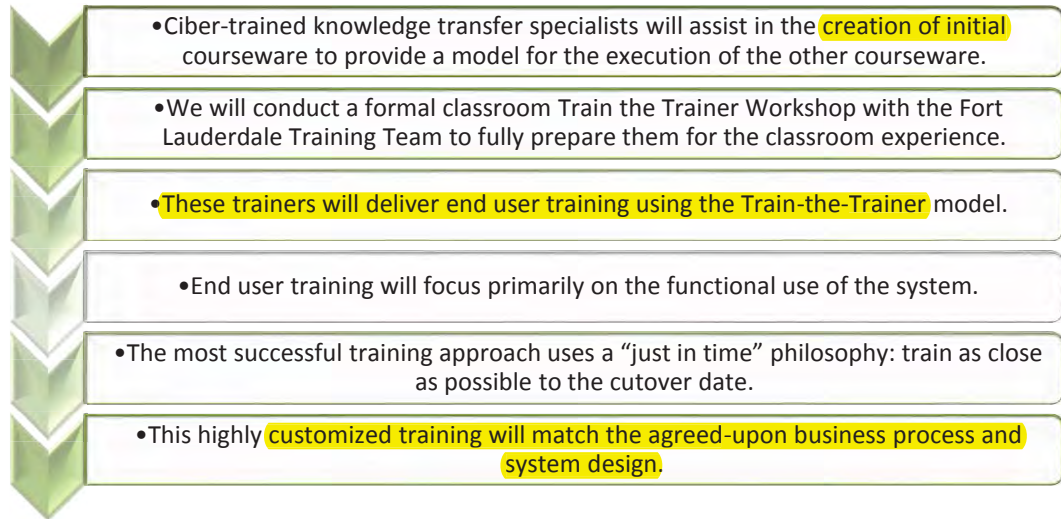
We recommend Fort Lauderdale use role-based training to prepare your employees to use the system productively. In this training approach, users learn about and train on the business processes and system tasks directly related to their job functions and system authorization. These training materials will be developed from the Business Process Calibration documentation, including To-Be designs and CRP scripts created jointly during the implementation process. Instruction will be both system and process specific and will consist of direct training on the Lawson solution itself as well as the business processes supported by that solution. The training curricula will consist of two types of courses:

**Overview Courses:** These courses will create the necessary knowledge base for Fort Lauderdale's end users. The classes will also serve as a good summary of the system and its functionality for casual users or individuals who will only use the basic display or inquiry functions. Course topics will consist of an overview of the Lawson/Infor solution, navigational basics, new terminology, and the business process overviews.

**Skill Development Courses:** These courses will provide training in areas specific to a particular role or group of roles. They will teach end users the skills necessary to execute the functions pertaining to their job. As part of each course, the review section will provide training and practice on the system using job specific scenarios and realistic data. This hands-on practice can then measure skill acquisition in the controlled, supported classroom environment



The below graphic summarizes our approach to End User Training:



#### 6.7.4 Training Form

1.	What is your recommended approach to training (End-user vs. train the trainer), for this City, and why?
	Ciber recommends utilizing a train the trainer approach. This is the most cost-effective option. This approach develops better understanding and instills confidence within the user community. This provides the City with superior in-house expertise and familiarity the newly deployed applications.
2.	What types of training documentation will be developed by the Vendor?
	Ciber will provide all training materials needed for all project team training. These materials are published by Infor. Ciber will provide assistance, tools and guidance to the City Project Team to assist them in creating end-user training that will be provided to the end-user community.
3.	What additional tools will be used in developing the training material?
	Ciber utilizes our exclusive End-User Training Matrix and our Training Material Template
4.	Describe the opportunities for ongoing training.
	Ciber and Infor provides a number of opportunities for ongoing training. These opportunities include the Online Learning Suite, power training available at annual user conventions (Inforum), and industry and/or geographic user communities where users can network and share their experience with other Infor customers to name a few of the options. Ciber can also provide custom training.
5.	Describe the Vendor's ability to provide online training material versus classroom training.
	Infor has developed many training classes to be delivered on-line as opposed the traditional classroom training. Infor has also developed online learning that can be utilized to train end-users and new-hires that you bring into the organization.



## 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.

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.

Defining a new way of working is only the first step on a journey toward greater efficiency. Ciber has proven processes for facilitating effective change management and gaining full buy-in from all leaders and employees. We can support the City in selling the changes that this important initiative will bring to your community at large.

The City's current and future projects are strategic business initiatives with technology as the enabler of business process improvement. The integration of this change across the organization will significantly affect the processes, the organization, and the people. As part of the project, our organizational change management goals are to:

- ✓ Minimize the risk of introducing new technology and business processes into the City
- ✓ Institutionalize the change at all levels of the City's organization
- ✓ Optimize the opportunities created by the new technology and processes
- ✓ Facilitate user adoption
- ✓ Facilitate capability transfer
- ✓ Verify the City people's readiness to "go live" when the new business support processes go live

Ciber and the City will develop a comprehensive and consistent change management plan as a basis for institutional change in the organization. A strong change management plan will effectively address resistance to change, support the promotion of change agents, and validate that communication and training are organizational priorities. This is one of the most critical pieces to verify the success of ERP implementation within multiple leadership entities. Strategies for change management will be implemented through the project for the express purpose of creating a positive, employee friendly, user friendly, and customer focus solution.

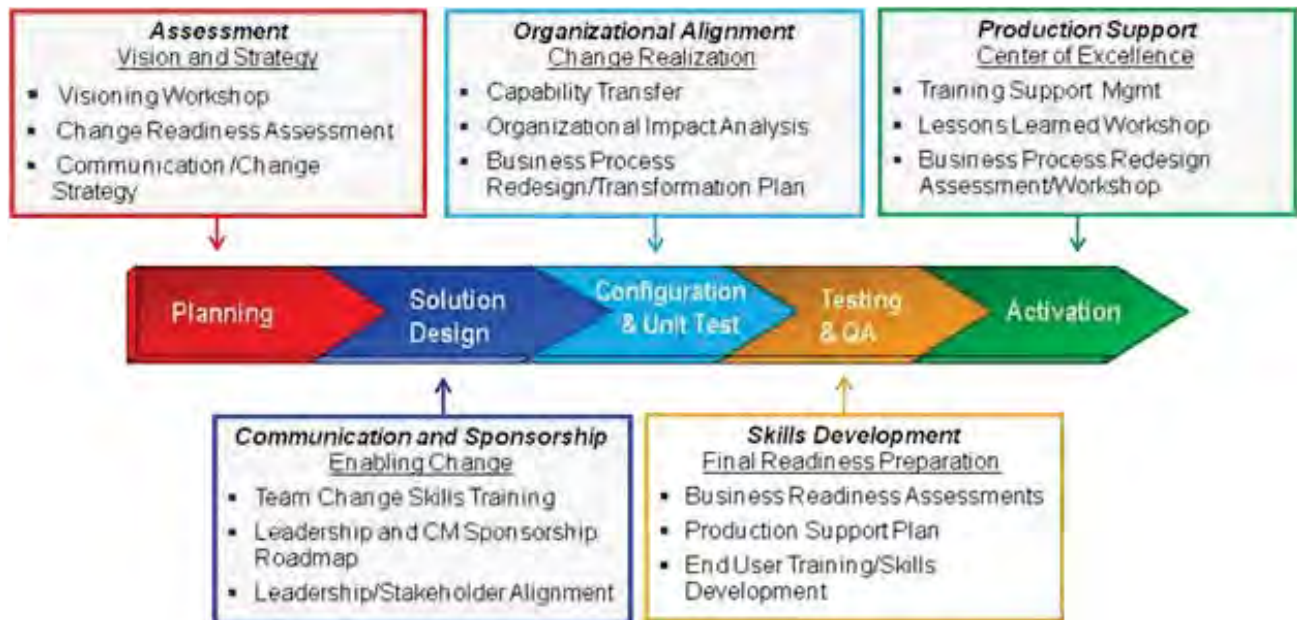
Ciber will provide the City with an effective methodology that will transition you from your current legacy environment to an integrated information system using Lawson software. However, most implementation issues are related to people, not systems. We understand this risk component of a system implementation. Therefore, our Change Management approach concentrates on change's impact on people, particularly in an environment focusing on the delivery of public services. The following diagram shows the people-focus of our approach:

Ciber's approach will provide the City's Project Change Team with the necessary skills and tools to coach and mentor your employees through the change process. We will help them accept and adopt the desired changes, building "change resilience" throughout the organization.



### 6.8.1 Implementation Plan Integration

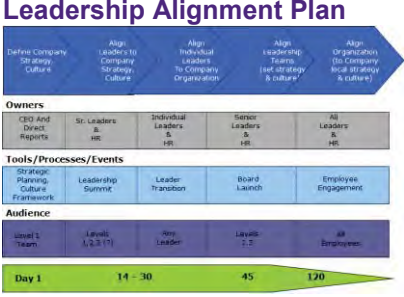

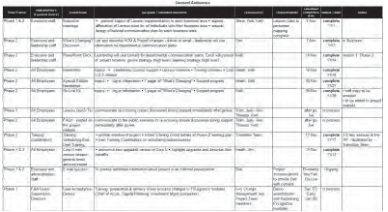
We have tightly integrated our Change Management implementation plan with our Lawson implementation methodology, as illustrated below.




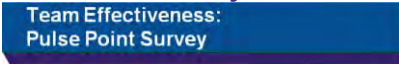


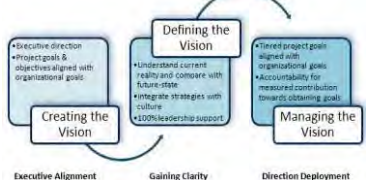
## 6.8.2 Change Management Toolset

Our change management professionals are well versed in deploying our robust tool sets for change, and have extensive experience in the execution of the tools in conjunction with major change initiatives similar in scope to what the City will experience with ERP.

Ciber brings a number of proprietary tools that we will employ on the ERP engagement. We consider these tools “accelerators” for creating agreed-upon deliverables. The table below lists select examples of our recommended tools.

Tool/Template	Description
<b>Leadership Alignment Plan</b>  <p>The diagram illustrates the Leadership Alignment Plan, which includes sections for Owners (CEO and Direct Reports, Sr. Leaders, Individual Leaders, Senior Leaders, All Leaders), Tools/Processes/Events (Strategic Planning, Leadership Summit, Leader Transition, Board Launch, Employee Engagement), Audience (Level 1 Team, Levels 1,2,3, 4,5, 6,7,8, 9,10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100), and Day 1 (14 - 30, 45, 120).</p>	<p>The Leadership Alignment Plan provides a method for determining the overall level of alignment among the City leadership and proposes specific actions to mitigate alignment issues as well as maintain alignment throughout the project.</p>
<b>Change Readiness Assessment w/Adoption Wheel</b>  <p>The diagram shows the Change Readiness Assessment w/Adoption Wheel, which includes factors such as Competing Initiatives, Value Proposition/Urgency, Vision Focus, Implementation Planning, Sponsorship/Support, End Users, Management, Stakeholder Resistance, Training, and Culture and Work Processes. It also includes a legend for Low Risk, Medium Risk, and High Risk.</p>	<p>The Change Readiness Assessment provides a methodology to assess an organization’s opportunities and barriers to change, as well as points of advantage to address. The assessment details the results in both narrative and graphical interpretations of the data.</p>
<b>Communication Plan</b>  <p>The table lists various communication activities, including internal and external communications, and provides details on the activities, objectives, and responsible parties.</p>	<p>We will use a communication-planning tool to address program communications and mechanisms for enrolling stakeholders that are appropriate and effective for the City. We will continually update the plan as future implementation phases evolve or we identify new methods of or reason for communicating.</p>
<b>Change Impact Analysis</b>	<p>Change impacts are highly dependent on the extent of business process change. It is a critical that the business process/functional team and the change management team work together during the design phase. As we define business processes, develop workflows, and identify integration points, the change management team uses the results from the business process design sessions to begin to determine the organization areas, departments, and job positions affected by the change. We will</p>



Tool/Template	Description
	conduct change impact review sessions with the functional team and representatives from the business to validate the changes and confirm the degree or extent of the change.
<b>Pulse Point Surveys</b> 	Team Effectiveness, or Pulse Point, Surveys are conducted on a regular interval basis to rate the effectiveness of the project team overall. Project team members evaluate and communicate the results to the overall team for action planning.
<b>Quality Assurance Process</b> 	<b>Our delivery model always includes our Quality Assurance process with every project we deliver. The City are stepping into a very complex and challenging effort. It is important that any change management partner the City engage have a solid approach to managing the delivery of consulting services throughout the implementation project.</b>
<b>Value Realization</b> 	The focus of the Value Realization program is on measuring results that align with your vision, key value drivers, Key Performance Indicators (KPIs), and business processes. The result is a value-based, program evaluation strategy that supports optimal business case results.
<b>Organizational Alignment</b> 	Organizational Alignment is the practice of aligning an organization's strategy and culture. It means linking the core business functions, processes, and behaviors of people and aligning your organization's efforts, energies, and strategies around a common direction.

## 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)

Ciber's plan contains two major testing cycles: **Integration Testing and User Acceptance Testing**. There are critical parallel testing scenarios that will be identified and built into the plan. Integration and User Acceptance tests will validate application functionality, the effectiveness of new processes and the accuracy of data. **Ciber will create an** overall test plan that identifies all of the general areas required for testing. The **City team will create a detailed, step-by-step set of test scripts based** on the scripts created previously for the Conference Room Pilot. **Ciber will be on-site for portions of the testing to help resolve issues in a timely manner**. They City will execute any additional required testing while Ciber provides remote support as needed.

### System Testing

The first test phase in Ciber's testing strategy **is the installation test**. This phase is the most basic test and its testing scenarios focus on validating installation success. **Upon successful completion of the installation test plan, this testing phase will be deemed a success. Since this solution is being implemented in Lawson's cloud environment, it is assumed that Lawson will be performing this activity. However, Ciber will support this testing and assist when required.**

The next testing phase **is unit and system testing**. This second test phase broadens the scope by testing the **interfaces, conversions, and modifications on a unit basis**. This phase tests the functionality of what is developed beyond what is delivered out of the box by Lawson.

Next is validation testing. Here, the scope is broadened even further to encompass testing the conversion of legacy data through the business process driven by the software functionality. These tests insure an entire business process works according to specification.

Conversion validation is done at the beginning of integrated testing and again at the beginning of user acceptance testing.

### Integration Testing

System integration testing follows validation testing. Here, the test encompasses the business process driven by the software functionality. This test is to insure that an entire business process works according to specification.



### **Performance Testing**

There are a number of different types of tests in the **Performance Testing Gem** that comprise different scenarios your clients' systems might see after go-live. Here are a few examples.

**Load Testing** – this scenario tests how well the system is going to hold up under normal day-to-day wear and tear; to make sure that the response times for critical transactions and business processes meet the documented expectations.

**Stress Testing** – this test pushes the system to the breaking point to find out not just when a system will fail, but also *how* it's going to fail. That's to say, is the system going to catastrophically fail requiring physical restarting of system resources, or just 'run really slow.'

**Endurance Testing** – this test is designed to see how well a system will “bounce back” after a heavy load; to see if it will run normally after the usage goes back to normal or if it will sit and sulk afterwards.

**Network testing** – this determines how well various applications behave if available bandwidth is being consumed elsewhere in the system.

The different tests can be automated or manual and differing kinds of users and actions can be simulated. Everything from the hunt-and-peck novices to super-efficient power-users can be modeled. While Ciber will provide a list of commonly used screens **per suite, the client can tailor the tests to their needs and request the screens or programs that they want to test on their systems.**

**Ciber will license the IBM product for the time period that is required** to execute the performance tests and these licenses can run anywhere from a week **to a year depending on what your client needs.** Ciber will install the tool, configure it, execute the tests, and remove everything when the license period is over

**User Acceptance Testing** - The user acceptance test stage concludes the testing. Once the users “accept” the system as configured, with the modifications and interfaces as designed and implemented, the testing is complete. It is an essential step in the implementation process, **and formal written acceptance is then submitted to** the City for validation of the users' readiness to proceed to cutover.

### **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.

**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.

An important component of a successful implementation is the documentation and reference manuals for the various functional solutions being deployed. Infor offers two different offerings for documentation which, when used collectively, provide a valuable tool-set for documentation and learning.

Our first offering is the documentation and reference manuals provided as part of the solutions investment. They include:

- *User guides*: application-specific and very comprehensive reference manuals.
- *Operations and technical support manuals*: provided to our clients online.
- *Training documentation*: a hardcopy manual for functional applications and technical solutions is provided to each user attending the applicable training courses.

Infor has created our training documentation to be valuable reference guides and easy to use. In each Infor class, a user guide and training workbook are provided. The user guides are application-specific. They are comprised of chapters, and each chapter has concepts and procedures. These are very comprehensive reference manuals.

The training workbooks are course-specific. They are comprised of lessons, and each chapter typically has a roadmap outlining the lesson, exercises for concepts, hands-on exercises, and application questions. The lesson references one or more chapters in a user guide as the content for the lesson.

- *Syllabi*: training plans and overviews for the course instructors.

**For additional value, all Infor online documentation can be personalized to reflect your business procedures, requirements and coding.**

Infor has embedded the Adobe® Reader® within our online documentation, which provides users with all the features provided in this document sharing tool.

Users can view, search, print, and collaborate with the PDF files.

As an Infor client, the City will have access to their personalized support site: [my.infor.com](http://my.infor.com). The Infor site provides all the pertinent information about your Infor system and solutions, such as your current environment and product releases, availability matrices, who to contact at Infor for specific needs, and an abundant amount of helpful and useful information.

The support site also provides access to standard release notes, road maps, technical and functional troubleshooting information and guides, a robust Knowledge Base where a repository of practical ideas and processes are offered, and access to a collaborative user community.



2. Describe what types of documentation you anticipate developing during the course of the project.

The City will receive full documentation of as-is processes and to-be process documentation that can be carried forward into scripts for the Conference Room Pilot, testing, and eventually end user training.

Additionally, Ciber delivers standard project documentation, including a project plan, project charter, end user training matrix, issue management plan, risk management plan, project status reports, budget versus actual reports, testing plan, cutover plan, and Conference Room Pilot plan. Deliverables can also be found in Project Responsibilities section above.

### Disaster Recovery Plan (Section 6.12)

Lawson's architecture is simple in design, separating the web/application/database tiers across one or more servers. It supports all industry standard Disaster Recovery options: Disk mirroring/RAID, Windows clustering Active/Active to Active/Passive configurations with hot and cold sites. The Lawson architecture is also highly scalable, supporting multiple servers and load balancing at the web, application, database, and reporting tiers, thus ensuring expandability to meet future growth.

If required, Ciber does provide additional disaster recovery strategy services along with full hosting, managed services, and production support options.

### 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.

As discussed in the Training Section, the Ciber team will be committed to helping the City achieve self-sufficiency. The Ciber team knows that transferring capability is far more valuable than simply transferring knowledge. Our proven approach integrates knowledge transfer with capability transfer because we recognize that comprehension and understanding are necessary components to learning practical skills and abilities. This practical knowledge produces active achievement, a "can do" attitude. Thus, we will focus each aspect of the project on transferring capability from our consultants to the City employees. This approach will enable the City to manage your ERP self-sufficiently into the future.

The Ciber team's capability transfer approach focuses on the following objectives:

- ✓ Involving the City staff in the design of the capability transfer plan
- ✓ Addressing both functional and technical capability transfer
- ✓ Involving the City staff in the process from the beginning of the project
- ✓ Instituting integrated Ciber and the City work teams throughout the project
- ✓ Utilizing both formal and informal training opportunities to effectively and efficiently transfer capability
- ✓ Measuring progress periodically and consistently



Throughout the project, Ciber and Lawson will provide functional and system/technical consulting who will work side-by-side with your team to enhance their experience, expertise and best practices knowledge is transferred to your staff. Our approach to **you** project is not one of 'drop in' and 'drop out'. **We construct the project work in collaboration with your City team to validate that we have the right people working at the right time on your project.**

This approach, coupled with our robust methodology, toolsets, documentation, guidelines, and other deliverables from our project implementation approach, provides the City project with the right tools to position the City of Fort Lauderdale for project success.



## Tab 10

### 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.

Ciber bases our formal staffing, training and certification programs on our Ciber Lawson/Infor Practice Values, which speak to our culture and our commitment to our clients, our company, and us. We value diverse talents, contributions, and perspectives, which allow us to be agile and adjust to changing requirements, as well as freely grow through innovation, including intelligent risk taking. We value respect and courtesy demonstrated toward each other. We encourage straightforward relationships among people willing to support each other with honest, direct, and responsive communication.

The selection of **the right team is a significant factor in Project success**. Ciber is highly qualified at supporting Lawson and maximizing the benefits of Lawson solutions in your environment. The Ciber team has direct, repeatable knowledge and experience in all aspects of our methodology, as well as both the functional and technical aspects of solution delivery. Ciber requires all internal resources to be trained and, if available from **Lawson/Infor**, certified, in their respective functional or technical areas. This means that resources assigned to the City will not only have access to resources that have the most current technology and application knowledge available from Lawson/Infor, but they have the history and library of solutions dating back over 16 years. Lastly, your users will be able to take advantage of the knowledge transfer our consultants can provide on new application related matter, such as how a cyclical may affect a user's daily Lawson routine or tools that may improve the client's use of the system.

**Although final resource decisions will be confirmed through additional conversations with the City**, Ciber's proposed project team will consist of a project manager, functional leads, technical leads, subject matter experts, and programmers. Upon completion of the project planning phase, **the project charter will detail all project team members along with their respective roles, responsibilities, and time commitment to the project.**



Key consulting personnel generally work full time, on-site. Often technical development can be completed off-site; this reduces travel expense and can be more cost effective for that reason. In Chicago, Ciber maintains a technical leadership center with 10 full-time developers in addition to our local functional and technical leaders. For the City we can leverage this local resource to your advantage. We can provide more on-site personnel with minimal expense, enhancing skills transfer and project efficiencies.

In addition, Ciber employs a diverse workforce representative of the global communities in which we do business. Ciber enjoys a multicultural environment enhanced by our employees that have immigrated to this country sharing their unique experiences and cultures. Ciber's diversity program is based on our policy of Equal Opportunity.

## 7.1 Project Team Member Descriptions

Role	Responsibilities
<b>Project Director</b>	<p>The Project Director provides executive communication and issues escalation and resolution. The Project Director is ultimately responsible for Ciber's activities and deliverables. The Project Director will:</p> <ul style="list-style-type: none"><li>✓ Measures and manages overall quality and client satisfaction for the project</li><li>✓ Provide support and input to the City's strategic direction</li><li>✓ Attend Steering Committee, Project Committee and Planning Meetings</li><li>✓ Monitors project critical success factors and the progress of work associated with the project</li><li>✓ Resolve Ciber project issues with Project Managers</li><li>✓ Enforces adherence to project methodology, processes and standards</li><li>✓ Responsible for overall client satisfaction for the project</li></ul>



Role	Responsibilities
<b>Project Manager</b>	<p>The Ciber Project Manager will work directly with the City Project Manager to plan, execute, and monitor the Lawson Implementation project. The Project Manager will serve as the primary agent in helping the City achieve its tactical goals, including a successful implementation, a positive business relationship with Lawson, and to remain a satisfied customer of Lawson products and services. The Project Manager will also be responsible for the leadership of a team of consultants as well as assisting in the coordination of the City resources as they relate to project related tasks. The Project Manager will:</p> <ul style="list-style-type: none"><li>✓ Actively work to identify and raise project issues and risks to the City Project Manager</li><li>✓ Be responsible for managing all Ciber work efforts of the project</li><li>✓ Coordinates and directs day-to-day activities for project team members</li><li>✓ Be the primary point of contact for project-related matters</li><li>✓ Provide input and updates to project plan consisting of scope, schedule, cost, communications and risk</li><li>✓ Maintain the overall Ciber and the City project relationship</li><li>✓ Provide guidance to the City Project Management team</li><li>✓ Continually assess and recommend improvements to the procedures, activities, and policies that form the basis of the working relationship among the City and Ciber</li><li>✓ Provide required status reports</li><li>✓ Provide Ciber task updates to the City Project Manager</li><li>✓ Conduct weekly project status meetings with management team</li><li>✓ Responsible for adherence to project methodology, processes, and standards</li><li>✓ Verifies quality and completeness of all project deliverables</li><li>✓ Responsible for knowledge and deliverable transfer between on-site and off-site teams</li><li>✓ Coordinates the Project Change Management process</li><li>✓ Control work schedule and task assignments for technical team, including interfaces, conversions, reports</li><li>✓ Manages effort towards meeting technical timelines</li></ul>

Role	Responsibilities
<b>Organizational Change Manager</b>	<ul style="list-style-type: none"> <li>✓ Develops the Organizational Change Management Plan</li> <li>✓ Assesses the organization's readiness for change</li> <li>✓ Maintains sponsorship involvement</li> <li>✓ Assesses impacts to the organization and mitigation strategies to reduce negative effects</li> <li>✓ Plans training programs for all affected users (with Project Manager)</li> <li>✓ Plans for and executes communication programs for all affected business organizations</li> <li>✓ Prepares end users for accepting the new system, owning it, and maintaining its continued operations</li> </ul>
<b>Product Strategists</b> <ul style="list-style-type: none"> <li>• Financial</li> <li>• Human Capital Management</li> <li>• Supply Chain</li> <li>• LTM</li> </ul>	<p>The Ciber Product Strategists are experts in the Lawson applications and industry knowledge. The analyst verifies that the City expectations, business process improvements, and software configurations are in alignment.</p> <ul style="list-style-type: none"> <li>✓ Identification and prioritization of opportunities for improvement within the City business processes</li> <li>✓ Conduct quality review and auditing of design, configuration and testing to support successful implementation of project</li> <li>✓ Manages traceability of the requirements throughout the software implementation</li> <li>✓ Responsible for gathering, defining and documenting business requirements</li> <li>✓ Responsible for capturing results, issues and gaps from pilot</li> <li>✓ Assist Functional Lead with system configuration and testing issue resolution</li> </ul>



Role	Responsibilities
<b>Functional Leads</b> <ul style="list-style-type: none"><li>Financial</li><li>Human Capital Management</li><li>Supply Chain</li><li>LTM</li></ul>	<p>The <b>Ciber Functional Leads are responsible</b> for assisting with any specific functional requirements in addition to work performed by identified Product Strategists The Functional Leads will:</p> <ul style="list-style-type: none"><li>✓ Works with the City team members to ensure knowledge transfer</li><li>✓ Reviews definition and documentation of the business processes, policies and procedures relating to the system</li><li>✓ Assists in resolving gaps, whenever possible, by recommending process improvements and workflows to validate business requirement is met.</li><li>✓ Responsible for understanding the functional aspects of the application and leading the pilot</li><li>✓ Acts as the main point of contact between the City business experts and the technical team</li><li>✓ Develops system design based on the City requirements</li><li>✓ Responsible for leading system configuration</li><li>✓ Leads <b>testing cycles, application issue resolution and design</b>/configuration changes</li></ul>
<b>Subject Matter Experts</b>	<p>The Ciber application consultants are responsible for assisting with any functional requirements in addition to work performed by identified application leads The application consultant will:</p> <ul style="list-style-type: none"><li>✓ <b>Develop the functional and process design</b></li><li>✓ Assist with implementing project procedures, guidelines, documentation standards and format content of deliverables in conjunction with the City project</li><li>✓ Assist in researching and resolving process and software issues</li><li>✓ <b>Instruct ProcessFlow, Lawson Smart Office, and LBI Workshops</b></li></ul>

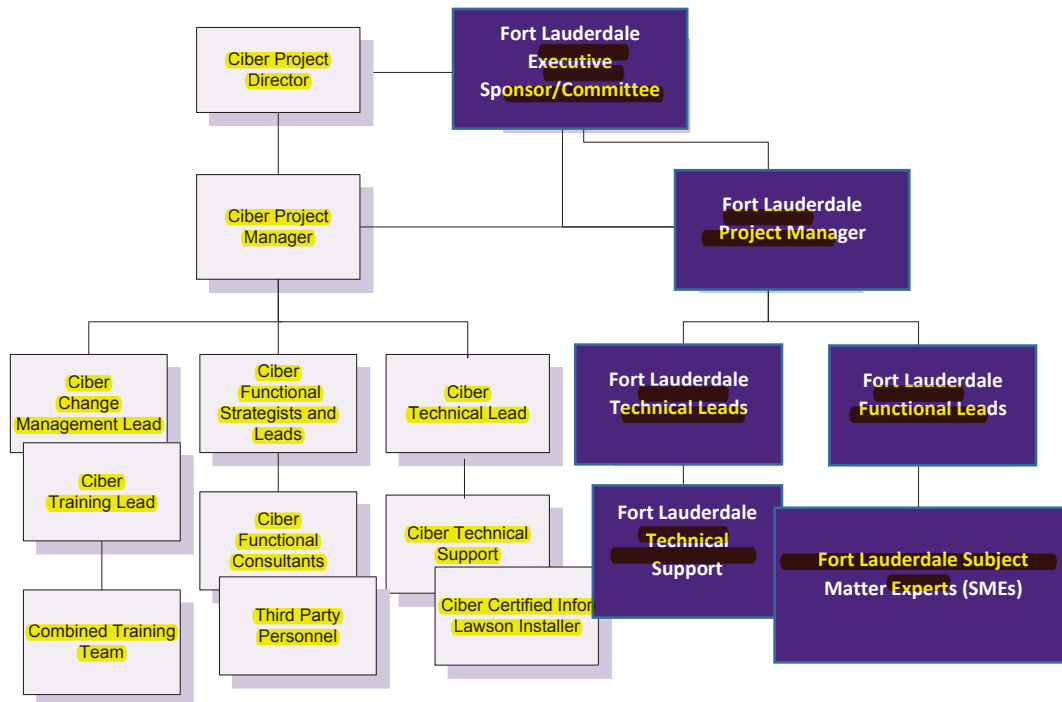


Role	Responsibilities
<b>Technical Manager</b>	<ul style="list-style-type: none"> <li>✓ Provides technical leadership for project</li> <li>✓ Reports to Ciber Project Manager</li> <li>✓ Oversees overall technical solution &amp; quality</li> <li>✓ Leads key design and construction work efforts</li> <li>✓ Provides overall technical direction for the solution as defined in the SOW</li> <li>✓ Provides daily direction for development resources</li> <li>✓ Facilitates knowledge and deliverable transfer between Ciber teams and the City</li> <li>✓ Coordinates with the various project leads to obtain and verify content included in the documents</li> <li>✓ Ensures document change history is captured and versioning is managed for each document</li> </ul>
<b>Technical Lead</b>	<p>Ciber Technical Lead provides services that address many of the IT specific needs of the City These services consist of data conversion planning and execution, interface/integration planning and development, workflow and customization design The Senior Technical Lead will:</p> <ul style="list-style-type: none"> <li>✓ Assist the City to establish and maintain required technical architecture and environments for development and production activities</li> <li>✓ Control work schedule and task assignments for technical team, including interfaces, conversions, reports)</li> <li>✓ Creates, organizes and designs documents created by the project team</li> <li>✓ Determine that technical timelines and standards are met</li> <li>✓ Prepare system test plans, technical readiness plans, and production schedules</li> <li>✓ Lead the design, implementation, and testing of the applications and security</li> <li>✓ Assign Technical Consultants as necessary to support technical development activities and provide project-related direction to Ciber programmers</li> <li>✓ Assess technical scope changes and impact on the overall project, and inform Project Managers of those impacts</li> <li>✓ Review all technical deliverables</li> <li>✓ Provide Operational Support</li> </ul>



Role	Responsibilities
<b>Developer / Programmer / Analyst</b>	<ul style="list-style-type: none"><li>✓ Develop technical programs to meet data integration specifications</li><li>✓ <b>Develop data extracts for input into Lawson</b></li><li>✓ Execute the required plans for development and testing</li><li>✓ Unit tests developed components</li><li>✓ Provides input into overall solution design</li></ul>
<b>Account Manager</b>	<ul style="list-style-type: none"><li>✓ Serves as the primary business relationship contact between Ciber and the City</li><li>✓ Participates (as needed) as member of the Steering Committee</li><li>✓ Provides business oversight and direction to the Ciber team and is tasked with verifying that project milestones, timelines, and deliverables are provided pursuant to the Contract</li><li>✓ Evaluates the integrity of the project scope</li><li>✓ Participates in Ciber's periodic quality assessments</li><li>✓ Provides assistance with issue resolution</li><li>✓ Resolves billing and contract issues</li></ul>

## 7.2 Project Organizational Chart



Key Ciber personnel have been committed for the duration of the project in order to maintain continuity and stability of the project. The following roles on the Ciber team will be considered key personnel for this project:

Beth Dvoracek, Vice President – Infor Practice

John Murrin, Senior Manager – Public Sector

Jim Ward, Principal Consultant

Mohamed Abubakar, Principal Consultant

Diana Van Blaricom, HCM and Talent Management Strategist

Nola Sloan, Principal Consultant

Patricia Morgan, Principal Consultant

Doug Langford, Senior Consultant

Jennifer Zody, Principal Consultant

Ciber understands that it is critical to the overall success of the project that Ciber not remove or reassign, without the County's prior written approval any of the key personnel until such time as the key personnel have completed all of their planned and assigned responsibilities in connection with performance of Ciber's obligations under the contract.

### Ciber Resumes

The following pages provide the resumes of project key personnel.

## PROFESSIONAL SUMMARY

A Lawson Project Director with extensive project planning, project management, change management, business analysis, application and technical experience, Beth has served successfully as a project manager and/or director on a variety of large and small projects (both implementations and upgrades) through all phases of the implementation cycle. Beth is a certified Project Manager Professional. Beth has excellent communications skills and relates well with all levels of an organization.



## RELEVANT EXPERIENCE

### Product Knowledge

- Lawson Human Capital Management Suite: Human Resources, Payroll, Personnel Administration, Benefits Administration, Employee and Manager Self-Service, Time Accrual/Absence Management, Lawson Talent Management

### Technical/ Professional Skills

- ERP Systems: Lawson
- Experienced in interfacing Lawson with many other systems, including Kronos, ADP, check printing systems, and various benefit vendors

### Partial List of Project Experience

- City of Boise
- DuPage County
- Hillsborough Public Schools
- Apache Corporation
- Denver Public Schools
- Atlanta Public Schools
- American Medical Association
- Baylor Health Care
- Flowserve
- Atlanta Journal Constitution

## CERTIFICATIONS & TRAINING

- Certified Project Manager Professional
- Certified Ciber Project Manager
- Certified in Ciber Change Management
- Lawson Certifications: Human Capital Management Suite, Human Resources Conversions Processing, Employee and Manager Self-Service Implementation, Absence Management, Enterprise Reporting

## EDUCATION

- B.B.A. in Business Analysis, Texas A&M University

## PROFESSIONAL SUMMARY

---

A project director with a successful track record of delivery effectiveness and leadership, John has over twenty two years' experience in the design and delivery of information technology solutions including strategy, process, applications and infrastructure; and over twelve years' experience selling and delivering consulting services in the functional areas of Human Capital Management, Finance, and Manufacturing. John has served successfully as project manager and director on a variety of large and small projects through all phases of the implementation cycle. John has excellent communication skills, and relates well with all levels of an organization.



## RELEVANT EXPERIENCE

---

### Product Knowledge

- Lawson Human Capital Management , Lawson Employee and Manager Self Service, Lawson Financials, Lawson Technology Products: ProcessFlow, MS Add-Ins, Portal, BSI TaxFactory

### Technical and Professional Skills

- ERP Systems: Lawson, PeopleSoft, SAP
- Operating Systems: Windows 95/98/2000, NT, UNIX
- Database Management Systems: Oracle, AIX, SQL Server

### Partial List of Project Experience

- DuPage County
- State of Arizona
- City of St. Paul, MN
- City of Boise, ID
- State of New Hampshire
- Panda Restaurant Group
- Wilson Leather
- Dexter Shoe Company
- Greater Baltimore Medical Center
- McGraw-Hill Companies

## EDUCATION

---

- B.S., Management Information Systems, Northeastern University, Boston, MA

## PROFESSIONAL SUMMARY

---

A Principal Consultant with knowledge and experience of the INFOR/Lawson Financials, Jim has served successfully on a variety of large and small implementation and upgrade projects through all phases of the implementation cycle. Jim's financials experience includes business process development and redesign, system configuration and application setup, system testing, and end-user training. Jim has excellent communication skills, and relates well with all levels of an organization. This experience has given him expertise in researching business requirements, redesigning processes, and determining application setup.

## RELEVANT EXPERIENCE

---

### Product Knowledge

- INFOR/Lawson General Ledger
- INFOR/Lawson Asset Management
- INFOR/Lawson Flex Budgeting
- INFOR/Lawson Report Writer
- INFOR/Lawson Cost Allocations
- INFOR/Lawson Grant Billing
- INFOR/Lawson Excel Add-in Query Upload Wizards
- INFOR/Lawson Currency
- INFOR/Lawson Project Accounting
- INFOR/Lawson Accounts Receivable
- INFOR/Lawson Billing

### Technical and Professional Skills

- Excel
- Word
- ERP Systems – INFOR/Lawson, PeopleSoft

### Partial List of Project Experience

- DuPage County
- City of Boise
- Cook County Health and Hospital Systems
- Catholic Health Initiatives
- Denver Health and Hospital Authority
- Mercy Medical Center
- Stevens Healthcare
- Mercy Jeannette Hospital
- Federal Home Loan Bank of Seattle
- Florida Health Care Plans

## CERTIFICATIONS & TRAINING

---

- INFOR/Lawson Financials

## EDUCATION

---

- Greenville College, Bachelor of Science, Accounting

## PROFESSIONAL SUMMARY

---

A Certified Lawson consultant specializing in the **Lawson/Infor Procurement Suite**, Mohamed has extensive experience in Supply Chain operation, and technology. Mohamed has worked on multiple projects including: ERP implementations, ERP upgrades, business process calibration, and Lawson Procurement integrations with variety of third party applications. He has in-depth knowledge of Data Master Management, consolidation, and standardization. Mohamed's experience spans from Healthcare, Financial Institutions to Public Sector organizations. He has strong technical aptitude with an ability to effectively translate technical information and operational procedures to end-users.

## RELEVANT EXPERIENCE

---

### Product Knowledge

- Lawson/Infor Procurement Suite: **Purchase Order, Inventory Control, Rquisitions**, Requisition Center, **Matching, MSCM, Contract Management, Strategic Sourcing**, Supplier Order Management.
- Lawson Technology Products: **MS. Add-In, LSO, Workspace**

### Technical and Professional Skills

- ERP Systems: Lawson/Infor
- Database Management Systems: **MS Access, Crystal Reports**
- 3rd Party Products: ImageNow, MHC, EPIC, GHX, others.
- Ms Office products.

### Partial List of Project Experience

- **City of Boise**
- **DuPage County**
- Northern Colorado Water
- Federal Home Loan Bank of Chicago.
- Techsys Business Solution.
- North Shore University Health System
- Skokie Hospital
- County Health System

## CERTIFICATIONS & TRAINING

---

- Lawson Certification: Procurement Suite 9.0.1.

## EDUCATION

---

- B.S. in Operations and Management Information Systems, Northern Illinois University

## PROFESSIONAL SUMMARY

---

Diana is a certified Professional in Human Resources with over 30 years of accomplishments in HR including, complex ERP solutions, e-business design and organizational strategies. She has worked with clients to enhance their HR processes and improve organizational effectiveness. Diana also participates in the delivery of PHR and SPHR recertification workshops for the Society for Human Resources Management with topics focusing on pay-for-performance and technology solutions and has contributed to several industry media outlets over the years. She is an expert in Lawson HCM solutions including the **Lawson Talent Management Suite**.



## RELEVANT EXPERIENCE

---

### Product Knowledge

- Lawson HCM Suite: Human Resources, Personnel, Benefits, Payroll, Absence Management, Employee/Manager Self-Service
- Lawson TM Suite: HR Foundations (Global HR), Talent Acquisition, Performance Management, Goal Management, Compensation Management, Succession Planning

### Technical and Professional Skills

- ERP and HRIS Systems: Lawson, Epicor
- Business Process Calibration

### Partial List of Project Experience

- |                                 |                                  |
|---------------------------------|----------------------------------|
| ▪ Wheaton Franciscan Healthcare | ▪ Cedars Sinai Medical Center    |
| ▪ Centrastate Health System     | ▪ Universal Health Services      |
| ▪ Government of Tanzania        | ▪ PPD, Inc.                      |
| ▪ Mosaic Sales Solutions        | ▪ <b>Denver Public Schools</b>   |
| ▪ Aviall, Inc.                  | ▪ Nationwide Children's Hospital |
| ▪ Cone Health                   |                                  |

## CERTIFICATIONS & TRAINING

---

- Lawson Human Capital Management and Talent Management
- PHR, Society for Human Resources Management
- International Human Resources Certificate, Society for Human Resources Management
- Human Capital Metrics, Saratoga Institute, Saratoga, CA
- Facilitator Skills, seminar, Strategic Resource Partners LLC

## EDUCATION

---

- General Business, Minneapolis Business College, Roseville, MN



## PROFESSIONAL SUMMARY

---

A Principal Consultant with 15 years implementing Infor/Lawson, Nola brings her detail-oriented **experience to all projects**. She leverages her CPA experience to **review, research, and resolve complex issues**. She has **vast applications and technical knowledge**, in the Lawson/Infor S3 Human Capital Suite of products. She **has served as a functional lead and subject matter expert on multiple implementations and upgrades**, in the healthcare and public sector industries. Nola **specializes in payroll for multi-state projects and has experience with end-user training, customized conversions, and custom report development**.



## RELEVANT EXPERIENCE

---

### Product Knowledge

- Lawson HCM Suite: Human Resources, Payroll, Personnel Administration, Benefits Administration, Absence Management, EMSS
- Lawson Talent Management: Global HR
- Lawson Technology Products: MS Add-Ins
- Lawson Smart Office, Workspace and Portal Set-up and Configuration
- BSI TaxFactory Set-up and Configuration

### Technical and Professional Skills

- ERP Systems: Lawson, PeopleSoft
- Operating Systems: Windows 7/XP/2000/98/95/NT, UNIX
- Database Management Systems: **Oracle, MS Access**
- 3rd Party Products: BSI, Microsoft Add-Ins

### Partial List of Project Experience

- **DuPage County**
- **City of Boise**
- Wheaton Franciscan Healthcare
- Hurley Medical Center
- UnityPoint Health
- Mercy Regional Health Center
- **City of Waterbury, CT**
- **City of High Point, NC**
- Northern Colorado Water
- Capital Aggregates

## CERTIFICATIONS & TRAINING

---

- Lawson Certifications: Lawson S3 Human Capital Management Implementation, Lawson S3 Human Capital Management, Human Resources Suite 7.2, 8.0, 8.1, Financials Suite 7.2, Human Resources and Financials Suites Upgrade 7.x to 8.x

## EDUCATION

---

- B.B.A. in Accounting, Fort Hays State University

## PROFESSIONAL SUMMARY

---

As a lead Human Resources consultant with 20 years of HR/Payroll experience, Trish possesses in depth knowledge of the functional process of HR/Payroll. Lawson portal implementations include Human Resources, Personnel, Benefits, Payroll, and Absence Management. Trish's experience has given her an in-depth understanding of the standard HR/Payroll practices which has proven very beneficial in the implementation of HR/Payroll systems.



## RELEVANT EXPERIENCE

---

### Product Knowledge

- Lawson HCM Suite: Human Resources, Personnel, Absence Management, Payroll, Benefits
- Lawson Technology Products: Crystal Reporting, MS Add-Ins

### Technical and Professional Skills

- Microsoft Excel, Word, Power Point
- Kronos Timekeeping
- ER—Lawson

### Partial List of Project Experience

- DuPage County
- City of High Point, NC
- Portland Development Commission, OR
- City of Waterbury, CT
- City of Saint Paul, MN
- St. Mary Duluth Clinic, MN
- StarTek, CO
- UC Health, OH
- Crawford Company, GA
- MV Transportation, IA
- Federal Home Loan Bank Chicago, IL

## CERTIFICATIONS & TRAINING

---

- Lawson Human Capital Management 9.0

## EDUCATION

---

- A.A. in Computer Programming, Limestone College, Gaffney SC

## PROFESSIONAL SUMMARY

---

A senior consultant with broad technical and application knowledge, Doug has experience with the Lawson Human Resources, Procurement and Finance suites. In a technical lead role he has experience designing and developing various conversion, interface, and custom solutions using the UNIX platform. In addition to new implementations and upgrades, Doug has also been involved in production support and enhancements activities as well as the mentoring of client technical resources.



## RELEVANT EXPERIENCE

---

### Product Knowledge

- Lawson Human Capital Management Suite: Human Resources, Payroll, Personnel Administration, Benefits Administration, Time Accrual
- Lawson Financials Suite: Accounts Payable, General Ledger
- Lawson Procurement Suite: Inventory Control

### Technical/ Professional Skills

- ERP Systems: Lawson
- Operating Systems: UNIX
- Languages: COBOL, SQL Plus, PL-SQL, Unix scripting, Process Flow Integrator

### Partial List of Project Experience

- City of Boise
- DuPage County
- Hillborough County Public Schools
- Montgomery County Public Schools
- Apache Corporation
- Centura Health
- Flowserve
- HCA
- Dobson Communications/AT&T

## EDUCATION

---

- B.S. in Computer Science, University of Alabama at Birmingham

## PROFESSIONAL SUMMARY

---

A **technical strategist** with vast technical experience and focus, Jennifer has served successfully as project manager or technical lead on a variety of projects through all phases of the upgrade and implementation cycle. She has managed multiple small projects simultaneously, as well as a team of technical resources on large projects. Jennifer's main focus relates to Lawson System **Foundation (LSF) 10.0.x and 9.0.1.x installs** and application data upgrades. She has also demonstrated technical and application skills in the Lawson Human Resources and Financial Suites.



## RELEVANT EXPERIENCE

---

### Product Knowledge

- Lawson Human Capital Management Suite: Human Resources, Payroll, Personnel Administration, Benefits Administration, Employee Self-Service, Time Accrual, BSI TaxFactory
- Lawson Financials Suite: Accounts Payable, General Ledger
- Lawson Procurement Suite: Purchase Order, Requisitions
- Lawson Technology Products: Design Studio

### Technical and Professional Skills

- ERP Systems: Lawson
- Operating Systems: Windows 2003/2008, UNIX
- **Database Management Systems: Oracle, Microsoft Access, Informix, SQL Server**
- **Languages: COBOL**
- **Hardware: HP/UX, AIX, Sun, PC**
- **3rd Party** Products: Business Software Inc., WebSphere, MicroFocus NetExpress/Server Express

### Partial List of Project Experience

- |  |  |
|--|--|
| ▪ City of Boise                                | ▪ Las Vegas Valley Water District              |
| ▪ State of Arizona                             | ▪ Board of Pensions of the Presbyterian Church |
| ▪ Northern Colorado Water Conservancy District | ▪ City of Waterbury                            |
| ▪ Federal Home Loan Bank of New York           | ▪ Orange County Transportation Authority       |

## CERTIFICATIONS & TRAINING

---

- Lawson Certifications: LSF 10.0 and 9.0.1 installation/migration on both Unix and Windows

## EDUCATION

---

- B.S. in Computer Science/Systems Analysis, Taylor University

## Staffing Plan Form

1.	Identify the degree to which Vendor staff will be onsite versus off-site during the project.								
	Vendor staff will be on site approximately 85% of the total hours expended								
2.	Provide the resource and configuration requirements for the Vendor's staff during the implementation:								
	Number of workstations	6 – 8							
	Number of desks	6 - 8							
	Number and size of dedicated rooms for the project	1 Team room for the combined teams Training facilities 1 or 2 small conference rooms							
	Parking	3 - 4							
	Telephones	Speaker phones for the meeting rooms							
	Network accessibility needs	6 - 8							
	White boards	In each meeting room							
	Flip charts	In each meeting room							
	Power requirements	6 – 8							
	Other resource needs	Printer and copier							
3.	Use the table provided below to identify the number of Fort Lauderdale business staff expected 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.								
	<table border="1"> <thead> <tr> <th>Project Role</th> <th>Project Responsibilities</th> <th>FTE</th> </tr> </thead> <tbody> <tr> <td><b>Executive Sponsor(s)</b></td> <td> <ul style="list-style-type: none"> <li>Monitors project progress and aligns project to the City objectives and priorities</li> <li>Works with the team to resolve escalated project issues</li> <li>Approves significant change requests that have budgetary and timing impacts</li> <li>Participates in weekly status meetings</li> </ul> </td> <td></td> </tr> </tbody> </table>			Project Role	Project Responsibilities	FTE	<b>Executive Sponsor(s)</b>	<ul style="list-style-type: none"> <li>Monitors project progress and aligns project to the City objectives and priorities</li> <li>Works with the team to resolve escalated project issues</li> <li>Approves significant change requests that have budgetary and timing impacts</li> <li>Participates in weekly status meetings</li> </ul>	
Project Role	Project Responsibilities	FTE							
<b>Executive Sponsor(s)</b>	<ul style="list-style-type: none"> <li>Monitors project progress and aligns project to the City objectives and priorities</li> <li>Works with the team to resolve escalated project issues</li> <li>Approves significant change requests that have budgetary and timing impacts</li> <li>Participates in weekly status meetings</li> </ul>								

		<b>Project Manager</b>	<ul style="list-style-type: none"> <li>Responsible for managing all the City work efforts that are not assigned to Ciber</li> <li>Coordinates and directs activities for the City team members</li> <li>Acts as a single point of contact for the City</li> <li>Responsible for escalation of project issues through the City's organization</li> <li>Accepts or Rejects Ciber's Deliverables</li> <li>Monitors project execution against the baseline project plan</li> <li>Responsible for managing all the City work efforts that are not assigned to Ciber</li> <li>Coordinates and directs activities for the City team members</li> <li>Acts as a single point of contact for the City</li> <li>Responsible for escalation of project issues through the City's organization</li> <li>Accepts or Rejects Ciber's Deliverables</li> <li>Monitors project execution against the baseline project plan</li> </ul>	
		<b>Project Administrator</b>	<ul style="list-style-type: none"> <li>Coordinates the scheduling and setup of training facilities</li> <li>Develops and maintains training materials</li> <li>Develops, customizes and maintains end user documentation</li> <li>Executes the Training Plan for the project</li> <li>Maintains attendance records and evaluation forms</li> </ul>	
		<b>Functional Process Owners</b>	<ul style="list-style-type: none"> <li>Supports the creation and signoff of the functional requirements, as well as other business level documents (e.g., test plans, UAT testing)</li> <li>Participates in scope definition and project planning activities</li> <li>Performs project activities according to project plan</li> </ul>	

			<ul style="list-style-type: none"> <li>• Reports weekly status, issues and potential risks to the project managers</li> <li>• Validates that information provided to project team is up-to-date and accurate</li> </ul>		
		<b>Functional Process Team Participants (per member involvement)</b>	<ul style="list-style-type: none"> <li>• Responsible for testing and QA</li> <li>• Provides Subject Matter Expertise</li> <li>• Supports the creation and signoff of the functional requirements, as well as other business level documents (e.g., test plans, UAT testing)</li> <li>• Participates in scope definition and project planning activities</li> <li>• Performs project activities according to project plan</li> <li>• Reports weekly status, issues and potential risks to the project managers</li> <li>• Validates that information provided to project team is up-to-date and accurate</li> <li>• Participates in process review and software pilot activities</li> <li>• Develops scripts for software pilot and testing activities</li> <li>• Supports design and configuration of the software</li> </ul>		
		<b>Training Coordinator Team Lead</b>	<ul style="list-style-type: none"> <li>• Assist with development of an end user training approach and plan</li> <li>• Assist with training design</li> <li>• Assist in use of tools to create training materials</li> <li>• Provide coaching /mentoring /monitoring on training development</li> <li>• Provide guidance on training management and measurement</li> </ul>		
		<b>Change Management Team Lead</b>	<ul style="list-style-type: none"> <li>• Participates in the development of the Organizational Change Management Plan</li> <li>• Maintains sponsorship involvement</li> <li>• Assists Ciber Change Manager navigate the organization and develop strategies to reduce negative effects</li> </ul>		





			<ul style="list-style-type: none"> <li>Organizes training logistics for all affected users</li> <li>Executes and maintains the Communication Plan for the project</li> <li>Updates meeting minutes and task status reports</li> </ul>		
		<b>Infrastructure; Database' IT Leads</b>	<ul style="list-style-type: none"> <li>Installs hardware</li> <li>Configure and maintain system databases</li> <li>Provide operational support throughout the project</li> <li>Attend Lawson approved Technical Training (Security, Lawson Administration)</li> <li>Provides system help and education to the system users</li> <li>Maintains security administration for the system</li> <li>Conducts database administration support activities</li> <li>Tests all enhancements, patches and fixes to the system</li> <li>Acts as liaison to management concerning the system</li> <li>Maintains the hardware that supports the system</li> <li>Ensures that the system is current (as far as is practical and functionally necessary) with patches and fixes to the system</li> <li>Plans for the future evolution of the system to meet changing/expanding business requirements in functionality</li> <li>Ensures adequate system documentation</li> <li>Maintains vendor contract awareness and compliance</li> <li>Sets up databases as needed by the Project Team</li> <li>Develops and implements database backup and recovery procedures</li> <li>Monitors and tunes the performance of databases, as needed</li> <li>Reports status, progress, and issues to team leads in a timely manner</li> </ul>		



			<ul style="list-style-type: none"> <li>Maintains database security</li> <li>Performs database capacity analysis</li> <li>Responsible for monitoring version control between database instances</li> <li>Develops and implements strategy for networks, database support and operating systems</li> <li>Secures necessary hardware and software to support implementation</li> <li>Responsible for the allocation of technical resources during the project, including hiring additional staff if necessary</li> <li>Works with Project Manager to develop training plan for technical staff</li> </ul>		
		<b>Developers</b>	<ul style="list-style-type: none"> <li>Develop designs to meet data integration specifications</li> <li>Develop data extracts out of legacy systems for input into Lawson</li> <li>Execute the required plans for development and testing</li> </ul> <p>Maintains Lawson system and is responsible for general Lawson Administration</p>		

4. Use the table below to identify the number of technical resources expected 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 FTEs	Skill Set Required	Training Required?	Training Provided?
Help Desk	2	Customer Support	Yes	Yes
Trainer	.5	Training Delivery	Yes	Yes
DBA	.5	RDBS DBA	Yes	No
Report Developer	1	Reports Development	Yes	Yes
Application Support	2	App module knowledge	Yes	Yes



	System Administrator	.5	Sys Admin	Yes	Yes	
	Security Administrator	.25	Sec Admin	Yes	Yes	



## Tab 11

### Ongoing Support Services (Section 8)

#### 8.1 Ciber Go-Live and Post Production Support

Following cutover, Ciber's project consultants will provide on-site and remote support. This will consist of issue resolution, end-user support, operational support, and addressing application-related questions. Ciber is also proposing a full year of our Production Support on a Time & Material basis for any post cutover and ongoing support required (see below). Additional information will be delivered on this offering as requested.

##### Post Production Support

In addition to Lawson Maintenance and Support that the City will require, the City has the option to will utilize Ciber's Lawson Technology Center for support of additional requested requirements and tasks that may be out of scope with your maintenance agreement with Infor. Ciber's Production Support offering consists of Lawson Administration Support, user support and "how-to" issue resolution, support of customization programs and reports, programming and technical development activities, and first level application consulting.

#### 8.2 Lawson Maintenance Support

##### 8.2.1 Support Plans

Infor Support currently offers the Xtreme Support Plan for all Infor software products. In addition to this Xtreme Plan, there are the Xtreme Premium and Xtreme Elite plans that provide 24x7 Critical Incident Support for most products.

The description of all components that are related to the Xtreme Support Plan and its current features are set forth below.

##### *Xtreme Support*

This option provides support for an unlimited number of incidents, continuous online support through a portal that's available 24x7, and priority queuing based on the severity of an incident. With Xtreme Support you get:

- ✓ Critical incident support—Within one hour, get responses to your most critical issues (Severity 1), during or after business hours, 24x5.\*
- ✓ Telephone access—Contact us by phone, if you prefer.
- ✓ Remote access—Help resolve difficult issues more quickly by having us remotely access your system.
- ✓ Software updates and feature packs—Get product enhancements, updated releases, issue corrections, documentation updates, and related release notes.

- ✓ Software patches and service packs—Stay current on fixes and patches, with little to no downtime. These often include statutory and regulatory updates and issue corrections.
- ✓ How-to assistance—Talk to Xtreme Support engineers who will answer your procedural questions about processes, product functions, and features of available products.
- ✓ Critical solution notification—Get instant notification when resolutions to critical issues are available.\*
- ✓ Recorded briefings—Access recordings on “hot topics” and ask us to create briefings on particular topics of interest to you.
- ✓ Online communities—Join a social network to communicate with your peers who have the same product, environment configuration, or industry challenges.
- ✓ Defined incident response targets—Know what to expect from Xtreme Support. Your incident severity, product, and support plan determine our support response, which is designed to help keep your business-critical applications running at top speed. Support response targets are published in the Infor Xtreme Scope of Operations document.

### **Onsite Support**

Ciber will leverage our entire Lawson Practice and resources to support any onsite support required after the implementation. Our entire team consists of experts who have implemented Lawson in some of the most demanding environments in the world; experts who have worked with major corporations to improve business processes, and specialists who understand how to integrate Lawson with numerous peripheral systems and technologies. Ciber has the resources and scalability to react nimbly and effectively.

If a more formal arrangement is necessary, Ciber’s Production Support Offering, mentioned above, will **consists of both onsite and remote support.**

### **Telephone Support**

The City may contact the Infor Support Center by submitting your incident via the web at our customer website, MyLawson, which provides a comprehensive set of tools to allow your organization independent searching capabilities for information, solutions, and online case reporting, 24x7 or by placing a call during our scheduled business hours.

### **Help Desk**

Please see the Global Support Operations Handbook provided on the CD included with this response.

### **Toll-Free Support Line**

**Toll-free support numbers are provided.**

### **User Groups**

Over 40 user groups are supported and they meet throughout the year. The common goal of the user groups is to provide an environment in which customers can collectively learn about new products, share procedural knowledge of the software, and to foster beneficial business networking opportunities.

### Online Knowledgebase

The Knowledge Base offers you a single point of access to a large collection of product-specific information. It includes a wide variety of documents that can be searched simultaneously. The Knowledge Base is frequently updated and provides you with the latest information about products and related processes.

## 8.3 Ongoing Support Services Form

Support and Maintenance	
1.	<p>Provide the minimum, maximum, and average response times (hours) provided as part of the basic support agreement and average response time for the past twelve (12) months.</p> <p>Incident resolution is often an investigative process that is iterative, with many variables, and at times requires collaboration and troubleshooting by various teams within Infor and the customer to determine the root cause in order to bring the incident to resolution. The nature of this process makes providing target resolution times difficult. Customers have communicated to Infor that what is important to them, is having the ability to continue doing business while Infor investigates the cause of an issue, and providing regular updates as Infor progresses through the troubleshooting process.</p> <p>Upon notification of shortlist or serious intent to consider, Infor will be happy to deliver additional detail around our company statistics.</p>
2.	<p>Provide Help Desk services for technical support and end users. Specify days and hours and any escalation options and procedures.</p> <p>Infor's Xtreme Support Center business hours are generally Monday through Friday, 8:00 a.m. to 5:00 p.m., local time, in the customers' time zone, excluding holidays observed by Infor, which fall within the applicable coverage.</p> <p>You may contact the Infor Xtreme Support Center by submitting an incident via the web at <a href="http://www.infor.com/inforxtreme">www.infor.com/inforxtreme</a> 24x7 or by placing a call during Infor's scheduled business hours. For a complete listing of the Xtreme Support Center phone numbers, access the "Contact Us" option on the home page of the Infor Xtreme Portal at <a href="http://www.infor.com/inforxtreme">www.infor.com/inforxtreme</a> and receive 24x7, online access to a variety of Support services.</p> <p>Escalation beyond standard procedures is reserved for issues that merit a higher degree of attention, and such escalation is not intended for issues that are well-suited to Infor standard operating procedures. If the customer believes that an issue needs a higher level of attention, they should contact the regional Xtreme Support Center and request that a Support Manager become involved. If merited, the Customer Care team will escalate the issue and notify the appropriate Support Manager of the situation. The Support Manager will act promptly to assess the situation, contact the customer to discuss the resolution plan, identify required resources, and implement the resolution plan.</p>



3.	Identify the party or business unit that is responsible for the support options provided above. The Vendor shall include information for a Fort Lauderdale-hosted versus a Vendor-hosted solution.															
	Infor is responsible for technical support.															
4.	Provide the following regarding the number of business staff the Fort Lauderdale should expect to be committed to providing on-going application support: <div><div>a. Role</div><div>b. Responsibility</div><div>c. Estimated time commitment in terms of FTE time</div></div>															
	Please see response below in question 5.															
5.	For ongoing IT staff resources, please provide the following information: <div><div>a. Type of positions required (e.g., help desk, trainer, DBA, report developer, application support, system administrator, security administration, etc.)</div><div>b. Number of FTEs within each position</div><div>c. Skill sets required for each position</div><div>a. Training required and whether the Vendor provides this training</div></div>															
	<p>General maintenance of the Infor Lawson ERP does not require programming. Infor provides utilities and tools used to maintain the system. Customer-specific enhancements can be made using the Infor Smart Office (for UI and logic) and Infor Process Automation (for workflow, process automation, and interfaces) tools. These tools require standard web-type skills including HTML, XML, and JavaScript.</p> <p>Common tasks for maintaining Infor Lawson ERP and effort levels:</p> <table><tr><th>Technical Area</th><th>Staff</th><th>Skills</th></tr><tr><td>DBA</td><td>.25</td><td>Standard DBA skills: DB maintenance, backups, etc.</td></tr><tr><td>System Admin</td><td>.25</td><td>Familiarity with OS, files, user (account) maintenance, jobs etc.</td></tr><tr><td>Report Designers</td><td>As needed (2-3)</td><td>Crystal Reports, standard report generation knowledge (SQL)</td></tr><tr><td>Workflow Designers</td><td>As needed (min 2)</td><td>Business Analyst level knowledge of Finance, Procurement, Human Capital Management. Light program logic skills and light JavaScript</td></tr></table>	Technical Area	Staff	Skills	DBA	.25	Standard DBA skills: DB maintenance, backups, etc.	System Admin	.25	Familiarity with OS, files, user (account) maintenance, jobs etc.	Report Designers	As needed (2-3)	Crystal Reports, standard report generation knowledge (SQL)	Workflow Designers	As needed (min 2)	Business Analyst level knowledge of Finance, Procurement, Human Capital Management. Light program logic skills and light JavaScript
Technical Area	Staff	Skills														
DBA	.25	Standard DBA skills: DB maintenance, backups, etc.														
System Admin	.25	Familiarity with OS, files, user (account) maintenance, jobs etc.														
Report Designers	As needed (2-3)	Crystal Reports, standard report generation knowledge (SQL)														
Workflow Designers	As needed (min 2)	Business Analyst level knowledge of Finance, Procurement, Human Capital Management. Light program logic skills and light JavaScript														

	UI Enhancement	As needed (min 2)	Business Analyst level knowledge of system, Light web skills, light JavaScript or JScript									
<p align="center"><b>Figure 8-1</b></p> <p>Infor offers all technical training necessary for maintaining and enhancing the Infor Lawson ERP system. This includes but is not limited to: system administration, database administration, security administration, system monitoring and tuning, workflow, interfacing, and system personalization.</p>												
6.	Do you limit the number of Fort Lauderdale 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?											
	Support can be accessed by Fort Lauderdale staff, and we are agreeable to putting language in our contract.											
7.	Describe the types of support needed to keep the product under current support and to keep the product enhanced.											
	See response 5 in this section.											
8.	Do you need remote access to the server to support/maintain it? If yes, describe the method(s) and security used.											
	Customers can greatly facilitate incident resolution by providing Infor Support Analysts remote access to Component Systems. Providing remote access is a standard contractual requirement. The Infor Support Analyst will require the same clearance level as your internal staff, however, Infor will ask for permission prior to connecting to your system. Customers will also be expected to participate while remote access is available to the Infor Support Analyst.											
9.	Will the vendor contractually agree to:											
	<table><tr><th colspan="3">Contractual Inquiry</th></tr><tr><th>Term / Condition</th><th>Yes</th><th>No</th></tr><tr><td>Provide <u>on-site</u> staff for training and implementation</td><td>X  Ciber provides on-site and remote implementation services. Infor provides on-</td><td></td></tr></table>			Contractual Inquiry			Term / Condition	Yes	No	Provide <u>on-site</u> staff for training and implementation	X  Ciber provides on-site and remote implementation services. Infor provides on-	
Contractual Inquiry												
Term / Condition	Yes	No										
Provide <u>on-site</u> staff for training and implementation	X  Ciber provides on-site and remote implementation services. Infor provides on-											





		site, Virtual Labs and remote Public Training	
	Non-performance hold-backs?	X Ciber will negotiate in good faith if accepted as vendor of choice	
	Payment hold-backs until fully operational and formally accepted?	X Ciber will negotiate in good faith if accepted as vendor of choice	
	Allow the Fort Lauderdale to approve Vendor staff assigned to help with implementation?	X Ciber will work with the Fort Lauderdale to maintain proper staffing acceptable to you.	
	One year warranty, during which the annual support conditions apply. The first, annual support payment would occur after the warranty period expires	X Applies to Software *Infor will negotiate in good faith if accepted as vendor of choice	
10.	Describe how your software will be licensed to the Fort Lauderdale (e.g. site license, named users, concurrent users, etc.)		
	<p>Software licenses can include all of the following and each license appearing on a contract is identified as NU, US, CU, CPUCORE, or AECU. A brief description of each license type appears below.</p> <p><b>NU = Named Users:</b> Allows access to the Subscription Software up to the stated maximum number of individual named users, irrespective as to whether any such users is actively logged on to the Subscription Software at a given point in time.</p> <p><b>US = Users</b> Allows access to the Subscription Software up to the stated maximum number of individual users. Each separate log-on accessing the Subscription Software will be counted as a separate user.</p>		

	<p><b>CU = Concurrent Users</b> Allows access to the Subscription Software up to the stated maximum number of individual concurrent users who are simultaneously logged on to the Subscription Software at any given point in time, irrespective as to whether or not any such user is actually using resources related to the Component System.</p> <p><b>CPUCORE = CPUCores</b> Quantity represents the maximum number of Central Processing Unit Cores visible to the Operating System or utilized by the Subscription Software at peak times. All CPUCores utilized must be licensed.</p> <p><b>AECU = “Amazon EC2 Compute Unit”</b> Amazon EC2 Compute Unit is the amount of CPU that is allocated to particular instance expressed in the terms of the EC2 Compute Units. One EC2 Compute Unit provides the equivalent CPU capacity of a 1.0-1.2 GHz 2007 Xeon processor. This is also the equivalent to an early 1.7 Ghz Xeon processor.</p>
<b>Software Updates and Distribution</b>	
11.	<p>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:</p> <ol style="list-style-type: none"> <li>Backward version compatibility and support of back versions,</li> <li>Timeframe/policy on moving to new versions,</li> <li>Automatic product upgrades or on demand,</li> <li>Ease of implementation for Fort Lauderdale staff versus need to contract for services.</li> <li><b>Use of Microsoft Systems Management Server (SMS) 2003 and/or Microsoft Software Update Services (SUS) to deploy new versions and patches to servers and clients.</b></li> </ol>
	<p>Infor supports the current and previous major releases and all subsequent “point” releases. Infor does not place a specific timeframe for moving to new releases. We provide mainstream support for the current and previous major versions, and extended support for the version prior to the two most recent versions. Mainstream support for the current and previous major versions usually equates to five or more years.</p> <p>The product is not automatically upgraded or updated. Customers are in complete control of when they apply updates/upgrades. New software is downloaded from our support site and installed by the customer or by contracting with Infor Consulting Services.</p> <p>Most customers learn how to maintain their Infor systems and receive training on applying updates, and therefore update the systems themselves. Infor Consulting Services or other certified Infor partners can be contracted to aid in the updates/upgrades.</p> <p><b>Infor does not rely on SMS or SUS for updating the software.</b> Infor Lawson provides our Application Maintenance Toolkit (AMT) that is used to analyze the downloaded update package, report on its contents, and apply the server update. The Smart Office client automatically updates from the server-based install point. Other client software for admins and developers (Lawson Security Administration, Crystal Reports, etc.) use standard client installers and could potentially be used with Microsoft client management tools.</p>

12.	<p>Describe the product release cycle including:</p> <ol style="list-style-type: none"> <li>Frequency of upgrades/enhancements or new versions (major and minor version releases)</li> <li>Contents of release,</li> <li>How long release takes to implement, and</li> <li>Use of release notes.</li> </ol>
	<p>Infor's solutions are designed with interoperability in mind using the latest, established technologies including Service Oriented Architecture (SOA), open source XML documents, web services, and standard Application Programming Interfaces. Infor has developed an approach to SOA that puts the customer's interest first. Because Infor Open SOA is cost-free, is delivered through standard Infor solution upgrades, supports heterogeneous customer-specific ecosystems, and uses an event-driven model, customers can be confident that the Infor approach to SOA will deliver business value today and well into the future.</p> <p>Patch and maintenance management is easy, secure, documented, auditable (for SOX compliance) and can be done while the system is up and running. However, if needed, Infor's Consulting Services Organization and Technical Support Division are definitely available to work with the Fort Lauderdale to make sure that the appropriate training and assistance is available to secure successful patches and updates to the system, should those services be needed.</p> <p>Software Upgrades and/or Patches are available for customers to download by visiting our Customer Support Portal at <a href="http://www.support.infor.com">www.support.infor.com</a>. These downloads are available for customer's with a current support contract in place and are included with the Maintenance/Support fee. In general, releases are handled and distributed as follows:</p> <ul style="list-style-type: none"> <li>Major Releases- - frequency is approximately 3 to 5 years and usually includes the necessity to upgrade the product using an upgrade process and procedure that is provided by Infor Lawson Software. The upgrade process is necessary due to changes in the underlying database structure that supports major functionality enhancements to the system. Major releases are decommissioned and clients are notified with at least a 12 - 24 month window prior to decommissioning.</li> <li>Cyclical releases (major) -- frequency is as needed, usually contains minor functionality enhancements, does not require an "upgrade process" but does require program recompilation in some cases. A major cyclical release will usually "bundle" all previous patches and apply them at the same time along with the minor functionality changes (if any). Not required by Infor unless directed so by the client. May contain database additions/changes that require some special processing that is created and documented by Infor.</li> <li>Cyclical release (minor) -- frequency is as needed, contains patch(es) to correct reported issues with the software. Does not require an "upgrade process". Not required by Infor Lawson unless directed so by the GSC. All types of releases are available via our online support site.</li> </ul> <p>The Fort Lauderdale will be able to set viewing preferences with the Xtreme Support portal's new consumer-grade user interface, so you'll get information presented to you in a personalized way. You'll also be able to access critical support resources, including software patches, service packs, updates, release notes, a comprehensive knowledge base, recorded</p>

	<p>briefings, and online communities—24/7/365. You can browse through relevant articles and videos, with quick and easy access to:</p> <ul style="list-style-type: none"> <li>• Products and upgrades</li> <li>• Tax and regulatory updates</li> <li>• Critical patches</li> </ul>
--	--

#### Customizations

13.	How does the Vendor define customization versus configuration?
	Traditionally customizations are defined by making edits or changes that occur at the actual software application code level, whereas configuration is typically defined as a topical change that utilizes an existing tool or script and is not impacted when a software update or release occurs. Infor recommends keeping the system as “vanilla” as possible and for its customers to take full advantage of the provided comprehensive tools that allow for extensive configuration of the system.
14.	How can the Fort Lauderdale customize or configure the software directly without Vendor involvement?
	The Fort Lauderdale owns the source code and can make modifications within the applications based on the skillset and needs of the organization. Again, Infor recommends keeping the system as “vanilla” as possible and for its customers to make full use of the provided comprehensive tools for system enhancement.
15.	How are local customizations or configurations maintained when installing new releases of the Vendor’s software?
	Local customizations are traditionally the responsibility of the customer to track and maintain. Infor has designed the Infor Lawson system to utilize configurations for the express purpose of minimizing conflicts when a new release of the software is available. Enhancements made with our configuration tools are kept in separate directories from the delivered Infor source code and are not affected by upgrades.





---

## Tab 12

**Technical and Functional System Requirements – Exhibit H: Enterprise Resource Planning (ERP) System Solution – Specifications is included on the electronic CD.**





## Tab 13

### 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.**

Please find Ciber's Master Service Agreement and Infor License and Maintenance Agreements on the electronic CD included with this response.







## Tab 14

### 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.

Rider “A”

#### **3.18 Special Conditions**

Insert in Special Conditions 3.18.OWNERSHIP OF WORK the following second paragraph:

City acknowledges that Contractor is in the business of providing information technology consulting services and has accumulated expertise in this field and agrees that Contractor will retain all right, title, and interest in and to all Contractor Materials. “Contractor Materials” means all inventions, discoveries, concepts, and ideas, including, without limitation, patents, copyrights, trademarks, trade secrets, processes, methods, formulae, techniques, tools, solutions, programs, data, and documentation, and related modifications, improvements, and know how, that Contractor, alone, or jointly with others, its agents or employees, conceives, makes, develops, acquires, or obtains knowledge of at any time before, after, or during the term of this Agreement without breach of Contractor's duty of confidentiality to City. To the extent Contractor Materials are included in any Deliverable, Contractor will grant City a personal, perpetual, irrevocable, nonexclusive, worldwide, royalty free license to use, execute, reproduce, and modify such Contractor materials, but only for City's internal use in conjunction with the Deliverable. Contractor's grant to City of any interest in the Services and Deliverable is effective only upon City's payment of all fees and charges invoiced by Contractor.

Rider “B”

#### **3.24 Sample Agreement**

##### **Remove from VI. General Conditions, B. Intellectual Property**

Contractor shall protect and defend at Contractor's expense, counsel being subject to the City's approval, and indemnify and hold harmless the City from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, royalties, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any infringement or allegation of infringement of any patent, copyright, or other intellectual property right in connection with the Contractor's or the City's use of any copyrighted, patented or un-patented invention, process, article, material, or device that is manufactured, provided, or used pursuant to this Agreement. 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.

And Insert:



**Intellectual Property Indemnity.** Contractor shall defend, and pay any damages and costs awarded in final judgment or made in settlement of, any claim or suit against City by a third party alleging that a Service or Deliverable provided by Contractor, when used in conformity with Contractor's instructions and documentation, infringes a U.S. patent, copyright or trade secret. If any Service or Deliverable is determined by a court of competent jurisdiction to be infringing, or in Contractor's opinion is likely to become the subject of a claim of infringement or violation, Contractor may, at its option, procure for City the right to continue using the Service or Deliverable, or replace or modify the Service or Deliverable so it is not infringing. If Contractor cannot secure these remedies on a reasonable basis and if City must discontinue use of any Service or Deliverable, Contractor will refund a portion of the fees paid for the infringing Service or Deliverable based on the expected life of the Service deliverable of the Deliverable.

The foregoing indemnity shall not apply to any infringement claim arising from (i) a Service or Deliverable that has been modified by any party other than Contractor; (ii) City's use of a Service or Deliverable in conjunction with the products or services of parties other than Contractor where such use gives rise to the infringement claim; (iii) City's use of a Service or Deliverable after written notice to City to cease such use; (iv) a Service or Deliverable not used in accordance with Contractor's instructions and specifications; (v) City's use of other than the current release of a Service or Deliverable if such claim would have been avoided by the use of the current release provided by Contractor; (vi) City's use of a Service or Deliverable with services or products not provided by Contractor; or (vii) Contractor's compliance with any design, specification or instruction of City.

This Section sets forth City's sole and exclusive remedies for infringement or misappropriation of third party rights. Services and Deliverable do not include any third party services, products or materials, whether or not supplied by Contractor.

Rider "C"

### 3.24 Sample Agreement

Insert in **T. Limitation of Liability** the following as a third paragraph:

NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY LOST DATA, LOST PROFITS, OR INCIDENTAL, CONSEQUENTIAL, PUNITIVE, SPECIAL, OR OTHER INDIRECT DAMAGES OF ANY KIND FOR ANY REASON WHATSOEVER INCLUDING, BUT NOT LIMITED TO, DAMAGES BASED UPON, CONTRACT, WARRANTY, TORT, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER THEORY EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Each party agrees that the other party's liability hereunder for damages, regardless of the form of action, will not exceed the total amount actually paid for Services and Deliverables under the Task Order giving rise to the damages. Notwithstanding the above, the liability of City shall be increased to include Contractor's costs of collection of Services fees, including without limitation, reasonable attorneys' fees and court costs. The parties agree that amounts stated herein are fair under the circumstances and that the charges reflect this limitation of liability.

## 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:

Ciber, Inc.

## 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

\$367,500

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

Ciber, Inc.				
<b>Proposal Summary</b>	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
<b>Core Components</b>				
Application Software	\$860,552	\$189,319	\$2,564,423	
Other Software	\$231,755	\$47,610	\$660,245	
Hardware (Optional)	\$0	\$0	\$0	
Implementation Services	\$1,107,180	N/A	\$1,107,180	
Train-the-Trainer Training	\$73,872	N/A	\$73,872	
Data Conversion Services	\$69,280	N/A	\$69,280	
Interfaces	\$247,240	\$0	\$247,240	
Form Services	\$0	N/A	\$0	
Modifications	\$0	\$0	\$0	
Other Implementation Services	\$1,011,650	N/A	\$1,011,650	
Travel & Lodging Costs	\$367,500	N/A	\$367,500	
Discount (if applicable)	\$0	N/A	\$0	
<b>Subtotal - Core Components</b>	<b>\$3,969,029</b>	<b>\$236,929</b>	<b>\$6,101,390</b>	
<b>Optional Components</b>				
Application Software	\$0	\$0	\$0	
Other Software	\$110,985	\$19,980	\$290,805	
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	
<b>Subtotal - Optional Components</b>	<b>\$110,985</b>	<b>\$19,980</b>	<b>\$290,805</b>	
<b>Grand Total</b>	<b>\$4,080,014</b>	<b>\$256,909</b>	<b>\$6,392,195</b>	
<b>Additional Optional Pricing Not Included in Grand Total:</b>				
Cost Category	One-Time Cost	On-Going Annual Cost	Ten Year Costs*	Comments
Optional End-User Training	\$0	N/A		
<b>Optional Components</b>				
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*

Ciber, Inc.										
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
<b>Core Modules</b>										
Accounts Payable	\$0	\$0	400	\$175	\$70,000	24	\$162	\$3,888	\$73,888	\$0
Bank Reconciliation	\$0	\$0	180	\$167	\$30,060	16	\$162	\$2,592	\$32,652	\$0
Budgeting	\$0	\$0	360	\$170	\$61,200	16	\$162	\$2,592	\$63,792	\$0
Cash Management	\$0	\$0	360	\$167	\$60,120	24	\$162	\$3,888	\$64,008	\$0
Cash Receipting/Point of Sale	\$0	\$0	180	\$167	\$30,060	16	\$162	\$2,592	\$32,652	\$0
Contract Management	\$0	\$0	320	\$167	\$53,440	24	\$162	\$3,888	\$57,328	\$0
Debt Management	\$0	\$0	0	\$0	\$0	24	\$162	\$3,888	\$3,888	\$0
Employee and Manager Self-Service	\$0	\$0	120	\$167	\$20,040	16	\$162	\$2,592	\$22,632	\$0
Employee Benefits	\$0	\$0	180	\$168	\$30,240	24	\$162	\$3,888	\$34,128	\$0
Fixed Assets	\$0	\$0	160	\$168	\$26,880	16	\$162	\$2,592	\$29,472	\$0
General & Technical Requirements	\$0	\$0	180	\$168	\$30,240	16	\$162	\$2,592	\$32,832	\$0
General Ledger	\$0	\$0	600	\$175	\$105,000	24	\$162	\$3,888	\$108,888	\$0
Human Resources Management	\$0	\$0	600	\$175	\$105,000	24	\$162	\$3,888	\$108,888	\$0
Inventory Management	\$0	\$0	160	\$168	\$26,880	16	\$162	\$2,592	\$29,472	\$0
Investment Management	\$0	\$0	0	\$0	\$0	24	\$162	\$3,888	\$3,888	\$0
Miscellaneous Billing and Accounts Receivable	\$0	\$0	180	\$168	\$30,240	16	\$162	\$2,592	\$32,832	\$0
Payroll	\$0	\$0	680	\$175	\$119,000	24	\$162	\$3,888	\$122,888	\$0
Project & Grant Accounting Management	\$0	\$0	320	\$175	\$56,000	24	\$162	\$3,888	\$59,888	\$0
Purchasing	\$0	\$0	320	\$168	\$53,760	24	\$162	\$3,888	\$57,648	\$0
Recruiting	\$0	\$0	140	\$168	\$23,520	16	\$162	\$2,592	\$26,112	\$0
Special Assessments	\$0	\$0	120	\$168	\$20,160	16	\$162	\$2,592	\$22,752	\$0
Talent Management	\$0	\$0	160	\$168	\$26,880	16	\$162	\$2,592	\$29,472	\$0
Volunteers and Interns	\$0	\$0	120	\$168	\$20,160	16	\$162	\$2,592	\$22,752	\$0
Other Core Module 1	\$10,875	\$2,392	2	\$3,000	\$6,000	0	\$0	\$0	\$16,875	\$2,392
Other Core Module 2	\$9,000	\$1,980	2	\$3,000	\$6,000	0	\$0	\$0	\$15,000	\$1,980
Other Core Module 3	\$94,200	\$20,724	408	\$213	\$86,700	0	\$0	\$0	\$180,900	\$20,724
Other Core Module 4	\$8,850	\$1,947	48	\$200	\$9,600	0	\$0	\$0	\$18,450	\$1,947
Other Core Module 5	\$13,500	\$2,970	0	\$0	\$0	0	\$0	\$0	\$13,500	\$2,970
Other Core Module 6	\$15,000	\$3,300	0	\$0	\$0	0	\$0	\$0	\$15,000	\$3,300
Other Core Module 7	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 8	\$15,900	\$3,498	0	\$0	\$0	0	\$0	\$0	\$15,900	\$3,498
Other Core Module 9	\$11,400	\$2,508	0	\$0	\$0	0	\$0	\$0	\$11,400	\$2,508
Other Core Module 10	\$47,550	\$10,461	0	\$0	\$0	0	\$0	\$0	\$47,550	\$10,461
Other Core Module 11	\$19,500	\$4,290	0	\$0	\$0	0	\$0	\$0	\$19,500	\$4,290
Other Core Module 12	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 13	\$15,675	\$3,448	0	\$0	\$0	0	\$0	\$0	\$15,675	\$3,448
Other Core Module 14	\$16,672	\$3,668	0	\$0	\$0	0	\$0	\$0	\$16,672	\$3,668
Other Core Module 15	\$18,000	\$3,960	0	\$0	\$0	0	\$0	\$0	\$18,000	\$3,960
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

Ciber, Inc.										
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	\$12,000	\$2,640	0	\$0	\$0	0	\$0	\$0	\$12,000	\$2,640
Other Core Module 18	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 19	\$37,800	\$8,316	0	\$0	\$0	0	\$0	\$0	\$37,800	\$8,316
Other Core Module 20	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 21	\$47,182	\$10,380	0	\$0	\$0	0	\$0	\$0	\$47,182	\$10,380
Other Core Module 22	\$12,000	\$2,640	0	\$0	\$0	0	\$0	\$0	\$12,000	\$2,640
Other Core Module 23	\$30,000	\$6,600	0	\$0	\$0	0	\$0	\$0	\$30,000	\$6,600
Other Core Module 24	\$7,500	\$1,650	0	\$0	\$0	0	\$0	\$0	\$7,500	\$1,650
Other Core Module 25	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 26	\$4,777	\$1,051	0	\$0	\$0	0	\$0	\$0	\$4,777	\$1,051
Other Core Module 27	\$19,110	\$4,204	0	\$0	\$0	0	\$0	\$0	\$19,110	\$4,204
Other Core Module 28	\$9,555	\$2,102	0	\$0	\$0	0	\$0	\$0	\$9,555	\$2,102
Other Core Module 29	\$23,887	\$5,255	0	\$0	\$0	0	\$0	\$0	\$23,887	\$5,255
Other Core Module 30	\$14,332	\$3,153	0	\$0	\$0	0	\$0	\$0	\$14,332	\$3,153
Other Core Module 31	\$14,332	\$3,153	0	\$0	\$0	0	\$0	\$0	\$14,332	\$3,153
Other Core Module 32	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 33	\$1,074	\$236	0	\$0	\$0	0	\$0	\$0	\$1,074	\$236
Other Core Module 34	\$4,590	\$1,009	0	\$0	\$0	0	\$0	\$0	\$4,590	\$1,009
Other Core Module 35	\$2,148	\$472	0	\$0	\$0	0	\$0	\$0	\$2,148	\$472
Other Core Module 36	\$1,020	\$224	0	\$0	\$0	0	\$0	\$0	\$1,020	\$224
Other Core Module 37	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 38	\$14,250	\$3,135	0	\$0	\$0	0	\$0	\$0	\$14,250	\$3,135
Other Core Module 39	\$2,700	\$594	0	\$0	\$0	0	\$0	\$0	\$2,700	\$594
Other Core Module 40	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 41	\$6,300	\$1,386	0	\$0	\$0	0	\$0	\$0	\$6,300	\$1,386
Other Core Module 42	\$30,000	\$6,600	0	\$0	\$0	0	\$0	\$0	\$30,000	\$6,600
Other Core Module 43	\$12,000	\$2,640	0	\$0	\$0	0	\$0	\$0	\$12,000	\$2,640
Other Core Module 44	\$2,303	\$507	0	\$0	\$0	0	\$0	\$0	\$2,303	\$507
Other Core Module 45	\$384	\$85	0	\$0	\$0	0	\$0	\$0	\$384	\$85
Other Core Module 46	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
Other Core Module 47	\$6,000	\$1,320	0	\$0	\$0	0	\$0	\$0	\$6,000	\$1,320
Other Core Module 48	\$79,686	\$17,531	0	\$0	\$0	0	\$0	\$0	\$79,686	\$17,531
Other Core Module 49	\$169,500	\$37,290	0	\$0	\$0	0	\$0	\$0	\$169,500	\$37,290
Other Core Module 50	\$0	\$0	0	\$0	\$0	0	\$0	\$0	\$0	\$0
<b>Subtotal - Core Modules</b>	<b>\$860,552</b>	<b>\$189,319</b>	<b>6,300</b>	<b>N/A</b>	<b>\$1,107,180</b>	<b>456</b>	<b>N/A</b>	<b>\$73,872</b>	<b>\$2,041,604</b>	<b>\$189,319</b>
<b>Optional Modules</b>										
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

Ciber, Inc.										
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*

Ciber, Inc.										
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	\$860,552	\$189,319	6,300	N/A	\$1,107,180	456	N/A	\$73,872	\$2,041,604	\$189,319

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Application Software*

Ciber, Inc.			
<b>Application Software</b>	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
<b>Core Modules</b>			
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			INFOR LAWSON ENTERPRISE FINANCIAL MANAGEMENT
Other Core Module 1	\$10,875	\$2,392	Infor Lawson Project Accounting and Bill Revenue Management
Other Core Module 2	\$9,000	\$1,980	Infor Lawson Grant Management Package
Other Core Module 3	\$94,200	\$20,724	Infor Lawson Financial and Procurement Package
Other Core Module 4	\$8,850	\$1,947	Infor Lawson Financial and Procurement Package Inquiry
Other Core Module 5	\$13,500	\$2,970	Infor Close and Reconciliation Management
Other Core Module 6	\$15,000	\$3,300	Infor Lawson Cash and Treasury Management
Other Core Module 7			INFOR LAWSON SUPPLY CHAIN MANAGEMENT
Other Core Module 8	\$15,900	\$3,498	Requisition Center

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Application Software*

Ciber, Inc.			
<b>Application Software</b>	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	\$11,400	\$2,508	Procurement Punchout
Other Core Module 10	\$47,550	\$10,461	Supplier Relationship Management Bundle
Other Core Module 11	\$19,500	\$4,290	Mobile Supply Chain Management
Other Core Module 12			INFOR LAWSON ANALYTICS
Other Core Module 13	\$15,675	\$3,448	Financial and Project Analytics
Other Core Module 14	\$16,672	\$3,668	Supply Chain Analytics
Other Core Module 15	\$18,000	\$3,960	Infor Business Vault
Other Core Module 16			BUSINESS PROCESS MANAGEMENT SUITE
Other Core Module 17	\$12,000	\$2,640	Infor Process Automation
Other Core Module 18			SYSTEM FOUNDATION SUITE
Other Core Module 19	\$37,800	\$8,316	Lawson System Foundation Choice
Other Core Module 20			INFOR LAWSON USER PRODUCTIVITY PLATFORM
Other Core Module 21	\$47,182	\$10,380	Infor Ming.le with Smart Office (Lawson)
Other Core Module 22	\$12,000	\$2,640	Infor Ming.le Mashup Designer for Lawson
Other Core Module 23	\$30,000	\$6,600	Lawson Business Intelligence - S3
Other Core Module 24	\$7,500	\$1,650	Microsoft Office Add Ins
Other Core Module 25			INFOR HUMAN CAPITAL MANAGEMENT PRODUCTS
Other Core Module 26	\$4,777	\$1,051	Global Human Resources
Other Core Module 27	\$19,110	\$4,204	Talent Acquisition
Other Core Module 28	\$9,555	\$2,102	Goal Management
Other Core Module 29	\$23,887	\$5,255	Performance Management
Other Core Module 30	\$14,332	\$3,153	Learning & Development
Other Core Module 31	\$14,332	\$3,153	Succession Management
Other Core Module 32			THIRD PARTY ADD-ONS
Other Core Module 33	\$1,074	\$236	MF Visual COBOL for windows compiler
Other Core Module 34	\$4,590	\$1,009	MF COBOL Server Application Runtime- Windows
Other Core Module 35	\$2,148	\$472	MF Visual COBOL for windows compiler
Other Core Module 36	\$1,020	\$224	MF COBOL Server Application Runtime- Windows
Other Core Module 37			INFOR EXPENSE MANAGEMENT
Other Core Module 38	\$14,250	\$3,135	Infor Expense Management Reports
Other Core Module 39	\$2,700	\$594	Infor Expense Management Payment Requests
Other Core Module 40			DYNAMIC ENTERPRISE PERFORMANCE MANAGEMENT

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Application Software*

Ciber, Inc.			
<b>Application Software</b>	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	\$6,300	\$1,386	Infor depm Professional
Other Core Module 42	\$30,000	\$6,600	Infor depm Contributor
Other Core Module 43	\$12,000	\$2,640	Infor depm Consumer
Other Core Module 44	\$2,303	\$507	Infor BI ImportMaster Developer
Other Core Module 45	\$384	\$85	Infor BI ImportMaster Runtime
Other Core Module 46			INFOR ION MING.LE
Other Core Module 47	\$6,000	\$1,320	Infor ION Process Grid Edition
Other Core Module 48	\$79,686	\$17,531	Infor Ming.le Enterprise
Other Core Module 49	\$169,500	\$37,290	***INFOR COMMUNITY DEVELOPMENT REGULATION AND ASSET MGT.
Other Core Module 50			***SEE DETAILS BELOW
<b>Subtotal - Core Modules</b>	<b>\$860,552</b>	<b>\$189,319</b>	
<b>Optional Modules</b>			
Asset Management			PLEASE NOTE - THIS SECTION BELOW ARE REQUIRED MODULES
Fleet Management			INFOR COMMUNITY DEVELOPMENT REGULATION AND ASSET MGT.
Work Orders			***First Amount is One-Time Cost & Second is On-Going Annual Cost
Other Optional Module 1			Hansen 8 - CDR Bundle (\$54,000/\$11,880)
Other Optional Module 2			Hansen 8 - Asset Management for Transportation (\$49,500/\$10,890)
Other Optional Module 3			Hansen 8 - Incident Management (\$22,500/\$4,950)
Other Optional Module 4			Hansen 8 - CDR Billing (\$11,250/\$2,475)
Other Optional Module 5			Hansen Dynamic Portal for Permits and Customer Service (\$10,500/\$2,310)
Other Optional Module 6			Asset Web Services (\$6,000/\$1,320)
Other Optional Module 7			Billing Web Services (\$6,000/\$1,320)
Other Optional Module 8			Infor Barcode for Hansen (\$6,000/\$1,320)
Other Optional Module 9			Infor Warehouse Mobility Device & Hansen 8 - ION Connector (\$3,750/\$825)
Other Optional Module 10			
Other Optional Module 11			
Other Optional Module 12			
Other Optional Module 13			
Other Optional Module 14			
Other Optional Module 15			

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Application Software*

Ciber, Inc.			
<i>Application Software</i>	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 16			
Other Optional Module 17			
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			

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Application Software*

Ciber, Inc.			
<b><i>Application Software</i></b>	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 48			
Other Optional Module 49			
Other Optional Module 50			
<b><i>Subtotal - Optional Modules</i></b>	<b><i>\$0</i></b>	<b><i>\$0</i></b>	
<b>Grand Total</b>	<b>\$860,552</b>	<b>\$189,319</b>	

### Pricing Forms - Other Software

Please add any Other Software proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.

[illegible]

### Pricing Forms - Other Software

CAM #16-0900  
Exhibit 4  
Page 684 of 1220



### Pricing Forms - Other Software

Please add any Other Software proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.

[illegible]

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Other Software*

Ciber, Inc.					
<i>Other Software</i>	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		
<i>Subtotal - Optional Modules</i>	<i>8</i>	<i>N/A</i>	<i>\$110,985</i>	<i>\$19,980</i>	
<b>Grand Total</b>	<b>33</b>	<b>N/A</b>	<b>\$342,740</b>	<b>\$67,590</b>	

### Pricing Forms - Hardware

Please add any additional required/optional Hardware (Optional) proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.

[illegible]

### Pricing Forms - Hardware

Ciber, Inc.

Please add any additional required/optional Hardware (Optional) proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.

[illegible]

### Pricing Forms - Hardware

Please add any additional required/optional Hardware (Optional) proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.

[illegible]

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Hardware*

Ciber, Inc.					
<b>Hardware (Optional)</b>	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		
<i>Subtotal - Optional Modules</i>	<i>0</i>	<i>N/A</i>	<i>\$0</i>	<i>\$0</i>	
<b>Grand Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	<b>\$0</b>	

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Implementation Services*

Ciber, Inc.				
<b>Implementation Services</b>	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
<b>Core Modules</b>				
Accounts Payable	400	\$175	\$70,000	
Bank Reconciliation	180	\$167	\$30,060	
Budgeting	360	\$170	\$61,200	
Cash Management	360	\$167	\$60,120	
Cash Receipting/Point of Sale	180	\$167	\$30,060	
Contract Management	320	\$167	\$53,440	
Debt Management			\$0	Included in SymPro
Employee and Manager Self-Service	120	\$167	\$20,040	
Employee Benefits	180	\$168	\$30,240	
Fixed Assets	160	\$168	\$26,880	
General & Technical Requirements	180	\$168	\$30,240	
General Ledger	600	\$175	\$105,000	Includes Chart of Accounts design
Human Resources Management	600	\$175	\$105,000	
Inventory Management	160	\$168	\$26,880	
Investment Management			\$0	Included in SymPro
Miscellaneous Billing and Accounts Receivable	180	\$168	\$30,240	
Payroll	680	\$175	\$119,000	
Project & Grant Accounting Management	320	\$175	\$56,000	
Purchasing	320	\$168	\$53,760	
Recruiting	140	\$168	\$23,520	
Special Assessments	120	\$168	\$20,160	
Talent Management	160	\$168	\$26,880	
Volunteers and Interns	120	\$168	\$20,160	
Other Core Module 1	2	\$3,000	\$6,000	My Revenue Collector interface with G/L, A/R, A/P and Utilities
Other Core Module 2	2	\$3,000	\$6,000	My Revenue Collector additional interfaces
Other Core Module 3	408	\$213	\$86,700	PCI Implementation Services
Other Core Module 4	48	\$200	\$9,600	Sympro on-site training and implementation
Other Core Module 5			\$0	
Other Core Module 6			\$0	

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Implementation Services*

Ciber, Inc.				
<b>Implementation Services</b>	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 7			\$0	
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	



**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Implementation Services*

Ciber, Inc.				
<b>Implementation Services</b>	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 38			\$0	
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	
<b>Subtotal - Core Modules</b>	<b>6,300</b>	<b>N/A</b>	<b>\$1,107,180</b>	
<b>Optional Modules</b>				
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	

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Implementation Services*

Ciber, Inc.				
<b>Implementation Services</b>	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 14			\$0	
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	

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Implementation Services*

Ciber, Inc.				
<b>Implementation Services</b>	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 45			\$0	
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	
<b>Subtotal - Optional Modules</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	
<b>Grand Total</b>	<b>6,300</b>	<b>N/A</b>	<b>\$1,107,180</b>	

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Train-the-Trainer Training*

Ciber, Inc.				
<b><i>Train-the-Trainer Training</i></b>	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
<b>Core Modules</b>				
Accounts Payable	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Bank Reconciliation	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
Budgeting	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
Cash Management	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Cash Receipting/Point of Sale	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
Contract Management	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Debt Management	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Employee and Manager Self-Service	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
Employee Benefits	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Fixed Assets	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
General & Technical Requirements	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
General Ledger	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Human Resources Management	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Inventory Management	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
Investment Management	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Miscellaneous Billing and Accounts Receivable	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
Payroll	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Project & Grant Accounting Management	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Purchasing	24	\$162	\$3,888	Assumes train the workshop and 8-10 attendees
Recruiting	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
Special Assessments	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
Talent Management	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
Volunteers and Interns	16	\$162	\$2,592	Assumes train the workshop and 8-10 attendees
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 - Train-the-Trainer Training*

Ciber, Inc.				
<i><b>Train-the-Trainer Training</b></i>	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*

Ciber, Inc.				
<b><i>Train-the-Trainer Training</i></b>	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	
<b>Subtotal - Core Modules</b>	<b>456</b>	<b>N/A</b>	<b>\$73,872</b>	
<b>Optional Modules</b>				
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*

Ciber, Inc.				
<b><i>Train-the-Trainer Training</i></b>	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*

Ciber, Inc.				
<b><i>Train-the-Trainer Training</i></b>	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	
<b><i>Subtotal - Optional Modules</i></b>	<b><i>0</i></b>	<b><i>N/A</i></b>	<b><i>\$0</i></b>	
<b>Grand Total</b>	<b>456</b>	<b>N/A</b>	<b>\$73,872</b>	



**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Optional End-User Training*

Ciber, Inc.				
<b>Optional End-User Training</b>	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
<b>Core Modules</b>				
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 - Optional End-User Training*

Ciber, Inc.				
<b>Optional End-User Training</b>	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*

Ciber, Inc.				
<b>Optional End-User Training</b>	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	
<b>Subtotal - Core Modules</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	
<b>Optional Modules</b>				
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*

Ciber, Inc.				
<b>Optional End-User Training</b>	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*

Ciber, Inc.				
<b><i>Optional End-User Training</i></b>	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	
<b><i>Subtotal - Optional Modules</i></b>	<b><i>0</i></b>	<b><i>N/A</i></b>	<b><i>\$0</i></b>	
<b>Grand Total</b>	<b>0</b>	<b>N/A</b>	<b>\$0</b>	

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Data Conversion Services*

Ciber, Inc.							
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 <sup>1</sup>	Estimated Hours	Hourly Rate	One-Time Cost	Comments
Core Modules							
1	Accounts Payable	Open Checks	A	32	\$95	\$3,040	
2	Accounts Payable	Open Invoices	A	32	\$95	\$3,040	
3	Accounts Payable	Vendor File (complete)	A	32	\$95	\$3,040	Active vendors only
4	Budgeting	Current adopted budget amounts by line items	A	32	\$95	\$3,040	
5	Budgeting	Current amended budget amounts by line item	A	32	\$95	\$3,040	
6	Budgeting	Current actual amounts by line item	A	32	\$95	\$3,040	
7	Budgeting	Budget and actual amount by line item for all funds for five previous years	A	32	\$95	\$3,040	
8	General Ledger	All chart of account code, account, and descriptions	A	80	\$95	\$7,600	
9	General Ledger	Ending balances and all detailed transaction data per account, project, work order, job #	A	80	\$95	\$7,600	
10	Human Resources	Human Resources Master Records	A	80	\$95	\$7,600	
11	Human Resources	Certifications, Education, Licenses, Training	A	40	\$95	\$3,800	
12	Human Resources	Employee Requisition & Applicant Records	A	40	\$95	\$3,800	
13	Human Resources	Dependents	A	40	\$95	\$3,800	
14	Human Resources	Benefits	A	40	\$95	\$3,800	
15	Debt Management	Conversion of existing debt instruments	A	50	\$200	\$10,000	Comprehensive conversion of existing debt data
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	

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Data Conversion Services*

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 - Core Modules				674	N/A	\$69,280	
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	

# City of Fort Lauderdale, FL - ERP System Solution

## Pricing Forms - Data Conversion Services

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			N/A	0	N/A	\$0	
Grand Total			N/A	674	N/A	\$69,280	

<sup>1</sup> 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

Ciber, Inc.								
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	160	\$170	\$27,200		
2	Upload file to Bank for payment via VISA	Accounts Payable	Financial Institution	80	\$170	\$13,600		
3	Send Positive Pay files to bank	Accounts Payable	Financial Institution			\$0		Included with proposed MHC solution
4	Vendor Payment ACH file export / import with the bank.	Accounts Payable	Financial Institution			\$0		Included with proposed MHC solution
5	Yearly 1099 Submission	Accounts Payable	US Treasury			\$0		Standard Infor application
6	Yearly 1099R Submission	Payroll	US Treasury			\$0		Standard Infor application
7	Yearly W2 Submission	Payroll	US Treasury			\$0		Standard Infor application
8	EMS Transports	ADPI/InterMedix	Accounts Receivable			\$0		No bid - requirements needed
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	160	\$170	\$27,200		
10	Solicitations	Bid Sync	Purchasing			\$0		No bid - requirements needed
11	Special Assessments	Cayenta/Community Plus	Special Assessments			\$0		No bid - requirements needed
12	Performance information, monthly financial results (expenses) by department / division – Various from all Departments	Financials	Clearpoint Ascendant Strategy Management Group			\$0		No bid - requirements needed
13	Utility Billing	Cayenta/Community Plus	Cash Receipting/Misc. Receipts Deposits	32	\$110	\$3,520		Cash Book via MS Addins
14	Business Tax	Community Plus/One Solution	Cash Receipting	32	\$110	\$3,520		Cash Book via MS Addins
15	Code Enforcement	Community Plus/One Solution	Cash Receipting	32	\$110	\$3,520		Cash Book via MS Addins
16	Permitting	Community Plus/One Solution	Cash Receipting	24	\$110	\$2,640		Cash Book via MS Addins

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Interfaces*

17	Urban Design and Development (Planning DRC)	One Solution	Cash Receipting	24	\$110	\$2,640		Cash Book via MS Addins
18	Alarm Billing	Community Plus	Cash Receipting/Accounts Receivable	32	\$110	\$3,520		Cash Book via MS Addins
19	Bill/Coins Meter Revenue	Electronic File	Cash Receipting	32	\$110	\$3,520		Cash Book via MS Addins
20	Credit Card Meters	Electronic File	Cash Receipting	32	\$110	\$3,520		Cash Book via MS Addins
21	PACA Meter Revenue	Electronic File	Cash Receipting	32	\$110	\$3,520		Cash Book via MS Addins
22	Verrus Pay by Cell	Electronic File	Cash Receipting	32	\$110	\$3,520		Cash Book via MS Addins
23	Project Management Data	Engineering Tracking System (ETS)	Grand and Project Accounting Management / General Ledger & Accounts Payable			\$0		No bid - requirements needed
24	Integration throughout ERP applications with document management system	Document Mgt./ERP	ERP/Document Mgt./ECMS			\$0		No bid - requirements needed
25	Fire Safety Billing	Community Plus/To Be Replaced	Accounts Receivable			\$0		No bid - requirements needed
26	Export Fixed Asset information to GovDeals for disposal information	Fixed Assets	GovDeals			\$0		No bid - requirements needed
27	Parking fees from meters, mail, ivr, lockbox etc.	Flex	Cash Receipting	32	\$110	\$3,520		Cash Book via MS Addins
28	Parking refunds	Flex	General Ledger	120	\$110	\$13,200		
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		No bid - requirements needed
30	Location and mapping information for capital projects	Grant and Project Accounting Management	ESRI			\$0		No bid - requirements needed
31	Online Credit Card Payment Verification	InterMedix	Cash Receipting	32	\$110	\$3,520		Cash Book via MS Addins
32	Import bank statement electronic file	Bank	Investment Management			\$0		Included with SymPro solution

### City of Fort Lauderdale, FL - ERP System Solution

#### Pricing Forms - Interfaces

33	Tracking of misdemeanor/arrest fines	LawBase	Cash Receipting	24	\$110	\$2,640		Cash Book via MS Addins
34	Lockbox payment file	Lockbox	Cash Receipting	24	\$110	\$2,640		Cash Book via MS Addins
35	Meter cash receipts	MeterTrac	Cash Receipting	24	\$110	\$2,640		Cash Book via MS Addins
36	Parking cashless receipting data	Pay-by-Phone	Cash Receipting	24	\$110	\$2,640		Cash Book via MS Addins
37	Currency count data (high-speed currency counting)	WinWedge	Cash Receipting	24	\$110	\$2,640		Cash Book via MS Addins
38	Applicant Tracking	NeoGov	Human Resources	160	\$110	\$17,600		
39	Cash receipts from the marina, within Parks & Recreation	The Marina Program	Cash Receipting	24	\$110	\$2,640		Cash Book via MS Addins
40	Cash Receipts related to work orders	MainTrac	Cash Receipting	24	\$110	\$2,640		Cash Book via MS Addins
41	Cash receipts related to registration for athletic and other programs offered	WebTrac	Cash Receipting	24	\$120	\$2,880		Cash Book via MS Addins
42	Job Costing (Limited)	Cayenta	Payroll			\$0		No bid - requirements needed
43	Export of Payroll Direct Deposit data	Payroll	Financial Institution			\$0		Included with MHC Solution
44	Send Payee Positive Pay files to the bank	Payroll	Financial Institution			\$0		Included with MHC Solution
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		No bid - requirements needed
46	Grant Information	Grant and Project Accounting Management	State and Federal grant reporting sites (e.g., IDIS)			\$0		No bid - requirements needed
47	Public Records Requests & Airport Revenue (in various excel spreadsheets)	Excel Spreadsheet	Cash Receipting	40	\$110	\$4,400		Cash Book via MS Addins
48	Import cash receipts from RecTrac to ERP	RecTrac	Cash Receipting (summary data)	40	\$110	\$4,400		Cash Book via MS Addins
49	Workers Compensation	RiskFacs (Gallagher Bassett)	Human Resources			\$0		No bid - requirements needed
50	Employee vehicle accidents	Risk Master	Human Resources			\$0		No bid - requirements needed
51	Import bank statement electronic file	Financial Institution	Bank Reconciliation			\$0		Included in Infor Cash Treasury module

**City of Fort Lauderdale, FL - ERP System Solution**

*Pricing Forms - Interfaces*

52	Import a file from procurement card software	Financial Institution	Accounts Payable			\$0		Included in Infor Pcard module
53	Fire Dept Inventory	Silent Partners Technologies	Inventory Management			\$0		No bid - requirements needed
54	Time and attendance data	Kronos Time and Attendance	Payroll	220	\$170	\$37,400		
55	Leave balances	Payroll	Payroll/Self Service/Telestaff	160	\$170	\$27,200		
56	Community Development cash receipts	SunGard OneSolution	Cash Receipting	40	\$110	\$4,400		
57	IVR System/Teleworks	Teleworks/Parking/Utility Billing, Business Tax Permitting, etc.	Cash Receipting	40	\$110	\$4,400		
58	Import investment data	Third Party Custodial Bank	Investment Management			\$0		Included with SymPro solution
59	Online Payments	Virtual Merchant/Vendor's suggested online payment vendor	Cash Receipting	40	\$110	\$4,400		
<b>Subtotal - Core Modules</b>				<b>1,820</b>	<b>N/A</b>	<b>\$247,240</b>	<b>\$0</b>	
<b>Optional Modules</b>								
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				1,820	N/A	\$247,240	\$0	

### Pricing Forms - Form Services

Ciber, Inc.

[illegible]

### Pricing Forms - Form Services

[illegible]

### Pricing Forms - Form Services

[illegible]



### Pricing Forms - Modifications

Ciber, Inc.
-------------

<b>Modifications</b>	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.
----------------------	--

Core Modules									
1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100
101	102	103	104	105	106	107	108	109	110
111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130
131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168	169	170
171	172	173	174	175	176	177	178	179	180
181	182	183	184	185	186	187	188	189	190
191	192	193	194	195	196	197	198	199	200
201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220
221	222	223	224	225	226	227	228	229	230
231	232	233	234	235	236	237	238	239	240
241	242	243	244	245	246	247	248	249	250
251	252	253	254	255	256	257	258	259	260
261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290
291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310
311	312	313	314	315	316	317	318	319	320
321	322	323	324	325	326	327	328	329	330
331	332	333	334	335	336	337	338	339	340
341	342	343	344	345	346	347	348	349	350
351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370
371	372	373	374	375	376	377	378	379	380
381	382	383	384	385	386	387	388	389	390
391	392	393	394	395	396	397	398	399	400
401	402	403	404	405	406	407	408	409	410
411	412	413	414	415	416	417	418	419	420
421	422	423	424	425	426	427	428	429	430



## City of Fort Lauderdale, FL - ERP System Solution

### Pricing Forms - Modifications

[illegible]

**City of Fort Lauderdale, FL - ERP System Solution**  
Pricing Forms - Other Implementation Services

**Ciber, Inc.**

[illegible]

**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Other Implementation Services*

[illegible]

**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Other Implementation Services*

[illegible]

**City of Fort Lauderdale, FL - ERP System Solution**  
*Pricing Forms - Other Implementation Services*

Ciber, Inc.				
<i>Other Implementation Services</i>	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	
<i>Subtotal - Optional Modules</i>	<i>0</i>	<i>N/A</i>	<i>\$0</i>	
<b>Grand Total</b>	<b>5,655</b>	<b>N/A</b>	<b>\$1,011,650</b>	

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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	<b>General Information</b>					
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	Y		Accounts Payable	
4	Batch number (manual entry or system assigned), batch date (system recorded) and batch total	H	Y		Accounts Payable	
5	User ID (system recorded)	H	Y		Accounts Payable	
6	Posting date	H	Y		Accounts Payable	
7	Discounts (offered, taken, and lost)	M	Y		Accounts Payable	
8	Due date	H	Y		Accounts Payable	
9	Purchase order number	H	Y		Accounts Payable	
10	Invoice number (up to 50 characters), amount and date	H	N		N/A	The Invoice number, date, and amount can be tracked and reported on, but the invoice number field is 22 characters in length. There is a Description field, 5 user-defined fields, and an unlimited number of user-defined attributes that can be used for this purpose available.
11	Hold indicator	H	Y		Accounts Payable	
12	Description/comments/memos on checks/payments (up to 50 characters)	H	Y		Accounts Payable	
13	Contract Purchase Order (PO) number/information	H	Y		Accounts Payable	
14	Document number	H	Y		Accounts Payable	
15	User-defined fields	L	Y		Accounts Payable	
16	Payment type/code (e.g. special handling)	H	Y		Accounts Payable	
17	Payment date(s)	H	Y		Accounts Payable	
18	Payment terms	H	Y		Accounts Payable	
19	Check number	H	Y		Accounts Payable	
20	Bank clearance date Encashment date for check, posting date for ACH	H	Y		Accounts Payable	
21	Ability for a unique identifier for individual ACH payments	H	Y		Accounts Payable	
22	Ability for authorized user to set which fields are required to complete for invoices, to streamline invoice processing.	H	Y		Accounts Payable	

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

**Priority**

H - High | M - Medium | L - Low

1 of 237



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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	Y		Accounts Payable	
24	Ability to handle file maintenance and process any other transaction entries in real time.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
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	Y		Accounts Payable	
27	Ability to access software program from portable device i.e. tablets, smartphone, etc.	L	Y		Mobile Financials	
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	Y		Accounts Payable	
30	The quantity received from being greater than the quantity approved on the purchase order / contract.	H	Y		Accounts Payable	
31	The unit price from being greater than the unit price approved on the purchase order / contract.	H	Y		Accounts Payable	
32	The payment amount is greater than the defined budgetary category balance.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
35	Ability to establish a control to avoid vendor profile duplication; but allow multiple physical locations	H	Y		Accounts Payable	
36	Ability to streamline the process for adding vendors to the system (e.g., use of workflows, automated vendor numbers)	H	Y		Accounts Payable	
37	Ability to notify requestor when a vendor is setup.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
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	Y		Accounts Payable	
40	Ability to restrict access to designated vendor attributes based on user role (e.g., AP versus Purchasing).	H	Y		Accounts Payable	
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	Y		Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

2 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
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	Y		Accounts Payable	
43	Ability to search one-time payments by vendor name, tax ID, and address	H	Y		Accounts Payable	
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	Y		Accounts Payable	
45	Ability to create foreign address with a minimum of 6 lines	H	Y		Accounts Payable	
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	Y		Accounts Payable	
47	Ability to designate which bank account a vendor will be paid from	L	Y		Accounts Payable	
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	Y		Accounts Payable	
49	Ability to track the following information in the vendor master file:	-			N/A	
50	Vendor number	H	Y		Accounts Payable	
51	Status (active, inactive, do not use)	M	Y		Accounts Payable	
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	Y		Accounts Payable	
53	1099 Category	H	Y		Accounts Payable	
54	Business classification	H	Y		Accounts Payable	
55	Confidential vendor indicator	H	Y		Accounts Payable	
56	Federal ID/Social Security Number (with appropriate security)	H	Y		Accounts Payable	
57	Flag for p-card	H	Y		Accounts Payable	
58	Insurance information	L	Y		Accounts Payable	
59	Last time vendor used	L	Y		Accounts Payable	
60	Payment processing information (e.g., terms)	H	Y		Accounts Payable	
61	Self-employed status	L	Y		Accounts Payable	
62	Type of minority business	L	Y		Accounts Payable	
63	Vendor bank number (for ACH payments)	H	Y		Accounts Payable	
64	Vendor comment field (AP)	M	Y		Accounts Payable	
65	Vendor comment field (Purchasing)	L	Y		Accounts Payable	
66	Vendor type	M	Y		Accounts Payable	
67	W-9 provided	M	Y		Accounts Payable	
68	YTD expenditures on the vendor	H	Y		Accounts Payable	
69	Additional user-defined fields	H	Y		Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

3 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
70	Ability to track and report on all changes to the vendor master record.	M	Y		Accounts Payable	
71	Ability to establish security for limited access to social security numbers/FEIN on vendor file.	H	Y		Accounts Payable	
72	Ability to interact with vendors on-line, place orders, receive invoices and make payments electronically.	L	Y		Accounts Payable	
73	Ability to annually archive inactive vendors based upon flexible, user-generated parameters.	M	Y		Accounts Payable	
74	Ability to perform the following vendor self service functions, including:	-			N/A	
75	Register online, identify the services they provide (commodity codes)	L	Y		Accounts Payable	
76	Inquire on payment status	M	Y		Accounts Payable	
77	Update their contact information	M	Y		Accounts Payable	
78	Inquire on payment history	M	Y		Accounts Payable	
79	Ability to attach communications and other documents to the vendor record.	H	Y		Accounts Payable	
80	<b>Invoice Entry and Processing</b>					
81	Ability to restrict the processing of a vendor invoice unless a W-9 record is on file.	M	Y		Accounts Payable	
82	Ability to support centralized or decentralized entry and workflow processing related to invoice entry.	H	Y		Accounts Payable	
83	Ability to receive and process invoices electronically from vendors.	H	Y		Accounts Payable	
84	Ability to enter invoices in batch (or one at a time) providing control totals reconcilable by user.	H	Y		Accounts Payable	
85	Ability to default purchase order information on the invoice during invoice entry with source transaction information.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
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	Y		Accounts Payable	
88	Ability to process one invoice or multiple invoices from one purchase order (or encumbrance) and/or for one purchase order line item.	H	Y		Accounts Payable	
89	Ability to hold/repeat vendor information when keying multiple invoices into a batch.	M	Y		Accounts Payable	
90	Ability to prohibit employees from being paid as vendors	L	Y		Accounts Payable	Employee records are maintained in Human Resources whereas Vendor records are maintained in Accounts Payable.

**Priority**

H - High | M - Medium | L - Low

4 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
91	Ability to search vendor file for employees, by address.	L	Y		Accounts Payable	
92	Ability to have system check for and prohibit entry of duplicate invoices for a vendor.	H	Y		Accounts Payable	
93	Ability to identify different invoice types including:	-			N/A	
94	Limited Purchase Orders	L	Y		Accounts Payable	I'm not clear what is meant by "Limited" but there are ways of restricting Purchase Orders in that it may only be for services or from a catalog.
95	Regular Purchase Order	L	Y		Accounts Payable	
96	Blanket Purchase Order	L	Y		Accounts Payable	
97	Manual Payment Voucher/Invoice for Payment (IFP)	L	Y		Accounts Payable	
98	Credit/Debit Memos	H	Y		Accounts Payable	
99	Ability to enter the following information related to an invoice:	-			N/A	
100	Vendor number	H	Y		Accounts Payable	
101	Invoice number (alphanumeric)	H	Y		Accounts Payable	
102	Invoice date	H	Y		Accounts Payable	
103	Description of what was bought (at least 100 characters)	H	Y		Accounts Payable	
104	Special instructions	H	Y		Accounts Payable	
105	Ability to calculate and apply sales tax to purchases received (e.g., use tax or tax exempt)	L	Y		Accounts Payable	
106	Ability to enter tax jurisdiction code	L	Y		Accounts Payable	
107	Ability to accommodate State non-resident withholding tax for services	L	Y		Accounts Payable	
108	Ability to calculate the quarterly State withholding (compliance) to Franchise Tax Board (FTB)	L	Y		Accounts Payable	
109	Ability for user to override and correct tax amount prior to FTB quarterly remittance:	-			N/A	
110	Line item detail	H	Y		Accounts Payable	
111	Total invoice amount	H	Y		Accounts Payable	
112	Ability to enter an unlimited number of invoice line items on an invoice.	H	Y		Accounts Payable	
113	Ability for automated system budget checking and control and define at certain levels (Fund etc.)	H	Y		Accounts Payable	
114	Ability to enter an invoice without a corresponding purchase order.	H	Y		Accounts Payable	
115	Ability to recognize a PO when an invoice is entered	H	Y		Accounts Payable	
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		N/A	
117	Ability to support creation of templates for recurring invoice	M	Y		Accounts Payable	
118	Ability to cancel an invoice and automatically create the appropriate reversing entries.	H	Y		Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

5 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
119	Ability to create notification when a PO invoice is reversed	L	Y		Accounts Payable	
120	Ability to access information, including attached documents, from the referenced purchase order line item(s) during invoice entry.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
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	Y		Accounts Payable	
123	Ability for authorized users to make edits and revisions to unposted invoice transactions prior to posting with appropriate workflow	H	Y		Accounts Payable	
124	Ability to designate "separate check" on an invoice transaction.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
126	Ability to edit a batch without reentering or reprocessing the entire batch.	H	Y		Accounts Payable	
127	Ability to generate notification if an invoice was not approved/rejected.	M	Y		Accounts Payable	
128	Ability of the system to flag transactions detected in error in the batch processing and preclude only erroneous transactions from further processing.	L	Y		Accounts Payable	
129	Ability to delete or modify an invoice record before it is scheduled for payment.	H	Y		Accounts Payable	
130	Ability to use debit/credit memos for corrections (including all applicable pay codes, such as state sales tax)	H	Y		Accounts Payable	
131	Ability to clear a credit/debit memo without processing payment	M	Y		Accounts Payable	
132	Ability to identify capitalized items as invoices are processed and prompt user to enter fixed assets related details.	H	Y		Accounts Payable	
133	Ability to make partial payments on purchase orders based on invoice amount (i.e., progress payments).	H	Y		Accounts Payable	
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	Y		Expense Management	
135	Ability to enter expense advances as prepayments and subsequently reduce the amount of the employee expense report.	H	Y		Expense Management	
136	Ability to reference other company paid travel expenses (credit card charges) to the employee's expense report for reconciliation.	H	Y		Expense Management	

**Priority**

H - High | M - Medium | L - Low

6 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
137	Ability to manage discounts for a specific vendor and apply to payments based on the payment date.	L	Y		Accounts Payable	
138	Ability to track discount type and percentage / calculated amount for each vendor.	L	Y		Accounts Payable	
139	Ability to set up a workflow to request/manage manual checks.	H	Y		Accounts Payable	
140	Ability to apply amounts owed to vendors to receivables that the vendor owes to the City (i.e., "payment intercepts")	L	Y		Accounts Payable	
141	Payment Processing					
142	Ability to pre-note when establishing a new bank account.	H	Y		Accounts Payable	
143	Ability to determine the remaining budget/appropriation amount on a project or purchase order.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
145	Ability to produce independent checks for IRS Tax Levy and the vendor from a single invoice with appropriate workflow.	H	Y		Accounts Payable	
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		Accounts Payable	Although this can be done using a custom configured workflow, it may not be in anyone's interest to not allow valid changes to occur just because there are outstanding approved invoices to be paid. Those invoices may need to be paid to a legal name that's been changed.
147	Ability to track changes to vendor names without losing the history.	H	Y		Accounts Payable	
148	Ability to insert/apply a code to payables prior to printing checks that must be grouped/printed together for special mailing/distribution.	H	Y		Accounts Payable	
149	Ability to automatically produce payments for garnishments from Payroll data	H	Y		Accounts Payable	
150	Ability to prevent double posting of batches.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
152	Ability to pay via ACH (regular), wire and check and p-card.	H	Y		Accounts Payable	
153	Ability to track the following ACH information:	-			N/A	
154	ACH effective date	H	Y		Accounts Payable	
155	Department submitting payment	L	Y		Accounts Payable	
156	Federal holiday calendar	L	T		MHC	
157	Free form addenda record	L	T		MHC	
158	NACHA SEC (Standard Entry Class) codes for addenda records	L	T		MHC	
159	Ability to attach multiple addenda records.	L	T		MHC	
160	Ability to process and transmit ACH payments multiple times per day.	H	Y		Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

7 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
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	Y		Accounts Payable	
163	Ability for user-defined check and check stub formatting, including ability to modify without requiring assistance from the software vendor.	L	Y		Accounts Payable	
164	Ability to have several check print formatting options available	L	Y		Accounts Payable	
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	Y		Accounts Payable	
166	Ability to process check runs at anytime.	H	Y		Accounts Payable	
167	Ability to select vouchers for check processing based upon various parameters (i.e. regular, express, one-time, EFT, employee, workers comp, etc.).	H	Y		Accounts Payable	
168	Ability to allow selected items to be paid and items to be withheld or deleted from payment for a particular check run.	H	Y		Accounts Payable	
169	Ability to restrict printing of a negative check amount.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
171	Ability to notify the user when a check is to be printed that exceeds a user-defined maximum check amount.	L	Y		Accounts Payable	
172	Ability to use sequentially pre-numbered checks and EFTs.	L	Y		Accounts Payable	
173	Ability to have check stock control numbers included with check data	H	Y		Accounts Payable	
174	Ability to print laser checks on plain paper stock.	L	Y		Accounts Payable	
175	Ability to not be restricted on the number of digits for the check number.	L	Y		Accounts Payable	
176	Ability to restrict the reuse of a check number.	H	Y		Accounts Payable	
177	Ability to print a duplicate, non-negotiable copy of all checks.	H	Y		Accounts Payable	
178	Ability to customize order that checks are printed (vendor name, check number or other user-defined order).	H	Y		Accounts Payable	
179	Ability of the system to provide for mid-cycle restart of check forms during check run.	H	Y		Accounts Payable	
180	Ability to define the check number to restart on, when using blank stock, for a mid-cycle restart.	H	Y		Accounts Payable	
181	Ability to create and send a positive pay file to the bank for all accounts (i.e., Payroll, AP, etc.).	H	Y		Accounts Payable	
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	Y		Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

8 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
183	Ability to store and use the next sequential check number to be used for each bank's checking account.	H	Y		Accounts Payable	
184	Ability to produce, through secure printers, checks with MICR encoding and electronic signatures.	H	T		MHC	
185	Ability to generate manual checks on-demand locally.	H	Y		Accounts Payable	
186	Ability to restrict payments for manual checks greater than a user-defined threshold to require a physical signature on the check.	L	Y		Accounts Payable	
187	Cancel Check and Reissue Process					
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	Y		Accounts Payable	
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	Y		Accounts Payable	
190	Ability, on cancelled checks, to either issue a replacement check or cancel the check with no replacement with a comment field.	H	Y		Accounts Payable	
191	Ability, on voided checks, to cross-reference the new check to the voided check number or a journal number.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
193	Ability to prompt the user if the Purchase Order should be reinstated, when performing a check void.	H	Y		Accounts Payable	
194	Ability to provide security measures by allowing only certain authorized personnel to reissue checks.	H	Y		Accounts Payable	
195	Ability to restart jammed check runs on the printer and the appropriate checks in the process when using pre-printed check stock.	H	Y		Accounts Payable	
196	Ability to restart jammed check runs on the printer and REPRINT selected checks in the process when using pre-printed check stock	H	Y		Accounts Payable	
197	Ability to void and replace checks by: individual check, block of checks or entire check run.	H	Y		Accounts Payable	
198	Ability to manage the process for stale checks / escheats to the State.	H	Y		Accounts Payable	
199	1099 Processing					
200	Ability to comply with IRS reporting requirements for tracking vendor payments that are subject to 1099 reporting.	H	Y		Accounts Payable	
201	Ability to prohibit or provide warnings when a vendor without a TIN or SSN is entered, when it is required.	H	Y		Accounts Payable	
202	Ability to calculate and deduct backup withholding for vendors that are subject to backup withholding.	H	Y		Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

9 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
203	Ability to identify specific invoices and payments for vendors as 1099 transactions or non-1099 transactions.	H	Y		Accounts Payable	
204	Ability to process different types of 1099 forms.	H	Y		Accounts Payable	
205	Ability to access at least 5 calendar years of 1099 information online.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
207	Ability to provide updates to annual 1099 forms, IRS file formats, etc. Should be provided with the annual software maintenance agreement.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
209	Ability to print 1099 information and the related forms only for vendors with payments in excess of the designated IRS amount	H	Y		Accounts Payable	
210	Ability to print on demand, SINGLE 1099 information and the related form for SINGLE vendor regardless of dollar amount	H	Y		Accounts Payable	
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	Y		Accounts Payable	
212	Ability to default 1099 codes based on the general ledger account code.	H	Y		Accounts Payable	
213	Interfaces					
214	Ability to accept transactions from other local systems/applications including the following:	-			N/A	
215	Payroll (garnishments, benefit providers, etc.)	H	Y		Accounts Payable	
216	Workers Compensation	H	Y		Accounts Payable	
217	P-card provider	H	Y		Accounts Payable	
218	Ability to accept transactions from State systems with ability to transmit payment data back to source system	L	Y		Accounts Payable	
219	Ability to charge items on an invoice to one or more work orders and/or functions.	H	Y		Accounts Payable	
220	Ability to have a complete audit trail of transactions passed to accounts payable from other applications or systems.	H	Y		Accounts Payable	
221	Ability to import check information from the bank for purposes of performing bank reconciliation, including identifying 'matches' and 'mismatches' from the bank.	H	Y		Accounts Payable	
222	Ability to perform P-card encumbrances as transactions are downloaded from the bank, and liquidate the encumbrance as the transactions are processed	L	Y		Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

10 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
223	Ability to save all export files, import files and check images within the system for retrieval.	H	Y		Accounts Payable	I don't understand the purpose of this, but any spreadsheet or other type of document can be attached to a record in the system.
224	Ability to scan/attach electronic documents to requisitions, purchase orders and payment vouchers including vendor W-9 forms.	H	T		MHC	
225	Ability to prevent users from removing electronic documents attached within the system. Audit trail and history must be retained.	H	T		MHC	
226	Ability through workflow to reject an entered invoice, notify the end-user, and require corrections to be made before processing.	H	Y		Accounts Payable	
227	Reporting					
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	Y		Accounts Payable	
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		N/A	
230	Ability to allow P-card data to be defined (including who has possession of card)	L	Y		Accounts Payable	
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	Y		Accounts Payable	
232	Ability to query the system on-line for transactions setup for batch processing.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
234	Ability to perform ad hoc reporting.	H	Y		Accounts Payable	
235	Ability to define specific search criteria (summary and detail) and limits while performing an on-line inquiry.	H	Y		Accounts Payable	
236	Ability to download 1099 information onto a magnetic media meeting IRS requirements.	H	Y		Accounts Payable	
237	Ability for departments to print their own reports.	H	Y		Accounts Payable	
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	Y		Accounts Payable	
239	Ability to provide document history retrieval on-line, linking requisitions to purchase orders, invoices, and checks.	H	Y		Accounts Payable	
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	Y		Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

11 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Accounts Payable

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
241	Ability to view a Check Register for multiple payment methods i.e. garnishments, welfare	L	Y		Accounts Payable	
242	Ability to view Check Register with full VOID dollar amount not zero as is current	L	Y		Accounts Payable	
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	Y		Infor Process Automation	

**Priority**

H - High | M - Medium | L - Low

12 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
**Asset Management**

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**

**Infor Public Sector Asset / Work Management**

*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	<b>System Requirements</b>					
2	System tracks all City-owned equipment, by department / division, for all equipment maintenance functions.	H	Y		Infor Public Sector Asset / Work Management	
3	Ability to maintain a schedule of each equipment item, to assist with equipment maintenance	H	Y		Infor Public Sector Asset / Work Management	
4	Ability to track non-vehicle equipment (e.g. portable generators, trailers, small equipment, radio installations, riding mowers, radio equipment, etc.)	H	Y		Infor Public Sector Asset / Work Management	
5	Ability to handle preventative maintenance schedules, work orders and track costs for equipment citywide	H	Y		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	
7	System provides ability to track operator profile information within the equipment maintenance module, including certifications, license, accident and incident information	M	Y		Infor Public Sector Asset / Work Management	
8	System provides an executive level dashboard showing real-time information including open work orders, equipment in service.	H	Y		Infor Public Sector Asset / Work Management	
9	System provides an approval workflow for the creation and disposal of equipment.	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
10	Ability to notify departmental equipment "owners/responsible personnel" when the equipment should be serviced based on defined preventative maintenance schedules.	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
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	Y		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	
13	Ability to notify departmental "owners/personnel" when the service is complete.	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

**Priority**

H - High | M - Medium | L - Low

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Asset Management

4.3 - Asset Management				Infor Public Sector Asset / Work Management		
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
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			
15	Ability to record and track work performed by contracted services.	H	Y		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	
17	Ability for the system to be easy to configure	M	Y		Infor Public Sector Asset / Work Management	
18	Ability for the system to be compliant with regulatory agencies (e.g., OSHA)	H	Y		Infor Public Sector Asset / Work Management	
19	Interfaces & Integrations					
20	System provides integration with other software modules of the system, including:	-			Infor Public Sector Asset / Work Management	
21	Budget	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
22	Inventory	H	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
23	Purchasing	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
24	Billing	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
25	Human Resources (certification tracking to ensure proper licenses/certifications are current)	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
26	Work Order	H	Y		Infor Public Sector Asset / Work Management	
27	General Ledger	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
28	Fixed Assets	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
29	System interfaces Project Costs scheduling with the Fixed Assets module and provides ability to accommodate multiple depreciation schedules	H	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
30	Interfaces with the system's Human Resources module to identify certifications, license, accident and incident information for equipment operators	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
31	Ability to meet all Federal & State of Florida reporting requirements for operational costs and safety requirements	H	R		Infor Public Sector Asset / Work Management	
32	System provides preventative maintenance functionality integrated with the work order module	H	Y		Infor Public Sector Asset / Work Management	

**Priority**

H - High | M - Medium | L - Low

14 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Asset Management

4.3 - Asset Management				Infor Public Sector Asset / Work Management		
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
33	Billing function interfaces with the General Ledger to accommodate the necessary inter-fund transfers	M	N			
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			
35	Asset Management System Functionality					
36	System has the ability to schedule maintenance and replacement of parts	H	Y		Infor Public Sector Asset / Work Management	
37	Work order records support attachments such as photos and letters	H	Y		Infor Public Sector Asset / Work Management	
38	In the equipment database, system has the ability to attach pictures, etc.	H	Y		Infor Public Sector Asset / Work Management	
39	Ability to setup project codes by department and by asset for purposes of querying records for reporting or summary information	H	Y		Infor Public Sector Asset / Work Management	
40	System provides equipment usage history inquiry and reporting features	H	Y		Infor Public Sector Asset / Work Management	
41	Warranty tracking and alerts are available and configurable in the system for both parts and equipment.	H	Y		Infor Public Sector Asset / Work Management	
42	Ability for staff to be prompted to update warranty information after performing specific maintenance tasks.	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
43	Ability to track equipment use history by Dept., and Project, Division, including:	-				
44	Milage, Hours, Calendar, and User-Defined	H	Y		Infor Public Sector Asset / Work Management	
45	Total Time-in-Service	M	Y		Infor Public Sector Asset / Work Management	
46	Cost of Operation (labor, parts, outsourced services, fuel)	M	Y		Infor Public Sector Asset / Work Management	
47	Operator	H	Y		Infor Public Sector Asset / Work Management	
48	System provides functionality to track, monitor and report on fuel usage history for example portable generators and pumps	H	Y		Infor Public Sector Asset / Work Management	
49	On-line preventive maintenance checklists are available in the system and can vary by frequency of inspection/maintenance cycle.	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
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	Y		Infor Public Sector Asset / Work Management	
51	Ability to automatically or prompt user to extend an equipment's expected life when defined major maintenance work order types are performed	M	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written

**Priority**

H - High | M - Medium | L - Low

15 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Asset Management

4.3 - Asset Management				Infor Public Sector Asset / Work Management		
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
52	System provides capabilities to maintain a Service History related to each equipment and each project code including:	-				
53	Service Type Code	H	Y		Infor Public Sector Asset / Work Management	
54	Requestor	M	Y		Infor Public Sector Asset / Work Management	
55	Service Date	H	Y		Infor Public Sector Asset / Work Management	
56	Hours	M	Y		Infor Public Sector Asset / Work Management	
57	Service Provider/Mechanic	H	Y		Infor Public Sector Asset / Work Management	
58	Costs/Hours Worked	M	Y		Infor Public Sector Asset / Work Management	
59	Back-in-Service Date	H	Y		Infor Public Sector Asset / Work Management	
60	Job Order #	H	Y		Infor Public Sector Asset / Work Management	
61	Equipment Ref. # assigned by Staff	M	Y		Infor Public Sector Asset / Work Management	
62	Problem, Cause, Corrective Action fields	H	Y		Infor Public Sector Asset / Work Management	
63	Comments	H	Y		Infor Public Sector Asset / Work Management	
64	Staff Performing Work	H	Y		Infor Public Sector Asset / Work Management	
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	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
66	System has the ability to convert work order activity into a billing for equipment service.	M	N			
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	R		Infor Public Sector Asset / Work Management	
68	Ability to capture the cost of repairs, fuel, and labor for each piece of equipment.	M	Y		Infor Public Sector Asset / Work Management	
69	Ability to schedule maintenance and optimize resources	H	Y		Infor Public Sector Asset / Work Management	
70	Ability to enable preventative and predictive maintenance	H	Y		Infor Public Sector Asset / Work Management	

**Priority**

H - High | M - Medium | L - Low

16 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Asset Management

4.3 - Asset Management				Infor Public Sector Asset / Work Management		
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
71	Equipment					
72	The equipment master file records the following information, for which each field is searchable:	-				
73	Location and Department	H	Y		Infor Public Sector Asset / Work Management	
74	Availability Status (out-of-service, replaced, in-service)	H	Y		Infor Public Sector Asset / Work Management	
75	Ownership Status (own, lease, purchase, on loan)	H	Y		Infor Public Sector Asset / Work Management	
76	Purchase Date	H	Y		Infor Public Sector Asset / Work Management	
77	Serial Number	H	Y		Infor Public Sector Asset / Work Management	
78	Equipment Type	H	Y		Infor Public Sector Asset / Work Management	
79	Equipment ID Number (user or system assigned) - with alpha-numeric capability.	H	Y		Infor Public Sector Asset / Work Management	
80	Equipment Brand, Model, and Manufacturer	H	Y		Infor Public Sector Asset / Work Management	
81	Standard fluids to be used (e.g. oil, antifreeze type)	H	Y		Infor Public Sector Asset / Work Management	
82	Vendor Purchased From	H	Y		Infor Public Sector Asset / Work Management	
83	Purchase Order Number	H	Y		Infor Public Sector Asset / Work Management	
84	Purchase Price	H	Y		Infor Public Sector Asset / Work Management	
85	Depreciated value	H	Y		Infor Public Sector Asset / Work Management	
86	Parent/Child Relationships	M	Y		Infor Public Sector Asset / Work Management	
87	Inspection/Maintenance Cycles	H	Y		Infor Public Sector Asset / Work Management	
88	Last Inspection Date	H	Y		Infor Public Sector Asset / Work Management	
89	Multiple Preventive Maintenance and Project Code Parameters ( months, hours, number of runs, user-defined)	H	Y		Infor Public Sector Asset / Work Management	
90	Expected Replacement Date	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written

**Priority**

H - High | M - Medium | L - Low

17 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Asset Management

4.3 - Asset Management				Infor Public Sector Asset / Work Management		
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
91	Warranty Expiration Date	H	Y		Infor Public Sector Asset / Work Management	
92	Equipment can be assigned to user defined classifications and sub-classifications	H	Y		Infor Public Sector Asset / Work Management	
93	System provides ability to retain and edit status and activity history for the entire life of the equipment.	H	Y		Infor Public Sector Asset / Work Management	
94	System allows users to pre-define maintenance tasks that can be selected when developing a demand work order or preventative maintenance schedule	M	Y		Infor Public Sector Asset / Work Management	
95	Ability to list all the equipment/parts associated with an asset and project code.	H	Y		Infor Public Sector Asset / Work Management	
96	Principal Reports					
97	User defined reports, easy ability to query the system and provide both summary and detail reporting capabilities.	H	R		Infor Public Sector Asset / Work Management	
98	Ability to generate reports as of a specified date	H	R		Infor Public Sector Asset / Work Management	
99	Equipment listing with model, year, description, replacement cost, actual value by Department & Division for Risk Management insurance requirements.	H	R		Infor Public Sector Asset / Work Management	
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	R		Infor Public Sector Asset / Work Management	This report would be provided by the proposed ERP system
101	Problem/Exception Report, listing equipment with below average runtimes, between service calls, excessive service times, excessive repair costs (replacement parts), etc.	H	T		Crystal Reports/SSRS	Third-party reporting tool
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	T		Crystal Reports/SSRS	
103	Preventative Maintenance Compliance Reporting, indicating actual deviations from planned schedules	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
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	Y		Infor Public Sector Asset / Work Management	
105	Past-Due Inspection/Maintenance List of all equipment which is scheduled for service that is due or past due for cyclical maintenance.	H	R		Infor Public Sector Asset / Work Management	
106	Service by Department report providing a detailed and aggregate service summary.	H	R		Infor Public Sector Asset / Work Management	
107	Service by Asset report providing a detailed and aggregate service summary.	H	R		Infor Public Sector Asset / Work Management	

**Priority**

H - High | M - Medium | L - Low

18 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Asset Management

4.3 - Asset Management				Infor Public Sector Asset / Work Management		
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
108	Service by Major Service Category report representing general service code categories for filtering similar types of repairs.	H	R		Infor Public Sector Asset / Work Management	
109	Ability to maintain and report on Key Performance Indicators	M	Y		Infor Public Sector Asset / Work Management	
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	T		Crystal Reports/SSRS	Third-party reporting tool
112	Out-of-Service Report showing accumulative number of days that a equipment is out-of-service for maintenance.	H	R		Infor Public Sector Asset / Work Management	
113	Equipment Billing Report, including labor, parts, outsourced costs, and fuel, by equipment and project code.	H	T		Crystal Reports/SSRS	Third-party reporting tool
114	Equipment Listing by location, ID number, age, department, inspection/maintenance date scheduled, brand or manufacturer, cost of operation, and project code.	H	R		Infor Public Sector Asset / Work Management	
115	Year to date, month to date and life to date Equipment Cost Report	M	Y		Infor Public Sector Asset / Work Management	
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	T		Crystal Reports/SSRS	Third-party reporting tool
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		Infor Public Sector Asset / Work Management	
118	Ability to generate safety and compliance reports	H	R		Infor Public Sector Asset / Work Management	

**Priority**

H - High | M - Medium | L - Low

19 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Bank Reconciliation*

**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	<b>Bank Reconciliation</b>					
2	Ability to identify multiple cash accounts.	H	Y		Cash Management	
3	Ability to associate the cash account with a project.	L	N		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	Y		Cash Management	
5	Ability to separately deposit and reconcile credit cards by Visa/MasterCard/Discover and American Express.	H	Y		Cash Management	
6	Ability to import a list of cleared checks from the bank for each account.	H	Y		Cash Management	
7	Ability to manually indicate that a check has been cashed and make corrections with an audit trail.	H	Y		Cash Management	
8	Ability to cancel checks by batch or check number range	H	Y		Cash Management	
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	Y		Cash Management	
10	Ability to track manual check issues, voids and replacements and original dollar amount of voided check.	H	Y		Cash Management	
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	Y		Cash Management	
12	Ability to enter adjustments through a journal voucher with proper authorization.	H	Y		Cash Management	
13	Ability to account for missing checks due to issues with printing and \$0 checks.	H	Y		Cash Management	
14	<b>System Processes</b>					
15	Ability to export data into spreadsheets, text files, word documents	H	Y		Cash Management	
16	Ability to manage unclaimed/stale dated checks.	H	Y		Cash Management	
17	Ability to accept paid check image file from bank which will update the appropriate sub-system (check register) in the relevant area.	M	Y		Cash Management	
18	Ability to identify and replace lost checks and reflect new check numbers (interface information from sub-modules).	H	Y		Cash Management	
19	Ability to track check status including outstanding, cleared, stale-dated, replaced, returned and voided.	H	Y		Cash Management	

**Priority**

H - High | M - Medium | L - Low

20 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Bank Reconciliation

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
20	Ability to execute a process to remove stale dated checks from the list of outstanding checks and create the corresponding journal entry.	H	Y		Cash Management	
21	System Interfaces					
22	Ability to import/download bank item activity (BAI transmission) from Financial Institution	H	Y		Cash Management	
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	Y		Cash Management	
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	Y		Cash Management	
25	Ability to perform clearing transactions to match imported bank items to journal entries	H	Y		Cash Management	
26	Ability to perform automated clearing transactions between general ledger accounts (i.e., zeroing-out and/or matching balances).	H	Y		Cash Management	
27	Ability to reset/correct clearing transactions for bank items and journal entries	H	Y		Cash Management	
28	Ability to provide an interface from Cash Receipts module that includes daily deposits by payment type by location for reconciliation purposes.	H	Y		Cash Management	
29	Ability to reconcile deposits with cash receipt details that tie back to a deposit slip with a breakdown by account.	H	Y		Cash Management	This is really a matter of following business process rules. The creation of a deposit slip is done by hand and if that is correctly broken down, then the cash receipt details will tie back to it.
30	Ability to interface with the Cash Receipting system for accessing scanned checks that were receipted.	M	Y		Cash Management	
31	Ability to provide an interface to the Accounts Payable module to identify manual checks written on various accounts.	H	Y		Cash Management	
32	Ability to provide an interface with the other accounts and G/L where cash is affected.	H	Y		Cash Management	
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	Y		Cash Management	
34	Reporting					
35	Ability to create a report of incoming/outgoing bank items that captures all bank activity	M	Y		Cash Management	

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

21 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Bank Reconciliation*

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	Y		Cash Management	
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	Y		Cash Management	
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	Y		Cash Management	
40	Additional Cross Reference with Treasury					
41	Ability to integrate debt service and investment functionality with the bank reconciliation process.	M	Y		Cash Management	
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	Y		Cash Management	

**Priority**

H - High | M - Medium | L - Low

22 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budgeting*

**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			Infor Budgeting & Planning			
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	Y		Infor Budgeting & Planning	
3	Ability to support generation of a biennial budget.	L	Y		Infor Budgeting & Planning	
4	Ability to develop budgets and search at all levels of account structure.	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning, Infor General Ledger	
7	Ability to print narrative descriptions for each line item	H	Y		Infor Budgeting & Planning	
8	Ability to maintain up to 6 budget versions per fiscal year: (requested, proposed, current, approved, amended, projected/forecast).	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
11	Ability to allow for departmental budget entry in an account listing style, such as by account, functional area, activity code.	H	Y		Infor Budgeting & Planning	
12	Ability to view progress by departments in budget preparation, as defined in user setup in conjunction with account authority.	M	Y		Infor Budgeting & Planning	
13	Ability to approve all requested budget amounts at the same time and post to the GL with proper approval.	H	Y		Infor Budgeting & Planning, Infor General Ledger	
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	Y		Infor Budgeting & Planning	
15	Ability to customize budget scenarios based on specific department scenarios and global scenarios	H	Y		Infor Budgeting & Planning	

**Priority**

H - High | M - Medium | L - Low

23 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budgeting*

4.5 - Budgeting				Infor Budgeting & Planning		
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
16	Ability to perform Budget Prep global changes (Fringe Benefits, merit increases, inflation), and view several scenarios prior to posting.	H	Y		Infor Budgeting & Planning	
17	Ability to allow for users to input and view comments per budget item / line.	H	Y		Infor Budgeting & Planning	
18	Ability to allow for configuration of which accounts require line item detail with the budget request.	M	Y		Infor Budgeting & Planning	
19	Ability to identify capital and other one-time items in the budget with a capital item descriptor, specific to accounts.	H	Y		Infor Budgeting & Planning	
20	Ability to either create an annual budget or single budget amendment on-line.	M	Y		Infor Budgeting & Planning	
21	Ability to generate proposed budget data by extrapolating multi-year historical financial data using user-defined criteria/specifications.	M	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
23	Ability to limit user entry of specific accounts vs. central office budget planning (salaries)	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
25	Ability to display two previous year actuals	H	Y		Infor Budgeting & Planning	
26	Ability to display current year estimated to date	H	Y		Infor Budgeting & Planning	
27	Ability to display current year actuals to date	H	Y		Infor Budgeting & Planning	
28	Ability to display current year budget vs. actual (variances)	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning, Infor BI	
30	Ability to import off-line developed budget information into the budget planning system.	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
32	Ability to prepare base budgets from prior year actual expenditures.	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
34	Ability to plan transfers or change of positions between departments/funds for budget and analytical purposes. (What if scenarios)	H	Y		Infor Budgeting & Planning	
35	Ability to provide forecast intervals for short-term (1-2yrs), intermediate (3-4 years) and long-term (5 years)	H	Y		Infor Budgeting & Planning	
36	Ability to balance inter-fund revenues/expenditures	H	Y		Infor Budgeting & Planning	
37	Ability to copy budget to a new version as a starting point for incorporating changes or for different budget scenarios	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	

**Priority**

H - High | M - Medium | L - Low

24 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budeting*

4.5 - Budgeting			Infor Budgeting & Planning			
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
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	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
41	Ability to develop overhead allocations	M	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
43	Flexibility to implement security based on levels of account structure	M	Y		Infor Budgeting & Planning	
44	Ability to set performance based budgets, using non-financial information (i.e., key performance indicators)	H	Y		Infor Budgeting & Planning	
45	Ability for users to have view-only access, by default, to the budget when it is locked down.	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	This requirement will be met through the configuration of workflow based on dates established by the City.
47	Position Budgeting					
48	Ability to import position information from a payroll system to perform budget projections.	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
52	Ability to enter globally or provide calculation-only fields for:	-				
53	# of pay periods for upcoming budget year	H	Y		Infor Budgeting & Planning	
54	Medicare calculation based on wages	H	Y		Infor Budgeting & Planning	
55	Retirement System calculation based on wages	H	Y		Infor Budgeting & Planning	
56	Worker's Comp calculation based on the combination of wages and a fixed rate (experience)	H	Y		Infor Budgeting & Planning	
57	Health insurance costs	H	Y		Infor Budgeting & Planning	
58	Scheduled merit increases	H	Y		Infor Budgeting & Planning	
59	Scheduled cost-of-living-adjustment (COLA)	H	Y		Infor Budgeting & Planning	
60	Other pay factors as identified	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
62	Ability to support personnel cost projections that include fringe benefit costs (based on existing benefits elected).	H	Y		Infor Budgeting & Planning	

**Priority**

H - High | M - Medium | L - Low

25 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budeting*

4.5 - Budgeting			Infor Budgeting & Planning			
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
63	Ability to integrate the position budgeting functionality with the Payroll and HR modules	H	Y		Infor Budgeting & Planning	
64	Ability to assist with managing new budget implications of live payroll changes (e.g. raises & transfers) performed during the budget development cycle.	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
66	Ability to budget based on position type i.e., budget vs. non budget vs. under-filled	H	Y		Infor Budgeting & Planning	
67	Ability to calculate salary and benefits for unapproved/requested positions.	M	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
69	Ability to budget for partial-year positions	H	Y		Infor Budgeting & Planning	
70	Ability to budget for fixed term and limited term position	H	Y		Infor Budgeting & Planning	
71	Ability of system to provide budget checking control for creation of new positions.	H	Y		Infor Budgeting & Planning	
72	Ability for system to create visual organization (org chart) based on information within position budgeting.	M	R		Infor Budgeting & Planning	
73	Capital Budgeting					
74	Ability to integrate with Fleet and Fixed Asset module to assist with analyzing equipment replacement (including replacement criteria).	M	Y		Infor Budgeting & Planning	
75	Ability to integrate with capital project system (module) to assist with capital budget development.	H	Y		Infor Budgeting & Planning	
76	Ability to be able to develop the CIP Budget within the system	H	Y		Infor Budgeting & Planning	
77	Ability to automate a distributed "capital budget item request" process providing central approval and reporting (i.e., workflow).	H	Y		Infor Budgeting & Planning	
78	Ability to classify capital project requests and provide reporting by department, classification or type.	H	Y		Infor Budgeting & Planning	
79	Ability to enter CIP general information and project categorization. (Ex. Description, map reference, notes)	H	Y		Infor Budgeting & Planning	
80	Ability to rank CIP projects based on selected criteria and scoring against this criteria.	H	Y		Infor Budgeting & Planning	
81	Ability to manage a multi-year (e.g. six) CIP program.	H	Y		Infor Budgeting & Planning	
82	Ability to apply inflation factors to costs of CIP projects in years beyond the budget year.	M	Y		Infor Budgeting & Planning	
83	Ability to track budget and expense by CIP project.	H	Y		Infor Budgeting & Planning	
84	Ability to track budget and expense by project (sub-units of CIP).	M	Y		Infor Budgeting & Planning	
85	Ability to track budget and expense of operations and maintenance associated with a CIP project at the application phase.	M	Y		Infor Budgeting & Planning	

**Priority**

H - High | M - Medium | L - Low

26 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budgeting*

4.5 - Budgeting			Infor Budgeting & Planning			
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
86	Ability to enter a CIP book and post it to the GL with the appropriate approvals.	H	Y		Infor Budgeting & Planning	
87	Ability to enter and print 5 Year Planned CIP from the system	H	T		Patternstream for Government, Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
89	Ability to drill from the GL module to the CIP module to easily see descriptions of the project	M	Y		Infor General Ledger, Infor Project Accounting	
90	Non-Capital Project / Grant Budgeting					
91	Ability to use project budgeting within or across funds and departments as specified by the user.	H	Y		Infor Budgeting & Planning	
92	Ability to track grant budgets to the level needed for annual reporting	H	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
94	Ability to time-slice budget differently than budget fiscal year (e.g., calendar year or Federal fiscal year)	M	Y		Infor Budgeting & Planning	
95	Ability to create project/grant master file that allows for tracking and reporting, including:	-				
96	Department (responsible for the project or grant)	H	Y		Infor Budgeting & Planning, Infor Grant Management	
97	Individual project manager (responsible for project)	H	Y		Infor Budgeting & Planning, Infor Grant Management	
98	Alphanumeric project/grant numbers (coding assigned by authorized users to be used to identify grants or projects, including case numbers for example)	H	Y		Infor Budgeting & Planning, Infor Grant Management	
99	Key dates (approval date, start date, end date, extension date, date of last draw, final performance report)	H	Y		Infor Budgeting & Planning, Infor Grant Management	
100	Resolution # for Approval	L	Y		Infor Budgeting & Planning, Infor Grant Management	
101	Grant name (program title)	H	Y		Infor Budgeting & Planning, Infor Grant Management	
102	Descriptions / Comments	H	Y		Infor Budgeting & Planning, Infor Grant Management	
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	Y		Infor Budgeting & Planning, Infor Grant Management	
104	Pass-through grant indicator and entity and grant #	H	Y		Infor Budgeting & Planning, Infor Grant Management	
105	Contract number(s) for projects and grants--could have multiple contracts for each	H	Y		Infor Budgeting & Planning, Infor Grant Management	

**Priority**

H - High | M - Medium | L - Low

27 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budeting*

4.5 - Budgeting			Infor Budgeting & Planning			
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
106	Catalog of Federal Domestic Assistance (CFDA) number, if applicable	H	Y		Infor Budgeting & Planning, Infor Grant Management	
107	Catalog of State Financial Assistance (CSFA) number, if applicable	H	Y		Infor Budgeting & Planning, Infor Grant Management	
108	Amendments (dates, dollars, activity being amended) and allows for multiple amendments	H	Y		Infor Budgeting & Planning, Infor Grant Management	
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	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
110	Ability to view detail on contractor (name, contact, address, certifications, Fed ID number, EEO)	M	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
111	Ability to track:	-			Infor Budgeting & Planning	
112	Sub recipient information	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
113	Allowable amounts and other information re: restricted use of funds	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
114	Total grant / project budget amount, over multiple years as necessary	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
115	Budget detail per grant, project, subproject, activities/task, objective	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
116	User-defined project attributes related to project types, phases, platforms, etc.	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
117	Project milestones and phases	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
118	Project milestone and phase start and end dates	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
119	Relevant GL accounts (for revenues and expenditures)	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	

**Priority**

H - High | M - Medium | L - Low

28 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budgeting*

4.5 - Budgeting				Infor Budgeting & Planning		
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
120	Retainage requirements	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
121	Accounting basis (e.g. cash vs. accrual)	M	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
122	Indicator of whether or not there is Grant matching, and how much	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
123	Multiple other user defined fields	M	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
124	Track EEOC and Davis/Bacon information	H	Y		Infor Budgeting & Planning, Infor Grant Management, Infor Project Accounting, Infor Contract Management	
125	Multi-Year Budgeting					
126	Ability to prepare / plan budget for multiple years concurrently.	M	Y		Infor Budgeting & Planning	
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	Y		Infor Budgeting & Planning	
128	Ability to perform "what if" calculations	H	Y		Infor Budgeting & Planning	
129	Ability to perform trend analysis over multiple years	H	Y		Infor Budgeting & Planning	
130	Ability to project seasonal revenue and expenditures	H	Y		Infor Budgeting & Planning	
131	Ability to perform a historical crosswalk of reorganized organizations	H	Y		Infor Budgeting & Planning	
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	Y		Infor General Ledger	
134	Ability to lock or track adopted budget for any fiscal year	H	Y		Infor General Ledger, Infor Budgeting & Planning	
135	Ability to prevent or indicate out-of-balance conditions for budget requests with corrections to actuals defined by the user.	H	Y		Infor General Ledger	
136	Ability to request/approve budget adjustments online, through workflow.	H	Y		Infor General Ledger	
137	Ability to manage position changes within system, through workflow.	H	Y		Infor Human Resources	

**Priority**

H - High | M - Medium | L - Low

29 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budgeting*

4.5 - Budgeting			Infor Budgeting & Planning			
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
138	Ability to configure the system to allow for distributed (departmental) entry of budget transfer requests - with configurable multi-level approval functionality	M	Y		Infor General Ledger	
139	Ability to provide extended comments with budget revision requests	H	Y		Infor General Ledger	
140	Ability to enter budget amendments during the fiscal year (appropriations or revenue estimates).	H	Y		Infor General Ledger	
141	Ability to record and track multiple budget amendments requests during the year and inquire on the adjustments after the fact.	H	Y		Infor General Ledger	
142	Ability to record and track budget amendments during the year and inquire on the adjustments after the fact.	M	Y		Infor General Ledger	
143	Ability to identify a budget adjustment as one-time (temporary) or permanent (affect future base budgets).	M	Y		Infor General Ledger	
144	Ability to have multi-level budget approvals on-line, for establishing budgets, line item transfers, budget adjustments (i.e., workflow).	H	Y		Infor General Ledger	
145	Ability to lock down prior years so they can't be edited.	H	Y		Infor General Ledger, Infor Budgeting & Planning	
146	<b>Budget Checking and Controls</b>					
147	Ability to perform funds availability checking at each chart of account or other user-defined level.	H	Y		Infor General Ledger	
148	Ability to perform funds availability checking by WBS/Phases/Tasks (sub-units of project).	H	Y		Infor General Ledger, Infor Project Accounting	
149	Ability to perform funds availability checking by account series	H	Y		Infor General Ledger, Infor Project Accounting	
150	Ability to perform funds availability checking by grant	H	Y		Infor General Ledger, Infor Project Accounting	
151	Ability to perform funds availability checking by user defined budget unit (i.e. program)	H	Y		Infor General Ledger, Infor Project Accounting	
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	Y		Infor General Ledger, Infor Project Accounting	
153	Ability to have budget control rules by account (e.g. payroll accounts can be overspent).	M	Y		Infor General Ledger	
154	Ability to have budget control rules by user defined account segment within the chart of accounts	H	Y		Infor General Ledger	
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	Y		Infor General Ledger	
156	Ability to have budget warnings at the account level and project level.	M	Y		Infor General Ledger	
157	Ability to have budget checking and warnings performed on all system transactions (requisitions, purchase orders, journal entries, budget change requests, etc.)	M	Y		Infor General Ledger	

**Priority**

H - High | M - Medium | L - Low

30 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budgeting*

4.5 - Budgeting			Infor Budgeting & Planning			
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
158	Ability to restrict transfers to/from specific accounts (e.g., Payroll).	M	Y		Infor General Ledger	
159	Ability to prevent users from requesting budget transfers from other departments' budgets.	H	Y		Infor General Ledger	
160	Ability to create negative budget on specified accounts (e.g., contra-revenues and contra-expenses, such as expense reimbursement accounts)	M	Y		Infor General Ledger	
161	Ability to overspend a budget at the line item.	H	Y		Infor General Ledger	
162	Reporting					
163	A system with user-friendly budget, project, grant, and CIP reports.	H	R		Infor General Ledger, Infor Budgeting & Planning, Infor Project Accounting, Infor BI	
164	Ability to produce budget book.	H	T		Patternstream for Government, Infor Budgeting & Planning	
165	A report that shows each employee's salaries, benefits, and totals, for both extra hires and full hires.	H	R		Infor Budgeting & Planning	
166	Ability to maintain the following history for the current and multiple previous years:	-				
167	Original and Current or Amended Budget Amounts	H	Y		Infor Budgeting & Planning	
168	Amount Requested	H	Y		Infor Budgeting & Planning	
169	Amount Recommended	H	Y		Infor Budgeting & Planning	
170	Amount Approved	H	Y		Infor Budgeting & Planning	
171	YTD Actuals	H	Y		Infor Budgeting & Planning, Infor General Ledger	
172	Ability to report on 3-5 years of prior year budget to actual amounts	H	Y		Infor General Ledger, Infor Budgeting & Planning, Infor BI	
173	Ability to report out on any budget version or type for current plus 5 years	H	Y		Infor General Ledger, Infor Budgeting & Planning, Infor BI	
174	Ability to produce org charts based on position control	M	Y		Infor Human Resources	
175	Ability to produce charts and graphs	M	R		Infor General Ledger, Infor Budgeting & Planning, Infor Project Accounting, Infor BI	
176	Ability to create custom reports	M	R		Infor General Ledger, Infor Budgeting & Planning, Infor Project Accounting, Infor BI	
177	Ability to import from and export to Microsoft Excel	H	Y		Infor General Ledger, Infor Budgeting & Planning, Infor Project Accounting, Infor BI	

**Priority**

H - High | M - Medium | L - Low

31 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Budeting*

4.5 - Budgeting				Infor Budgeting & Planning		
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
178	Ability to report on budget change (i.e., budget development) and request (i.e., ongoing budget activity) text notes	H	R		Infor General Ledger, Infor Budgeting & Planning, Infor Project Accounting, Infor BI	

**Priority**

H - High | M - Medium | L - Low

32 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Management

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	<b>System Processes</b>					
2	Ability to interface to financial institutions, in order for system balances to match the financial institutions'.	M	Y		Cash Management	
3	Ability to interface to financial institutions to accept banking activity at a transactional detail level	M	Y		Cash Management	
4	Ability to initiate banking transactions (transfers, ACH, wires, etc.).	H	Y		Cash Management	
5	Ability to automate the approval process for wire transfer	M	Y		Cash Management	
6	Ability to schedule banking transactions.	M	Y		Cash Management	
7	<b>Fund Accounting, Cash Management</b>					
8	Ability to track daily accumulated balances by fund and compute an average balance based on user defined dates.	H	Y		General Ledger	
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	Y		Cash Management	
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	Y		General Ledger	
11	Ability to track cash by fund.	H	Y		Cash Management	
12	Ability to track and manage ACH / wire activity between accounts and provide related management and transaction reporting.	H	Y		Cash Management	
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	Y		Cash Management	
14	Ability to obtain detailed/drilled down information of daily bank data from summary level to specific transaction detail.	H	Y		Cash Management	
15	Ability to automate (with manual override option) population of current day cash position with cash flow forecast detail data.	H	Y		Cash Management	
16	Ability to have a report, query, or notification for pending payments.	H	Y		Cash Management	If by 'pending', it means open or/unreconciled checks, this is done in Cash Management.

**Priority**

H - High | M - Medium | L - Low

33 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Management

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
17	Ability to track daily accumulated balances by fund and compute an average balance based on user defined dates.	H	Y		General Ledger	
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	Y		General Ledger	
19	Ability to have all bank items posted to an exclusive (treasurer) fund (to be offset by operational postings in non- treasurer funds)	H	Y		General Ledger	
20	Ability to track cash by fund.	H	Y		General Ledger	
21	Cash Flow Forecasting					
22	Ability to manage and forecast cash flow based on projections and historical trends.	H	Y		Cash Management	
23	Ability to forecast in annual summary format for 2 or 3 year projections.	H	Y		Cash Management	
24	Ability to customize user-defined inflow/outflow categories for the cash flow forecasting.	H	Y		Cash Management	
25	Ability to automate calendar input for federal holidays.	H	Y		Cash Management	
26	Ability to perform trend analysis for actual versus actual, and actual versus forecast.	H	Y		Cash Management	
27	Ability to create multiple forecasts-Original, Dated Version Updates, Final.	H	Y		Cash Management	
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	Y		Cash Management	
29	Ability to create a cash flow projection based on bank balance, pending payments, and investment activity.	H	Y		Cash Management	
30	Reporting					
31	Ability to create a report of inflows and outflows, estimates vs. actuals.	H	Y		Cash Management	
32	Ability to graph cash flow statistics (inflows, outflows, estimates vs. actuals).	H	Y		Cash Management	
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	R		Infor BI	Actuals would come from the General Ledger and the forecast would happen in Cash Management. Infor BI can put this data together in a custom report.
34	Ability to create a report of actual cash flows by fund or group of funds	H	Y		Cash Management	
35	Interface / Integration					
36	Ability to integrate to the AP module for payments and the AR module for receipts.	H	Y		Cash Management	
37	Ability to integrate with the Budget module for annual budget purposes.	H	N		N/A	If the integration is necessary, then it would be a custom interface using ION.

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

34 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Receipting Point of Sale

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				PCI		
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:	-				
3	Cash	H	T		PCI	
4	Checks/money orders/cashier's checks	H	T		PCI	
5	Credit cards	H	T		PCI	
6	Debit cards	H	T		PCI	
7	Credit memo (internal) / refund to customer	H	T		PCI	
8	ACH	H	T		PCI	
9	EFT	H	T		PCI	
10	Internet e-payments (Electronic Transaction Receipting, including credit cards, debit cards, EFT, and e-checks)	H	N			PCI is not a web services vendor. myRevenueCollector has existing inputs to
11	Imported payment file (e.g., from lockbox)	H	T		PCI	
12	Other/Miscellaneous (Journal Entries, Interfaces)	H	T		PCI	
13	Ability to establish unique personnel identification numbers with authority to perform specific functions.	H	T		PCI	
14	Ability to configure and process workflows for approvals, review, and modification.	H	Y		Infor Process Automation	Depending on what type of approval is needed, our workflow tool can be used for
15	Ability to maintain a complete audit trail for all transactions.	H	T		PCI	
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	T		PCI	
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	T		PCI	
19	Ability to accommodate numerous P.O.S. terminals and consolidate all P.O.S. terminal receipts at day's end.	H	T		PCI	
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	T		PCI	Via interface with ERP Accounts Receivables
21	Ability to sort POS transactions by:	-				
22	Customer Name	H	T		PCI	
23	Customer #	H	T		PCI	

Availability

Priority

H - High | M - Medium | L - Low

35 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Receipting Point of Sale

4.7 - Cash Receipting/Point of Sale				PCI		
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
24	Payer Name	H	T		PCI	
25	Transaction #	H	T		PCI	
26	Division/Department	H	T		PCI	
27	Date (or date range)	H	T		PCI	
28	Time (or time range)	H	T		PCI	
29	Transaction/Cash Receipt Type	H	T		PCI	
30	Transaction Amount	H	T		PCI	
31	Clerk ID/Name	H	T		PCI	
32	Any Segment of the GL Account Number	H	N			
33	Ability to provide both cash register and cash drawer functions.	H	T		PCI	
34	Ability to provide multiple drawer functionality.	H	T		PCI	
35	Ability to accept over-the-counter payments and generate appropriate credit.	H	T		PCI	
36	Ability to quickly access a menu of receivable/charge code types when accepting payments over-the-counter.	H	T		PCI	
37	Ability to filter the list of AR and charge codes when processing a payment based on the user's location.	H	T		PCI	
38	Ability to restrict payment to cash only as directed by item alerts.	H	T		PCI	
39	Ability to calculate the amount of change due back from amount tendered.	H	T		PCI	
40	Ability to identify, code and process transaction fees	H	T		PCI	
41	Ability to void all or part of a transaction independent of batch status.	H	T		PCI	
42	Ability for cash receipting solution to be certified to Check 21 compliance standards.	H	T		PCI	Check21 file creation is supported along with bank certification
43	Ability to interface with electronic deposit software for check processing.	H	M	\$18,000.00	PCI	PCI Check 21 Module.
44	Ability to image checks and associated attachments.	H	T		PCI	
45	Integration into document management system	H	T		PCI	LaserFiche supported, others can be accomodated for a modification cost
46	Ability to customize error messages.	H	N			
47	Payment and Receipt Processing					
48	Ability to define batch payment creation (electronic checks, over the counter, mail, etc.).	H	T		PCI	
49	Ability to include the following information on external receipts for individual transactions:	-				
50	Name of entry clerk	H	T		PCI	
51	Customer Name with separate fields for First Name, Middle Initial and Last Names	H	T		PCI	
52	Payer Name	H	T		PCI	
53	A/R Account number	H	T		PCI	
54	G/L Account coding	H	T		PCI	
55	Description for the receipt	H	T		PCI	

**Priority**

H - High | M - Medium | L - Low

36 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Receipting Point of Sale

4.7 - Cash Receipting/Point of Sale				PCI		
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
56	Amount	H	T		PCI	
57	Account Balance	H	T		PCI	
58	Check number (if payment by check)	H	T		PCI	
59	Credit Card Type (Visa, MasterCard, Discover, Diner, etc.)	H	T		PCI	
60	Effective Date	H	T		PCI	
61	Customer ID	H	T		PCI	
62	Location ID	H	T		PCI	
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	T		PCI	We believe this to be possible with existing myRevenueCollector system, but if the requirement is more complex, it may require Customization. More informaion required.
64	Option to suppress printing or select individual printing	H	T		PCI	
65	Ability to print user configurable comments and messages on the receipt.	H	T		PCI	
66	Ability to track and search system (internal) records by:	-				
67	Amount	H	T		PCI	
68	Bank Account	H	T		PCI	
69	Batch Number	H	T		PCI	
70	Check number (if payment by check)	H	T		PCI	
71	Clerk ID/Name	H	T		PCI	
72	Credit Card Type (i.e. Visa, MasterCard, Discover, Diner, etc.)	H	T		PCI	
73	Customer Name with separate fields for First Name, Middle Initial and Last Names	H	T		PCI	
74	Payer Name	H	T		PCI	
75	Customer ID	H	T		PCI	
76	Customer/Type	H	T		PCI	
77	A/R Account number	H	T		PCI	
78	Account Balance	H	T		PCI	
79	Day of Month	H	T		PCI	
80	Day of Week/Business Day	H	T		PCI	
81	Effective Date	H	T		PCI	
82	Department	H	T		PCI	
83	Entry Date	H	T		PCI	
84	Name of entry clerk	H	T		PCI	
85	GL Account Receipted	H	T		PCI	
86	Key Code / CR Type	M	T		PCI	
87	Location ID	H	T		PCI	
88	Receipt Number/Document Number	H	T		PCI	
89	Terminal	H	T		PCI	
90	Time of Day	H	T		PCI	

**Priority**

H - High | M - Medium | L - Low

37 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Receipting Point of Sale

4.7 - Cash Receipting/Point of Sale				PCI		
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	T		PCI	
92	Type of Bill	H	T		PCI	
93	Type of Payment	H	T		PCI	
94	Description for the receipt	H	T		PCI	
95	Ability to see the full account description when processing a receipt.	H	T		PCI	
96	Ability to have an unlimited number of detail lines per receipt	H	T		PCI	
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	T		PCI	
98	Ability to take website payments when the main system is non operational (down for maintenance, etc.) and upload after the fact.	H	T		ERP or Web Services Vendor	PCI myRevenueCollector works in this fashion. Payments made to web services vendor and then transmitted to PCI myRC near real time or batch.
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	T		PCI	
100	Ability to prepare online receipts for departments without a point of sale terminal.	H	T		PCI	
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	T		PCI	
102	Ability to place receipts on "hold" for subsequent release by finance staff.	M	T		PCI	
103	Ability to release "held" receipts based on user authorization.	H	N			
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			
105	Ability to assign each transaction a unique receipt number which is auto-generated by the system.	H	T		PCI	
106	Ability for the receipt numbering system to automatically reset itself based on the defined number of digits per receipt.	H	T		PCI	
107	Ability to have receipt number ranges or receipt number format "masks" to be associated to a department or user.	H	N			Receipt numbers are ranged per workstation
108	Ability to have receipts remain fully editable until the time they are printed and posted.	H	T		PCI	
109	Ability to change the payment type (cash, check, credit card, etc.) without voiding a receipt with proper authorization	H	T		PCI	
110	Ability to have 24 hour access to the system for receipt functionality.	H	T		PCI	
111	Ability to use Optical Character Recognition (OCR) or laser bar code readers for scanning receipted bills.	H	T		PCI	
112	Ability to pay multiple bills with a single payment w/description	H	T		PCI	
113	Ability to print account number and transaction number on checks receipted	H	T		PCI	

**Priority**

H - High | M - Medium | L - Low

38 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Receipting Point of Sale

4.7 - Cash Receipting/Point of Sale					PCI	
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
114	Ability to print of amount receipted on checks	H	T		PCI	
115	Ability to accept full or partial payments and payments without prior bill. Accepts deposits, bonds, etc.	H	T		PCI	
116	Ability to enter comments (to be used internally) at time of receipt.	H	T		PCI	
117	Ability to define multiple payment types (i.e., EFT, money order) on the same transaction.	H	T		PCI	
118	Ability to reprint duplicate receipts.	H	T		PCI	
119	Ability to provide pre-coded templates for ease of input.	H	T		PCI	Revenue code level for not receivable transactions only
120	Ability to lock pre-coded templates to prevent changes by other users.	H	N			
121	Ability to save pre-coded templates with a new name when changes are made.	H	N			
122	Ability for individual user to delete self-created pre-coded templates	H	N			
123	Ability to query lists of all pre-coded transaction templates	H	N			
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	T		PCI	
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	T		PCI	
126	Ability to perform online entry of remittance information by the department as payment is received, including account distribution.	H	T		PCI	
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	T		PCI	
128	Ability to break out sales tax payment based on cash receipt code	H	T		PCI	
129	Ability to select from standard reason codes when canceling any payment.	H	T		PCI	
130	Ability to apply payments in current year for a future year license/services/fees and automatically post to deferred revenue	H	T		PCI	
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	Y		Accounts Receivable	
133	Ability to perform after-the-fact adjustments to deposits w/approvals.	H	Y		Accounts Receivable	
134	Credit Card Processing					
135	Ability to provide a credit card solution that will interface with third-party gateway providers.	H	T	\$18,000.00	PCI	80 hours interface customization costs. In the event the City uses a vendor with existing interface, the amount of hours may be less.

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

39 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Receipting Point of Sale

4.7 - Cash Receipting/Point of Sale				PCI		
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
136	Solution conforms to Payment Card Industry (PCI) standards and has received PA-DSS certification.	H	N			Answer: Yes and No. PCI conforms with Payment Card Industry certification standards but is not directly certified. In all PCI locations we interface with certified vendors so as to honor client required standards and audit policies.
137	Ability to generate credit card authorizations.	H	T		PCI	
138	Ability to print credit card receipts with authorization number.	H	T		PCI	
139	Ability to support credit card refunds.	H	T		PCI	Also see response to #135. Client's interface with credit card vendor required. PCI is not a credit card processor, but the PCI software routinely works with many different processors.
140	Ability to support separate Merchant ID for each physical location for accepting credit cards.	H	T		PCI	Also see response to #135. Client's interface with credit card vendor required. PCI is not a credit card processor, but the PCI software routinely works with many different processors.
141	<b>Closing, Balancing and Depositing</b>					
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	T		PCI	
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	T		PCI	
144	Ability to summarize and post daily cash receipts by validated General Ledger account.	H	T		PCI	
145	Ability to settle batches individually or by selection versus all open batches.	H	T		PCI	
146	Ability to edit on-line and correct transaction errors prior to posting with proper authorization.	H	T		PCI	Reversal and Re-post
147	Ability to prohibit posted transactions and receipts from being edited.	H	T		PCI	
148	Ability to enter check list for individual receipt balancing.	H	T		PCI	
149	Ability to support multiple depository bank accounts and create separate bank deposit slips.	H	T		PCI	

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

40 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Cash Receipting Point of Sale

4.7 - Cash Receipting/Point of Sale					PCI	
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
150	Ability to print deposit ticket with appropriate deposit tracking code.	H	T		PCI	Yes myRevenueCollector can print the deposit ticket, but "appropriate tracking code" would be available if already collected in the Cash Receipting transaction. If more complex, Customization Cost might apply.
151	Ability to assign a bank bag number to each deposit slip.	H	Y		Cash Management	Financials/ERP system.
152	Ability to provide end-of-day check list by user detailing each check included in a deposit.	H	Y		Accounts Receivable	As long as each check included in the deposit is recorded separately for each Accounts Receivable customer, then the detail is available.
153	Ability to process NSF checks as a reversal to the original revenue posting.	H	Y		Accounts Receivable	
154	Interfaces and Integration					
155	Ability to manage overpayments and store a credit balance in the appropriate account/customer record	H	Y		Accounts Receivable	
156	Ability to establish and use validations from the G/L chart of accounts.	H	T		PCI	
157	System integrates with an integrated voice response (IVR) system to allow payments via phone.	H	T		PCI or Financials/ERP System	As with web payments, the web payments and IVR payments are collected via the web/IVR application and transmitted to either the Cash Receipting or ERP A/R system.
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	T		PCI	
159	Ability to provide an online payment portal	H	N			
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	R		PCI	Data available to be reported upon
162	Ability to wildcard (*) search or report on any field captured by the system.	H	N			This is standard functionality in Infor Lawson ERP.
163	Ability to create and save report variants.	H	T		PCI	
164	Ability to report based on user defined period-to-date; summary or detail.	H	T		PCI	
165	Ability to export reports to Excel, Word and other common third party software.	H	T		PCI	

**Priority**

H - High | M - Medium | L - Low

41 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Contract Management*

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				Infor Procurement - Contract Management		
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	Y		Infor Procurement - Contract Management	
2	Ability to enter, track and inquire on basic contract information online including:	-				
3	Grant or CIP Number	H	Y		Infor Procurement - Contract Management	
4	Funding Source (local, state, federal, or other)	H	Y		Infor Procurement - Contract Management	
5	Commodity Code (NIGP)	H	Y		Infor Procurement - Contract Management	
6	Contract amount	H	Y		Infor Procurement - Contract Management	
7	Contract balance	M	Y		Infor Procurement - Contract Management	
8	Contract ending date	H	Y		Infor Procurement - Contract Management	
9	Contract name / title (unlimited characters)	H	Y		Infor Procurement - Contract Management	
10	Contract number	H	Y		Infor Procurement - Contract Management	
11	Contract starting date	H	Y		Infor Procurement - Contract Management	
12	Contract type (Professional Services, Construction, Maintenance Services, Lease, Rentals, Materials, IGAs, etc.)	H	Y		Infor Procurement - Contract Management	
13	Contractor name	H	Y		Infor Procurement - Contract Management	
14	Contractor address	H	Y		Infor Procurement - Contract Management	
15	Contractor contact info (phone, fax, e-mail)	H	Y		Infor Procurement - Contract Management	

**Priority**

H - High | M - Medium | L - Low

42 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Contract Management

4.8 - Contract Management				Infor Procurement - Contract Management		
Objective: To create, manage and close-out contracts.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
16	Cooperative contract (yes/no)	H	Y		Infor Procurement - Contract Management	
17	Debarment	H	Y		Infor Procurement - Contract Management	
18	Department	H	Y		Infor Procurement - Contract Management	
19	Division	H	Y		Infor Procurement - Contract Management	
20	GL Account where funds are encumbered	H	Y		Infor Procurement - Contract Management	
21	Services Description	H	Y		Infor Procurement - Contract Management	
22	Maintenance agreements associated with contract (yes/no)	H	Y		Infor Procurement - Contract Management	
23	Payment method codes (e.g., flat monthly amount, monthly actual invoice, times unit rate)	H	Y		Infor Procurement - Contract Management	
24	Payments against the contract	H	Y		Infor Procurement - Contract Management	
25	Period of Warranty (if it exists)	H	Y		Infor Procurement - Contract Management	
26	Progress/Expense reports required (yes/no)	H	Y		Infor Procurement - Contract Management	
27	Vendor name and address	H	Y		Infor Procurement - Contract Management	
28	User/Contract Manager	H	Y		Infor Procurement - Contract Management	
29	Project Manager	H	Y		Infor Procurement - Contract Management	
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	Y		Infor Procurement - Contract Management	
31	Whether City Manager has the authority to renew the contract	H	Y		Infor Procurement - Contract Management	
32	Requisitioner	H	Y		Infor Procurement - Contract Management	
33	Revised ending date	H	Y		Infor Procurement - Contract Management	
34	State registration status	H	Y		Infor Procurement - Contract Management	
35	Tax standing (e.g., for local taxes)	H	Y		Infor Procurement - Contract Management	
36	Vendor Number	H	Y		Infor Procurement - Contract Management	
37	Is the contractor a MBE, WBE, DBE, Local, PCC, small business firm?	H	Y		Infor Procurement - Contract Management	

**Priority**

H - High | M - Medium | L - Low

43 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Contract Management

4.8 - Contract Management				Infor Procurement - Contract Management		
Objective: To create, manage and close-out contracts.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
38	Contractor MBE, WBE, DBE, small business %	H	Y		Infor Procurement - Contract Management	
39	Status of any contract [e.g., pending approval, fully executed, awaiting external user approval (indicating which external user) etc.]	H	Y		Infor Procurement - Contract Management	
40	User-defined fields (e.g., legislative file number, commission meeting date, agenda item number, etc.)	H	Y		Infor Procurement - Contract Management	
41	Ability to track and report the following fields for a Sub-contractor:	-				
42	Sub-Contractor Name	H	Y		Infor Procurement - Contract Management	
43	Sub-Contractor address	M	Y		Infor Procurement - Contract Management	
44	Sub-Contractor contact info (phone, fax, etc.)	M	Y		Infor Procurement - Contract Management	
45	Is the sub-contractor a MBE, WBE, DBE, small, local, PCC firm?	M	Y		Infor Procurement - Contract Management	
46	Sub-contractor MBE, WBE, DBE, small %	M	Y		Infor Procurement - Contract Management	
47	Sub-contract dollar amount	H	Y		Infor Procurement - Contract Management	
48	Service provided on contract	H	Y		Infor Procurement - Contract Management	
49	Ability to automatically use user-defined alphanumeric or numeric assignments for different contract types.	H	Y		Infor Procurement - Contract Management	
50	Ability to designate a user-defined maximum dollar and quantity thresholds for contracts.	H	Y		Infor Procurement - Contract Management	
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	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
52	Ability to flag contracts to indicate that they should not be made available online for public viewing	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
53	Contract Initiation and Approval Process					
54	Ability to handle contracts over multiple fiscal years.	H	Y		Infor Procurement - Contract Management	
55	Ability to convert awarded bids to approved contract.	H	Y		Infor Procurement - Contract Management, Strategic Sourcing	
56	Ability to create and track blanket order contracts and encumbrances.	H	Y		Infor Procurement - Contract Management	
57	Ability to allow multiple contracts per vendor.	H	Y		Infor Procurement - Contract Management	
58	Ability to allow multiple vendors per contract.	H	N			Infor Contract Management provides the ability to create parent/child contracts but a contract is only to a single vendor

**Priority**

H - High | M - Medium | L - Low

44 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Contract Management

4.8 - Contract Management				Infor Procurement - Contract Management		
Objective: To create, manage and close-out contracts.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
59	Ability to allow for multiple phases per contract.	H	Y		Infor Procurement - Contract Management	
60	Ability to review and print contract text.	H	Y		Infor Procurement - Contract Management	
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	Y		Infor Procurement - Contract Management, Infor Financial Management - Accounts Payable	
62	Ability to receive a notification of contracts that are coming up in the next 6 months for renewal.	H	Y		Infor Procurement - Contract Management	
63	Workflow / Change Management					
64	Workflow approvals is required for the following changes:	-				
65	Change in contract dollar amount	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
66	Material change in eligible uses of contract funds (change in scope of work)	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
67	Material change in milestone schedule	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
68	Change in contract start or end dates	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
69	Change in contract scope (addition or deletion of contract scope)	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
70	Ability to support on-line work order requests, creation, updates, status and approval workflow	H	Y		Infor Procurement - Contract Management, Infor Work Order Management	
71	Ability to route the documents electronically to the correct Department for review/revisions.	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
72	Ability to view and approve contracts within the system.	H	Y		Infor Procurement - Contract Management	
73	Ability to re-route contracts for approval if addendums are added or other changes incorporated (e.g., change in contract dollar amount)	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
74	Contract Management/Tracking					
75	Ability to link contracts based on parent-child relationships	H	Y		Infor Procurement - Contract Management	
76	Ability to track contracts from set-up through contract close-out based upon commodity codes, PO #, Vendor #, Project #, contract status and etc.	H	Y		Infor Procurement - Contract Management	

**Priority**

H - High | M - Medium | L - Low

45 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Contract Management

4.8 - Contract Management				Infor Procurement - Contract Management		
Objective: To create, manage and close-out contracts.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
77	Ability to track multiple contracts to a single project.	H	Y		Infor Procurement - Contract Management, Infor Project Accounting	
78	Ability to track a single contract to multiple projects.	H	Y		Infor Procurement - Contract Management, Infor Project Accounting	
79	Ability to budget and encumber contracts per line items and also project accounting data.	H	Y		Infor Procurement - Contract Management, Infor Project Accounting	
80	Ability to track multiple releases (i.e., payments) within a blanket contract/PO.	H	Y		Infor Procurement - Contract Management, Purchase Order	
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	Y		Infor Procurement - Contract Management	
82	Ability to encumber a portion of a contract based on fiscal year.	H	Y		Infor Procurement - Contract Management, Purchase Order	
83	Ability to track and flag contract expiration/extension dates.	H	Y		Infor Procurement - Contract Management	
84	Ability to link user defined project # to the Invitation for Bid (IFB) and Request for Proposal (RFP) number.	H	Y		Infor Procurement - Contract Management, Strategic Sourcing	
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	Y		Infor Procurement - Contract Management, Supply Chain Analytics	
86	Ability to track all contract information required by legal authority with supporting documentation, including but not limited to:	-			Infor Procurement - Contract Management	
87	Notice of award	H	Y		Infor Procurement - Contract Management	
88	Lien notices	H	Y		Infor Procurement - Contract Management	
89	Notice to proceed	H	Y		Infor Procurement - Contract Management	
90	Notice of Substantial Completion	H	Y		Infor Procurement - Contract Management	
91	Notice of Final Completion	H	Y		Infor Procurement - Contract Management	
92	Certificates of Insurance	H	Y		Infor Procurement - Contract Management	
93	Performance bonds	H	Y		Infor Procurement - Contract Management	
94	Permits	H	Y		Infor Procurement - Contract Management	
95	Payment bonds	H	Y		Infor Procurement - Contract Management	
96	SSAE 16 report	H	Y		Infor Procurement - Contract Management	

**Priority**

H - High | M - Medium | L - Low

46 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Contract Management

4.8 - Contract Management				Infor Procurement - Contract Management		
Objective: To create, manage and close-out contracts.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
97	Local vendor preference documents	H	Y		Infor Procurement - Contract Management	
98	Various other agreements	H	Y		Infor Procurement - Contract Management	
99	Ability to track and report on multiple insurance policies and related expiration dates.	H	Y		Infor Procurement - Contract Management	
100	Ability to access contract information on-line and in real time, for users with appropriate security.	H	Y		Infor Procurement - Contract Management	
101	Ability to track if the contract is subject to the federal Davis-Bacon requirements.	H	Y		Infor Procurement - Contract Management	
102	Ability to interface with a document management application.	H	Y		Infor Procurement - Contract Management	
103	Ability to interface with third party project management software	H	M		Infor Procurement - Contract Management	A customization would be required to integrate to a third party application
104	Ability to separate capital contracts from non-capital contracts for retention purposes.	H	Y		Infor Procurement - Contract Management	
105	Payments					
106	Ability to allow the user to record and auto calculate retention amounts based upon:	-				
107	Deliverables/Tasks	H	M		Infor Procurement - Contract Management	
108	% of Completion	H	Y		Infor Procurement - Contract Management	
109	Dollar Amount	H	Y		Infor Procurement - Contract Management	
110	System allows multiple rates of retention based on project progress; for example, first half 10% and second half 5%.	H	Y		Infor Procurement - Contract Management	
111	Ability to export contract data including payment and other contract information.	H	Y		Infor Procurement - Contract Management	
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	Y		Infor Procurement - Contract Management, Purchase Order	
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	Y		Infor Procurement - Contract Management, Infor Financial Management - Accounts Payable	
114	Ability to specify retainage amount, when to pay, and payment history.	H	Y		Infor Procurement - Contract Management, Infor Financial Management - Accounts Payable	
115	Termination / Expiration					
116	Ability to close-out contracts with final payment requests or release of retention payment	H	Y		Infor Procurement - Contract Management	
117	Ability to liquidate encumbrances where balances remain	H	Y		Infor Procurement - Contract Management	

**Priority**

H - High | M - Medium | L - Low

47 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Contract Management

4.8 - Contract Management			Infor Procurement - Contract Management			
Objective: To create, manage and close-out contracts.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
118	Ability to place a contract on "Hold" in the event of a contract dispute or termination request	H	Y		Infor Procurement - Contract Management	
119	Ability to reinstate a decertification/termination done in error and flag contract administrator (via workflow).	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
120	Reporting					
121	Ability to define standard and ad hoc reports based upon user defined criteria.	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
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	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
123	Ability to track and report out on a user-defined field	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
124	Use of electronic signatures	H	M		Infor Procurement - Contract Management, Infor Technology Foundation	
125	Ability to Add Remarks / Comments free form field	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
126	Ability to Track Vendor Business Licenses	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
127	Ability to Track Vendor Insurance information, amounts, dates. E.g., expirations dates etc.	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
128	Ability to utilize templates for contracts, such as those created by the City Attorney	M	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
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	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
130	Ability to use version control capabilities for contracts	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
131	Ability to search the full text of all contracts within the database	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

48 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Contract Management*

4.8 - Contract Management				Infor Procurement - Contract Management		
Objective: To create, manage and close-out contracts.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
132	Ability to have alerts or notifications for contract renewals, insurance expirations, and other pertinent documents.	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
133	Ability to interface to documents in ECMS system	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	
134	Ability to define different workflows for various departments or divisions	H	Y		Infor Procurement - Contract Management, Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

49 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Debt Management

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				SymPro Debt		
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			
3	Ability to interface to financial institutions to accept banking activity at a transactional detail level	M	N			
4	Ability to initiate banking transactions (transfers, ACH, wires, etc.).	H	N			
5	Ability to automate the approval process for wire transfer	M	N			
6	Ability to schedule banking transactions.	M	N			
7	Debt Instrument Set-Up					
8	Ability to track and manage the following related to debt:	-				
9	Bond Issued amount	M	T		SymPro Debt	
10	Additions	M	T		SymPro Debt	
11	Reductions / Refunding	M	T		SymPro Debt	
12	Payments	M	T		SymPro Debt	
13	Premium/Discount	M	T		SymPro Debt	
14	Principal / Year	M	T		SymPro Debt	
15	Interest / Year	M	T		SymPro Debt	
16	Remaining Original Issue Premium/Discount	M	T		SymPro Debt	
17	Issuance type (new, refunds)	M	T		SymPro Debt	
18	Multiple Accts depending on type of issuance (Cost of Issuance, Escrow, Capitalized Interest, Deferred Revenue, Premium, etc.)	M	T		SymPro Debt	
19	Program/project principal / interest by year	M	T		SymPro Debt	
20	Fund	M	T		SymPro Debt	
21	Ability to track by debt types:	-				
22	Individual Lease Agreements (including excise tax leases)	M	T		SymPro Debt	
23	Master Lease Agreements and link to the individual leases	M	T		SymPro Debt	
24	General Obligation Debt and Utility Bonds	M	T		SymPro Debt	
25	Special Assessment Bonds	M	T		SymPro Debt	
26	Revenue Bonds	M	T		SymPro Debt	
27	Certificates of Participation	M	T		SymPro Debt	

**Priority**

H - High | M - Medium | L - Low

50 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Debt Management

4.9 - Debt Management				SymPro Debt		
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	T		SymPro Debt	
29	TIF (Tax Increment Financing) Bonds	M	T		SymPro Debt	
30	Notes Payable	M	T		SymPro Debt	
31	Conduit Debt	M	T		SymPro Debt	
32	Contractual Obligations	M	N			
33	Debt Service / Management					
34	Ability to analyze different financing options through analytics and "what-if" scenarios.	M	T		SymPro Debt	You can setup a "planned" portfolio that mirrors your live portfolio and add different options. You can then move the options over to the live portfolio if/when issued.
35	Ability to track invoices and other costs associated with lease agreements through the work order system.	M	N			
36	Ability to initiate work orders against a lease agreement for reimbursement purposes.	M	N			
37	Ability to report cash flows for arbitrage calculations.	H	T		SymPro Debt	
38	Ability to calculate amortization entries for original issue premium/discount based on user defined method.	H	T		SymPro Debt	Standard industry methodology used in calculating prem./disc.
39	Ability to split specific debt obligations between two funds.	H	T		SymPro Debt	
40	Ability to auto-schedule recurring payments, based on amortization schedule.	H	T		SymPro Debt	
41	Ability to create system alerts for when debt payments are due	H	T		SymPro Debt	
42	Ability to calculate debt ratio	H	N			
43	Ability to perform calculations related to refinancing and if there would be savings.	H	N			
44	Interface / Integration					
45	Ability to integrate debt service and investment functionality with the bank reconciliation process.	M	T		SymPro Investments & Debt	Standard flat file or Excel interfaces available. Additional interfaces would be custom and need to be further defined.
46	Ability to provide accruals on debt and investments and interface to GL system	H	T		SymPro Investments & Debt	
47	Ability to integrate to the AP module for payments and the AR module for receipts.	H	T		SymPro Debt	Standard flat file or Excel interfaces available. Additional interfaces would be custom and need to be further defined.
48	Ability to integrate with the Budget module for annual budget purposes.	H	T		SymPro Debt	Standard flat file or Excel interfaces available. Additional interfaces would be custom and need to be further defined.

**Priority**

H - High | M - Medium | L - Low

51 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee and Manager Self-Servi

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				Infor HCM		
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	Y		Infor HCM	
2	Allow attachment of any electronic forms for submission (i.e. change in life event, performance review, etc.).	H	Y		Infor HCM	
3	Allowable search and reporting on any of the attached forms based on security roles.	H	Y		Infor HCM, Infor Security	
4	Allow use of electronic signatures on all documents as needed.	H	Y		Infor HCM	
5	Allowable search and reporting of when electronic signatures are used based on security roles.	H	Y		Infor HCM, Infor Security	
6	General Requirements					
7	Ability for employee to change their own demographic data with appropriate workflows and approvals as required or needed.	H	Y		Infor HCM, Employee Self-Service/Employee Space (ESS)	
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	Y		Infor HCM, ESS, Benefit Administration	
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	Y		Infor HCM, ESS, Benefit Administration	
10	Ability to monitor the age of dependents, in order to prevent over-age dependents from enrollment.	H	Y		Infor HCM, ESS, Benefit Administration	
11	Ability to require evidence for life events (e.g., birth certificates, marriage certificates, etc.)	H	Y		Infor HCM, ESS, Benefit Administration	

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

52 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee and Manager Self-Servi

4.10 - Employee and Manager Self-Service				Infor HCM		
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	Y		Infor HCM, Manager Self Service/Manager-Space (MSS)	
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	Y		Infor HCM, Manager Self Service/Manager-Space (MSS)	
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	Y		Infor HCM, Manager Self Service/Manager-Space (MSS)	
15	Ability for employees to enroll in training classes online	H	Y		Infor HCM, Manager Self Service/Manager-Space (MSS)	
16	Ability for employees to view and enroll in wellness program activities online	H	Y		Infor HCM, Manager Self Service/Manager-Space (MSS)	
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	Y		Infor HCM, Manager Self Service/Manager-Space (MSS)	
18	Ability to manage and workflow an employee suggestion box	M	Y		Infor HCM, Manager Self Service/Manager-Space (MSS)	
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	Y		Infor HCM, Infor Mobile Employee, Mobile Manager, Mobile Recruiter	
20	Portal Supports links to internal sites while enforcing security profiles	M	Y		Infor HCM, Infor security	
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	Y		Infor HCM, Employee Self-Service/Space (ESS)	
22	Provide on-line, rules-driven routing of job changes based on signature/approval guidelines.	H	Y		Infor HCM, Manager Self-Service/Space (MSS)	
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	M		Infor HCM, Infor Process Automation	Many transactions have built-in workflows. Existing workflows can be modified. Infor's Process Automation tools allows for the creation of user-defined flows with very little training.
24	System allows users to change personal passwords.	H	Y		ESS/MSS	

**Priority**

H - High | M - Medium | L - Low

53 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee and Manager Self-Servi

4.10 - Employee and Manager Self-Service				Infor HCM		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
25	System provides a full audit trail (searchable) of employee and manager self-service changes which can be filtered and printed.	H	Y		Infor HCM, Infor Security	
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	Y		Infor HCM, Absence Management	
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	Y		ESS/MSS	
28	Ability to save a transaction in progress so that a manager may return to finish the transaction later.	H	N			There is no "save" feature when creating an action. Once a personnel action is started, it needs to be completed. Since, most of the information defaults to the action and few fields generally need to be populated for most actions, there is not a need to save and return later for completion. Process flows can be date effective.
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	Y		Infor Process Automation	
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	Y		Infor Process Automation	
31	<b>Payroll Self Service</b>					
32	Ability to maintain appropriate security controls for access to all self-service functions.	H	Y		ESS	
33	Ability for employees to opt out of receiving paper checks and paper advices through self-service.	H	Y		ESS	
34	Ability to provide on-line viewing of pay stubs, W-2 forms, and 1099-R forms.	H	Y		ESS	
35	Ability to produce employee copy of W-2 (1099-R for retirees) back seven years.	H	Y		ESS	
36	Ability to view and make changes to W-4 information (i.e., tax exemption changes) by employees with edits for legal restrictions.	H	Y		ESS	
37	Ability to allow changes by employees to deductions with proper approval.	H	Y		ESS	

**Priority**

H - High | M - Medium | L - Low

54 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee and Manager Self-Servi

4.10 - Employee and Manager Self-Service				Infor HCM		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
38	Ability to notify proper users if any changes are made or requested through Self-Service.	H	Y		ESS, Infor Process Automation	Infor delivers built in notification when some changes are made in ESS. Other notifications would be delivered using a user-modified or created process flow.
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	Y		ESS, Infor Process Automation	
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	Y		ESS	
41	Ability to allow employee to change home address, mailing address and emergency contact.	H	Y		ESS	
42	Ability for employees to see original paystubs and corrected pay stubs through Self -Service	H	Y		ESS	
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	Y		ESS, HRSD Total Rewards	
44	Ability to enable employee to review entire personal history of cash and non-cash compensation, such as base salary.	H	Y		ESS	
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	Y		ESS	
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	M		ESS	The request could be as simple as an email to the payroll department or a user-defined form could be created and routed using process flow to the appropriate staff.
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	Y		MSS	
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	Y		MSS	
49	Ability to enable employee to nominate others for internal Recognition program.	M	Y		ESS	

**Priority**

H - High | M - Medium | L - Low

55 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee and Manager Self-Servi

4.10 - Employee and Manager Self-Service				Infor HCM		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		MSS	Built-in personnel actions can deliver status updates to staff inboxes. Depending on your process, the flows may need to be modified.
51	Ability to view and search the job classification database for skills, education, minimum qualifications, etc.	L	Y		Infor HCM	
52	Ability to view career ladders within the job classification system.	M	Y		Infor HCM	
53	Recruiting/Applicant Tracking					
54	Automatically generate standard applicant letters based on the appropriate action (e.g., rejection, offer, interview confirmation).	L	Y		HCM Talent Acquisition	Infor delivers email templates that can be used to notify an applicant of his/her status during every step of the applicant process.
55	System enables applicants to express interest in available positions via electronic form.	L	M		ESS, HCM Talent Acquisition	This is a user-created form using the tools delivered.
56	Ability to provide a portal access for external recruiters	L	Y		HCM Talent Acquisition, Infor Security	
57	System enables applicants to update/create personal resume employee profile information via workstation including work experience, training, etc.	L	Y		HCM Talent Acquisition	
58	Ability to route all application documents electronically to hiring manager.	L	Y		HCM Talent Acquisition	
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	Y		HCM Talent Acquisition	
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	Y		HCM, HRSD-Off-Boarding	
61	System provides automatic notification to specified HRIS users and non-users upon initiation of a new hire.	L	Y		HCM, HRSD-On-Boarding	
62	System provides capability for electronic job posting and maintaining of templates for jobs that are frequently open and needing to be staffed.	L	Y		HCM Talent Acquisition	
63	System enables applicants to view a list of open positions.	L	Y		HCM Talent Acquisition	
64	System enables applicants to view qualifications and proficiency levels required for a particular position.	L	Y		HCM Talent Acquisition	
65	System enables applicants to view the status of jobs applied for.	L	Y		HCM Talent Acquisition	
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	Y		HCM Talent Acquisition	
67	System enables recruiter/hiring manager or applicants to schedule applicant interviews and for managers to enter interview results online.	L	Y		HCM Talent Acquisition	

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

56 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee and Manager Self-Servi

4.10 - Employee and Manager Self-Service				Infor HCM		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
68	System enables recruiter/hiring manager to search the internal talent pool for qualified candidates. Tie this capability to enable reviewing employee profiles.	L	Y		HCM Talent Acquisition	
69	System enables recruiter/hiring manager to review leading resume banks and locate external candidates.	L	Y		HCM Talent Acquisition	
70	System enables recruiter to post requisitions easily to external job boards.	L	Y		HCM Talent Acquisition	
71	System notifies current manager/supervisor of offer/acceptance -onboarding.	L	Y		HCM Talent Acquisition	
72	Learning Management					
73	Ability to seamlessly integrate with third party Learning Management System	M	Y		Infor HCM, ESS, Infor LMS	
74	System enables employee to browse available training opportunities.	H	Y		Infor HCM, ESS, Infor LMS	
75	System enables employee to review their attendance history for an event or training course.	H	Y		Infor HCM, ESS, Infor LMS	
76	System enables employee to appraise evaluate attended courses or events on-line.	H	Y		Infor HCM, ESS, Infor LMS	
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	Y		Infor HCM, ESS, Infor LMS	
78	System provides workflow course communication with enrollees - change to a course/logistics.	H	Y		Infor HCM, ESS, Infor LMS	
79	Ability to inform employees and managers of re-certification & licensing requirements.	H	Y		Infor HCM, ESS, Infor LMS	
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	Y		Infor HCM, ESS, Infor LMS	
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	Y		ESS	When an employee makes a change on ESS and the change triggers a potential change to benefits, the employee is prompted immediately and provided a link to make the necessary changes.
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	Y		ESS	
84	Ability to apply the policies/SPD of the benefit plans based on life event and regulations.	H	Y		ESS	

**Priority**

H - High | M - Medium | L - Low

57 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee and Manager Self-Servi

4.10 - Employee and Manager Self-Service				Infor HCM		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
85	Ability to provide online confirmation statement of benefits elections and dependent/beneficiary data.	H	Y		ESS	
86	Ability to provide links to carriers so employee can look at carrier content.	H	Y		ESS	
87	Ability to provide links to claim forms.	H	Y		ESS	
88	Ability to allow users access to all searchable benefit related documents, including SPDs, online.	H	Y		ESS	
89	Ability for employee to create side-by-side plan comparison charts.	M	Y		Infor HCM, HRSD-Knowledge Base	
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	Y		ESS, HRSD-Knowledge Base	
91	Ability to allow employees to save elections and return at a later time to complete enrollment.	H	Y		ESS	
92	Ability to validate policies and rules for benefits for participant and dependent data.	H	Y		ESS	
93	Ability to provide employee inquiry status of direct billing and payment status.	H	M		ESS	The amount an employee owes or is in arrears for benefits does not display on ESS as standard functionality. Using a standard report, we can provide a link to display this information.
94	Ability to maintain family data (e.g., number of dependents, date of birth of dependents, relationship of dependents to employee).	H	Y		ESS	
95	Ability to designate an emergency contact.	H	Y		ESS	
96	Ability to provide any type of notification (i.e., Benefits etc..) on user defined basis and user defined content	H	Y		ESS	
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	Y		ESS	
98	Ability for electronic signature approvals from employees' benefit requests.	H	Y		ESS	
99	Ability to establish particular users as authorized administrators, who may access employees' self service functionality to assist with benefit enrollment.	H	Y		ESS, Infor security	
100	Ability to enter beneficiary allocations (e.g., life insurance) through self-service, including both primary and contingent beneficiaries	H	Y		ESS	
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	Y		Infor Performance Management	

**Priority**

H - High | M - Medium | L - Low

58 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee and Manager Self-Servi

4.10 - Employee and Manager Self-Service				Infor HCM		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Infor Performance Management	
104	Ability for employee to view past performance appraisals and performance plans.	H	Y		Infor Performance Management	
105	Ability for employee and/or manager to view and update performance plans.	H	Y		Infor Performance Management	
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	Y		Infor Performance Management	
107	Ability for manager to review employees' past performance appraisals and plans. Ability to secure views by roles.	H	Y		Infor Performance Management	
108	Ability for manager to complete employee performance appraisals on-line.	H	Y		Infor Performance Management	
109	System enables on-line capability for self-assessment (e.g., diversity, leadership, etc.). To support a 360 degree program.	M	Y		Infor Performance Management	
110	Ability to allow employees to access and submit forms online, such as smart forms (fillable PDFs), complaint forms, appeal forms, etc.	H	Y		Infor Performance Management	
111	Social Networking					
112	Ability to support a full social platform - IM, profiles, security	L	Y		Infor Ming.le	
113	Ability to provide full collaboration suite with document control	L	Y		Infor HCM, MHC Image Express	
114	Allow for the establishment of communities and networks	L	Y		Infor Ming.le	
115	Allow for outside the "fire wall" networks at the individual level	L	Y		Infor Ming.le	
116	Allow for contributors to be recognized	L	Y		Infor Ming.le	
117	Other					
118	Ability to interface with an existing document management system.	H	Y		Infor HCM	
119	Ability to archive documents on the authorization of the creator or administrator, but retain the document in archive until deleted by admin	H	Y		Infor HCM, MHC Image Express	

**Priority**

H - High | M - Medium | L - Low

59 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

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			Infor HCM and Benefits Administration			
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	Y		Infor HCM and Benefits Administration	
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	Y		Infor HCM and Benefits Administration	
5	Benefits					
6	Ability to track, inquire and report on Medicare including Medicare number, eligibility status and dates	H	Y		Infor HCM and Benefits Administration	
7	Ability to enter dependents and beneficiaries and assign each person to multiple roles as dependents/beneficiaries against any benefit type	H	Y		Infor HCM and Benefits Administration	
8	Ability to determine benefit eligibility and automatically recalculate premiums based on an employee's position.	H	Y		Infor HCM and Benefits Administration	
9	Ability to manually override benefits assigned based on business rules.	H	Y		Infor HCM and Benefits Administration	
10	Ability to perform online update of employees benefit enrollment status for each benefit plan.	H	Y		Infor HCM and Benefits Administration	
11	Ability to support multiple carriers for each benefit plan.	H	Y		Infor HCM and Benefits Administration	
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	M		Infor HCM and Benefits Administration	The system will track and calculate eligibility. Out of the box, the system does not flag an employee as FMLA eligible. However, based on the eligibility calculated a process flow is able to populate a user-defined field with such a flag.

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

60 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits				Infor HCM and Benefits Administration		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Infor HCM and Benefits Administration	
14	Ability to set and calculate variable employee and employer contribution amounts on employee benefit deduction records based on the following input transaction fields:	-				
15	Effective date	H	Y		Infor HCM and Benefits Administration	
16	Benefit plan	H	Y		Infor HCM and Benefits Administration	
17	Dependent coverage (individual +1, family)	H	Y		Infor HCM and Benefits Administration	
18	Employee group/union	H	Y		Infor HCM and Benefits Administration	
19	Eligibility	M	Y		Infor HCM and Benefits Administration	
20	Combination of the above fields	H	Y		Infor HCM and Benefits Administration	
21	Coverage amount/level	H	Y		Infor HCM and Benefits Administration	
22	Employee Life event changes	H	Y		Infor HCM and Benefits Administration	
23	Ability for system to determine insurance premium deductions by rates entered or number of dependents entered on a plan.	H	Y		Infor HCM and Benefits Administration	
24	Ability to automatically assign end dates for benefits when employee is terminated, or employee is no longer eligible.	H	Y		Infor HCM and Benefits Administration	
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	Y		Infor HCM and Benefits Administration	Benefit eligibility is based on user-defined group criteria. As the underlying criteria changes, employees move in and out of groups and benefits are started and stopped accordingly.
26	Ability to handle employees with multiple retirement programs based on employee group. Police and Civilian, several different options in each plan.	H	Y		Infor HCM and Benefits Administration	
27	Ability to automatically create GL entries to appropriate fund account for employer contributed benefits.	H	Y		Infor HCM and Benefits Administration	
28	Ability to select specific enrollment information and define the format for interfaces to outside carriers including medical, dental, vision and life.	H	Y		Infor HCM and Benefits Administration	

**Priority**

H - High | M - Medium | L - Low

61 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits			Infor HCM and Benefits Administration			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
29	Ability to automatically calculate service for benefit eligibility, i.e. eligible the first of the month after 30 days of employment.	H	Y		Infor HCM and Benefits Administration	
30	Ability to track retirement eligibility in the next 5-7 years	H	R		Infor HCM and Benefits Administration	
31	Ability to calculate time in medical plan for employee and dependents (history).	H	Y		Infor HCM and Benefits Administration	
32	Ability to calculate the cost of lost work time due to an accident, illness, or FMLA.	H	Y		Infor HCM and Benefits Administration	
33	Ability to check and flag dependents who no longer qualify for insurance benefits (age 23 or 26).	H	Y		Infor HCM and Benefits Administration	
34	Ability to flag disabled dependents to maintain eligibility for benefits	M	Y		Infor HCM and Benefits Administration	
35	Ability to automatically notify employees prior to and when dependents no longer qualify for benefits.	H	M		Infor HCM and Benefits Administration	Such notifications would be generated using Infor Process Automation.
36	Ability to automatically remove dependent no longer eligible for coverage from applicable coverage/generate report of dependents removed.	H	Y		Infor HCM and Benefits Administration	
37	Ability to record employee and dependents' enrollment in all benefit programs	H	Y		Infor HCM and Benefits Administration	
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	Y		Infor HCM and Benefits Administration	
39	Ability to track and report on all benefit enrollment history including employee and dependents' data.	H	Y		Infor HCM and Benefits Administration	
40	Ability to identify all COBRA eligible actions and notify employees/dependents as they become COBRA eligible.	H	Y		Infor HCM and Benefits Administration	
41	Ability for system to determine monthly COBRA payments based on workforce reduction agreement rules.	H	Y		Infor HCM and Benefits Administration	
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	Y		Infor HCM and Benefits Administration	
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	Y		Infor HCM and Benefits Administration	
44	Ability to allow only authorized users to view, create, modify/adjust, or delete pay rates.	H	Y		Infor HCM and Benefits Administration	
45	Ability to record and summarize benefits by any employee group level or class and report on that data.	H	Y		Infor HCM and Benefits Administration	
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	Y		Infor HCM, Benefits Administration, Infor Absence Management	

**Priority**

H - High | M - Medium | L - Low

62 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits				Infor HCM and Benefits Administration		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	R		Infor HCM, Benefits Administration, Infor Absence Management	
48	Ability to track information on each employee (including deductibles, coverages, and co-pays of health benefits), by type	H	Y		Infor HCM and Benefits Administration	
49	Allow for any future dated transactions to be entered and held until effective (includes employee, employer, carrier information)	H	Y		Infor HCM and Benefits Administration	
50	Ability to track multiple pension categories per employee, including deferred compensation	H	Y		Infor HCM and Benefits Administration	
51	Ability to administer pre-tax deductions for flexible spending accounts (FSA) for medical and dependent care	H	Y		Infor HCM and Benefits Administration	
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	Y		Infor HCM, Benefits Administration, ESS.	
53	Ability for employees to self enroll in all available benefits during times of qualifying events or/and during open enrollment.	H	Y		Infor HCM, Benefits Administration, ESS.	
54	Ability to associate benefit with employee class	H	Y		Infor HCM and Benefits Administration	
55	When moved to Retiree, all eligible plans are in effect and other benefits cancelled appropriately	H	Y		Infor HCM and Benefits Administration	
56	When moved to COBRA participant, all eligible plans are in effect and other benefits cancelled appropriately	H	Y		Infor HCM and Benefits Administration	
57	Ability to manage/track benefits provided to non-City employees (i.e. DDA).	H	Y		Infor HCM and Benefits Administration	The individual being tracked does not have to have the status of employee but still must be in the system.
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	Y		Infor HCM and Benefits Administration	
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	Y		Infor HCM and Benefits Administration	
60	Ability to identify dependents by dates of birth, relationship, gender and include flag to indicate if proof of eligibility was provided	H	Y		Infor HCM and Benefits Administration	
61	Ability to identify plan premiums by year to date (YTD), prior years, biweekly premium deductions	H	Y		Infor HCM and Benefits Administration	
62	Ability to automatically recalculate supplemental life rates as enrollees change age bracket. Same must apply to spouse/child coverage linked to employee.	H	Y		Infor HCM and Benefits Administration	

**Priority**

H - High | M - Medium | L - Low

63 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits			Infor HCM and Benefits Administration			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
63	Ability to separate pre-tax vs post tax life insurance premium	H	Y		Infor HCM and Benefits Administration	
64	Ability to pend missed deductions for up to 3 pay periods and automatically withhold from first paycheck received	H	Y		Infor HCM and Benefits Administration	Infor delivers a process flow looks at the effective date of benefits and compares it with the current pay cycle date. The flow determines the number of weeks/pays in arrears and creates the deductions accordingly.
65	Ability to generate premium delinquent letter if more than one pay period is missed	H	M		Infor HCM and Benefits Administration	Missed deductions will go into arrears. Notifications to employees who have had benefit deductions go into arrears would be through Infor Process Automation. For employees on COBRA the ability to create letters and invoices is delivered
66	Ability to perform user-friendly on-demand queries/reporting for administration	H	Y		Infor HCM, Benefits Administration, Infor Reporting	
67	Ability to include online log for documenting conversations/follow-up with employees in chronological sequence	H	Y		Infor HCM and Benefits Administration	The ability to track and document conversations related to an employee incident (observation, near miss, reportable OSHA incident etc.) is delivered functionality. The ability to document general conversations in note format on the employee record is also delivered. Additionally, Infor HR Case Management delivers this functionality but is not included in this proposal.
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	Y		Infor HCM and Benefits Administration	
69	Ability to provide reports of part-timers eligible (based on number of hours worked) but not enrolled for medical	H	Y		Infor HCM and Benefits Administration	
70	Ability to migrate at least 7 years history to facilitate research	H	Y		Infor HCM and Benefits Administration	
71	Ability to create/print online benefits confirmation statements for employees to review, after all benefits changes including open enrollment	H	R		Infor HCM and Benefits Administration	
72	Ability to automatically calculate biweekly FSA contributions based on annual contributions selected and remaining pay periods in the plan year	H	Y		Infor HCM and Benefits Administration, ESS	

**Priority**

H - High | M - Medium | L - Low

64 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits				Infor HCM and Benefits Administration		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
73	Ability to use table driven rates for annual premium updates	H	Y		Infor HCM and Benefits Administration	
74	Ability to manage, store and retrieve benefits related documents	H	Y		Infor HCM and Benefits Administration	
75	Ability to include system edits for rates/mutually exclusive benefits	H	Y		Infor HCM and Benefits Administration	Benefit eligibility is based on user-defined group criteria.
76	Ability to prevent same dependent from being covered for benefits by two City employees	H	R		Infor HCM, Benefits Administration, Infor Reporting tools	
77	Ability to interface with an employee benefits portal	H	Y		Infor HCM and Benefits Administration	
78	Ability to charge Tobacco/Biometric/HRA premium surcharges based on business rules and flag	H	Y		Infor HCM and Benefits Administration	
79	Ability to conduct various online employee benefits surveys and compile results	M	N			There is no delivered functionality for online surveys. Such a process can be user-created using the reporting tools delivered and process flows.
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	Y		Infor HCM and Benefits Administration	
81	Ability to provide data feeds to voluntary benefits plan administrators	H	Y		Infor HCM and Benefits Administration	
82	Ability to post payments received from retirees and active employees, including workflows with appropriate approvals to the financial modules	M	M		Infor HCM and Benefits Administration	This is delivered functionality for COBRA participants. The Benefit Administration module has its own mini Billing and AR functionality. Workflows would be user-created using Infor Process Automation.
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	M		Infor HCM and Benefits Administration	This is delivered functionality for COBRA participants. The Benefit Administration module has its own mini Billing and AR functionality. Workflows would be user-created using Infor Process Automation.
84	Ability to allow retirees to participate in annual online benefits open enrollment identified as a separate group	H	Y		Infor HCM and Benefits Administration	
85	Ability to model biweekly life insurance premium at different levels based on eligibility	H	Y		Infor HCM and Benefits Administration	All "what if" analysis is performed in the budget module.

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

65 of 237

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits			Infor HCM and Benefits Administration			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
86	Ability to allow the mass conversion/enrollment default in the event of changes in contractors	H	Y		Infor HCM and Benefits Administration	Infor delivers mass action functionality along with the ability to export, modify and upload information into the system.
87	Benefit Reporting					In addition to online inquiry screens and drill around, the entire Infor suite has over 900 delivered reports many with user defined parameters. Excel Add-In queries and Info Browser provide quick and easy ad-hoc reports. Infor Business Intelligence uses Crystal Reports as its core and is ideal for user-created reports. Much of the information in the application is presented in "list view". Lists can be personalized and filtered with conditional logic. Lists can be exported to create reports. Virtually any information in the Infor system is retrievable and a report can be created and exported with the reporting tools delivered.
88	Ability to produce letters for COBRA and HIPAA that include all necessary data.	H	Y		Infor HCM and Benefits Administration	
89	Ability to view/print deduction reports to document the amounts of the employee and employer contributions	H	Y		Infor HCM and Benefits Administration, Infor Reporting	
90	Ability to view/print a list of employees contributing to any vendor or benefits provider and amount contributed.	H	Y		Infor HCM and Benefits Administration, Infor Reporting	
91	Ability to create annual health insurance benefits summaries by carrier, employee or other user sort.	H	Y		Infor HCM and Benefits Administration, Infor Reporting	
92	Ability to view/print benefit enrollment by benefit or by employee.	H	Y		Infor HCM and Benefits Administration, Infor Reporting	
93	Ability to view/print reports indicating vacation balances in excess of maximum allowable.	H	Y		Infor HCM and Benefits Administration, Infor Reporting	
94	Ability to report on census data for insurance providers and the actuary.	H	Y		Infor HCM and Benefits Administration, Infor Reporting	

**Priority**

H - High | M - Medium | L - Low

66 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits			Infor HCM and Benefits Administration			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
95	Ability to create an employee statement of current benefits.	H	R		Infor HCM and Benefits Administration, Infor Reporting	
96	Ability to create an employee confirmation statement of changes.	H	Y		Infor HCM and Benefits Administration, Infor Reporting	Infor's online new hire/open enrollment/life event process allows an employee to view and or print benefit elections/changes.
97	Ability to produce a notice of benefit changes whenever any of the following conditions are encountered:	-				
98	Employee's name changes	H	R		Infor HCM and Benefits Administration, Infor Reporting	
99	Employee terminates employment	H	R		Infor HCM and Benefits Administration, Infor Reporting	
100	Employee moves to a non-pay status	H	R		Infor HCM and Benefits Administration, Infor Reporting	
101	Employee's deduction is administratively canceled	H	R		Infor HCM and Benefits Administration, Infor Reporting	
102	Employee and/or the employer contribution amount is administratively changed	H	R		Infor HCM and Benefits Administration, Infor Reporting	
103	On demand	H	R		Infor HCM and Benefits Administration, Infor Reporting	
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	Y		Infor HCM and Benefits Administration, Infor Reporting	
105	Ability to view/print a general liability report	H	Y		Infor HCM and Benefits Administration, Infor Reporting	
106	Deferred Compensation					
107	Ability to defer special pay into a deferred compensation plan	H	Y		Infor Payroll and Benefits Administration	
108	Ability to set maximum tax deferred and taxable dollar amount on deferred compensation deductions across multiple plans.	H	Y		Infor Payroll and Benefits Administration	
109	Ability to set maximum tax deferred contributions for deferred compensation plans based upon employee age.	H	Y		Infor Payroll and Benefits Administration	

**Priority**

H - High | M - Medium | L - Low

67 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits				Infor HCM and Benefits Administration		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
110	Ability for system to generate notification to employee when eligibility changes	H	M		Infor Payroll and Benefits Administration, Infor Process Automation.	The automatic generation and notification results from a process flow.
111	Ability to calculate employee deferred comp withholding contribution based on percentage of gross wages.	H	Y		Infor Payroll and Benefits Administration	
112	Ability to compute employer-paid retirement contributions based on a percentage of the employee's gross wages.	H	Y		Infor Payroll and Benefits Administration	
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	Y		Infor Payroll and Absence Management	
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	Y		Infor Payroll and Absence Management	
116	Ability to track codes for reasons for using FMLA and PFL (e.g., self, family member, etc.)	H	Y		Infor Payroll and Absence Management	
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	Y		Infor Payroll and Absence Management	
118	Ability to reinstate used vacation/sick time back to the leave banks when an employee returns from time off for workers comp.	H	Y		Infor Payroll and Absence Management	
119	Ability to utilize comp time in the period it is earned.	H	Y		Infor Payroll and Absence Management	
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	Y		Infor Payroll and Absence Management	
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	Y		Infor Payroll and Absence Management	
122	Ability to automatically adjust leave balances when an employee exercises a "buy back" option.	H	Y		Infor Payroll and Absence Management	
123	Ability to manually adjust balances with appropriate security.	H	Y		Infor Payroll and Absence Management	
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	Y		Infor Payroll and Absence Management	
125	Ability to calculate medical retiree benefits based on salary, years of service and selection of plan options	H	Y		Infor Payroll and Benefits Administration	
126	Ability to store at least 50 years of employee retirement wage information.	H	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

68 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits				Infor HCM and Benefits Administration		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Infor Payroll and Absence Management	
128	Ability for system to automatically assign accruals based on rehire rules and hours worked, including midyear allocations of prorated benefits.	H	Y		Infor Payroll and Absence Management	
129	<b>Tuition Reimbursement</b>					
130	Ability to set tuition reimbursement thresholds/max.	H	R		Infor HCM and Infor Learning Management	Infor provides for tuition reimbursement through Accounts Payable or Payroll. With the tools delivered, an organization can create an Employee Self-Service "Reimbursement Form" to be completed by the employee and then routed to the appropriate manager for approval prior to being uploaded or entered into the system. Tracking a reimbursement threshold would be at the pay code level using the reporting tools delivered.
131	Ability to define and implement an approval process for tuition reimbursement requests	H	M		Infor HCM and Infor Learning Management	See note for Item #130.
132	Ability to monitor compliance with process, maintain rules, policies, tables, outstanding balances (before and after course is taken).	H	M		Infor HCM and Infor Learning Management	See note for Item #130.
133	Ability to calculate reimbursement amount based on grade received and graduate or undergraduate level.	H	N		Infor HCM and Infor Learning Management	This is not delivered functionality. A report can be generated listing each student and the grade received. The list can be exported to Excel and using a formula the tuition can be calculated. The amount due to each employee can then be uploaded into the system.
134	Ability to report number of classes taken by department, graduate or undergraduate level, grades, etc.	H	Y		Infor HCM and Infor Learning Management	
135	Ability to automate application for tuition reimbursement	H	M		Infor HCM and Infor Learning Management	See note for Item #130.
136	Ability to automate acceptance and decline notifications to tuition reimbursement applicants	H	M		Infor HCM and Infor Learning Management	
137	Ability to track course completions, drops, etc.	H	Y		Infor HCM and Infor Learning Management	

**Priority**

H - High | M - Medium | L - Low

69 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits			Infor HCM and Benefits Administration			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Infor HCM and Infor Learning Management	Infor Learning Management provides the ability to create course content and manage the instructional process.
140	Ability to route wellness enrollment reminders annually based on employee anniversary date.	H	Y		Infor HCM and Infor Learning Management	Wellness
141	Ability to track, manage, inquire and report on wellness program activity participation per employee	H	Y		Infor HCM and Infor Learning Management	
142	System provides wellness program activity reporting	H	Y		Infor HCM and Infor Learning Management	
143	Allow for socialization in wellness programs, allow employees to "connect" with others of like interest (recipe exchange, competitions, arrange exercise periods, etc.)	H	Y		Infor HCM and Infor Ming.le	
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	Y		Infor HCM and Infor Ming.le	
145	Provide areas of content management for announcements, health tips and outside carrier content to be brought to the wellness program portal	H	Y		Infor HCM and Infor Ming.le	
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	Y		Infor Benefits Administration	
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	Y		Infor HCM and Infor Learning Management	

**Priority**

H - High | M - Medium | L - Low

70 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits			Infor HCM and Benefits Administration			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
149	Other Reporting Requirements					n addition to online inquiry screens and drill around, the entire Infor suite has over 900 delivered reports many with user defined parameters. Excel Add-In queries and Info Browser provide quick and easy ad-hoc reports. Infor Business Intelligence uses Crystal Reports as its core and is ideal for user-created reports. Much of the information in the application is presented in "list view". Lists can be personalized and filtered with conditional logic. Lists can be exported to create reports. Virtually any information in the Infor system is retrievable and a report can be created and exported with the reporting tools delivered.
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	R		Infor HCM, Leave Administration, Infor Reporting	
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	Y		Infor HCM and Payroll, Infor Reporting	
152	Ability to export any system report to a text file or spreadsheet	H	Y		Infor HCM, Infor Reporting	
153	Ability to perform online inquiry for data sets previously listed.	H	Y		Infor HCM, Drill Around, and List Views.	
154	Ability to create an Overtime report by employee group, class, department, etc.	H	R		Infor HCM, Infor Reporting	
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	Y		Infor HCM, Infor Absence Management, and Infor Reporting	
156	Ability to create organizational chart based on supervisor field, tracking position and position number.	H	Y		Infor HCM, Infor Reporting	
157	Ability to view/print a list of employees with automatic eligibility for promotion and eligibility date.	H	R		Infor HCM, Infor Reporting	
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	R		Infor HCM, Infor Reporting	
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	Y		Infor HCM, Infor Performance Management, Infor Reporting	

**Priority**

H - High | M - Medium | L - Low

71 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits			Infor HCM and Benefits Administration			
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	Y		Infor HCM, Infor Performance Management, Infor Reporting	
161	Ability to report as of a 'point in time', based on role.	H	Y		Infor HCM, Infor Reporting	
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	M		Infor HCM, Leave Management, Infor Reporting, Infor Process Automation	
163	Ability to create retroactive pay calculations and net credited service dates of all employees.	H	Y		Infor Payroll	
164	Ability to create summary reports of all service awards, licenses, certificates, and credentials earned by each employee.	H	Y		Infor Payroll, Infor Reporting	
165	Ability to report on temporarily promoted employees and employees on an acting assignment with a scheduled end date (Temporary Assignment Pay).	H	Y		Infor HCM, Infor Reporting	
166	Ability to create a Promotion/Demotion/Transfer Report, by EEOC classification and department.	H	R		Infor HCM, Infor Reporting	
167	Ability to create a Seniority Listing Report which is system calculated and considers seniority adjustments	H	R		Infor HCM, Infor Reporting	
168	Ability to create an EEOC report.	H	Y		Infor HCM, Infor Reporting	
169	Ability to view/print a report of employees near max of FMLA hours.	H	Y		Infor HCM, Infor Absence Management	
170	Ability to have ad hoc report capability with user defined sort on all employees indicating any data maintained in system data elements.	H	Y		Infor Reporting	
171	Ability to print mailing labels for employees based on any field of the employee or position record	H	R		Infor Reporting	
172	Ability to create CDL background check forms	H	Y		Infor HCM	
173	Ability to create Fitness for Duty and Return to Duty Forms	H	M		Infor HCM	
174	Ability to view/print workers comp incidents or liability claims by employee group, class or department, and hours worked.	H	Y		Infor HCM	
175	Ability to auto populate employee demographic information when submitting a claim.	H	Y		Infor HCM	
176	Allow for all forms to be attached to both employee or dependent records (Evidence of Insurability, etc.)	H	Y		Infor HCM, Infor Benefits Administration	
177	Reporting - Pension / Retirement					
178	Ability to report the following individual retirement deduction information in each retirement system's prescribed format:	-				

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

72 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits			Infor HCM and Benefits Administration			
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
179	Employee identification	H	Y		Infor Benefits Administration, Infor Reporting	
180	Retirement plan identification	H	Y		Infor Benefits Administration, Infor Reporting	
181	Employee earnings information	H	Y		Infor Benefits Administration, Infor Reporting	
182	Employee contribution information	H	Y		Infor Benefits Administration, Infor Reporting	
183	Employer contribution information	H	Y		Infor Benefits Administration, Infor Reporting	
184	Employer identification	H	Y		Infor Benefits Administration, Infor Reporting	
185	Total member contribution information	H	Y		Infor Benefits Administration, Infor Reporting	
186	Ability to produce deduction statistical reports which provide extensive detail and summary totals of deductions withheld.	H	Y		Infor Benefits Administration, Infor Reporting	
187	Ability to track total voluntary contributions by individual and total by plan.	H	Y		Infor Benefits Administration, Infor Reporting	
188	Ability to enable retirement information, such as amount due, to be reported upon employees' termination.	H	Y		Infor Benefits Administration	Whether the balance results from unpaid COBRA premiums, deductions in arrears, or a declining balance loan to an employee, Infor captures this information which can be viewed on line or reported on when an employee is retiring.
189	Workflow					
190	Ability to electronically route personnel action forms from end-users/departments to multiple individuals for approvals.	H	Y		Infor HCM, Infor Process Automation	
191	Ability to route training reminders to employee and supervisor.	H	Y		Infor HCM, Infor Process Automation	

**Priority**

H - High | M - Medium | L - Low

73 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Employee Benefits

4.11 - Employee Benefits				Infor HCM and Benefits Administration		
Objective: To provide an automated system for efficient management of Benefit Administration services.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
192	Ability to route notices to all appropriate departments (benefits, payroll, training, IT, etc.) when an employee is terminated in the system.	H	Y		Infor HCM, Infor Process Automation	Depending on your process, the delivered flows may need to be modified.
193	Ability to route notices to all appropriate departments (benefits, payroll, IT, etc.) when an employee's special appointment or temporary promotion ends.	H	Y		Infor HCM, Infor Process Automation	Depending on your process, the delivered flows may need to be modified.
194	Ability to purge/inactivate extra hires/special appointment hires after a certain user-defined period of no activity.	H	Y		Infor HCM, List Views or Infor Reporting, Excel Ad-Ins.	
195	Ability to route pending job reclassification notifications including ability for supervisor to respond with approval.	H	Y		Infor HCM, Infor Process Automation	
196	Ability to automatically notify employees directly impacted by the class spec changes as needed.	H	Y		Infor HCM, Infor Process Automation	
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	Y		Infor HCM, Infor Process Automation	
198	Ability to set training hours required by employee and/or job class	H	Y		Infor HCM, Infor Process Automation	
199	Automated notice to human resources of employees who have been paid under a leave code	H	M		Infor HCM, Infor Process Automation	The information is easy to capture. The notification would result from a user-created workflow.
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	Y		Infor Process Automation	
201	Ability to create workflows for employee requests for leave (OT, leave, On-call) including type, total hours, purpose and approvals.	H	Y		Infor Process Automation	
202	Ability to schedule appointments (exams, oral boards, interviews, physicals, etc.) through workflows	H	M		Infor Process Automation	
203	Ability to develop and utilize workflows for position requisitions.	H	Y		Infor HCM, Infor Process Automation	
204	Ability to develop and utilize workflows for classification and compensation.	H	Y		Infor HCM, Infor Process Automation	
205	Ability to develop and utilize workflows for appeal process.	H	Y		Infor HCM, Infor Process Automation	
206	Interfaces					
207	Ability to interface with benefit providers (i.e. retirement plan, health providers, etc.)	H	Y		Infor Benefits Administration, Infor Reporting	

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

74 of 237

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

City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution  
Fixed Assets

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

Asset Management

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	Y		Asset Management	
3	System can track:	-			Asset Management	
4	Capitalized items	H	Y		Asset Management	
5	Non-capitalized items	H	Y		Asset Management	
6	System tracks the following categories of assets:	-			Asset Management	
7	Land	H	Y		Asset Management	
8	Buildings	H	Y		Asset Management	
9	Improvements	H	Y		Asset Management	
10	Equipment	H	Y		Asset Management	
11	Furniture's & Fixtures	H	Y		Asset Management	
12	Vehicles	H	Y		Asset Management	
13	Capitalized leases	H	Y		Asset Management	
14	Infrastructure	H	Y		Asset Management	
15	Conveyances	H	Y		Asset Management	
16	Works of Art, Historical Treasures or Other Similar Assets	H	Y		Asset Management	
17	Intangible Assets (e.g., software)	H	Y		Asset Management	
18	Ability to code transactions as CIP (Construction In Progress) and ability to transfer to depreciable asset once project is complete.	H	Y		Asset Management	
19	Ability to break above asset categories into multiple subcategories (please identify any limitations in the comments field).	H	Y		Asset Management	
20	Ability to identify assets based on user-defined thresholds	H	Y		Asset Management	
21	System tracks donated assets	H	Y		Asset Management	
22	System allows for upload of multiple assets at once	H	Y		Asset Management	
23	Activation Process					
24	Ability to assign asset numbers:	-				
25	Automatically	H	Y		Asset Management	

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

75 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fixed Assets

4.12 - Fixed Assets				Asset Management		
Objective: To provide improved control over fixed asset accounting and management.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
26	Manually	H	N			Asset numbers are assigned automatically by the system. A User Field can be assigned to hold a 'manually assigned number' in addition to the system generated asset number.
27	System identifies potential fixed assets from purchasing module by:	-				
28	Chart of accounts	H	Y		Purchase Orders	With the workflow tool, any of these rules can be defined to identify assets.
29	Dollar amount	L	Y		Purchase Orders	With the workflow tool, any of these rules can be defined to identify assets.
30	Manually	H	Y		Purchase Orders	With the workflow tool, any of these rules can be defined to identify assets.
31	Commodity Codes	L	Y		Purchase Orders	With the workflow tool, any of these rules can be defined to identify assets.
32	Department	L	Y		Purchase Orders	With the workflow tool, any of these rules can be defined to identify assets.
33	System identifies potential fixed assets from A/P module by:	-				
34	Chart of accounts	H	Y		Accounts Payable	With the workflow tool, any of these rules can be defined to identify assets.
35	Dollar amount	L	Y		Accounts Payable	With the workflow tool, any of these rules can be defined to identify assets.
36	System allows creation of asset without having to go through purchasing module or A/P module	-				
37	Asset below capitalization dollar threshold	H	Y		Asset Management	
38	Donated asset	H	Y		Asset Management	
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	Y		Asset Management	
40	Ability to restrict the payment for an item until capital asset information is completed and a number has been assigned.	L	Y		Accounts Payable	Temporary or Permanent Hold codes can be assigned to any invoice for whatever business rule applies.
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	Y		Asset Management	The threshold is a business rule and not a system rule. If workflow needs to be applied to the various rules for automated processing or notifications, this is functionality that can be configured in the workflow tool.
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	Y		Asset Management	
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	Y		Asset Management	Although tag numbers can be duplicated across assets, a script can be written to check for and not allow those duplicates.

**Priority**

H - High | M - Medium | L - Low

76 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fixed Assets

4.12 - Fixed Assets				Asset Management		
Objective: To provide improved control over fixed asset accounting and management.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
44	Ability to establish a tentative capital asset to accumulate capital project costs before being capitalized and placed into service.	H	Y		Project Accounting	
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	Y		Asset Management	
46	Ability to aggregate a series of AP purchases into a single capital asset – building a skeleton.	H	Y		Asset Management	
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	Y		Asset Management	
48	Ability to include the following items in determining the total cost of an asset:	-				
49	Original cost	H	Y		Asset Management	
50	Donation value (assessed fair market value at receipt of donation)	H	Y		Asset Management	
51	Additional costs	H	Y		Asset Management	
52	Ability to transfer assets at completion of construction.	H	Y		Asset Management	
53	Ability to track non-depreciable assets in the fixed asset module.	H	Y		Asset Management	
54	If asset is a replacement of other asset, it references old asset	H	Y		Asset Management	
55	System has wizard-type entry	H	Y		Asset Management	
56	Asset Master File					
57	Ability to accommodate alpha numeric asset numbers.	H	N			Asset numbers are numeric and assigned automatically by the system. A User Field can be assigned to hold a 'manually assigned number' in addition to the system generated asset number. This field can be alpha numeric.
58	Ability to generate tag numbers, have external tag numbers assigned or not have tag numbers.	H	Y		Asset Management	The tag number field is optional but must be keyed in. A script can be written to automatically generate a tag number.
59	Ability to restrict the reuse of tag numbers.	H	Y		Asset Management	Although tag numbers can be duplicated across assets, a script can be written to check for and not allow those duplicates.
60	Ability to accommodate parent/child relationships between related assets, such as a master unit with one or more accessories.	H	Y		Asset Management	
61	Ability to reassign parent/child relationships.	H	Y		Asset Management	
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	Y		Asset Management	
63	Ability to identify grant funded assets:	-				
64	By identifying more than one grant associated with an asset	H	Y		Asset Management	Every item making up an asset can have a grant associated with it. If multiple grants are associated with an asset, that asset should have multiple items.

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

77 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fixed Assets

4.12 - Fixed Assets				Asset Management		
Objective: To provide improved control over fixed asset accounting and management.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
65	By identifying the percentage split, or capitalization breakout (to each grant) for each asset	H	Y		Asset Management	Every item making up an asset can have a grant associated with it. If multiple grants are associated with an asset, that asset should have multiple items.
66	Ability to track the funding source for grant funded assets.	H	Y		Asset Management	
67	Ability to maintain and track non-owned assets.	H	Y		Asset Management	
68	Ability to maintain and track leased equipment.	H	Y		Lease Management	
69	Ability to identify financing / leasing information for leased assets.	M	Y		Lease Management	
70	Ability to attach memos, word documents, picture documents, etc. to asset file.	H	Y		Asset Management	
71	Ability to identify capital outlay by user identified field	H	Y		Asset Management	
72	Ability to assign, track (i.e., search on), and maintain the following key data elements for an asset:	-				A few of the items below would be recorded and tracked using user-defined attributes.
73	Asset number	H	Y		Asset Management	
74	Tag number	H	Y		Asset Management	
75	Fund number	H	Y		Asset Management	
76	Department number	H	Y		Asset Management	
77	Original Funding Source - Fund	H	Y		Asset Management	
78	Original Funding Source - Department	H	Y		Asset Management	
79	Location Code	H	Y		Asset Management	
80	Item Code	H	Y		Asset Management	
81	Estimated useful life (yy)	H	Y		Asset Management	
82	Asset Acquisition Cost (999,999,999.99)	H	Y		Asset Management	
83	Serial number	H	Y		Asset Management	
84	Vendor number	H	Y		Asset Management	
85	Purchase Order Number	H	Y		Asset Management	
86	Vendor name	H	Y		Asset Management	
87	General description	H	Y		Asset Management	
88	Date acquired	H	Y		Asset Management	
89	In-Service Date	H	Y		Asset Management	
90	Acquisition method (i.e. Purchase, Contribution, Construction, etc.)	H	Y		Asset Management	
91	Chart of Account distribution	H	Y		Asset Management	
92	Asset condition (working, impaired, damaged, etc.) Please define any limitations in the comments field.	H	Y		Asset Management	
93	Asset status (i.e. inactive)	H	Y		Asset Management	
94	Asset type	H	Y		Asset Management	
95	Asset Class	H	Y		Asset Management	
96	Asset classification (further breakdown of asset class)	H	Y		Asset Management	
97	Depreciation convention	H	Y		Asset Management	
98	Accumulated depreciation	H	Y		Asset Management	
99	Current fiscal year depreciation	H	Y		Asset Management	
100	Disposal reason	H	Y		Asset Management	

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

78 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fixed Assets

4.12 - Fixed Assets				Asset Management		
Objective: To provide improved control over fixed asset accounting and management.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
101	Disposal limitations (grant prohibits sale or sale proceeds to go to funding agency)	H	Y		Asset Management	
102	Disposal method	H	Y		Asset Management	
103	Disposal date	H	Y		Asset Management	
104	Net Book Value	H	Y		Asset Management	
105	Trade in Value	H	Y		Asset Management	
106	Size	H	Y		Asset Management	
107	Model Number	H	Y		Asset Management	
108	Model Name	H	Y		Asset Management	
109	Model Year	H	Y		Asset Management	
110	Linkage to other assets	H	Y		Asset Management	
111	Federal Funding indicator	H	Y		Asset Management	
112	Quantity/Linear feet	H	Y		Asset Management	
113	Fund owner	L	Y		Asset Management	
114	To Depreciate (y/n)	H	Y		Asset Management	
115	Replacement Cost	H	Y		Asset Management	
116	Sale price	H	Y		Asset Management	
117	Emergency Project Management asset flag	L	Y		Asset Management	
118	Risk Management specific data fields (e.g., insurance replacement value)	H	Y		Asset Management	
119	Comment field	H	Y		Asset Management	
120	At least 10 user-defined fields	H	Y		Asset Management	
121	Warranty / Maintenance Information	H	Y		Asset Management	
122	Ability to add or change data fields to meet changing requirements.	H	Y		Asset Management	Most fields can be changed and new user defined fields or attributes can be added, but some fields, such as a system assigned asset number cannot be 'changed'.
123	Ability to retain fully depreciated assets in the capital asset master file for inventory control purposes prior to disposition.	H	Y		Asset Management	
124	Ability to default various asset accounts during asset set-up based on asset class and type.	H	Y		Asset Management	
125	System allows for FEMA & HOMELAND SECURITY tracking (e.g., police and fire equipment)	H	Y		Asset Management	
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	Y		Asset Management	
128	Asset Management (Adds, Adjustments, Retirements, Transfers)					
129	Ability to incorporate Work Authorization Document (WAD) information and report into the system for CIP.	H	Y		Asset Management	WAD document can be attached to a capital project or asset. The information can be tracked on attributes if needed.
130	Ability of departments to retire, transfer or request disposition of assets through system workflow with proper approvals.	H	Y		Asset Management	

**Priority**

H - High | M - Medium | L - Low

79 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fixed Assets

4.12 - Fixed Assets				Asset Management		
Objective: To provide improved control over fixed asset accounting and management.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Asset Management	
132	Ability to perform a "mass change" of ownership for the following fields:	-				
133	Fund	H	Y		Asset Management	
134	Department	H	Y		Asset Management	
135	Location	H	Y		Asset Management	
136	Funding source	H	Y		Asset Management	
137	Asset class	H	Y		Asset Management	
138	Ability to capitalize items in aggregate (as a group)	H	Y		Asset Management	
139	Ability to search on asset description, and includes "begins with," "contains," and "sounds like" functionality and create a list for similar items.	H	Y		Asset Management	In Infor Lawson ERP, all drop downs, search fields, List View filters, etc. have what's called 'Filter Tokens'. Filter tokens include: equals, does not equal, ends with, does not end with, contains, does not contain, does not start with.
140	Ability to have a complete audit trail of fixed asset activity.	H	Y		Asset Management	
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	Y		Asset Management	
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	Y		Asset Management	
143	Ability to automatically track gain or loss on a sale of asset and determine value of acquired asset (trade-in)	H	Y		Asset Management	
144	Ability to track improvements on an existing asset.	H	Y		Asset Management	
145	Ability to perform a partial disposition / retirement, for example bundled assets	H	Y		Asset Management	
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	Y		Asset Management	
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	Y		Asset Management	
148	Ability to reinstate disposed asset if found (stolen or lost) with appropriate accounting workflow.	H	Y		Asset Management	
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	Y		Asset Management	
150	Asset Inventory					

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

80 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fixed Assets

4.12 - Fixed Assets				Asset Management		
Objective: To provide improved control over fixed asset accounting and management.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
151	Ability to support barcoded asset tags and portable barcode readers for performing physical inventories.	H	Y		Asset Management	
152	Ability to print barcoded tags or labels for fixed asset identification.	H	Y		Asset Management	
153	Ability to utilize RFID for asset tracking	H	N			There is no out-of-the-box functionality for this but, similar to bar coding or capturing GPS coordinates; it is a hardware / interface option.
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	Y		Asset Management	
155	Ability to print inventory reports of assets by data elements	H	Y		Asset Management	
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	Y		Asset Management	Although there is no activity status with these exact status' listed, this information is readily available to the user. If necessary, an attribute or User Field can be used to show these exact status'.
158	Ability to depreciate capital assets and allocate depreciation to those programs that use the assets.	H	Y		Asset Management	
159	Ability to reclassify assets from one type to another and effectively manage the new depreciation amount.	H	Y		Asset Management	
160	Ability to set-up a depreciation based on useful life for each asset class or subclass	H	Y		Asset Management	
161	Ability to support multiple depreciation schedules / per asset.	H	Y		Asset Management	
162	Ability to associate multiple capital accounts and multiple related depreciation expense accounts with an asset, and assign a percentage split between each.	H	Y		Asset Management	
163	Ability to idle assets (suspend depreciation).	H	N			
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	Y		Asset Management	
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			
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	Y		Asset Management	
168	Ability for assets that are not purchased through PO to be flagged for further review by end users.	H	Y		Asset Management	

**Priority**

H - High | M - Medium | L - Low

81 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fixed Assets

4.12 - Fixed Assets		Asset Management				
Objective: To provide improved control over fixed asset accounting and management.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Asset Management	
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	Y		Asset Management	
172	Ability to integrate to Cash Receipting for Capital Asset disposals.	H	N			
173	Ability to create Project Based Assets, that:	-				
174	Interface with the Project Accounting system to capture project costs for application of overhead costs	H	Y		Asset Management	
175	Allow a project to be associated with multiple assets	H	Y		Asset Management	
176	Allow an asset to be associated with multiple projects	H	Y		Asset Management	
177	Ability to report error of invalid Fund - Department - Account usage and prompt user to take appropriate action.	H	Y		Asset Management	
178	System has GPS tracking of equipment	H	N			The system does not have this, but if the City uses GPS to acquire coordinates for their assets, Hansen has standard X-Y-Z coordinate fields on all asset records to store this information. Actually hooking a GPS hardware device to Hansen is considered an interface.
179	Ability to interface into GIS system	H	Y		Hansen	This is an out-of-the-box interface in Hansen that connects asset records to GIS.
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	Y		Asset Management	
182	Ability to print the Five Year CIP from the system with live data from financial system on existing projects	H	Y		Asset Management	
183	Ability to run depreciation reports based on a user defined date range (daily, monthly, annually, etc.)	H	Y		Asset Management	
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	Y		Asset Management	

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

82 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fixed Assets

4.12 - Fixed Assets				Asset Management		
Objective: To provide improved control over fixed asset accounting and management.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
185	Ability to provide reports to assure that adequate insurance has been secured for property, and expedites the insurance reporting process.	H	Y		Asset Management	Attributes can be assigned to and required for certain types of fixed assets. Those attributes can then be reported on. So, if an attribute for Insurance (or multiple attributes for various types of insurance) are flagged as yes on an asset, that can be reported on. But, confirming with the insurance company that the insurance is valid, etc. is not available.
186	Ability to print reports to support taking of physical inventory by department and location.	H	Y		Asset Management	
187	Ability to create GASB 34 Reports and modified accrual reports	H	Y		Multi-Ledger	
188	Ability to automatically generate journal entries for GASB 34 financial reporting purposes based on current year fixed asset activity	H	Y		Multi-Ledger, Infor Process Automation	To automatically generate the entry, a workflow will need to be configured.
189	Ability to create a report listed by any data element	H	Y		Asset Management	
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	Y		Asset Management	
191	Inclusion of PO information on Physical Inventory Worksheet	H	N			The purchase date, tag number, bar code number, and many other pieces of data are included in the standard report, and the PO number can be drilled to directly from the standard report, but it does not appear on the output of the Physical Inventory Worksheet.
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	Y		Asset Management	
193	Ability to generate a report that can sort and print by data elements	H	Y		Asset Management	
194	Ability to generate capital assets monthly file maintenance that shows all activity to the asset master file during the month.	H	Y		Asset Management	
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	Y		Asset Management	

**Priority**

H - High | M - Medium | L - Low

83 of 237

**Availability**

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

City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution  
Fixed Assets

4.12 - Fixed Assets			Asset Management			
Objective: To provide improved control over fixed asset accounting and management.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
196	Ability to run historical data comparison reports for any of the fixed asset reports aforementioned	H	Y		Asset Management	

**Priority**

H - High | M - Medium | L - Low

84 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

**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				Infor Public Sector Asset / Work Management		
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	Y		Infor Public Sector Asset / Work Management	
3	Ability to maintain a schedule of registration / reservation information for each equipment item, to assist with scheduling of pooled vehicles	H	Y		Infor Public Sector Asset / Work Management	
4	Ability to track non-vehicle equipment (e.g. portable generators, trailers, small equipment, radio installations, riding mowers, radio equipment, etc.)	H	Y		Infor Public Sector Asset / Work Management	
5	Ability to handle preventative maintenance schedules, work orders and track costs for fleet operations	H	Y		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	
7	System provides ability to track operator profile information within the Fleet and Equipment module, including certifications, license, accident and incident information	H	Y		Infor Public Sector Asset / Work Management	
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	M		Infor Public Sector Asset / Work Management	Dashboard editor for custom dashboards
9	System enables users to configure individual dashboard settings and edit the types of information presented within their dashboards	H	Y		Infor Public Sector Asset / Work Management	
10	System provides an approval workflow for the creation and disposal of vehicles, with appropriate security levels.	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
11	Ability to notify departmental vehicle "owners" when the vehicle should be serviced based on defined preventative maintenance schedules.	H	M		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	

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

85 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fleet Management

4.13 - Fleet Management				Infor Public Sector Asset / Work Management		
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
14	Ability to notify departmental vehicle "owners" when the service is complete and the vehicle may be picked up.	H	M		Infor Public Sector Asset / Work Management	
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		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	
18	System allows for multiple levels of access authority	H	Y		Infor Public Sector Asset / Work Management	
19	System provides audit trail capabilities	H	Y		Infor Public Sector Asset / Work Management	
20	Interfaces & Integrations					
21	System provides integration with other software modules of the system, including:	-				
22	Budget (for planning vehicle capital replacement)	H	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
23	Inventory	H	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
24	Purchasing	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
25	Billing	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
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	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
27	Work Order	H	Y		Infor Public Sector Asset / Work Management	
28	Facility Management (for location where vehicle/equipment is stored)	H	Y		Infor Public Sector Asset / Work Management	
29	Time and Attendance	H	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
30	Request for Service (for staff to submit service requests to be converted to fleet work orders)	H	Y		Infor Public Sector Asset / Work Management	
31	General Ledger	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
32	Fixed Assets	H	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
33	Accounts Receivable (for outside billable work performed)	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system

**Priority**

H - High | M - Medium | L - Low

86 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fleet Management

4.13 - Fleet Management				Infor Public Sector Asset / Work Management		
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
34	Ability to associate a vehicle in the Fleet module with an asset in the fixed assets module.	H	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
35	System interfaces with the Fixed Assets module and provides ability to accommodate multiple depreciation schedules	H	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
36	Interfaces with the system's Human Resources module to identify certifications, license, accident and incident information for equipment operators	H	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
37	Ability to meet all Federal & State of Florida reporting requirements for operational costs and safety requirements	H	T		Crystal Reports/SSRS	Third-party reporting tool
38	System provides preventative maintenance functionality integrated with the work order module	H	Y		Infor Public Sector Asset / Work Management	
39	Billing function interfaces with the General Ledger to accommodate the necessary inter-fund transfers	M	M		Infor Public Sector Asset / Work Management	Interface to proposed ERP system
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			
41	System provides an interface to an AVL system.	H	M		Infor Public Sector Asset / Work Management	Interface required
42	Ability to interface with Time and Attendance module to track employee time charged to each fleet work order.	H	M		Infor Public Sector Asset / Work Management	Interface required
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	M		Infor Public Sector Asset / Work Management	Interface required
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	M		Infor Public Sector Asset / Work Management	Interface required
45	<b>Fleet Management System Functionality</b>					
46	System has the ability to schedule maintenance and replacement of parts	H	Y		Infor Public Sector Asset / Work Management	
47	Work order records support attachments such as photos and letters	H	Y		Infor Public Sector Asset / Work Management	
48	In the vehicle database, system has the ability to attach pictures, etc.	H	Y		Infor Public Sector Asset / Work Management	
49	Ability to set pre-defined equipment usage rates, such as hourly, fuel and commercial	H	Y		Infor Public Sector Asset / Work Management	
50	Ability to setup project codes by department and by vehicle for purposes of querying records for reporting or summary information	H	Y		Infor Public Sector Asset / Work Management	
51	System provides equipment usage history inquiry and reporting features	H	R		Infor Public Sector Asset / Work Management	
52	Warranty tracking and alerts are available and configurable in the system for both vehicles and vehicle parts.	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written

**Priority**

H - High | M - Medium | L - Low

87 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fleet Management

4.13 - Fleet Management				Infor Public Sector Asset / Work Management		
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
53	Ability for staff to be prompted to update warranty information after performing specific maintenance tasks.	H	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
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	Y		Infor Public Sector Asset / Work Management	
55	Fleet module allows for tracking, reporting and analysis of vehicle accident details and statistics	H	Y		Infor Public Sector Asset / Work Management	
56	Ability to track vehicle/equipment use history by Dept. & Division, including:	-				
57	Mileage, Hours, Calendar, and User-Defined	H	Y		Infor Public Sector Asset / Work Management	
58	Total Time-in-Service	H	Y		Infor Public Sector Asset / Work Management	
59	Cost of Operation (labor, parts, outsourced services, fuel)	H	Y		Infor Public Sector Asset / Work Management	
60	Operator	H	Y		Infor Public Sector Asset / Work Management	
61	System provides functionality to track, monitor and report on fuel usage history by vehicle.	H	Y		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	
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	Y		Infor Public Sector Asset / Work Management	
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	M		Infor Public Sector Asset / Work Management	
65	System provides capabilities to maintain a Service History related to each fleet item including:	-				
66	Service Type Code	H	Y		Infor Public Sector Asset / Work Management	
67	Requestor	H	Y		Infor Public Sector Asset / Work Management	
68	Service Date	H	Y		Infor Public Sector Asset / Work Management	
69	Mileage / Hours	H	Y		Infor Public Sector Asset / Work Management	
70	Service Provider/Mechanic	H	Y		Infor Public Sector Asset / Work Management	

**Priority**

H - High | M - Medium | L - Low

88 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fleet Management

4.13 - Fleet Management				Infor Public Sector Asset / Work Management		
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
71	Claims history/Accidents and descriptions	H	Y		Infor Public Sector Asset / Work Management	
72	Costs/Hours Worked	H	Y		Infor Public Sector Asset / Work Management	
73	Back-in-Service Date	H	Y		Infor Public Sector Asset / Work Management	
74	Job Order #	H	Y		Infor Public Sector Asset / Work Management	
75	Vehicle Ref. # assigned by Fleet Staff	H	Y		Infor Public Sector Asset / Work Management	
76	Vehicle Equipment # assigned automatically and sequentially by fleet software with the ability to override, as needed.	M	Y		Infor Public Sector Asset / Work Management	
77	Problem, Cause, Corrective Action fields	H	Y		Infor Public Sector Asset / Work Management	
78	Comments	H	Y		Infor Public Sector Asset / Work Management	
79	Mechanic(s) Performing Work	H	Y		Infor Public Sector Asset / Work Management	
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	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
81	System can accommodate billing for equipment usage based on a equipment rate. Overhead rates are accommodated.	H	N		Infor Public Sector Asset / Work Management	
82	System has the ability to convert work order activity into a billing for equipment service.	H	N		Infor Public Sector Asset / Work Management	
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	T		Crystal Reports/SSRS	Third-party reporting tool
84	Ability to capture the cost of repairs, fuel, and labor for each piece of equipment.	H	Y		Infor Public Sector Asset / Work Management	
85	System provides the capability to establish a mark-up capability on individual parts in inventory.	L	M		Infor Public Sector Asset / Work Management	Workflow rules need to be written
86	Ability for users to have flexible reporting capabilities for analyses	H	T		Crystal Reports/SSRS	Third-party reporting tool
87	Ability to print barcode labels with user defined data relating to the inventory item.	H	M		Infor Public Sector Asset / Work Management	Interface to Infor Barcode for Inventory
88	Ability to support barcoding.	H	M		Infor Public Sector Asset / Work Management	
89	Ability to support RFID (Radiofrequency Identification)	H	M		Infor Public Sector Asset / Work Management	
90	Fleet Equipment					
91	The fleet equipment master file records the following information, for which each field is searchable:	-				

**Priority**

H - High | M - Medium | L - Low

89 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

4.13 - Fleet Management				Infor Public Sector Asset / Work Management		
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
92	Availability Status (out-of-service, replaced, in-service)	H	Y		Infor Public Sector Asset / Work Management	
93	Customer Number (for external billing)	H	Y		Infor Public Sector Asset / Work Management	
94	Depreciated value	H	Y		Infor Public Sector Asset / Work Management	
95	Disposition (e.g., who it was sold to, retired, etc.)	H	Y		Infor Public Sector Asset / Work Management	
96	Driver position control #	H	Y		Infor Public Sector Asset / Work Management	
97	Equipment Brand, Model, and Manufacturer	H	Y		Infor Public Sector Asset / Work Management	
98	Expected Replacement Date	H	Y		Infor Public Sector Asset / Work Management	
99	FEMA Type Code (e.g., when using equipment for storms)	H	Y		Infor Public Sector Asset / Work Management	
100	Fleet liaison name	H	Y		Infor Public Sector Asset / Work Management	
101	Fund and Funding Source (e.g., project, grant, or other financial code)	H	Y		Infor Public Sector Asset / Work Management	
102	Inspection/Maintenance Cycles	H	Y		Infor Public Sector Asset / Work Management	
103	Last Inspection Date	H	Y		Infor Public Sector Asset / Work Management	
104	Location or Department	H	Y		Infor Public Sector Asset / Work Management	
105	Multiple Preventive Maintenance Parameters (miles, months, hours, number of runs, user-defined, e.g., oil)	H	Y		Infor Public Sector Asset / Work Management	
106	Ownership Status (own, lease, purchase, on loan)	H	Y		Infor Public Sector Asset / Work Management	
107	Parent/Child Relationships	H	Y		Infor Public Sector Asset / Work Management	
108	Parking location	H	Y		Infor Public Sector Asset / Work Management	
109	Purchase Date	H	Y		Infor Public Sector Asset / Work Management	
110	Purchase Order Number	H	Y		Infor Public Sector Asset / Work Management	
111	Purchase Price	H	Y		Infor Public Sector Asset / Work Management	

**Priority**

H - High | M - Medium | L - Low

90 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

4.13 - Fleet Management				Infor Public Sector Asset / Work Management		
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
112	Sale Date and Price	H	Y		Infor Public Sector Asset / Work Management	
113	Sale value	H	Y		Infor Public Sector Asset / Work Management	
114	Serial Number	H	Y		Infor Public Sector Asset / Work Management	
115	Standard fluids to be used (e.g. oil, antifreeze type)	H	Y		Infor Public Sector Asset / Work Management	
116	Status (active / inactive)	H	Y		Infor Public Sector Asset / Work Management	
117	Supervisor assignment	H	Y		Infor Public Sector Asset / Work Management	
118	Take home status	H	Y		Infor Public Sector Asset / Work Management	
119	Task Assignment	H	Y		Infor Public Sector Asset / Work Management	
120	Trade in value	H	Y		Infor Public Sector Asset / Work Management	
121	Vehicle/Equipment ID Number (user or system assigned) - Minimum of 3 digits and user-defined Vehicle ID with alpha-numeric capability.	H	Y		Infor Public Sector Asset / Work Management	
122	Vehicle/Equipment Type	H	Y		Infor Public Sector Asset / Work Management	
123	Vendor Purchased From	H	Y		Infor Public Sector Asset / Work Management	
124	VIN Number	H	Y		Infor Public Sector Asset / Work Management	
125	Warranty Expiration Date	H	Y		Infor Public Sector Asset / Work Management	
126	Other user-defined fields	H	Y		Infor Public Sector Asset / Work Management	
127	Equipment can be assigned to user defined classifications and sub-classifications	H	Y		Infor Public Sector Asset / Work Management	
128	System provides ability to retain and edit status and activity history for the entire life of the vehicle (>20 years).	H	Y		Infor Public Sector Asset / Work Management	
129	System allows users to pre-define fleet tasks that can be selected when developing a demand work order or preventative maintenance schedule	H	Y		Infor Public Sector Asset / Work Management	
130	Ability to list all the equipment associated with a vehicle	H	Y		Infor Public Sector Asset / Work Management	

**Priority**

H - High | M - Medium | L - Low

91 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Fleet Management

4.13 - Fleet Management				Infor Public Sector Asset / Work Management		
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
131	Principal Reports					
132	User defined reports, easy ability to query the system and provide both summary and detail reporting capabilities.	H	R		Infor Public Sector Asset / Work Management	
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	T		Crystal Reports/SSRS	Third-party reporting tool
134	Equipment listing with model year, description, replacement cost, actual value by Department & Division for Risk Management insurance requirements.	H	R		Infor Public Sector Asset / Work Management	
135	Inventory Control Report by maintenance part number, showing parts used, frequency of use (over a user-specified time), and quantity on hand	H	T		Crystal Reports/SSRS	Third-party reporting tool
136	Problem/Exception Report, listing vehicles/equipment with below average MPG, excessive service times, excessive repair costs (replacement parts), etc.	H	T		Crystal Reports/SSRS	Third-party reporting tool
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	T		Crystal Reports/SSRS	Third-party reporting tool
138	Preventative Maintenance Compliance Reporting, indicating actual deviations from planned schedules	H	T		Crystal Reports/SSRS	Third-party reporting tool
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	R		Infor Public Sector Asset / Work Management	
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	T		Crystal Reports/SSRS	Third-party reporting tool
141	Service by Department report providing a detailed and aggregate service summary.	H	T		Crystal Reports/SSRS	Third-party reporting tool
142	Service by Asset report providing a detailed and aggregate service summary.	H	R		Infor Public Sector Asset / Work Management	
143	Service by Major Service Category report representing general service code categories for filtering similar types of repairs.	H	T		Crystal Reports/SSRS	Third-party reporting tool
144	System allows for FEMA tracking and reporting, such as Police and Fire equipment	H	T		Crystal Reports/SSRS	Third-party reporting tool
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	T		Crystal Reports/SSRS	Third-party reporting tool
147	Out-of-Service Report showing accumulative number of days that a vehicle/equipment is out-of-service for maintenance.	H	T		Crystal Reports/SSRS	Third-party reporting tool

**Priority**

H - High | M - Medium | L - Low

92 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Fleet Management*

4.13 - Fleet Management			Infor Public Sector Asset / Work Management			
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
148	Vehicle Billing Report, including labor, parts, outsourced costs, and fuel, by equipment/vehicle.	H	T		Crystal Reports/SSRS	Third-party reporting tool
149	Equipment/Vehicle Listing by location, ID number, age, fleet, department, inspection/maintenance date scheduled, brand or manufacturer, and cost of operation.	H	T		Crystal Reports/SSRS	Third-party reporting tool
150	Revenue / Expense by Vehicle including overhead and depreciation	M	T		Crystal Reports/SSRS	Third-party reporting tool
151	Year to date, month to date and life to date Vehicle Cost Report	H	R		Infor Public Sector Asset / Work Management	
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	T		Crystal Reports/SSRS	Third-party reporting tool

**Priority**

H - High | M - Medium | L - Low

93 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

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			Infor			
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	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
3	Ability to provide an on-line tutorial to assist users learning the software.	M	Y		Lawson Learning Accelerator	Lawson Learning Accelerator allows you to easily create customized interactive training simulations, you also create help documentation and step-by-step user guides
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	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
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	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
6	Documentation must be Section 508 compliant	M	Y		Infor	

**Priority**

H - High | M - Medium | L - Low

94 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical					Infor	
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
7	Ability to provide a copy of the database schema, ERD (entity relation diagram.), network diagram.	H	Y		Infor Technology Foundation	Lawson utilizes a standard, normalized data model. Lawson provides an on-line data dictionary that IT users use to explore the data model including the table and field definitions, indexes, delete rules (cascade or prevent), relationships, and conditions. Lawson is a large system including approximately 2000 tables and over 6500 program objects. Thus we do not provide a visual model as the model is so huge that it becomes unwieldy. So developers, report writers, and other technical users simply use the on-line data dictionary for discovery of the data model and relationships.
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	Y		Infor Technology Foundation	
10	Ability to provide field-level and screen level help throughout the application that can be customized by trained and authorized users.	M	Y		Infor Technology Foundation	
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:	-				The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
13	Knowledge base of user documentation	M	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
14	Release notes	M	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
15	Other documentation	L	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.

**Priority**

H - High | M - Medium | L - Low

95 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
16	Upcoming releases	M	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
17	Changes	M	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
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	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
19	Ability to provide a portal solution that allows users to query on specific items that they and other clients have submitted.	M	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
20	Ability to provide an on-line user community for posting questions and sharing information.	L	Y		Infor	The Infor Xtreme Support Portal is the one-stop shop for documentation, release notes, patches and fixes, product downloads, enhancement requests, and user community forums.
21	<b>Error Processing</b>					
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	Y		Infor Technology Foundation	
23	Ability to allow user defined reporting from the error log.	L	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
25	Ability to perform error checking to verify the quality of the information being entered and that system balances are maintained.	H	Y		Infor Technology Foundation	
26	Ability to turn on/off different levels of error logging functionality within the system.	M	Y		Infor Technology Foundation	
27	<b>Forms Processing</b>					
28	Ability to generate forms using Microsoft Office Suite and/or Adobe Acrobat.	M	Y		Infor Technology Foundation	
29	Ability to generate interactive forms using Microsoft Office Suite and/or Adobe Acrobat (for data entry purposes).	M	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

96 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
34	<b>Security and Auditing</b>					
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	Y		Infor Technology Foundation	
36	Ability to authenticate to multiple AD domains is solution is on-premise.	H	Y		Infor Technology Foundation	
37	Ability to restrict access for add/update/view/delete at the transaction level.	M	Y		Infor Technology Foundation	
38	Ability to deliver security in a layered format (i.e. data, database, application, network physical).	H	Y		Infor Technology Foundation	
39	Ability to deliver system security that includes security logging into the system.	H	Y		Infor Technology Foundation	
40	Ability to restrict a user's access to specific screens.	H	Y		Infor Technology Foundation	
41	Ability to define standard security roles for entry, query and reporting	H	Y		Infor Technology Foundation	
42	Ability to provide security at the record level.	M	Y		Infor Technology Foundation	
43	Ability to turn on/off auditing at the table level.	M	Y		Infor Technology Foundation	
44	Ability to configure security access to restrict a user's access to individual fields.	H	Y		Infor Technology Foundation	
45	Ability to maintain system security controls while using the system on mobile devices	L	Y		Infor Technology Foundation	
46	Ability to restrict user access to fields based on a certain range.	L	Y		Infor Technology Foundation	
47	Ability to log all file changes in a detailed permanent audit trail, by user ID, based on user login.	M	Y		Infor Technology Foundation	
48	Ability to provide role based and class based system security; must be configurable and must establish rules for editing.	M	Y		Infor Technology Foundation	
49	Ability to have locks on time/date stamp with limited and audited override authority.	L	Y		Infor Technology Foundation	
50	Ability for an administrator to change a user's status to inactive.	M	Y		Infor Technology Foundation	
51	Ability to support electronic/digital signatures.	M	Y		Infor Technology Foundation	In the Infor Lawson application, users approve transactions by logging on into the systems using their User ID and password and electronically approving the transaction. If the organization wishes to use true digital signatures, integration to a third-party digital signature tool is required.
52	Ability to trace the source of all transactions at both terminal and ID user levels.	M	Y		Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

97 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
53	Ability to identify users making inquiries or extracting reports from key databases.	L	Y		Infor Technology Foundation	
54	Ability to support the encryption of data communications between the client and the server if a hosted solution.	H	Y		Infor Technology Foundation	
55	Ability to support the encryption of stored data in the database.	M	Y		Infor Technology Foundation	Disk level encryption is also supported – managed at the DB/SAN level.
56	Ability to define specific user access to processes, icons, screens, reports, records and code tables based on individual and group profiles.	H	Y		Infor Technology Foundation	
57	Ability to restrict a user's access to records meeting certain criteria (I.e., certain divisions).	M	Y		Infor Technology Foundation	
58	Ability to apply security restrictions to report writer utilities.	H	Y		Infor Technology Foundation	
59	Ability to apply security restrictions to global update functions.	H	Y		Infor Technology Foundation	
60	Ability to apply security restrictions to all data connections such as ODBC, JDBC, OLE.	H	Y		Infor Technology Foundation	
61	Ability to differentiate access between ability to view versus update for specific data elements.	H	Y		Infor Technology Foundation	
62	Ability to restrict the accessing of security configuration and audit logs based upon user profiles or administrator level settings	H	Y		Infor Technology Foundation	
63	Standard system functionality restricts System Administrator account from performing transactions on the system.	L	Y		Infor Technology Foundation	
64	Ability to require both user ID and password to access system functionality.	H	Y		Infor Technology Foundation	
65	Ability to provide password security which will automatically restrict or deny access after a specified number of erroneous attempts to access.	M	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	Infor has a configuration option that will bind user authentication to the City Active Directory. In this configuration all password policies are controlled by Active Directory.
67	Ability to restrict reuse of system passwords for a specifiable period of time.	M	Y		Infor Technology Foundation	Infor has a configuration option that will bind user authentication to the City Active Directory. In this configuration all password policies are controlled by Active Directory.
68	Ability to enforce minimum password length and strength and set limits exceeding this minimum, as appropriate.	H	Y		Infor Technology Foundation	Infor has a configuration option that will bind user authentication to the City Active Directory. In this configuration all password policies are controlled by Active Directory.
69	Ability for users to reset their own password.	L	Y		Infor Technology Foundation	
70	Ability to monitor concurrent users accessing the database through the application (e.g. open connections).	M	Y		Infor Technology Foundation	
71	Ability to automatically log off an inactive user. This should be configurable based on the organization's needs.	M	Y		Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

98 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
74	Ability to allow management to review the system administrator's activities.	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	The Infor solution provides robust auditing capabilities providing a flexible way to track changes to data, comments and attributes for almost all transactions in the system. Infor tracks user ID and date/time stamp on all transactions. In addition, over 144 key transactions have a configurable detailed audit showing previous and new values of the records including: employee, applicant, vendor, customer, item, and invoice. There is also the ability to setup record-level auditing on all other records in system as well. Infor also provides a configuration that passes the unique user names to the database, allowing full database auditing including read access auditing.
76	Ability to provide audit reporting that is "user friendly" (audit reports are not "cryptic", they are easy to understand and act upon).	M	Y		Infor Technology Foundation	
77	Ability for the internal finance administrators to have access to change settings in the finance modules without going through IT.	M	Y		Infor Technology Foundation	
78	Archiving					
79	Ability to provide an archiving solution for all data elements which provide configuration options for archiving schedules.	H	Y		Infor Technology Foundation	
80	Ability to interface with a third party document management system for archiving.	H	Y		Infor Technology Foundation	
81	Ability to preserve historic transactional integrity when master data changes.	H	Y		Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

99 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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	Y		Infor Technology Foundation	First line of data retention is in online history files. Various Infor Lawson modules have online history files allowing completed transactions to be moved from the “active” files to the history files. This allows historical data to be visible in on-line queries, reports, and business intelligence, while not bogging down the “active” processing. Therefore most customers procure enough disk or SAN storage to keep as many years of online historical data as they feel then will need for inquire and reporting. Typically, this is 3 to 5 years for Finance and Procurement, and forever for HR/PR.
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	Y		Infor Technology Foundation	
85	Ability to import / export configuration data to/from a common data interchange format (e.g. ASCII, XML, etc.)	H	Y		Infor Technology Foundation	
86	Ability for all data import functions in the system to observe all pre-set data validation rules to enforce data / database integrity	H	Y		Infor Technology Foundation	
87	Ability to support web services as a means of real-time data exchange with other applications.	H	Y		Infor Technology Foundation	
88	Ability to import data into master files (commodity codes, Zip, etc.).	H	Y		Infor Technology Foundation	
89	Ability to provide utilities to assist in data conversion from existing system to the new ERP system.	H	Y		Infor Technology Foundation	
90	Ability to provide utilities to assist in data conversion of subset data from existing system to replicate environment	M	Y		Infor Technology Foundation	
91	Ability to apply security restrictions to all imports performed by a user.	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
93	Ability to create tables with future dates (i.e. benefits premiums during open enrollment)	H	Y		Infor Technology Foundation	
94	All databases tables are accessible for custom reporting across all modules	M	Y		Infor Technology Foundation	
95	Ability to interface with Microsoft Office applications (Word, Excel, Project, Exchange, SharePoint, etc.)	L	Y		Infor Technology Foundation	
96	System Installation					
97	Ability to provide capabilities for system to be deployed with an "agentless client".	L	Y		Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

100 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
98	Ability to retain user preferences when installing new releases of the vendor's software.	M	Y		Infor Technology Foundation	
99	Ability to support the following environments during system implementation including: DEV, TEST, TRAIN, LIVE.	M	Y		Infor Technology Foundation	
100	Ability to customize the amount of data transferred between the system environments DEV, TEST, TRAIN, LIVE.	M	Y		Infor Technology Foundation	
101	Ability to provide a configuration management solution to allow for easy management of moving data and programs between the various environments.	M	Y		Infor Technology Foundation	
102	<b>System Operations and Administration</b>					
103	Ability for application to be operated in a hosted environment (ASP option, cloud, SaaS, etc.).	L	Y		Infor	
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	Y		Infor Technology Foundation	
105	Ability for system to include the appropriate administrative and programming toolsets to configure, modify and customize the software applications.	L	Y		Infor Technology Foundation	
106	Ability for the software vendor(s) to have the facilities to diagnose and maintain the application software and database remotely.	L	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
108	Ability to remain on-line and inquire into multiple applications for extended periods of time.	L	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
110	<b>Technical Standards &amp; Preferences - Applies to ALL products being proposed by the vendor.</b>					
111	Ability to provide system components that operate under a web services solution environment.	M	Y		Infor Technology Foundation	
112	Ability to provide a system that operates under a Service Oriented Architecture (SOA) environment.	H	Y		Infor Technology Foundation	
113	Ability to use existing computers and printers.	H	Y		Infor Technology Foundation	
114	Ability to use recent versions of different web browsers (IE, Firefox, etc.)	M	Y		Infor Technology Foundation	
115	Ability to provide a solution that operates with the city's current standards	H	Y		Infor Technology Foundation	
116	Ability to support virtualized server environment.	H	Y		Infor Technology Foundation	
117	<b>Data Management</b>					
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	Y		Infor Technology Foundation	
119	Ability to add user defined data fields and tables to meet changing requirements.	M	Y		Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

101 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
120	Ability to identify/define character numbers/limitations for custom fields.	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	Infor Lawson uses standard commit/rollback transaction processes to protect transactions from hardware failures.
123	Ability to access tables from other systems using both SQL and non-SQL data sources.	H	Y		Infor Technology Foundation	
124	Ability to support referential integrity through the use of data definitions.	H	Y		Infor Technology Foundation	
125	Ability to create database integrity constraints that match the business rules enforced by the system through the modules code.	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	A user-defined field in the form can be utilized to mark another field as confidential. A script can be called for the flag to ensure the information is not made public for an open records request.
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	Y		Infor Technology Foundation	
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	F		Infor Technology Foundation	The proposed products comply with many of the specifications of 508. Currently we are actively working on full compliance for the appropriate areas of the application. The current Statement of Direction is attached.
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	T		Infor	Screen magnification software works with the desktop/laptop operating system and can work seamlessly with the Infor software and 3rd-party product proposed.
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	F		Infor Technology Foundation	The proposed products have not currently been tested with a 3rd-party screen reader(JAWS) but will be part of our future strategy for full 508 compliance.
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	Y		Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

102 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
134	Ability for system to ensure a consistent use of command keys and screen layouts across the application.	M	Y		Infor Technology Foundation	
135	Ability for system to allow multiple screens to be open simultaneously within the same session.	H	Y		Infor Technology Foundation	
136	Ability to allow any screens to be modified\Configured to suit a client's business needs.	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
138	Ability to modify pull down menus and pick lists, with proper security authorization.	M	Y		Infor Technology Foundation	
139	<b>Data Entry &amp; Transaction Processing</b>					
140	Ability to control entry of data to ensure user enters data into all required fields on the screen.	H	Y		Infor Technology Foundation	
141	Ability to have data entry fields automatically default to a specific value (e.g., date fields should default to current date).	M	Y		Infor Technology Foundation	
142	Ability to perform batch data entry of transactions with batch totals.	M	Y		Infor Technology Foundation	
143	Ability for system to provide data entry transaction templates (i.e. journal entries, requisitions, etc.), with custom defined fields as a default.	H	Y		Infor Technology Foundation	
144	Ability to configure tabbing order on all data entry screens.	M	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
146	Ability for back-ups or other transactions in one module to not block, delay, or otherwise interfere with transactions in other modules.	H	Y		Infor Technology Foundation	
147	Ability for the system including complete system backup activities, to be available 24 hours a day.	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
150	A system with intuitive transaction names.	M	Y		Infor Technology Foundation	
151	<b>Central Document / Transaction Workflow Engine</b>					
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
154	System provides audit trail history of transaction approvals.	H	Y		Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

103 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical			Infor			
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
155	Ability to provide workflow functionality that allows users to lookup a transaction and see the status in an approval tree.	H	Y		Infor Technology Foundation	
156	Ability to provide workflow functionality that is role based such that departments can perform approvals in a “person independent” manner.	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
161	Ability to provide workflow functionality that allows for items to be put into workflow with sequential approvals.	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
163	Ability to provide workflow functionality that allows for reporting/Audit on how long each step in a workflow is taking to perform.	H	Y		Infor Technology Foundation	
164	Ability to provide workflow functionality with the following options when reviewing an item: * Approve, *Collaborate, * Forward, *Return * Hold * Reject *Cancel	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

104 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
167	Ability to automatically route reports via a workflow.	L	Y		Infor Technology Foundation	
168	<b>Address Management</b>					
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	Y		Infor Technology Foundation	
170	Ability to maintain separate components for an address record including:	-				
171	House number	H	Y		Infor Technology Foundation	
172	Pre-Directional	H	Y		Infor Technology Foundation	
173	Street name	H	Y		Infor Technology Foundation	
174	Street suffix	H	Y		Infor Technology Foundation	
175	Post Directional	H	Y		Infor Technology Foundation	
176	Unit	H	Y		Infor Technology Foundation	
177	City	H	Y		Infor Technology Foundation	
178	State	H	Y		Infor Technology Foundation	
179	Zip code + 4	H	Y		Infor Technology Foundation	
180	Ability to add User Defined Fields such as Parcel ID (Folio #) , Unit, Special Assessment # (aka Lien #), Improvement # and Fund	H	Y		Infor Technology Foundation	
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	Y		Infor Technology Foundation	
182	Ability to support a single customer record that is not duplicated within the system.	H	Y		Infor Technology Foundation	
183	Ability to enforce address standards to ensure consistency with master address list	H	Y		Infor Technology Foundation	
184	Standard system functionality provides ability to import master City/State/ZIP file from a 3rd party (US Post Office).	H	M		Infor Technology Foundation	Infor delivers current city/state/country information into the system. A simple integration flow can be added to update directly from a 3rd-party if desired.
185	Ability to integrate with industry standard third-party address validation software	M	M		Infor Technology Foundation	Using simple scripting in the user interface, 3rd-party address verification can be validated.
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	Y		Infor Technology Foundation	
187	<b>Reporting and Printing</b>					
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	Y		Infor Technology Foundation	

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

105 of 237

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
189	Ability to interface with a third party business intelligence solution/data warehouse	H	Y		Infor Business Intelligence	Infor BI is a comprehensive business intelligence platform built for business users. Infor BI easily integrates with both Infor and non-Infor systems and delivers in one single instance enhanced reporting, dashboards, ad-hoc query, role-based content, predicative analytics, budgeting, forecasting, modeling and business plans for operational and financial data.
190	Ability to provide a real-time snapshot of the financial performance based on key defined metrics determined by the administrator/user.	H	Y		Infor Business Intelligence	Infor Business Intelligence provides pre-built analysis cubes, key performance indicators, and reports based on best business practices on managing financial, project, procurement, and supply chain business processes for Public Sector organizations.
191	System should include an easy to use report generator, with all data downloadable to MS Excel spreadsheet format for ad hoc reporting.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
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	Y		Infor Business Intelligence	
193	Ability to add or delete new fields by which on line inquiries can be made.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
194	Ability for system to provide a reporting environment that satisfies a number of different users needs and levels of reporting sophistication.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
195	Report Writer capability with file organization structure consistent between all application modules	H	Y		Infor Technology Foundation	
196	Ability to run reports without impacting system performance.	H	Y		Infor Technology Foundation	Lawson sizes our hardware with the expectation of running queries and reports live against the production system.
197	Ability for system to have an integrated report writer with the following features:	-			Infor	
198	Flexible report formatting capabilities	H	Y		Infor Technology Foundation, Infor Business Intelligence	
199	Ability to modify or create underlying reporting structure	H	Y		Infor Technology Foundation, Infor Business Intelligence	
200	Mailing list and label generation capability	H	Y		Infor Technology Foundation, Infor Business Intelligence	
201	Ability to retrieve information from multiple tables / files	H	Y		Infor Technology Foundation, Infor Business Intelligence	
202	Ability to specify desired subtotal breaks and totaling fields	H	Y		Infor Technology Foundation, Infor Business Intelligence	

**Priority**

H - High | M - Medium | L - Low

106 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical				Infor		
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
203	Ability to obtain reports in different sort sequences	H	Y		Infor Technology Foundation, Infor Business Intelligence	
204	Ability to calculate percentages	H	Y		Infor Technology Foundation, Infor Business Intelligence	
205	Ability to calculate averages	H	Y		Infor Technology Foundation, Infor Business Intelligence	
206	Ability to make minor alterations to previously defined reports.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
207	Ability to prepare / print reports from any accounting period and across periods.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
208	Ability to set up menus of created reports for easy access and printing	H	Y		Infor Technology Foundation, Infor Business Intelligence	
209	Generate sequentially numbered pages on reports	H	Y		Infor Technology Foundation, Infor Business Intelligence	
210	Represent current date and reports "as of" date	H	Y		Infor Technology Foundation, Infor Business Intelligence	
211	Option available to send report to the screen, a printer, file, or email.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
212	Ability for reports to be scheduled and generated to a target output format (i.e. to PDF)	H	Y		Infor Technology Foundation, Infor Business Intelligence	
213	Setup reports to accommodate optimized page size and layout (e.g. portrait and landscape orientations).	H	Y		Infor Technology Foundation, Infor Business Intelligence	
214	Ability to select any account or range of accounts in the chart of accounts for inclusion in reports or exclusion	H	Y		Infor Technology Foundation, Infor Business Intelligence	
215	"Wildcard" and/or "Keyword" capability to allow easy accessing of a range of values when creating reports	H	Y		Infor Technology Foundation, Infor Business Intelligence	
216	Ability to quickly access a range or set of accounts for report creation by specifying a fund, utility and/or account type	H	Y		Infor Technology Foundation, Infor Business Intelligence	
217	Data fields include commas, decimal points, dollar signs, +/- signs, etc. and are right or left justified as appropriate	H	Y		Infor Technology Foundation, Infor Business Intelligence	
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	Y		Infor Technology Foundation, Infor Business Intelligence	
219	Ability to output electronically (file or online) to key governmental entities as required by law.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
220	Ability to execute reports with an "as of" date.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
221	Ability to allow end users to directly print reports and inquiry screens to printer, without cumbersome use of a "print queue".	H	Y		Infor Technology Foundation, Infor Business Intelligence	
222	Ability to allow search criteria on reports to be not-exact matches, partials, or similar (e.g., soundex).	H	Y		Infor Technology Foundation, Infor Business Intelligence	

**Priority**

H - High | M - Medium | L - Low

107 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Technical

4.14 - General & Technical			Infor			
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
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	Y		Infor Technology Foundation, Infor Business Intelligence	
224	Ability for system to allow users to perform inquiries and searches by any field available for data entry.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
225	Ability to reprint reports, checks, or bills with restart capability when reports, checks, or bills being printed are interrupted.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
226	Ability for the user to print all reports from their PC's using their choice of installed system printer(s)	H	Y		Infor Technology Foundation, Infor Business Intelligence	
227	Ability for system to provide report formats that are developed to maximize data available on a page while still being readable.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
228	Ability to print Accounts Payable and Payroll checks to laser printers with signatures and MICR coding (with appropriate security measures in place).	H	Y		Infor Technology Foundation, Infor Business Intelligence	
229	Ability to allow formatted output to be matched to printer device characteristics without intervention by the user.	H	Y		Infor Technology Foundation, Infor Business Intelligence	
230	Ability to report/query on all user defined fields	H	Y		Infor Technology Foundation, Infor Business Intelligence	
231	Adhere to all GAAP, GASB and CAFR requirements. GASB 34 and GAAP compliance.	H	Y		Infor Technology Foundation, Infor Business Intelligence	

**Priority**

H - High | M - Medium | L - Low

108 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

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			General Ledger			
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:	-				
3	GAAP (Generally Accepted Accounting Principles)	H	Y		General Ledger, Multi-Book Ledger	
4	GASB (Governmental Accounting Standards Board) statements	H	Y		General Ledger, Multi-Book Ledger	
5	CAFR (Comprehensive Annual Financial Reporting) requirements (i.e. government-wide and fund statements)	M	Y		General Ledger, Multi-Book Ledger	
6	Cash basis of accounting	L	Y		General Ledger, Multi-Book Ledger	
7	Modified accrual basis of accounting	H	Y		General Ledger, Multi-Book Ledger	
8	Full Accrual basis of accounting	H	Y		General Ledger, Multi-Book Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger, Project and Activity Accounting	
13	Ability to modify and customize the chart of accounts structure to be specific to the organization.	H	Y		General Ledger, Project and Activity Accounting	
14	Ability to establish rules to validate segments of the components of the Chart of Accounts.	H	Y		General Ledger, Project and Activity Accounting	

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

**Priority**

H - High | M - Medium | L - Low

109 of 237

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

4.15 - General Ledger				General Ledger		
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
15	Ability to have chart of account segment numbers that are alphanumeric .	H	Y		General Ledger, Project and Activity Accounting	
16	Ability to expand chart of account segments at any point in time without re-entering/re-converting entire chart.	H	Y		General Ledger	
17	Ability to provide options for account roll-up capabilities at any level of the chart of account segments.	H	Y		General Ledger, Project and Activity Accounting	
18	Ability to support sub-level chart of account codes that roll up to standard account codes.	H	Y		General Ledger, Project and Activity Accounting	
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	Y		General Ledger, Project and Activity Accounting	
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	Y		General Ledger	
21	Ability to support crosswalk from existing chart of accounts for data conversion purposes.	H	Y		General Ledger	
22	Ability to retain history on account segment combinations:	-				
23	Current Year Adopted Budget Amount (expenditures and revenue)	H	Y		General Ledger	
24	Current monthly, quarterly and Year-to-Date actual Amounts (all balance sheet and income statement accounts)	H	Y		General Ledger	
25	Current Year Budget Adjustments	H	Y		General Ledger	
26	Budget Balance Remaining (Adjusted Budget minus Year-to-Date Actuals)	H	Y		General Ledger	
27	Amounts Encumbered	H	Y		General Ledger	
28	Prior Year Monthly Totals	H	Y		General Ledger	
29	Prior Year Final Budget Amount	H	Y		General Ledger	
30	Prior Year Adopted Budget Amount	H	Y		General Ledger	
31	Last Transaction Date	H	Y		General Ledger	
32	Ability to support the use of 'Cost Centers'	-				
33	Group (xxx)	H	Y		General Ledger	
34	Department (xxx)	H	Y		General Ledger	
35	Division (xxx)	H	Y		General Ledger	
36	Section (xxx)	H	Y		General Ledger	
37	Subsection (xxx)	H	Y		General Ledger	
38	Ability to allow a particular Department to charge to functions in another fund.	H	Y		General Ledger	
39	Ability to limit a Department to charge only against certain functions.	H	Y		General Ledger	
40	Account Information					
41	Ability for users to lookup account numbers (a portion, wild card, etc.).	H	Y		General Ledger	

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

110 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

4.15 - General Ledger				General Ledger		
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
42	Ability to accommodate up to a 180-character transaction description.	L	N			Transaction descriptions have a length of 60 characters. In addition to that, each line has an additional description of up to 60 characters. If that is not enough, every transaction has an unlimited number of comments that can be added, with unlimited number of characters to each comment. These comments are linked to the transaction and can be viewed through Drill Around as well as on some reports.
43	Ability to define master "account code shortcuts" (i.e. – abbreviated accounts) that cross-reference shortcut name to an account code.	H	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
50	A system that meets tracking needs for asset forfeitures.	M	Y		General Ledger	
51	Fund Information					
52	Ability to accommodate fund/encumbrance-based accounting.	H	Y		General Ledger	
53	Ability to reverse encumbrances in the period when they were established.	H	Y		General Ledger	
54	Ability to define a default set of posting codes for a fund.	M	Y		General Ledger	
55	Ability to define the details of a fund including: fiscal year, posting periods, valid posting date ranges, etc.	H	Y		General Ledger	
56	Ability to change how a specific fund rolls up in the index.	H	Y		General Ledger	
57	Allocations					

**Priority**

H - High | M - Medium | L - Low

111 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

4.15 - General Ledger				General Ledger		
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
58	Ability to automatically allocate between specific accounts (or account groups) as defined by the user (e.g., for lease chargebacks).	H	Y		General Ledger	
59	Ability to perform journal entry functionality to provide assistance in performing allocations, by a percentage or based on a separate allocation table.	H	Y		General Ledger	
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	Y		General Ledger	
61	Ability to accommodate an index / suffix for projects and grants within funds and include additional sub-projects or sub-grants.	H	Y		General Ledger, Project and Activity Accounting	
62	Ability to allow for flexible / configurable timing of posting of allocations based on work order business rules.	H	Y		General Ledger	
63	Ability to use the accounting classification structure to identify all segment information to support the cost accumulation and assignment process.	L	Y		General Ledger, Project and Activity Accounting	
64	Ability to support managerial cost accounting by providing the capability to measure and report the costs of each segment's output.	L	Y		General Ledger	
65	Provide an audit trail that traces the transaction from the original cost pool to the final cost object, and vice versa.	L	Y		General Ledger	
66	Ability to establish/use multiple assignment methods, such as fixed fee, square footage, full-time equivalent (FTE).	H	Y		General Ledger	
67	Ability to allocate direct and indirect costs differently.	H	Y		General Ledger, Project and Activity Accounting	
68	Produce various allocation schedules prior to the financial closing for the period.	M	Y		General Ledger	
69	System allows changing allocation schedule at any time during year	H	Y		General Ledger	
70	Automatically prepare a journal entry from each allocation schedule.	H	Y		General Ledger	
71	Transaction Processing					
72	Ability to import General Ledger transactions from external data sources with validation rules.	H	Y		General Ledger, Microsoft Add-Ins	General Ledger transactions can be imported very easily and have validation rules apply as long as the data can be extracted from the external data source.
73	Ability to set up security to have individual levels of authorization.	H	Y		General Ledger	
74	Ability to either have transaction posting require authorization or be automatic based on user security.	H	Y		General Ledger	
75	For purchasing (PO & Non PO), restrict GL use to only the expenditure accounts associated with purchasing	H	Y		General Ledger	
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	Y		General Ledger	
77	Ability to allow for transaction / batch approval prior to posting the transaction.	H	Y		General Ledger	

**Priority**

H - High | M - Medium | L - Low

112 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

4.15 - General Ledger				General Ledger		
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
78	Ability to restrict posting transactions to inactivated accounts.	H	Y		General Ledger	
79	Ability to retain all transactions for at least 10 years on-line.	H	Y		General Ledger	
80	Ability to identify the sub-ledger source for transactions.	H	Y		General Ledger	
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	Y		General Ledger	
82	Ability to prevent one-sided transactions.	H	Y		General Ledger	
83	Ability to attach files / images /user notes/emails, documents to a transaction within the system.	M	Y		General Ledger	To attach scanned documents to transactions, we are proposing MHC Image Express.
84	Ability to enter text description next to each individual GL line item within the journal entry.	H	Y		General Ledger	
85	Ability to prevent specific users from requesting budget transfers from other departments' budgets.	H	Y		General Ledger	
86	Inter-Fund Accounting					
87	Ability to perform and track inter-fund transfers.	H	Y		General Ledger	
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	Y		General Ledger	
89	Edits/Validations					
90	Ability to add and maintain validation rules defined by the City.	H	Y		General Ledger	
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			When validation rules are applied, the system allows the user to save the transaction, but the user must fix the transaction before it goes for approval.
92	Journaling					
93	Ability to process automated/recurring and manual journal entries.	H	Y		General Ledger	
94	Ability to process system-generated transactions, such as automated accruals, closing entries, cost assignment transactions, and recurring payments.	M	Y		General Ledger	

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

113 of 237

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

4.15 - General Ledger				General Ledger		
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
95	Ability to establish unique journal entry numbering schemes specific to a department, separate from the main journal entry numbering scheme.	H	N			JE numbers can be manually assigned or automatically assigned. If automatically assigned by the system, then the number is specific to a fund, not a department. Optionally, there is a 'Source' field which can be required for each JE and represent the department. With that, one will always know what department the JE was produced in. Keep in mind that the operator of a JE will ALWAYS be recorded by the system.
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	Y		General Ledger	
97	Ability to have journal entry approval functionality include rejection abilities, comment abilities, response with attachments, and re-routing to originator for correction.	H	Y		General Ledger, Infor Process Automation	
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	Y		General Ledger	
99	Ability to record recurring accruals and the related reversing journal entries in the next period or next year.	H	Y		General Ledger	
100	Ability to warn the user at transaction entry if a cash balance creates a negative balance.	M	N			Validation is not performed against a cash balance but instead against the budget.
101	Ability to journal in batches.	H	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger, Accounts Payable, Accounts Receivable	This type of batch processing occurs in Accounts Payable and Accounts Receivable. In the General Ledger, you still process (upload) multiple journal entries and the system checks everything it would if the entry was being hand keyed, including but not limited to, the JE #, the net amount, validity of accounts and cost centers, budget, etc.

**Priority**

H - High | M - Medium | L - Low

114 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

4.15 - General Ledger			General Ledger			
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
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	Y		General Ledger	
105	Ability to submit journals on hold ("park") for later review and release based on authorized security and other user-defined business rules.	H	Y		General Ledger	
106	Ability to make adjusting entries that do not affect the GL but allow for necessary reclassifications for financial reporting.	H	Y		Multi-Ledger	
107	Ability to create and approve journal vouchers via automated workflow.	H	Y		General Ledger	
108	Ability to route journal vouchers via workflow based on the type of journal, e.g., reversing entries.	H	Y		General Ledger	
109	Ability to support journal vouchers with dollar amounts in excess of \$999,999,999.99	H	Y		General Ledger	
110	Ability to delegate approvals to other authorized users, excluding the user who initiated the transaction.	H	Y		General Ledger	
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	Y		General Ledger	
112	Ability to process intra-governmental transactions and track intra-governmental balances related to state and federal agencies.	M	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
116	Ability to track all workflow components. (i.e., creator, approver, attachments, date and time, status, changes)	H	Y		Infor Process Automation	
117	Provide audit trails to trace transactions from source documents, original input, other systems, system-generated transactions, and internal assignment transactions.	H	Y		General Ledger	This isn't necessarily an audit, but instead all source information, as transactions travel from application to application (requisition to purchase order to accounts payable to general ledger), all of this information is recorded and kept in the system and can be accessed at any time.

**Priority**

H - High | M - Medium | L - Low

115 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

4.15 - General Ledger				General Ledger		
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
118	Ability to drill down into fund/department/account/PO/expenditure/check issued/receipt detail.	H	Y		General Ledger	
119	Provide audit trails to trace source documents and transactions through successive levels of summarization to the financial statements and the reverse.	H	Y		General Ledger	
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	Y		General Ledger	
121	Ability to select transactions for review based on user-defined criteria by type of transactions	H	Y		Infor Process Automation	
122	Period End Processing					
123	Ability to perform closes at monthly, quarterly, or annual periods.	H	Y		General Ledger	
124	Ability to archive "prior year history" at close of year to a separate archive database, but still be readily reportable.	M	Y		General Ledger	
125	Ability to move prior year cancelled encumbrances to unencumbered fund balance.	H	Y		General Ledger	
126	Ability to move balance sheet accounts, unexpended available balances and unreleased encumbrances over to a new year.	H	Y		General Ledger	
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	Y		General Ledger	Roll forward of appropriations and encumbrances are performed at the fund level.
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	Y		General Ledger	
129	Ability for authorized users to reopen closed periods.	H	Y		General Ledger	
130	Ability to provide year-end closing procedures that close-out revenues and expenditures/expenses, and carry forward the appropriate balances.	H	Y		General Ledger	
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	Y		General Ledger	Infor Financials has 14 periods, the 13th being for adjusting entries and the 14th for system generated entries. That said, adjusting entries are recommended to be recorded in the Multi-Ledger application.
132	Ability to process journals in multiple months simultaneously.	H	Y		General Ledger	A journal entry may have a transaction date in one month and a posting date in another as long as both are open. If the question is to post one entry to multiple months at the same exact time, that is not an option.
133	Ability to automatically reverse year end accruals.	H	Y		General Ledger	

**Priority**

H - High | M - Medium | L - Low

116 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

4.15 - General Ledger				General Ledger		
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
134	<b>Integration</b>					
135	Ability to provide a software integration environment where other applications can be interfaced into the GL.	H	Y		General Ledger	
136	Ability to track posting status of other ERP application modules	H	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
139	Ability to define budget charges/ transfer approvals by segments	H	Y		General Ledger	
140	Ability to maintain unique security on payroll data elements in the General Ledger.	H	Y		Infor System Foundation	
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	Y		General Ledger, Project & Activity Accounting	
142	<b>Reporting and On-Line Inquiry</b>					
143	Ability to create financial reports for any set of dates, including overlapping fiscal years.	M	Y		General Ledger	
144	Ability to provide a financial system report writer that allows for custom report configurations to be saved for future use.	M	Y		General Ledger	
145	Ability to generate a report on-demand that indicates those accounts with an abnormal balance (e.g., asset with a credit balance).	M	Y		General Ledger	This information can easily be viewed through online analysis screens as well as ad-hoc queries.
146	Ability to allow for departments to view revenue and expenditure activity against their accounts at any time.	H	Y		General Ledger	
147	Ability to support cross-department and cross-fund account analysis.	M	Y		General Ledger	
148	Ability to prepare preliminary financial statements before period close.	H	Y		General Ledger	
149	Ability to summarize defined activities/functions across departments.	M	Y		General Ledger	
150	Ability to run Historical General Ledger reporting across fiscal and calendar years with a minimum of current and two previous years simultaneously.	M	Y		General Ledger	
151	Ability to populate trend information for user-defined activity and time periods.	M	Y		General Ledger	
152	Ability to produce reports using different sort sequences (i.e., cost center, etc.).	M	Y		General Ledger	

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

117 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
General Ledger

4.15 - General Ledger			General Ledger			
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
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	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
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	Y		General Ledger	
158	Ability to create a General Ledger - Ledger Activity Report that is easy to read and understand.	H	Y		General Ledger	
159	Ability to create an Expense Summary by Expense Category and Expense Function for Selected Funds.	H	Y		General Ledger	
160	Ability to create all required reports for production of the CAFR.	H	Y		General Ledger	
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	Y		General Ledger	
162	Ability to prepare Single Audit Report, such as Schedule of Expenditures of Federal Awards.	M	Y		Grant Management	
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	Y		General Ledger	
164	Ability to upload or download data using Excel or Access or any other format.	H	Y		General Ledger	
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	Y		General Ledger	
167	Ability to track average daily cash balance by fund for user defined period.	M	Y		General Ledger	
168	Ability to define interest apportionment requirements and create automatic allocation entry.	M	Y		General Ledger	

**Priority**

H - High | M - Medium | L - Low

118 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Human Resources Management

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**

**Infor HCM**

*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	<b>General Integration</b>					
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		Infor HCM, Infor Payroll	Infor Payroll is in a separate but integrated database. Infor delivers all integration.
3	Ability to integrate position request with Budget module for development of personnel budget	H	Y		Infor HCM, Infor Budgeting	
4	Ability to keep electronic employee records	H	Y		Infor HCM	
5	Ability to allow changes to time sheet and employee records in the past based on the authority level.	H	Y		Infor HCM, Infor Payroll	
6	Ability to lock users in the system from making changes to employee records as needed.	H	Y		Infor HCM, Infor Security	
7	Ability for users to view/display employee records and time sheets without allowing any changes to the records during payroll processing.	H	Y		Infor HCM, Infor Security	
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	Y		Infor HCM, Infor Security	Information from the applicant record defaults to the employee record when an individual is hire. In addition to the new employee record, the applicant record and all attachments remains in the system. By default all correspondence and attachments do not populate on the employee record (such as the cover letter and correspondence during the applicant process) because this information is still accessible from the applicant record.
9	System natively integrates to the Microsoft Office productivity suite for mail merge of letters	H	Y		Infor HCM	
10	Ability to tie certain job characteristics to a position.	H	Y		Infor HCM	
11	Seamless integration between all of the modules of the system to and from the CORE HR module	H	Y		Infor HCM	
12	<b>Position Control, Classification &amp; Tracking</b>					

**Priority**

H - High | M - Medium | L - Low

119 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Human Resources Management

4.16 - Human Resources Management				Infor HCM		
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
13	Ability to have unique identifier for each position	H	Y		Infor HCM	
14	Ability to handle several types of position classifications, including part time, full, temp part / full time, seasonal, elected, other	H	Y		Infor HCM	
15	Ability for system to track allocation of hours for positions.	H	Y		Infor HCM	
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	Y		Infor HCM	
17	Ability to have system warnings or prevent users from entering inconsistent class characteristics.	H	Y		Infor HCM	
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	Y		Infor HCM	
19	Ability to report on salary savings from an alternately filled position.	H	R		Infor HCM, Infor Reporting	
20	Ability to create, view, inquire and report on online class specifications (i.e., pay plan).	H	Y		Infor HCM	
21	Ability to perform online class specification approvals.	H	Y		Infor HCM	
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	Y		Infor HCM	
23	Ability to associate an employee with a position or multiple positions	H	Y		Infor HCM	
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	Y		Infor HCM	
25	Ability to calculate and monitor employee turnover rates by job classification, department, and other user-defined criteria.	H	Y		Infor HCM	
26	Ability to create Head Count Reports.	H	Y		Infor HCM	
27	Ability to maintain Position Control history	H	Y		Infor HCM	
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	Y		Infor HCM, Infor Budgeting	All "what if" analysis is performed in the Budget Module.
29	Ability to track length of time (by date) positions have been vacant.	H	Y		Infor HCM	
30	Ability to create and track all position request activities, status and progress.	H	Y		Infor HCM	
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	Y		Infor HCM	
32	Ability to report salary change history by single class or group of classes.	H	R		Infor HCM, Infor Reporting	
33	Ability to incorporate salary schedule and pay ranges into system.	H	Y		Infor HCM	
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	Y		Infor HCM	

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

120 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Human Resources Management

4.16 - Human Resources Management				Infor HCM		
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	Y		Infor HCM	
36	Ability to track positions based upon they type of position characteristic (i.e. limited term, non-budgeted, etc.)	H	Y		Infor HCM	
37	Ability to tie an alternatively filled position to the related budgeted position.	H	Y		Infor HCM	
38	Ability to flag a particular job that there is a re-employment list.	H	Y		Infor HCM	
39	Ability to distinguish between budgeted and non-budgeted positions.	H	Y		Infor HCM	
40	System must support designation of a position as the "primary"	H	Y		Infor HCM	
41	Ability to track start / effective dates and end dates for all tables, employee records, position records, etc.	H	Y		Infor HCM	
42	Ability to support "cascading" of class characteristics to reduce error in data entry (e.g., positions that fall within particular class characteristics)	H	Y		Infor HCM	
43	System must support reporting of all available historical data	H	Y		Infor HCM	
44	<b>Employee Onboarding</b>					
45	Ability to perform 'hire' action which will pull over any information on the applicant into the HR and Payroll functions	H	Y		Infor HCM	
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	Y		Infor HCM, Infor Human Resource Service Delivery-Onboarding	
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	Y		Infor HCM, Infor Human Resource Service Delivery-Onboarding	
48	Ability to track pre-employment process status (e.g. drug test complete, all forms complete).	H	Y		Infor HCM	
49	Ability to track multiple hire dates including original hire, position hire and benefit date.	H	Y		Infor HCM	
50	Ability to track additional dates including seniority,	H	Y		Infor HCM	
51	Ability to report on all employee and non-employee data for planning/management purposes.	H	Y		Infor HCM	
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	Y		Infor HCM	
53	Ability to create different onboarding workflows based on the new hire's employment classification and/or union	H	Y		Infor HCM	
54	<b>Personnel Administration</b>					
55	Ability to calculate service by:	-				
56	Hours	H	Y		Infor HCM	
57	Elapsed time	H	Y		Infor HCM	
58	Elapsed time with multiple breaks in service	H	Y		Infor HCM	
59	Ability to maintain the current status and chronological history of all employees and allow comprehensive searching/sorting/reporting on the following information:	-				
60	Identification number (different from Social Security Number)	H	Y		Infor HCM	
61	Employee name	H	Y		Infor HCM	

**Priority**

H - High | M - Medium | L - Low

121 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Human Resources Management

4.16 - Human Resources Management				Infor HCM		
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
62	Address (unlimited) and address type	H	Y		Infor HCM	
63	Phone (unlimited) and phone type	H	Y		Infor HCM	
64	Former/maiden name (unlimited)	H	Y		Infor HCM	
65	ADA	H	Y		Infor HCM	
66	Adjusted effective hire date	H	Y		Infor HCM	
67	Allowance amounts	H	Y		Infor HCM	
68	Anniversary date (i.e., time in job)	H	Y		Infor HCM	
69	Base, range and current salary	H	Y		Infor HCM	
70	Birth date	H	Y		Infor HCM	
71	Certifications/licenses (license number, expiration date(s), endorsements)	H	Y		Infor HCM	
72	Citizenship	H	Y		Infor HCM	
73	Completed physical	H	Y		Infor HCM	
74	Job classification and grade change history	H	Y		Infor HCM	
75	Date of death	H	Y		Infor HCM	
76	Days worked	H	Y		Infor HCM	
77	Department	H	Y		Infor HCM	
78	Department date	H	Y		Infor HCM	
79	Dependents (names, ages, social security numbers)	H	Y		Infor HCM	
80	Discipline records	H	Y		Infor HCM	
81	Division date	H	Y		Infor HCM	
82	Driver's License number (including type, expiration and restrictions, state issued and number)	H	Y		Infor HCM	
83	Education/training received (degrees, majors/minors/training)	H	Y		Infor HCM	
84	Email (both Work / Personal)	H	Y		Infor HCM	
85	Emergency information i.e. contact name (minimum of 3), phone, address, doctor preference and medical alert)	H	Y		Infor HCM	
86	Employment status changes (including dates)	H	Y		Infor HCM	
87	Ethnic background/EEOC classification/Standard Occupational Classification (SOC)	H	Y		Infor HCM	
88	Gender	H	Y		Infor HCM	
89	Hiring dates/termination dates (cumulative employment history)	H	Y		Infor HCM	
90	I-9 certification status	H	Y		Infor HCM	
91	e-Verify status	H	Y		Infor HCM	
92	Immunizations	H	Y		Infor HCM	
93	Languages spoken	H	Y		Infor HCM	
94	Last date worked	H	Y		Infor HCM	
95	Layoff/leave of absence/recall/return dates (including military leave)	H	Y		Infor HCM	
96	Leave accrual	H	Y		Infor HCM	
97	Leave of absence start and stop dates, type of leave, hours, remarks	H	Y		Infor HCM	
98	Longevity date	H	Y		Infor HCM	
99	Marital status	H	Y		Infor HCM	
100	Military status	H	Y		Infor HCM	
101	Other/user-defined	H	Y		Infor HCM	

**Priority**

H - High | M - Medium | L - Low

122 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Human Resources Management

4.16 - Human Resources Management				Infor HCM		
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
102	Overall wage history	H	Y		Infor HCM	
103	Past Work experience (including prior employers)	H	Y		Infor HCM	
104	Pay for performance with eligibility and amounts received.	H	Y		Infor HCM	
105	Pay range, step	H	Y		Infor HCM	
106	Performance evaluations and dates (including next review date)	H	Y		Infor HCM	
107	Photograph of employee (including date)	H	Y		Infor HCM	
108	Position change history (including dates)	H	Y		Infor HCM	
109	Position number	H	Y		Infor HCM	
110	Preferred name / alias	H	Y		Infor HCM	
111	Probation dates	H	Y		Infor HCM	
112	Probationary status	H	Y		Infor HCM	
113	Promotions/demotions and dates	H	Y		Infor HCM	
114	Retirement effective date and number	H	Y		Infor HCM	
115	Safety sensitive position	H	Y		Infor HCM	
116	Scheduled hours	H	Y		Infor HCM	
117	Seniority dates (multiple) with adjustments	H	Y		Infor HCM	
118	Social Security number (not to be changed by employee, only by HR)	H	Y		Infor HCM	
119	Spouse's name	H	Y		Infor HCM	
120	Step increase date	H	Y		Infor HCM	
121	Supervisor (multiple levels)	H	Y		Infor HCM	
122	Termination date	H	Y		Infor HCM	
123	Training History (City and prior employers)	H	Y		Infor HCM	
124	Transfers	H	Y		Infor HCM	
125	Veteran status including classification	H	Y		Infor HCM	
126	Visa type & expiration	H	Y		Infor HCM	
127	W4 information	H	Y		Infor HCM	
128	Work location	H	Y		Infor HCM	
129	Workers Compensation code	H	Y		Infor HCM	
130	Unlimited user defined fields	H	Y		Infor HCM	
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			Infor does not deliver this functionality but can easily integrate this information from a third-party provider.
132	Ability to auto-generate unique employee id number for new hires with no duplicate id numbers.	H	Y		Infor HCM	
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	Y		Infor HCM	
134	Ability to grant review rights and set security levels on active/terminated/retired employee history.	H	Y		Infor HCM	

**Priority**

H - High | M - Medium | L - Low

123 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Human Resources Management

4.16 - Human Resources Management				Infor HCM		
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
135	Ability to set up employees with regular and special work hour schedules.	H	Y		Infor HCM	
136	Ability to track the same information for employees, regardless of temporary or regular status.	H	Y		Infor HCM	
137	System allows for employee building access assignments.	H	Y		Infor HCM	This information can be stored on the employee master record.
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	Y		Infor HCM	
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	Y		Infor HCM	
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	Y		Infor HCM	Delivered actions are available by a dropdown box or they can be placed on the form itself.
141	Ability to create a workflow for approvals to hire above the minimum for the salary.	H	Y		Infor HCM	
142	Ability to track re-employment eligibility for laid off employees and to factor that into the rehire process	H	Y		Infor HCM	
143	Ability to assign only one employee identification number per employee regardless of the number of positions held.	H	Y		Infor HCM	
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	Y		Infor HCM	
145	Ability to flag terminated employees who are ineligible for rehire.	H	Y		Infor HCM	
146	Ability to automatically give cost of living increases based on the base salary	H	Y		Infor HCM	
147	Ability to produce mass changes by employee group using percentages or flat rates with effective dates	H	Y		Infor HCM	
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	Y		Infor HCM	

**Priority**

H - High | M - Medium | L - Low

124 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Human Resources Management

4.16 - Human Resources Management				Infor HCM		
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
149	Ability for new hire to attach electronically required supporting documentation as needed during onboarding	H	Y		Infor HCM	Onboarding tours are designed to include the necessary forms to be completed and returned. Functionality is delivered to attach evidence of insurability during the new hire benefit enrollment process.
150	Automated dependent enrollment and unenrollment of dependents for benefit purposes in case of life event	H	Y		Infor HCM, Infor Benefits Administration, Infor Employee Self Service	
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	Y		Infor HCM	
152	Ability to move from Active employee to retiree.	H	Y		Infor HCM	
153	Ability to move from Active employee to COBRA participant.	H	Y		Infor HCM	
154	Ability to end date an employee from one position without terminating the entire employee record.	H	Y		Infor HCM	
155	Ability for department location to have an end date	H	Y		Infor HCM	
156	Compliance Tracking & Reporting					
157	Ability to track and report all necessary elements for compliance with the following laws:	-				Infor's Configuration Console allows for the creation of additional fields to any form. These additional fields can be used to track organization-specific data as well as information required by oversight agencies. The additional fields which are available for reporting are personalization <u>not</u> customizations and therefore, do not have a negative impact on future upgrades.
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	Y		Infor HCM, Infor Reporting	
159	COBRA	H	Y		Infor HCM, Infor Reporting	
160	INS - immigration laws including fields for tracking I-9 documents verified	H	Y		Infor HCM, Infor Reporting	
161	Veterans	H	Y		Infor HCM, Infor Reporting	
162	Disabilities (ADA)	H	Y		Infor HCM, Infor Reporting	
163	Accommodations - free form text field for accommodations provided	H	Y		Infor HCM, Infor Reporting	
164	Fair Labor Standards (FLSA) status by position for all positions	H	R		Infor HCM, Infor Reporting	

**Priority**

H - High | M - Medium | L - Low

125 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Human Resources Management

4.16 - Human Resources Management				Infor HCM		
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
165	Unemployment claims	H	Y		Infor HCM, Infor Reporting	
166	Child Labor	H	R		Infor HCM, Infor Reporting	
167	Federal Aviation Administration (FAA)	L	R		Infor HCM, Infor Reporting	
168	Approved exceptions to Fair Labor Standards (FLSA) status for all positions.	H	R		Infor HCM, Infor Reporting	
169	Off boarding					
170	Ability to track exit activities, including return of material assignments, exit interview results, etc.	H	Y		Infor HCM, Human Resource Service Delivery-Off-Boarding	
171	Vendor provides software updates to maintain compliance with all applicable Federal and State laws related to HR tracking and management	H	Y		Infor HCM, Infor Payroll, Infor Benefits Administration	
172	Ability to assist with security changes, inactivating badges	H	Y		Infor HCM, Human Resource Service Delivery-Off-Boarding	
173	Ability to support collection of assets (phone, laptop, etc.)	H	Y		Infor HCM, Human Resource Service Delivery-Off-Boarding	
174	Ability to provide user-configurable checklist for exiting employees	H	Y		Infor HCM, Human Resource Service Delivery-Off-Boarding	
175	Ability to support activation of administered pension plan	H	Y		Infor HCM, Human Resource Service Delivery-Off-Boarding	The requirement is unclear. The Off-Boarding functionality delivered allows for a user-created/defined list of items, activities, tasks, etc. that must be completed. Upon completion of those tasks, an event can occur such as a status change which will then trigger other actions such as processing a final payment or notifying the pension plan administrator. Such alerts would result from a user-modified/created process flow.
176	Ability to provide a user-configurable checklist for the death of an employee	H	Y		Infor HCM, Human Resource Service Delivery-Off-Boarding	
177	Ability to assign and track assets related to employee	H	Y		Infor HCM	
178	Employee Relations					
179	Ability to track grievances and complaints, including status	H	Y		Infor HCM	

**Priority**

H - High | M - Medium | L - Low

126 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Human Resources Management

4.16 - Human Resources Management				Infor HCM		
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
180	Ability to generate user defined reports on grievance and complaint information.	H	Y		Infor HCM	
181	Ability to track online grievances and complaints by department, employee and type / class	H	Y		Infor HCM	

**Priority**

H - High | M - Medium | L - Low

127 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Inventory Management

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			Infor Procurement - Inventory			
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	Y		Infor Procurement - Inventory	
3	Ability to cross-reference the above-mentioned numbering scheme to vendor and vendor part number	H	Y		Infor Procurement - Inventory, Purchase Order	
4	Ability to support user defined numbering schemes.	H	Y		Infor Procurement - Inventory	
5	Ability for system to automatically use sequential item numbering for particular types of items (e.g., chemicals)	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
6	Ability to support multiple inventory locations.	H	Y		Infor Procurement - Inventory	
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:	-				
8	Alternate Item Number	H	Y		Infor Procurement - Inventory	
9	Audit Priority for continuous inventory (A,B,C)	H	Y		Infor Procurement - Inventory	
10	Average Cost	H	Y		Infor Procurement - Inventory	
11	Bin Number/Shelf number	H	Y		Infor Procurement - Inventory	
12	Charge to Job/Account	H	Y		Infor Procurement - Inventory	
13	Classification	H	Y		Infor Procurement - Inventory	
14	Current Cost (last price paid)	H	Y		Infor Procurement - Inventory	
15	Current Cost Date	H	Y		Infor Procurement - Inventory	
16	Custodian/Assigned to	H	Y		Infor Procurement - Inventory	
17	Date Issued	H	Y		Infor Procurement - Inventory	
18	Date Item Entered Inventory	H	Y		Infor Procurement - Inventory	
19	Date Item Ordered	H	Y		Infor Procurement - Inventory	
20	Economic Order Quantity	M	Y		Infor Procurement - Inventory	
21	Employee Assigned To	H	Y		Infor Procurement - Inventory	
22	Employee Name and Number Ordering Item(s)	H	Y		Infor Procurement - Inventory	
23	Emergency Item?	M	Y		Infor Procurement - Inventory	
24	Expiration Date	H	Y		Infor Procurement - Inventory	
25	General Ledger Account Number (including Program)	H	Y		Infor Procurement - Inventory	
26	Inventory Item Number	H	Y		Infor Procurement - Inventory	
27	Issue Tracking	H	Y		Infor Procurement - Inventory	

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

128 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Inventory Management

4.17 - Inventory Management				Infor Procurement - Inventory		
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
28	Issued By	H	Y		Infor Procurement - Inventory	
29	Issued To	H	Y		Infor Procurement - Inventory	
30	Item Commodity	H	Y		Infor Procurement - Inventory	
31	Item Description	H	Y		Infor Procurement - Inventory	
32	Latest Quantity Received	H	Y		Infor Procurement - Inventory	
33	By location (including room, shelf, aisle, and bin)	H	Y		Infor Procurement - Inventory	
34	Manufacturer Name	H	Y		Infor Procurement - Inventory	
35	Manufacturer Part Number	H	Y		Infor Procurement - Inventory	
36	Month-to-Date Receipts	H	Y		Infor Procurement - Inventory	
37	Most Recent Purchase Order Number	H	Y		Infor Procurement - Inventory	
38	Multiple Vendor Numbers	H	Y		Infor Procurement - Inventory	
39	Ordering Account Number	H	Y		Infor Procurement - Inventory	
40	Overhead Rate	M	Y		Infor Procurement - Inventory	
41	Quantity Available	H	Y		Infor Procurement - Inventory	
42	Quantity on Hand	H	Y		Infor Procurement - Inventory	
43	Quantity on Order	H	Y		Infor Procurement - Inventory	
44	Quantity Reserved	H	Y		Infor Procurement - Inventory	
45	Received By	H	Y		Infor Procurement - Inventory	
46	Received Date	H	Y		Infor Procurement - Inventory	
47	Reorder Point (maximum/minimum) and Replenishment Quantity	M	Y		Infor Procurement - Inventory	
48	Reserved By (multiple departments)	M	Y		Infor Procurement - Inventory	
49	Shelf Life	H	Y		Infor Procurement - Inventory	
50	Total Value of Quantity on Hand	H	Y		Infor Procurement - Inventory	
51	Type (each, dozen, etc.)	H	Y		Infor Procurement - Inventory	
52	Units of Measure for Issue	H	Y		Infor Procurement - Inventory	
53	Units of Measure for Purchase	H	Y		Infor Procurement - Inventory	
54	Vendor Part Number (as cross reference)	H	Y		Infor Procurement - Inventory	
55	Warehouse Identifier	H	Y		Infor Procurement - Inventory	
56	Year-to-Date Receipts	H	Y		Infor Procurement - Inventory	
57	Multiple additional user defined fields (please identify any limitations as to how many fields the system can support.)	H	Y		Infor Procurement - Inventory	
58	Ability to have fields automatically fill if keyed information is redundant.	M	Y		Infor Procurement - Inventory	
59	Ability to accommodate alpha numerical commodity and sub-commodity codes, consistent with universal NIGP commodity codes.	H	Y		Infor Procurement - Inventory	
60	Ability to notify appropriate users when inventory levels have reached the reorder point.	H	Y		Infor Procurement - Inventory	
61	Ability to associate a Material Safety Data Sheet (MSDS) to an inventory item.	M	Y		Infor Procurement - Inventory	
62	Ability to associate an image with an inventory item.	M	Y		Infor Procurement - Inventory	
63	Ability to use handheld devices to assist with physical counts.	H	Y		Infor Procurement - Inventory, Mobile Supply Chain Management	
64	Ordering / Reordering					
65	Ability to prepare requisitions for stock replenishment (integration with purchasing).	H	Y		Infor Procurement - Inventory, Purchase Order	

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

129 of 237

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Inventory Management

4.17 - Inventory Management				Infor Procurement - Inventory		
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
66	Ability to process back orders.	H	Y		Infor Procurement - Inventory, Purchase Order	
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	Y		Infor Procurement - Inventory	
69	Ability for internal customers to place on-line orders.	H	Y		Infor Procurement - Inventory	
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	Y		Infor Procurement - Inventory, Infor Work Order Management	
71	Ability to handle multiple inventory locations and prioritize them for stock picking purposes.	H	Y		Infor Procurement - Inventory	
72	Ability to provide a surplus "excess or obsolete" function to withdraw inventory, posting to a separate GL account.	H	Y		Infor Procurement - Inventory	
73	Ability to restrict inventory access to those items / locations the user is authorized for.	H	Y		Infor Procurement - Inventory	
74	Ability to account for reselling of used material as scrap	H	Y		Infor Procurement - Inventory, Infor Financial Management - Accounts Receivable	
75	Ability to ensure availability of the parts to do the project.	H	Y		Infor Procurement - Inventory	
76	Receiving					
77	Ability to print barcode labels with user defined data relating to the inventory item.	H	Y		Infor Procurement - Inventory, Mobile Supply Chain Management	
78	Ability to process, on-line, receipts at multiple receiving locations.	M	Y		Infor Procurement - Inventory	
79	Ability to support barcoding.	H	Y		Infor Procurement - Inventory	
80	Ability to support RFID (Radiofrequency Identification)	H	Y		Infor Procurement - Inventory	
81	Inventory Adjustments/Auditing					
82	Ability for authorized users to perform inventory level adjustments	H	Y		Infor Procurement - Inventory	
83	Ability to create a cycle count report without freezing inventory.	H	Y		Infor Procurement - Inventory	
84	Costing					
85	Ability to automatically calculate weighted average, FIFO, LIFO, etc. cost of inventory items when stock contains items at multiple prices.	M	Y		Infor Procurement - Inventory	
86	Ability to apply an overhead rate to the item cost for an inventory item.	M	Y		Infor Procurement - Inventory	
87	Ability to perform conversions (e.g. tonnage to yards)	M	Y		Infor Procurement - Inventory	
88	Interfaces					
89	Ability to interface with other inventory systems throughout the organization	H	Y		Infor Procurement - Inventory	
90	Ability to import and export data from Excel and Access Databases.	H	Y		Infor Procurement - Inventory	

**Priority**

H - High | M - Medium | L - Low

130 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Inventory Management

4.17 - Inventory Management			Infor Procurement - Inventory			
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
91	Reports					
92	Ability to provide on-line access to inventory transactions (receipt, issues, and adjustments) and status.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
93	Ability to generate inventory reports on an ad-hoc or systematic basis for maintenance personnel, financial staff, and management.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
94	Ability to support reporting by multiple inventory/warehouse locations.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
95	Ability to report on vendor activity, by item, date, or value.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
96	Ability to create a vendor/Item Cross Reference Report.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
97	Ability to produce an ABC Inventory Analysis.	M	Y		Infor Procurement - Inventory, Infor Technology Foundation	
98	Ability to generate a price list for each item.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
99	Ability to create a report of Recommended Orders, for all or user-selected items below reorder point, including:	-	Y		Infor Procurement - Inventory, Infor Technology Foundation	
100	Maximum and Minimum Reorder Points	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
101	Date of Last Purchase	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
102	Year-to-Date Issuances	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
103	Year-to-Date Receipts	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
104	Ability to generate a Back Order Status report, of all items currently on back order.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

131 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Inventory Management

4.17 - Inventory Management				Infor Procurement - Inventory		
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
105	Ability to generate a Receiving Report, with each item by date or vendor or P.O.#.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
106	Ability to create an Active Parts Report that lists all materials and parts currently assigned to open work orders.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
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	Y		Infor Procurement - Inventory, Infor Technology Foundation	
108	Ability to notify system user of inactivity of inventory items for user specified time.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
109	Ability to report on current inventories and historical usage to be used in capacity planning.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
110	Ability to identify available funds by inventory commodity	M	Y		Infor Procurement - Inventory, Infor Technology Foundation	
111	Ability to require the validation of funds prior to release of requisition orders or purchase requests for inventory items.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
112	Ability to support for physical verification of inventory balances by location and type	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
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	Y		Infor Procurement - Inventory, Infor Technology Foundation	
114	Need user-level security controls to prevent personnel from unauthorized access, edits, deletions, review, etc.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
115	Need audit trail reporting of ALL inventory activity including user name, date, type of activity, data entered, etc.	H	Y		Infor Procurement - Inventory, Infor Technology Foundation	
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	Y		Infor Procurement - Inventory, Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

132 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Investment Management

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.

**4.18 - 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	<b>System Processes</b>					
2	Ability to interface to financial institutions, in order for system balances to match the financial institutions'.	M	N		N/A	
3	Ability to interface to financial institutions to accept banking activity at a transactional detail level	M	N		N/A	
4	Ability to initiate banking transactions (transfers, ACH, wires, etc.).	H	N		N/A	
5	Ability to automate the approval process for wire transfer	M	N		N/A	
6	Ability to schedule banking transactions.	M	N		N/A	
7	<b>Investment Management</b>					
8	Ability to track pooled investments.	H	T		SymPro Investments	
9	Ability to provide reconciliation of monthly custodian report to par, cost and interest income.	H	T		SymPro Investments	
10	Ability to manage agreements and track letters of credit, performance bonds and cash deposits.	H	N		N/A	
11	Ability to flag performance bonds and cash deposits to indicate debt offset.	M	N		N/A	
12	Ability to associate draw bill/refund relationship.	H	N		N/A	
13	Ability to tie 'customer loan' system to accounts payable for cash deposit release.	L	N		N/A	
14	Ability to integrate Investment Management activities into general ledger directly.	H	T		SymPro Investments	
15	Ability to provide detailed projected yield and maturity analysis tools:	-			N/A	
16	Based on current scenarios	M	T		SymPro Investments	
17	Based on "what if" scenarios	M	T		SymPro Investments	
18	Ability to track:	-			N/A	
19	U.S. Treasury Bills	H	T		SymPro Investments	
20	U.S. Treasury Notes	H	T		SymPro Investments	
21	U.S. Treasury Strips	H	T		SymPro Investments	
22	Repurchase Agreements	H	T		SymPro Investments	
23	Commercial Paper	H	T		SymPro Investments	

**Priority**

H - High | M - Medium | L - Low

133 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Investment Management

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

**Priority**

H - High | M - Medium | L - Low

134 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Investment Management

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	T		SymPro Investments	
66	Ability to allocate interest earnings, including negative interest, based on average balances calculated from user defined to/from dates.	H	T		SymPro Investments	
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	T		SymPro Investments	
68	Ability to track interest receivable by fund/org.	L	T		SymPro Investments	
69	Ability to track FMV balances on a fund/org level.	L	T		SymPro Investments	
70	Ability to auto post interest distribution to the G/L module.	H	T		SymPro Investments	
71	Ability to auto post FMV adjustment to the G/L module.	L	T		SymPro Investments	
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	T		SymPro Investments	
73	Ability to record investment partial sales.	H	T		SymPro Investments	
74	Ability to record rate changes.	L	T		SymPro Investments	
75	Ability to track a pool of collateral for sweep repurchase agreements and CD's.	L	T		SymPro Investments	
76	Ability to record investment calls and partial calls.	L	T		SymPro Investments	
77	Ability to modify/adjust fields rather than reverse entries for investment activity with an audit trail of changes.	L	T		SymPro Investments	
78	Ability to auto-generate the security ID No.	M	T		SymPro Investments	
79	Ability to create and manage multiple user defined portfolios.	H	T		SymPro Investments	
80	Ability to calculate amortization/accretion utilizing a user defined method (i.e., straight line, constant yield, etc.).	M	T		SymPro Investments	Amortizations/Accretions are calculated on a Straight Line basis
81	Ability to calculate multiple yields (e.g. yields based on industry standards).	L	T		SymPro Investments	
82	Ability to perform and print investment compliance review (comparing the portfolio to the policy) based on user-defined parameters.	H	T		SymPro Investments	
83	Ability to track each fund's share of the investment portfolio.	H	T		SymPro Investments	
84	Ability to produce an investment ledger which contains a history of the investment.	H	T		SymPro Investments	
85	Ability to recognize sales and new requisitions.	H	T		SymPro Investments	
86	Ability to maintain individual detail for sales/acquisitions.	M	T		SymPro Investments	
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	T		SymPro Investments	
88	Ability to establish individual locations for each investment pool.	H	T		SymPro Investments	
89	Ability to manage fuel hedging	H	N		N/A	
90	Reporting					

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

135 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Investment Management

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	T		SymPro Investments	
92	Ability to create an Interest Apportionment Report based on user defined GL accounts or other criteria	M	T		SymPro Investments	
93	Ability to graph portfolio statistics (investment allocation, historical yields, etc.) based on user defined criteria.	H	T		SymPro Investments	
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	T		SymPro Investments	
96	Listing of investments by fund type (Book Value)	H	T		SymPro Investments	
97	Listing of investments by investment manager (Par Value)	H	T		SymPro Investments	
98	Comparison of current month, previous month and current month of previous years' rates	H	N		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	T		SymPro Investments	SymPro shows returns over a period of time. System would not isolate current returns and returns for the same period from the previous year.
100	Comparison of Portfolio size with increase/decrease amount as compared to same month in the previous year	H	N		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	T		SymPro Investments	
102	Listing of weighted average maturity and weighted average life for the period	M	T		SymPro Investments	
103	Comparison of NAV deviation (book value vs. market value) for the period and prior year	M	T		SymPro Investments	This will be accomplished in 2 reports. One for each year.
104	Listing of investments purchases for the period and prior year	H	T		SymPro Investments	
105	Listing of maturities and calls for the period and prior year	H	T		SymPro Investments	
106	Listing of unrealized gain/loss for the period and prior year	H	T		SymPro Investments	
107	Listing of accrued interest for the period	H	T		SymPro Investments	
108	Listing of number of investments for a certain reporting period	H	T		SymPro Investments	
109	Listing of investments by type (discount note, CD, coupon etc.)	H	T		SymPro Investments	
110	Ability to generate GASB disclosures.	H	T		SymPro Investments	Gasb 31 & 40 reports are standard reports in the system
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	T		SymPro Investments	
112	Interface / Integration					
113	Ability to integrate debt service and investment functionality with the bank reconciliation process.	M	T		SymPro Investments & Debt	Standard flat file or Excel interfaces available. Additional interfaces would be custom and need to be further defined.

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

136 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Investment Management

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
114	Ability to provide accruals on debt and investments and interface to GL system	H	T		SymPro Investments & Debt	
115	Ability to integrate to the AP module for payments and the AR module for receipts.	H	T		SymPro Investments	Standard flat file or Excel interfaces available. Additional interfaces would be custom and need to be further defined.
116	Ability to integrate with the Budget module for annual budget purposes.	H	T		SymPro Investments	Standard flat file or Excel interfaces available. Additional interfaces would be custom and need to be further defined.

**Priority**

H - High | M - Medium | L - Low

137 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

**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				Accounts Receivable and Billing		
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	Y		Accounts Receivable	This an be done, but Infor Accounts Receivable has a feature called Process Level (Department in other words) and customer types to determine where the activity took place and what type of customer they are.
3	Ability for system to generate customer ID numbers and link ID to master name.	H	Y		Accounts Receivable	
4	Ability to split or combine customer accounts.	H	Y		Accounts Receivable	
5	Ability to identify duplicate accounts by user defined criteria	H	Y		Accounts Receivable	
6	System must provide the ability to maintain and query the following customer information:	-				Some of these items may need attributes assigned for them. An attribute is a field that holds information you can use to group records for reporting, inquiry, and processing. In Infor Lawson, an unlimited number of attributes can be used.
7	Customer Number	H	Y		Accounts Receivable	
8	Name of Customer	H	Y		Accounts Receivable	
9	Separate fields for First Name, Middle Initial, Last Name	H	Y		Accounts Receivable	
10	Owner / Business Address(s)	H	Y		Accounts Receivable	
11	Customer master two addresses lines (i.e., physical vs. mailing)	H	Y		Accounts Receivable	
12	Bill To Address (Nine Digit Zip Code)	H	Y		Accounts Receivable	
13	Description	H	Y		Accounts Receivable	
14	Telephone - Work/Cell/Home	H	Y		Accounts Receivable	
15	FAX Number	H	Y		Accounts Receivable	
16	Customer Type	H	Y		Accounts Receivable	
17	Number of Insufficient Fund Checks Received	H	Y		Accounts Receivable	
18	Date of Last Insufficient Fund Check Received	H	Y		Accounts Receivable	
19	State Tax Exempt Number plus expiration date	H	Y		Accounts Receivable	

**Priority**

H - High | M - Medium | L - Low

138 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

4.19 - Miscellaneous Billing and Accounts Receivable				Accounts Receivable and Billing		
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
20	Federal Tax ID number	H	Y		Accounts Receivable	
21	Social Security Number (with ability to restrict access)	H	Y		Accounts Receivable	
22	Drivers License Number	H	Y		Accounts Receivable	
23	Last payment date	H	Y		Accounts Receivable	
24	Last payment amount	H	Y		Accounts Receivable	
25	Email Address	H	Y		Accounts Receivable	
26	Customer Notes (in log form, tracking user ID, date, and time)	H	Y		Accounts Receivable	
27	Unlimited number of user defined fields	H	Y		Accounts Receivable	
28	Current balance	H	Y		Accounts Receivable	
29	Last invoice date	H	Y		Accounts Receivable	
30	Due date	H	Y		Accounts Receivable	
31	Prepaid deposit/advance on account	H	Y		Accounts Receivable	
32	Pending transactions	H	Y		Accounts Receivable	
33	Last statement balance	H	Y		Accounts Receivable	
34	Liens	H	Y		Accounts Receivable	
35	Installment (Payment) Plans	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
37	Ability for the system to automatically maintain and allow viewing of an audit log of all changes to a customer account.	H	Y		Accounts Receivable	
38	Block postings to an inactive account.	H	Y		Accounts Receivable	
39	Ability to develop user-defined flags and warnings.	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
41	Ability to establish effective and end dates for managing all customer flags.	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
43	Ability to process refund against customer credit balance from overpayment.	H	Y		Accounts Receivable	
44	Ability to apply overpayment amounts to other invoices for that customer.	H	Y		Accounts Receivable	
45	System to warn for customer overpayment	H	Y		Accounts Receivable	This can be done with the use of scripting when an overpayment occurs.
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			
47	Ability to see all outstanding receivables on a customer's account across all implemented ERP modules	H	Y		Accounts Receivable	
48	AR account open item management	H	Y		Accounts Receivable	
49	Ability to accept a payment and apply to billings on user defined bill types	M	Y		Accounts Receivable	
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	Y		Accounts Receivable	
51	Miscellaneous Billing and Invoicing					

**Priority**

H - High | M - Medium | L - Low

139 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

4.19 - Miscellaneous Billing and Accounts Receivable				Accounts Receivable and Billing		
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
52	Ability to support recurring billing functions allowing the user to establish effective date and frequency of recurring billing.	H	Y		Billing	
53	Ability to bill a minimum billing amount based on bill type (e.g., for installment agreements).	H	Y		Billing	
54	Ability to select the "remit to" address on the invoice from a list of centrally approved/managed addresses.	H	Y		Billing	
55	Ability to establish a series of department specific bill types for various charges.	H	Y		Billing	
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	Y		Billing	
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	Y		Billing	
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	Y		Billing	Using Personalizations in Infor Smart Office, a field can be made to be required based on a conditional business rule.
59	Ability for the system to automatically apply penalties and interest based upon system-defined rules and/or criteria	H	Y		Billing	
60	Ability to enter payment with an effective (posting) date for payment	H	Y		Billing	
61	Ability to maintain the following information associated with a particular bill type:	-				
62	Associated customer accounts	H	Y		Billing	
63	Revenue and receivable accounts	H	Y		Billing	
64	Related department	H	Y		Billing	
65	Frequency	H	Y		Billing	
66	Ability for user to define an invoice format specific to each bill type without programming intervention required.	H	T		MHC	
67	Ability for the bill print formatting features to be enabled by forms design tools, not performed through mail merge.	H	T		MHC	
68	Ability to print invoices in a specified order such as customer number, customer name, invoice number, zip code etc.	H	T		MHC	
69	Ability to establish installment payment schedules (including over multiple years) and take partial payments, including applying interest to outstanding amounts.	H	Y		Accounts Receivable	
70	Ability to automatically generate separate GL batches when processing invoices, payments, adjustments, etc.	H	Y		Accounts Receivable and Billing	
71	Produce customer reconciliation statements showing beginning balance, charges, credits and payments, and a new outstanding balance.	H	Y		Accounts Receivable	
72	Produce standard bill types, business-unit aging reports, past due reports, account statuses, and collections statuses.	H	Y		Accounts Receivable	

**Priority**

H - High | M - Medium | L - Low

140 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

4.19 - Miscellaneous Billing and Accounts Receivable				Accounts Receivable and Billing		
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			MHC can label a document to whatever it needs to be labeled, but not sure what information would need to appear on this document and where that information is captured so that a print file can be produced for MHC to print.
74	Ability to establish user-defined receivable types using code tables.	H	Y		Accounts Receivable	
75	Ability to input billing information at the departmental level.	H	Y		Accounts Receivable and Billing	
76	Ability to generate a credit memo/adjustments to specific invoices or to a group of invoices.	H	Y		Accounts Receivable and Billing	
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	Y		Billing	
78	Ability to assess/maintain/track NSF fee.	H	Y		Accounts Receivable	
79	Ability to manage return payments on customer accounts (i.e., record payment reversals for NSF checks).	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
81	Ability to barcode invoices and have receipting scanners identify the customer account/invoice for applying payments.	H	T		MHC	Printing the barcode on the invoice is available, but the receipting scanners are not included in this proposal.
82	Ability to establish payment terms (# days until due) based on bill type.	H	Y		Accounts Receivable	
83	Ability to allow one-time invoices (i.e., one-time customers for miscellaneous sales).	H	Y		Accounts Receivable	
84	Ability to credit each line item on an invoice to multiple revenue accounts.	H	Y		Accounts Receivable	
85	Ability to reprint billings/invoices.	H	T		MHC	
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	Y		Accounts Receivable	
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	Y		Accounts Receivable and Billing	The due date terms default from the customer record but can be overridden for individual bills and also be different for recurring invoices.
88	Ability to e-mail an invoice versus printing and mailing.	H	T		MHC	
89	Ability to specify invoice numbering schemes specific to each bill type (i.e., alphanumeric).	H	N			Invoices, Credit Memos, and Debit Memos have different prefixes assigned to them and can be different for each department if needed. The number that follows it is numeric.
90	Ability to perform internal billing for hourly work (City Attorney).	H	Y		Accounts Receivable and Billing	
91	Ability to generate a bill for over a \$1,000,000.	H	Y		Billing	
92	Ability to have an open receivable greater than \$1,000,000.	H	Y		Accounts Receivable	
93	Ability to perform notes receivable and mortgages.	H	N			
94	Ability to provide loan servicing capabilities including escrow accounts for taxes and insurance.	H	N			
95	Late Charges/ Interest/Penalty					

**Priority**

H - High | M - Medium | L - Low

141 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

4.19 - Miscellaneous Billing and Accounts Receivable				Accounts Receivable and Billing		
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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			The calculation of interest and penalties on a delinquent bill is based on rules defined for the customer, not the bill.
97	Ability to establish late charges and penalties as a percentage of overdue amount, a flat penalty, a daily penalty, etc..	H	Y		Accounts Receivable	These can be monthly finance fees or flat amounts.
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			
99	Ability to waive penalty for an individual customer or invoice with proper authorization.	H	Y		Accounts Receivable	
100	Statement Processing					
101	Ability to generate one statement for all bill types being billed to same customer.	H	Y		Accounts Receivable	
102	Ability to support late notice statement processing with "configurable" language based on the aging results.	H	Y		Accounts Receivable	
103	Ability to print statements with zero balances if there was any activity for the month	H	Y		Accounts Receivable	
104	Ability to print statement with zero balances on request if there was no activity for the month	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
107	Ability to identify on an unpaid invoice on the customer record, if an item is "in Collections".	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
109	Ability to identify on an invoice on the customer record, if an item is being disputed.	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
111	Want ability to flag debt for write off once it reaches the timeframe indicated in City policy.	H	Y		Accounts Receivable	
112	Ability to flag notes to be forgiven after a certain number of years.	H	Y		Accounts Receivable	
113	Ability to attach documents	H	T		MHC	
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	Y		Accounts Receivable	
115	System must provide the ability to compile delinquent receivables for:	-			Accounts Receivable and Billing	
116	Transfer/export to a collection agency	H	Y		Accounts Receivable	
117	Write-off the balance	H	Y		Accounts Receivable	
118	Adjustment of the balance	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	

**Priority**

H - High | M - Medium | L - Low

142 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

4.19 - Miscellaneous Billing and Accounts Receivable				Accounts Receivable and Billing		
Objective: To provide for fully integrated billing, collection and tracking of all receivables.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
120	Ability to generate notices for mailing to customers resulting from NSF checks that includes a returned check fee.	H	Y		Accounts Receivable	
121	Ability to record invoices as deferred revenue.	H	Y		Accounts Receivable	
122	Ability to calculate reserves (allowances) for uncollectibles.	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
124	Ability to create an amortization schedule on these for the duration of a lease	H	N		Accounts Receivable and Billing	
125	Ability to apply price index increase to leases.	H	N		Accounts Receivable and Billing	
126	Ability to separate types of customers and individual accounts in order to have varied aging, late payment charges, and interest calculations.	M	Y		Accounts Receivable	
127	Ability to have the option of not recording revenues immediately.	M	Y		Accounts Receivable	I don't quite understand
128	Interfaces / Integration					
129	Ability to integrate to a Point Of Sale (POS) system.	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
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			
132	System allows for the import of electronic payment files from various sources (bank, credit card merchants, etc.)	H	Y		Accounts Receivable	
133	Ability to automatically match incoming cash receipts to corresponding billing/invoice.	H	Y		Accounts Receivable	
134	Ability to override automatic matching for incoming cash receipts in order to split the application of payments to multiple invoices.	H	Y		Accounts Receivable	
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	Y		Accounts Receivable	
136	Ability to track and record income from court cases/fines by case and day received.	M	Y		Cash Management	
137	Ability to provide for sidewalk repair billing using an amortized billing schedule.	H	N			
138	Ability to record collections from the Prosecutor's Office.	M	Y		Accounts Receivable	
139	Reporting					
140	Ability to pull reports on any user defined and general customer information fields.	H	Y		Accounts Receivable	
141	Ability to create and save report variants.	H	Y		Accounts Receivable	
142	Ability to report based on user defined period-to-date; summary or detail.	H	Y		Accounts Receivable	

**Priority**

H - High | M - Medium | L - Low

143 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Miscellaneous Billing and Accounts Receivable*

4.19 - Miscellaneous Billing and Accounts Receivable				Accounts Receivable and Billing		
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	Y		Accounts Receivable	Third party being limited to PDF, CSV file, html file, which is all standard. If the thought is to export reports to other third party software, it will be a customization.
144	Ability to create A/R reports for user selected GL accounts	H	Y		Accounts Receivable	

**Priority**

H - High | M - Medium | L - Low

144 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

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				Infor Payroll		
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	Y		Infor Payroll	
3	System has the ability to flag employees that are not eligible for the Affordable care act	H	Y		Infor Payroll	Infor delivers retro pay functionality.
4	Ability to automatically recalculate payroll in current period based on the updates to the employee records in prior periods.	H	Y		Infor Payroll	
5	Payroll system should be date driven (start date, end date, etc.) for future flexibility (changes in rates, wage types, calculations, etc.)	H	Y		Infor Payroll	
6	Ability to pre-populate start date (prior to the start of the payroll period that the start date falls in).	H	Y		Infor Payroll	
7	Ability for system to calculate payroll for mid pay period personnel actions.	H	Y		Infor Payroll	
8	Ability to prorate employee pay calculation based on FTE.	H	Y		Infor Payroll	
9	System provides all mandated State and Federal payroll reports, and includes updates with the standard software maintenance agreement.	H	Y		Infor Payroll	
10	Ability to restrict access to Payroll/Personnel system according to specific end user roles.	H	Y		Infor Payroll	
11	Ability to perform supplemental payroll processing to support tax reporting requirements and perform year-end processing and quarterly tax adjustments.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
13	Ability to adjust all accumulated totals that are affected by an adjustment (e.g., FICA-subject wages, taxes, and retirement).	H	Y		Infor Payroll	
14	Ability to match every payment and adjustment with the pay period where the adjustment applies.	H	Y		Infor Payroll	
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	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

145 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
16	Ability to change position, pay rate, wages, deductions, and job class mid-pay cycle.	H	Y		Infor Payroll	
17	Ability to generate multiple checks for an employee within a single pay cycle.	H	Y		Infor Payroll	
18	Ability to provide extensive audit trails of payroll transactions.	H	Y		Infor Payroll	
19	Ability to pay employees with hourly rate and biweekly salary in same payroll cycle.	H	Y		Infor Payroll	
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			Payroll, AP, GL (Financials) are a single database. GHR is interfaced with Payroll. Infor delivers all integration. Updates can be as immediate as desired.
21	Ability to maintain salary information for terminated employees for a user-defined time interval.	H	Y		Infor Payroll	
22	Ability to reconcile COBRA payments made with eligibility records in HR.	M	Y		Infor Payroll	
23	Ability to provide multiple loans to employees and inquire and report on the loan and any payments made against those loans	M	Y		Infor Payroll	Loans can be set up as declining balance deductions or as future dated negative time records to offset future earnings.
24	Ability to automate deductions for payment plans (employee overpayments and buybacks) and report on the amounts outstanding.	H	Y		Infor Payroll	
25	Ability to automatically stop deductions when employee overpayments are fully re-paid.	H	Y		Infor Payroll	
26	Ability to have multiple deductions for different payment plans for one employee.	H	Y		Infor Payroll	
27	Ability to account for taxability of deductions based on taxability of overpayments.	H	Y		Infor Payroll	
28	Ability to view/print a report to document deductions not taken even though scheduled.	H	Y		Infor Payroll	
29	Ability to calculate and pay longevity on each eligible employee's regular pay	H	Y		Infor Payroll	
30	Ability to recognize if longevity pay is affected by retroactive pay, and adjust longevity pay accordingly.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
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	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

146 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
33	Ability to have a report showing whether a deduction is not being collected from an employee.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
35	Ability to send appropriate electronic notifications to HR/Payroll Personnel when important payroll functions have occurred (checks printed, etc.)	L	Y		Infor Payroll	Such notifications would be delivered using Infor Process Automation.
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	Y		Infor Payroll. Employee Self-Service	
37	Ability for employee to donate leave to catastrophic leave and/or individual	H	Y		Infor Payroll	
38	Ability to calculate an hourly rate for sick/vacation donation.	H	Y		Infor Payroll	
39	Ability to return donated hours from catastrophic leave to the person who donated them if they are not used.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
41	Ability to set up a workflow to request/manage travel reimbursement requests.	H	N		Infor Expense Management	Infor offers this functionality through Expense Management-Travel Plans which is not included in this proposal.
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	Y		Infor Payroll	
44	Ability to classify an employee as Medicare only, both Social Security and Medicare or exempt from both Social Security and Medicare.	H	Y		Infor Payroll	
45	System must provide the ability to safeguard against using duplicate Social Security Numbers.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
47	Ability to display employee information without displaying the SSN.	H	Y		Infor Payroll	
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	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

147 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll				Infor Payroll		
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
49	Ability to start current employees or perform promotions and cost-of-living-adjustments (COLAs) in the middle of a pay period.	H	Y		Infor Payroll	
50	Ability to assign a COLA to a group.	H	Y		Infor Payroll	
51	Ability to effective date in the future for off-boarding employees.	H	Y		Infor Payroll	Transactions are effective dated and trigger events accordingly.
52	Ability to terminate an employee at any point in the pay period.	H	Y		Infor Payroll	
53	Ability to maintain payout leave balances after a person leaves the City to be reinstated if the person returns to the City.	M	Y		Infor Payroll	
54	Deductions and Contributions					
55	Ability to track and query the following information:	-				
56	Basic and additional life insurance (i.e. supplemental, double-supplemental, dependent)	H	Y		Infor Payroll	
57	Charitable contributions	H	Y		Infor Payroll	
58	Child Support payments	H	Y		Infor Payroll	
59	Credit union (or other banking facility)	H	Y		Infor Payroll	
60	Deductions for liabilities (i.e. Pension Obligation Bond, Retiree Health)	H	Y		Infor Payroll	
61	Deductions with a future effective date(s)	H	Y		Infor Payroll	
62	Deferred compensation (457)	H	Y		Infor Payroll	
63	Dependent coverage (single +1, family)	H	Y		Infor Payroll	
64	Eligibility	H	Y		Infor Payroll	
65	Federal, state, FICA, Medicare taxes	H	Y		Infor Payroll	
66	Flexible spending/cafeteria plan (health and dependent care)	H	Y		Infor Payroll	
67	Multiple Garnishment Types including:	-				
68	Child Support	H	Y		Infor Payroll	
69	Federal/State Levies	H	Y		Infor Payroll	
70	Creditor	H	Y		Infor Payroll	
71	Bankruptcy	H	Y		Infor Payroll	
72	Other user defined	H	Y		Infor Payroll	
73	Multiple garnishment types as defined above applied across multiple states (i.e. Child Support)	H	Y		Infor Payroll	
74	Long-term disability insurance	H	Y		Infor Payroll	
75	Multiple Insurance plans	H	Y		Infor Payroll	
76	State disability insurance (SDI)	H	Y		Infor Payroll	
77	Old-Age, Survivors, and Disability Insurance (OASDI)	H	Y		Infor Payroll	
78	Workers compensation	H	Y		Infor Payroll	
79	Uniquely identified deductions for an employee or group of employees	H	Y		Infor Payroll	
80	Unlimited number of deductions	H	Y		Infor Payroll	
81	Ability to specify, by pay/deduction code:	-				
82	Which codes apply to which employees.	H	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

148 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll				Infor Payroll		
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
83	Which are for retroactive pays.	H	Y		Infor Payroll	
84	Which deductions apply by pay period and employee/bargaining group.	H	Y		Infor Payroll	
85	Deductions with begin and stop dates for such items as:	-				
86	Recurring deductions	H	Y		Infor Payroll	
87	Minimum/maximum percentage of earnings amount	H	Y		Infor Payroll	
88	Minimum/maximum fixed dollar value	H	Y		Infor Payroll	
89	Priority	H	Y		Infor Payroll	
90	Frequency for withholding	H	Y		Infor Payroll	
91	Ability to establish multiple deferred compensation (457) matching rules, allowing for match based on employee contribution level	H	Y		Infor Payroll	
92	Ability to allow for leave without pay with the ability to continue employer paid deductions (FMLA, Injury Pay - Safety).	H	Y		Infor Payroll	
93	Ability to have on-line real-time update capability of the deduction table.	H	Y		Infor Payroll	
94	Ability to provide mass update capabilities on payroll tables.	H	Y		Infor Payroll	
95	Ability to set-up arrears rules by deduction type.	H	Y		Infor Payroll	
96	Ability to allow the selection of the method of computing employee and employer contribution amounts based on the following:	-				
97	Flat dollar amount	H	Y		Infor Payroll	
98	Percentage of the total contribution amount	H	Y		Infor Payroll	
99	Amount per hour worked	H	Y		Infor Payroll	
100	Formula	H	Y		Infor Payroll	
101	Percent of earnings	H	Y		Infor Payroll	
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	Y		Infor Payroll	
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	Y		Infor Payroll	Deductions can be set up as required based on a number of data elements: process level, location, work city, job code, union, pay frequency, salary class, employee status, exempt or non-exempt. Additionally, deductions can be assigned to one of nine different pay cycles.
104	Ability to determine if earnings are sufficient to withhold a deduction.	H	Y		Infor Payroll	
105	Ability to accumulate totals per employee deduction for the following employee and employer contribution amounts:	-				
106	Current period wage period	H	Y		Infor Payroll	
107	Month-to-date	H	Y		Infor Payroll	
108	Quarter-to-date	H	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

149 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll			
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	
109	Year-to-date	H	Y		Infor Payroll		
110	Fiscal-to-date	H	Y		Infor Payroll		
111	Life-to-date	H	Y		Infor Payroll		
112	Ability to process special supplemental deductions.	H	Y		Infor Payroll		
113	Ability to calculate a single ER percentage contribution to pension plans.	H	Y		Infor Payroll		
114	Ability to calculate a multiple ER percentage contribution to pension plans.	H	Y		Infor Payroll		
115	Ability to assign employee retirement contribution rates based on State/City plans.	H	Y		Infor Payroll		
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	Y		Infor Payroll		
117	Ability to do a monthly accumulation of insurance premiums for reconciliation to insurance providers' invoice file. Provide for method of comparison.	H	Y		Infor Payroll		
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	Y		Infor Payroll		
119	Ability to generate automatic G/L journal entry for all deductions each pay period.	H	Y		Infor Payroll		
120	Ability to add unlimited number of user-defined deductions.	H	Y		Infor Payroll		
121	Ability to auto adjust all deductions at termination	H	Y		Infor Payroll	Certain deductions are set up as self-adjusting. For other deductions, depending on the calculation and where in the pay cycle an employee is terminated, a manual adjustment may be needed.	
122	Ability to set up deductions as pre-tax and post-tax	H	Y		Infor Payroll		
123	Ability for the system to automatically select proper taxability based on deduction type (for example Dependent Life should be post-tax).	H	Y		Infor Payroll	Based on the tax type selected for a given deduction the system taxes accordingly and accumulates the appropriate amount for W2 reporting.	
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	Y		Infor Payroll		
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	Y		Infor Payroll		

**Priority**

H - High | M - Medium | L - Low

150 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
127	Ability to enter specific garnishment withholding amounts for an employee for each pay period.	H	Y		Infor Payroll	
128	Ability to record the following information with each garnishment:	-			Infor Payroll	
129	Name and address of the levying party	H	Y		Infor Payroll	
130	Case number	H	Y		Infor Payroll	
131	Garnishment amount	H	Y		Infor Payroll	
132	Balance	H	Y		Infor Payroll	
133	Ability to flag employee when garnishment balance and interest is paid	H	Y		Infor Payroll	Garnishments can be set up with a declining balance. Each pay period a garnishment report or register is created. This report is "searchable" for user-defined criteria. A smart notification can be delivered with this report to alert for \$0 balances. Additionally, this report can be exported to Excel and sorted as desired.
134	Ability to calculate garnishment for extra hire employees	H	Y		Infor Payroll	
135	Ability to generate an individual or combined garnishment check	H	Y		Infor Payroll	
136	Ability to cancel garnishment check and refund with appropriate workflow	H	Y		Infor Payroll	
137	Ability to calculate and deduct garnishment admin fee	H	Y		Infor Payroll	
138	Ability to have garnishment deductions that can be paid out to multiple vendors	H	Y		Infor Payroll	
139	Ability to calculate withholding of specific amount up to a pre-described amount (balance due/maximum deduction amount).	H	Y		Infor Payroll	
140	Ability to calculate withholding at a percentage rate of disposable pay up to a pre-described amount (balance due/maximum deduction amount).	H	Y		Infor Payroll	
141	Ability to establish minimum earnings standards which preempt the deduction from being taken (e.g., 30 X minimum wage exempt from garnishment).	H	Y		Infor Payroll	
142	Ability to track each garnishment independently (to track multiple garnishments per employee).	H	Y		Infor Payroll	
143	Ability to properly calculate multiple garnishments for one employee	H	Y		Infor Payroll	
144	Ability to prioritize garnishments based on State law.	H	Y		Infor Payroll	
145	Ability to update calculations based on most current federal and state regulations.	H	Y		Infor Payroll	
146	Ability to calculate court-ordered medical insurance premiums as garnishment when computing disposable income.	H	Y		Infor Payroll	
147	Earnings					

**Priority**

H - High | M - Medium | L - Low

151 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
148	Ability to accumulate totals per employee earnings type:	-				
149	Current period wage period	H	Y		Infor Payroll	
150	Month-to-date	H	Y		Infor Payroll	
151	Quarter-to-date	H	Y		Infor Payroll	
152	Year-to-date	H	Y		Infor Payroll	
153	Fiscal-to-date	H	Y		Infor Payroll	
154	Life-to-date	M	Y		Infor Payroll	
155	Ability to track and query the following earnings information (MTD, QTD, YTD, FTD):	-				
156	Regular Pay	H	Y		Infor Payroll	
157	Overtime Pay (straight 1.0, 1.5, 2.0, 2.5)	H	Y		Infor Payroll	
158	Catastrophic leave	H	Y		Infor Payroll	
159	Compensation time earned	H	Y		Infor Payroll	
160	Compensation time paid	H	Y		Infor Payroll	
161	Dependent sick leave	H	Y		Infor Payroll	
162	Earnings type subject to FLSA, retirement, FICA, income tax, or Unemployment Insurance	H	Y		Infor Payroll	
163	Education pay	H	Y		Infor Payroll	
164	Family death (funeral) leave	H	Y		Infor Payroll	
165	Family Leave - no pay, comp taken, dependent sick leave, personal holiday, sick leave, vacation, catastrophic leave	H	Y		Infor Payroll	
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	Y		Infor Payroll	
167	Incentive / award paid	H	Y		Infor Payroll	
168	Jury duty	H	Y		Infor Payroll	
169	Lump sum paid leave (vacation, comp time hours, holiday paid, personal leave, floating holiday and banked holidays etc.)	H	Y		Infor Payroll	
170	Military Active Leave	H	Y		Infor Payroll	
171	Modified Duty	H	Y		Infor Payroll	
172	Military Training	H	Y		Infor Payroll	
173	On the job injury pay	H	Y		Infor Payroll	
174	On-call shift by day	H	Y		Infor Payroll	
175	Paid Leave	H	Y		Infor Payroll	
176	Unpaid Leave	H	Y		Infor Payroll	
177	Personal Leave	H	Y		Infor Payroll	
178	Retirement benefit received	H	Y		Infor Payroll	
179	Short term disability	H	Y		Infor Payroll	
180	Status: Permanent, Term, on-call, seasonal, temporary, intermittent	H	Y		Infor Payroll	
181	Step Increase	H	Y		Infor Payroll	
182	Administrative Leave Paid	H	Y		Infor Payroll	

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

**Priority**

H - High | M - Medium | L - Low

152 of 237

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
183	Termination leave payout (vacation, comp time hours, holiday paid, personal leave, floating holiday and banked holidays etc.)	H	Y		Infor Payroll	
184	Training pay/Instructor Pay	H	Y		Infor Payroll	
185	Holidays of all types: Holidays Worked, Banked Holidays, half day Holidays, holiday in lieu etc.	H	Y		Infor Payroll	
186	Temporary Promotion Pay	H	Y		Infor Payroll	
187	Temporary Assignment Pay	H	Y		Infor Payroll	
188	POST Incentive and Severance Pay	H	Y		Infor Payroll	
189	Workers Compensation Pay	H	Y		Infor Payroll	
190	Contractual OT	H	Y		Infor Payroll	
191	OT Double Time	H	Y		Infor Payroll	
192	Bi-lingual Pay Differential	L	Y		Infor Payroll	
193	Assignment Differential	H	Y		Infor Payroll	
194	Shift Differential	H	Y		Infor Payroll	
195	Variable taxing rates and methods (e.g. flat percent or annualized percentage table) for any earnings type	H	Y		Infor Payroll	
196	Ability to identify retirement eligible wages from gross wages.	H	Y		Infor Payroll	
197	Ability to have different base wages for calculating different deductions and earnings (union dues, fringe, etc.)	H	Y		Infor Payroll	
198	Ability to allow an unlimited number of user defined earning types and attributes.	H	Y		Infor Payroll	
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	R		Infor Payroll, Reporting Tools, and Smart Notifications	
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	Y		Infor Payroll	
201	Ability to split pay across multiple locations.	H	Y		Infor Payroll	
202	Ability to split pay across multiple roles.	H	Y		Infor Payroll	
203	Ability to split employee pay and benefits among across multiple organizations departments, cost centers based on fixed percentage or worked hours.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
205	Ability to allow the FLSA calculation to include non-worked hours, such as leave pay.	H	Y		Infor Payroll	

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

153 of 237

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
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	Y		Infor Payroll	
207	Ability to assign the order of benefit deduction paid by fringe.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
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	Y		Infor Payroll	
211	Ability to calculate additional pay for temporary assignments and temporary promotions above employee's current position	H	Y		Infor Payroll	
212	Ability to pay earnings based on following calculations:	-				
213	Flat amount per pay period	H	Y		Infor Payroll	
214	Percent of salary rate (base pay rate)	H	Y		Infor Payroll	
215	Hourly rate	H	Y		Infor Payroll	
216	Bi-weekly salary	H	Y		Infor Payroll	
217	Monthly salary	H	Y		Infor Payroll	
218	Annual salary	H	Y		Infor Payroll	
219	Fixed Amount	H	Y		Infor Payroll	
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	Y		Infor Payroll	
221	Ability to restrict an earnings type to a specified group or groups of employees	H	Y		Infor Payroll	Pay codes may be limited to Job Codes and Process Levels.
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	Y		Infor Payroll	
223	Ability of system to calculate and adjust taxable wages for non-cash fringe benefits (imputed income)	H	Y		Infor Payroll	
224	Group term life premium paid by employer for over 51K coverage should be taxable to employee (imputed income)	H	Y		Infor Payroll	
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	Y		Infor Payroll	
226	Ability for departmental request of supplemental pay (e.g., assignment or military pay) with appropriate workflow.	H	Y		Infor Payroll, Infor Process Automation	
227	Ability to enter expense advances as prepayments and subsequently reduce the amount of the employee expense report	M	Y		Infor Financials	
228	Ability to calculate and pay an employee's other source of compensation:	-				

**Priority**

H - High | M - Medium | L - Low

154 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll				Infor Payroll		
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
229	Allowance (clothing, uniform, etc.)	H	Y		Infor Payroll	
230	Car Allowance	H	Y		Infor Payroll	
231	Lump sum payment for unused leave	H	Y		Infor Payroll	
232	Mileage reimbursement	H	Y		Infor Payroll	
233	Moving expenses	H	Y		Infor Payroll	
234	Other reimbursements and additions to pay	H	Y		Infor Payroll	
235	Prior period adjustments	H	Y		Infor Payroll	
236	Supplemental payments	H	Y		Infor Payroll	
237	One time payment	H	Y		Infor Payroll	
238	Travel reimbursement	H	Y		Infor Payroll	
239	Meal Reimbursement	H	Y		Infor Payroll	
240	Tuition reimbursement	H	Y		Infor Payroll	
241	Stipends ((for participation on Commissions or Boards (Assessment Appeals Board, etc.))	H	Y		Infor Payroll	
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	Y		Infor Payroll	
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	Y		Infor Payroll	
245	Ability to have user defined overtime calculations (ability to calculate overtime and take into consideration call back minimums).	H	Y		Infor Payroll	
246	Ability to identify which additional pays are included in FLSA OT hourly rate calculation.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
248	Ability to calculate overtime hours for different employee groups with different FLSA/work periods.	H	Y		Infor Payroll	
249	Ability to calculate scheduled overtime premium pay: Base Reg Rate X OT hours X .5. (for example Fire, Safety premium pay)	H	Y		Infor Payroll	
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	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

155 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
251	Ability to alert users if OT is entered without OT rules having been met	H	R		Infor Payroll	Such an alert would normally come from the Time and Attendance system prior to being imported into the Payroll system. Infor's Time and Attendance System (Workforce Management) provides such alerts and is not included in this proposal. The payroll system can deliver the desired alert which would be delivered using Infor Reporting tools and Smart Notifications.
252	Ability to alert users if more than scheduled hours of work is entered without OT paid or comp time accrued.	H	Y		Infor Payroll	See above comment. Infor Payroll will deliver an alert if entered hours exceeds standard hours.
253	Ability to pay OT for exempt employees (Safety Fire/Sheriff) within different cycles.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
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	Y		Infor Payroll	
256	Ability to specify earning codes that are overtime eligible.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
258	Shift Differential					
259	Ability to pay shift differential based on percentage of rate or set amount.	H			Infor Payroll	
260	Ability to calculate shift differential by work times coded by employees, according to agreement	H			Infor Payroll	
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			Infor Payroll	
262	Ability to pay shift differential on overtime/comp time at premium overtime rate (e.g., FLSA).	H			Infor Payroll	
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	Y		Infor Payroll	
265	Ability to limit earned comp time to a user specified number of hours by employee group; provide ability to enter exceptions.	H	Y		Infor Payroll	
266	Ability to pay out comp time at any time during the year.	H	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

156 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
267	Ability to auto pay comp time and banked holiday balances at end of fiscal year; must allow exceptions.	H	Y		Infor Payroll	
268	Ability to track comp time when it was earned and use the oldest first .	H	Y		Infor Payroll	
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	Y		Infor Payroll	
270	Ability to apply comp time as either straight time or time and a half.	H	Y		Infor Payroll	
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	Y		Infor Payroll	Certain taxes and deductions are self adjusting. Additionally, Infor delivers a process flow for benefit deductions that looks at the effective date of benefits and compares it with the current pay cycle date. The flow determines the number of weeks/pays in arrears and creates the deductions accordingly. Some deductions depending on the calculation and where in the pay cycle the retro is created, may need to be adjusted manually.
273	Ability to handle pay rule changes due to Union negotiations without custom programming.	H	Y		Infor Payroll	
274	Ability to ensure that a minimum wage is paid before clearing arrears that exceed employee's wages.	H	Y		Infor Payroll	Such functionality is delivered when the garnishment deduction is being calculated according to Federal rules. Other deductions can be prioritized and set according to arrearage rules: all or none, net to zero, etc. There is no delivered functionality to assure that an employee receives the minimum wage. Payroll has the ability to determine which deductions are applied when.
275	Ability to calculate benefits in arrears for new hires	M	Y		Infor Payroll, Infor Process Automation.	Infor delivers a process flow that will compare the effective date of benefits with the current pay cycle date and create deductions for the number of pays in arrears.
276	Ability to pay people in arrears (e.g., due to suspension).	H	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

157 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll			Infor Payroll			
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
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	Y		Infor Payroll	
278	Ability to clear employee claims/overpayments based on taxation (pre tax or post tax claim/payment)	H	Y		Infor Payroll	
279	Ability to track all retro active changes to employee records prior to payroll run.	H	Y		Infor Payroll	
280	Ability to track all retro active changes to employee records after a payroll run.	H	Y		Infor Payroll	
281	Ability to track retro active payment and deductions on the payroll journal and employee pay stub.	H	Y		Infor Payroll	
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	Y		Infor Payroll, Absence Management	
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	Y		Infor Payroll, Absence Management	
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	Y		Infor Payroll, Absence Management	
286	Ability to calculate sick leave payout based on the rate when earned.	H	Y		Infor Payroll, Absence Management	
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	Y		Infor Payroll, Absence Management	
288	Ability to track detailed leave information: type, leave date, hours taken, remarks, start/stop dates.	H	Y		Infor Payroll, Absence Management	
289	Ability to track multiple leaves at the same time - i.e. FMLA, PDL, etc.	H	Y		Infor Payroll, Absence Management	
290	Ability to limit the usage of PTO/vacation, sick leave, and comp time based on employee's accumulated balances, with exceptions allowed.	H	Y		Infor Payroll, Absence Management	
291	Ability to automatically pay out comp time based on established limits per group.	H	Y		Infor Payroll, Absence Management	
292	Ability to have multiple leave types on the same day.	H	Y		Infor Payroll, Absence Management	

**Priority**

H - High | M - Medium | L - Low

158 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll				Infor Payroll		
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
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	Y		Infor Payroll, Absence Management	Infor delivers group functionality. Employees are placed in groups based on user-defined criteria. Groups are used to mass add, update, and delete records. Additionally, groups are used for plan eligibility. Employees dynamically move from one group to another as the underlying criteria changes.
294	Ability to store and retrieve "year-to-date" leave accrued, taken, paid, lost (over max), and forfeited.	H	Y		Infor Payroll, Absence Management	
295	Ability to calculate vacation, sick, and comp payoffs at termination including current period accrual, current period taken, and remaining balance.	H	Y		Infor Payroll, Absence Management	
296	Ability to prohibit PTO and vacation payoffs for terminating probationary employees.	H	Y		Infor Payroll, Absence Management	There are controls at the pay code and the time record generation level to assist in assuring that a terminating probationary employee does not get paid for PTO and vacation. Ultimately, a power user in payroll can effect a payment if desired. A report with an alert to someone in another department can assure that this transaction is monitored.
297	Ability to turn on and off employees accruals based on a predetermined time frame or other specific conditions. (i.e. Catastrophic Leave)	H	Y		Infor Payroll, Absence Management	
298	Ability to create different pay out rules for each different type of leave	H	Y		Infor Payroll, Absence Management	Infor delivers nine payout options. If an organization's policy differs from one of the provided options, the report can be exported to Excel, modified and uploaded into the system for payment.
299	Ability to have different Leave Accrual pay out rules depending upon Bargaining Unit and Fringe Group upon Separation	H	Y		Infor Payroll, Absence Management	See note above.
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	R		Infor Payroll, Absence Management, and Reporting	

**Priority**

H - High | M - Medium | L - Low

159 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
301	Ability to report on variances between scheduled hours versus time entered.	H	Y		Infor Payroll, Reporting Tools, and Smart Notifications	Such information is normally captured in the Time and Attendance system prior to being imported into the Payroll system. Infor's Time and Attendance System (Workforce Management) provides such alerts and is not included in this proposal. The payroll system can deliver the desired alert which would be delivered using Infor Reporting tools and Smart Notifications.
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	M		Infor Payroll, Absence Management, Infor Process Automation	
303	Ability to provide warning notices a few weeks before an employee will lose vacation time.	H	Y		Infor Payroll, Absence Management, Infor Process Automation	
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	Y		Infor Payroll, Absence Management, Infor Process Automation	
305	Ability to track Leave Accruals based upon the number of hours an employee has worked.	H	Y		Infor Payroll, Absence Management	
306	Ability to forecast leave balances including accruals for employees taking an extended absence. (Family leave or worker's comp)	H	R		Infor Payroll, Absence Management	
307	Labor Distribution					
308	Ability to distribute labor costs based on hours worked in each fund.	H	Y		Infor Payroll	
309	Ability to calculate labor costs based on user defined rate. (i.e. weighted vs. actual vs. project)	H	Y		Infor Project Accounting	
310	Ability to distribute labor and fringe costs to different cost centers or GL accounts.	H	Y		Infor Payroll	
311	Ability to track and calculate, on a daily basis, labor cost of projects (FEMA reporting).	H	Y		Infor Project Accounting	Labor cost rates are assigned to project resources in Project Accounting. For daily calculations, the time must be recorded in Project Accounting also.
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			Infor Payroll	

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

160 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
313	Ability to track uncompensated hours for employees by project to gather total hours needed to complete project (i.e. exempt overtime).	M	Y		Infor Payroll	These hours are generally captured at the point of entry in the Time and Attendance System. Infor's Time and Attendance System (Workforce Management) captures such labor metrics and is not include in this proposal. Once the hours are passed to payroll from your Time and Attendance system or entered directly into the payroll system, the information can be viewed in control totals, dashboards, and user-created reports in Payroll and Finance.
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	Y		Infor Payroll	See above comment.
315	Ability to track hours with no cost allocation for projects or initiatives	M	Y		Infor Payroll	
316	Ability to provide cost accounting options for task, location, and project.	H	Y		Project Accounting	
317	Ability to generate internal billing for cost allocation in distributing labor costs for project/grants/departments.	H	Y		Project Accounting	A cost allocation automatically distributes labor costs across departments. An approval process can be incorporated to allow each department to approve costs being allocated/billed to them.
318	Ability to assign and track grant and project costs and work orders for maintenance.	H	Y		Project Accounting	
319	Ability to have a percentage allocation set up for the costs centers	H	Y		Infor Payroll	
320	Ability to accommodate batch splitting for labor distribution during pay periods that cross accounting periods.	H	Y		Infor Payroll	
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	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

161 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
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	Y		Infor Payroll	HR changes can take place during the payroll cycle and will be picked up in the next payroll cycle. If an organization desires no changes to be made during the creation of the payroll file, there is a very short lock out period of fifteen to twenty minutes. Folks are automatically notified of this lock out period via email which is generated using Infor Process Flow when the Gross to Net Calculation begins. Folks are again notified after the Payment Print file is completed.
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	Y		Infor Payroll	
325	Ability to make across the board pay rate changes including and excluding certain pay types as needed	H	Y		Infor Payroll	
326	Ability to run proposed current and future payroll and validate payroll results/paystub	H	Y		Infor Payroll, Infor Budgeting	The current payroll can be run as many times as desired to view the results prior to finalizing payroll. All "what if" scenarios are performed in the Infor Budget Module.
327	Ability to run proposed current and future payroll (e.g. for projections) and validate payroll results and report information	H	Y		Infor Payroll, Infor Budgeting	See above comment.
328	Ability to allow run payroll multiple times before finalizing the payroll for further processing	H	Y		Infor Payroll	
329	Ability to perform end of year payroll postings for pay periods that cross two fiscal years.	H	Y		Infor Payroll	
330	Ability to automate year-end payroll accruals when a pay period crosses a fiscal year.	H	Y		Infor Payroll	
331	Ability to auto-generate year end accruals and reversals.	H	Y		Infor Payroll	
332	Direct Deposit					
333	Ability to include travel reimbursements with payroll (direct deposit when possible), by employee ID.	H	Y		Infor Payroll	
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	Y		Infor Payroll, Infor Financials	
335	Ability to create a file for direct deposit in ACH format for vendors and others as needed.	H	Y		Infor Payroll, Infor Financials	

**Priority**

H - High | M - Medium | L - Low

162 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
336	Ability to create a file for direct deposit in ACH format for employees salary payments.	H	Y		Infor Payroll	
337	Ability to change the format of the bank file when changes are requested from the bank based on authority.	H	Y		Infor Payroll	
338	Ability to have multiple financial institutions per employee designated for direct deposit.	H	Y		Infor Payroll	
339	Ability to allow direct deposit as:	-				
340	Full net amount to one financial institution	H	Y		Infor Payroll	
341	Percentages of the net amount to more than one financial institution/account	H	Y		Infor Payroll	
342	Fixed amounts to more than one financial institution/account	H	Y		Infor Payroll	
343	Ability to direct payments to pay cards and create file to upload to pay card provider.	H	Y		Infor Payroll	
344	Ability to prenote prior to an employee's first pay cycle.	H	Y		Infor Payroll	
345	Ability to override prenote process.	M	Y		Infor Payroll	
346	Ability to accept direct deposit changes directly from bank (e.g., for routing information).	M	Y		Infor Payroll	Infor delivers the ability for files and information from third parties to be uploaded into the system.
347	Ability to email check stubs	H	T		Infor Payroll, MHC	Infor Payroll produces an output file which is used by Infor partner MHC to create of user-defined check and or remittance advice printed on a preprinted form or blank stock. Additionally, MHC provides the ability to post documents to ESS and/or attach a copy to an email. Employees are also provided the ability to opt in or out of electronic documents.
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	Y		Infor Payroll	The direct deposit form has an effective start and stop date. Additionally, using Infor's personalizations, the user can determine which fields display and which are required.

**Priority**

H - High | M - Medium | L - Low

163 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
349	Check Printing					Infor Payroll produces an output file which is used by Infor partner MHC to create of user-defined check and or remittance advice printed on a preprinted form or blank stock. Additionally, MHC provides the ability to post documents to ESS and/or attach a copy to an email. Employees are also provided the ability to opt in or out of electronic documents.
350	Ability to provide computer-generated payroll checks.	H	T		Infor Payroll, MHC	
351	Ability to print check and stub, or earnings statement, on self-mailer check form.	H	T		Infor Payroll, MHC	
352	Ability to print checks in prescribed sequence that can be changed at any time by users.	H	T		Infor Payroll, MHC	
353	Ability to view pay stub/earning statement online on or after the check date	H	T		Infor Payroll, MHC	
354	System must provide flexible processing schedules for the ability to rerun payroll, if needed.	H	Y		Infor Payroll	
355	Ability to restart the check process for the following:	-				
356	One check	H	T		Infor Payroll, MHC	
357	Small group of checks	H	T		Infor Payroll, MHC	
358	Entire check run	H	T		Infor Payroll, MHC	
359	Ability to automatically advance to next paycheck to continue stub printing.	H	T		Infor Payroll, MHC	
360	Ability to record a manual check in the system in case the check was cut outside the payroll processing.	H	Y		Infor Payroll	
361	Ability to have special payroll runs at the same time as a normal payroll run.	H	Y		Infor Payroll	
362	Ability to print and flag multiple checks for each employee in the normal payroll run (i.e. defined based on the payment)	H	Y		Infor Payroll	
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	Y		Infor Payroll	
364	Ability to adjust previously issued payments for the same payroll period	H	Y		Infor Payroll	
365	Ability to print payroll replacement checks.	H	T		Infor Payroll, MHC	
366	Ability to void payroll check or direct deposit and reissue a new check or process a direct deposit for the same payment.	H	Y		Infor Payroll, MHC	

**Priority**

H - High | M - Medium | L - Low

164 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll				Infor Payroll		
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
367	Ability to print single payroll checks for employees even if they are working in multiple positions or funded from multiple funding sources.	H	Y		Infor Payroll, MHC	
368	Ability to issue checks outside of the processing cycle.	H	Y		Infor Payroll	
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	T		Infor Payroll, MHC	
370	Ability to print the name of financial institution on direct deposit advice.	H	T		Infor Payroll, MHC	
371	Ability to support MICR printing	H	T		Infor Payroll, MHC	
372	Ability to support printing the check signature with proper security of the signature.	H	T		Infor Payroll, MHC	
373	<b>Payroll Taxes</b>					Infor partners with BSI to deliver comprehensive and up-to-date tax compliance. BSI tax software is embedded in the Infor Payroll module and transparent to the end user. Updates are delivered by BSI in a timely manner and easy to apply.
374	Ability to automatically update the tax tables (rates and limits) for the following tax categories:	-				There are no tables to update or maintain. All tax compliance is delivered.
375	Federal income tax	H	T		Infor Payroll, BSI	
376	State income tax	L	T		Infor Payroll, BSI	
377	FICA (OASDI and Medicare)	H	T		Infor Payroll, BSI	
378	Earned income credit	H	T		Infor Payroll, BSI	
379	State disability insurance (SDI)	H	T		Infor Payroll, BSI	
380	State Unemployment Tax	L	T		Infor Payroll, BSI	
381	Ability to provide tax tables updates automatically which are in compliance with all applicable tax laws.	H	T		Infor Payroll, BSI	
382	Ability to have an update automatically applied annually or as on needed basis with tax table changes	H	T		Infor Payroll, BSI	
383	Ability to have default taxes withheld using single with zero exemptions as the default.	H	Y		Infor Payroll	
384	Ability to allow any legally allowable number of exemptions (marital status and dependents) for each taxing entity.	H	Y		Infor Payroll	
385	Ability to withhold Federal and State income taxes on the basis of aggregated/supplemental earnings for a pay period.	H	Y		Infor Payroll	
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	Y		Infor Payroll	

**Availability**

Y - Yes | R - Reporting Tool | T - Third Party

M - Modification | F - Future | N - Not Available

**Priority**

H - High | M - Medium | L - Low

165 of 237

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
387	Ability to support and deduct multiple pension types and calculations	H	Y		Infor Payroll	
388	Ability to do a manual FICA (social security and Medicare) add-on to increase wages for non-cash taxable fringe benefits	H	Y		Infor Payroll	
389	Ability to adjust (withhold or refund) employees Federal, State, County, or City withholding taxes by pay period.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
391	Ability to exclude wages withheld for Deferred Compensation Plans and Section 125 Accounts from Federal, State, County, and City income tax withholdings.	H	Y		Infor Payroll	
392	Ability to maintain an employee's OASDI and Medicare contribution total for unlimited prior tax years.	H	Y		Infor Payroll	
393	Ability to automatically and manually adjust (withhold or refund) OASDI and Medicare by employee in the current pay period.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
395	Ability to individually define employee withholdings for social security and Medicare.	H	Y		Infor Payroll	
396	Ability to calculate Earned Income Credit.	M	Y		Infor Payroll	
397	Ability to set IRS Limits on an employee's record for different tax entities.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
400	Ability for Payroll Division to initiate process to void a paycheck	H	M		Infor Payroll	Depending on your business process and where it begins (the Time and Attendance System or Payroll) System, the process can be automated. If initiated in Manager Space, a user created form along with Infor Process Automation will meet this requirement.
401	Ability to have multiple manual checks per pay cycle by employee.	H	Y		Infor Payroll	
402	Ability to have multiple voided checks per pay cycle by employee.	H	Y		Infor Payroll	
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	Y		Infor Payroll	Infor delivers the ability to void and reissue (new number) and replace (same number-overlay).
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	Y		Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

166 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll				Infor Payroll		
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
405	Ability to automatically re-apply deductions from voided checks to subsequent payments.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
408	Ability to specify posting dates for posting payroll transactions.	H	Y		Infor Payroll	
409	Ability to post payroll transaction to multiple funds and cost centers based on employee records (for example, organizational assignments, multiple positions).	H	Y		Infor Payroll	
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	Y		Infor Payroll	
411	Ability to create monthly and annual payroll accrual journal entries.	H	Y		Infor Payroll	
412	Ability to create detail journal entries to allocate labor charges to various cost centers for programmatic labor distribution.	H	Y		Infor Payroll	
413	Ability to select a date for future posting of automated journal entries.	H	Y		Infor Payroll	
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	Y		Infor Payroll	
415	Payroll Calendars					
416	Different calendars for determining (minimum = 99):	-				
417	Family leave	H	Y		Infor Payroll	
418	Multiple FLSA periods (e.g. 7, 14, 24 and 28 day periods)	H	Y		Infor Payroll	
419	Number of work days in the pay period	H	Y		Infor Payroll	
420	Time to be paid and/or days not worked in order to compute gross (exception employees)	H	Y		Infor Payroll	
421	Beginning and ending dates of the pay period	H	Y		Infor Payroll	
422	Holidays for multiple job classes	H	Y		Infor Payroll	
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	Y		Infor Payroll	See above comment. Infor payroll will generate standard time records for various shift patterns and exception time can be , entered using ESS or uploaded.
424	Calendars flexible to identify 1st day back or "in lieu" of holidays	L	Y		Infor Payroll	
425	1/2 day holidays	L	Y		Infor Payroll	
426	Integration and Interfaces					
427	Ability to interface with budget for department, project and fund calculations	H	Y		Infor Payroll, Infor Budget	Infor delivers integration with all Infor modules

**Priority**

H - High | M - Medium | L - Low

167 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll				Infor Payroll		
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
428	Ability to provide interfaces with federal and state tax deposit software.	H	Y		Infor Payroll, Infor Reporting Tools	
429	Ability to interface with bank for positive pay, including pre-note functionality	H	Y		Infor Payroll, Infor Reporting Tools	
430	Ability to interface with Accounts Payable for paying vendors (e.g., third party remittances), eliminating/minimizing need for reconciliations	H	Y		Infor Payroll, Infor Financials	
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	Y		Infor Payroll, Infor Reporting Tools	
432	Ability to interface with payroll check print program	H	Y		Infor Payroll	
433	Ability to interface with department scheduling systems (e.g., police and fire)	H	Y		Infor Payroll, Infor Reporting Tools	
434	Ability to integrate with all ERP modules and Kronos Time and Attendance systems	H	Y		Infor Payroll, Infor Reporting Tools	
435	Reporting					In addition to online inquiry screens and drill around, the entire Infor suite has over 900 delivered reports many with user defined parameters. Excel Add-In queries and Info Browser provide quick and easy ad-hoc reports. Infor Business Intelligence uses Crystal Reports as its core and is ideal for user-created reports. Much of the information in the application is presented in "list view". Lists can be personalized and filtered with conditional logic. Lists can be exported to create reports. Virtually any information in the Infor system is retrievable and a report can be created and exported with the reporting tools delivered.
436	Ability to report on calculated compensated absences showing ending balances in hours and calculated pay.	H	Y		Infor Payroll, Infor Reporting Tools	
437	Ability to view on-line mid-period earnings calculations for termination pay.	H	Y		Infor Payroll, Infor Reporting Tools	
438	Ability to have user designed standard and ad hoc reporting, including detailed exception reporting (e.g., for auditing).	H	Y		Infor Payroll, Infor Reporting Tools	

**Priority**

H - High | M - Medium | L - Low

168 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll				Infor Payroll		
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
439	Ability to view and download all employee data stored in database.	H	Y		Infor Payroll, Infor Reporting Tools	
440	Ability to view payroll data for federal, state, and local government reports.	H	Y		Infor Payroll, Infor Reporting Tools	
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	Y		Infor Payroll, Infor Reporting Tools	
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	R		Infor Payroll, Infor Reporting Tools	
443	Ability to provide reports (paper and on-line) immediately after payroll has run which include but are not limited to the following:	-				
444	Federal, state, and local tax reporting (i.e. pay period to date, quarterly to date and year to date, IRS Form 941)	H	Y		Infor Payroll, Infor Reporting Tools	
445	List of gross wages in excess of user specified amounts	H	R		Infor Payroll, Infor Reporting Tools	
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:	-	R			As stated above, Infor delivers standard reports capturing much of this information if not all. If the delivered report is not in the prescribed format, tools are delivered to quickly create the report in the desired format.
447	Department	H	R		Infor Payroll, Infor Reporting Tools	
448	Each employee in the department, with multiple employees per page	H	R		Infor Payroll, Infor Reporting Tools	
449	Pay period	H	R		Infor Payroll, Infor Reporting Tools	
450	General Leave - all tracked categories	H	R		Infor Payroll, Infor Reporting Tools	
451	Accounts charged	H	R		Infor Payroll, Infor Reporting Tools	
452	Pay rate(s) - for each type of earnings	H	R		Infor Payroll, Infor Reporting Tools	
453	Standard hours	H	R		Infor Payroll, Infor Reporting Tools	
454	Hours worked	H	R		Infor Payroll, Infor Reporting Tools	
455	OT Hours worked	H	R		Infor Payroll, Infor Reporting Tools	

**Priority**

H - High | M - Medium | L - Low

169 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**

*Payroll*

4.20 - Payroll				Infor Payroll		
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
456	Temporary Hours worked for Regular employees	H	R		Infor Payroll, Infor Reporting Tools	
457	Holidays worked	H	R		Infor Payroll, Infor Reporting Tools	
458	Leave accrual balances	H	R		Infor Payroll, Infor Reporting Tools	
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:	-				
460	Internal Revenue Service (for income tax)	H	Y		Infor Payroll, Infor Reporting Tools	
461	State Tax reports (state taxable wages and withholdings, SS#, Medicare, Federal)	L	Y		Infor Payroll, Infor Reporting Tools	
462	State Department of Labor for Unemployment Insurance	H	R		Infor Payroll, Infor Reporting Tools	
463	Other taxing entities	L	R		Infor Payroll, Infor Reporting Tools	
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	R		Infor Payroll, Infor Reporting Tools	
465	Produce a report of audit trail changes made to employees records and identify who made the changes (e.g., for recalculating payroll).	H	R		Infor Payroll, Infor Reporting Tools	
466	Ability to produce a report showing benefits participation by benefit, carrier and, coverage level.	H	Y		Infor Payroll, Infor Reporting Tools	
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	R		Infor Payroll, Infor Reporting Tools	
468	Ability to create Payroll Projection Reports, forecasting payroll amounts by department, fund, etc., through year-end. Compares to budgeted amounts.	H	R		Infor Payroll, Infor Reporting Tools	
469	Ability to report on retroactive pay detail, by pay period	H	Y		Infor Payroll, Infor Reporting Tools	
470	Ability to record and report the actual mileage (i.e. miles) driven by any employee	H	R		Infor Payroll, Infor Reporting Tools	
471	Ability to track all hours and type of hours worked by all types of employees.	H	Y		Infor Payroll, Infor Reporting Tools	
472	Ability to track total compensation by employee by time period	H	Y		Infor Payroll, Infor Reporting Tools	
473	Ability to track all pay and type of pay earned by all types of employees.	H	Y		Infor Payroll, Infor Reporting Tools	

**Priority**

H - High | M - Medium | L - Low

170 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Payroll

4.20 - Payroll				Infor Payroll		
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
474	Ability to assign security by department, groups or any other user defined category to each and all reports.	H	Y		Infor Payroll, Reporting Tools, Infor Security	
475	W-2s and 1099s					
476	Ability to generate a transmittable electronic file for W-2s and 1099s.	H	Y		Infor Payroll	The Infor Payroll, W2 and 1099 programs produce an output file which is used by Infor partner MHC. MHC allows for the creation of user-defined documents such as checks, and the ability to print mandated forms on blank stock. Additionally, MHC provides the ability to post documents to ESS and/or attach a copy to an email. Employees are also provided the ability to opt in or out of electronic documents.
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	T		Infor Payroll, MHC	
478	Ability to maintain the information required to produce W-2's.	H	Y		Infor Payroll	
479	Ability to maintain the information required to produce W-2Cs.	H	Y		Infor Payroll	
480	Ability to produce duplicate W-2 and W-2C forms to replace lost or misplaced forms.	H	T		Infor , MHC	
481	Ability to produce early Forms W-2, forms W-2C, and duplicates on a demand basis.	H	T		Infor , MHC	
482	Ability for employees to download W-2 information into tax software	H	T		Infor , MHC	
483	Ability to generate 1099s and 1099Rs for wages paid after death of employee.	H	T		Infor , MHC	
484	Ability to track poll workers as vendors and generate 1099Ms for poll workers when necessary.	H	T		Infor , MHC	
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	Y		Infor GHR and Infor Payroll	

**Priority**

H - High | M - Medium | L - Low

171 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Project Grant Accounting Management*

**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				Project & Activity Accounting and Grant Management		
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:	-				
3	Jobs / Activities	H	Y		Project and Activity Accounting	
4	Projects	H	Y		Project and Activity Accounting	
5	Sub-Projects	H	Y		Project and Activity Accounting	
6	Grants	H	Y		Grant Management	
7	Ability to create project/grant master file that allows for tracking and reporting, including:	-				Some of these items will be accommodated utilizing the attribute functionality.
8	Department (responsible for the project or grant)	H	Y		Project and Activity Accounting	
9	Alphanumeric project/grant numbers (coding assigned by authorized users to be used to identify grants or projects, including case numbers for example)	H	Y		Project & Activity Accounting and Grant Management	
10	Key dates (Approval date, start date, end date, extension date, date of last draw, final performance report)	H	Y		Project & Activity Accounting and Grant Management	
11	Resolution #	L	Y		Project & Activity Accounting and Grant Management	
12	Grant name (program title)	H	Y		Project & Activity Accounting and Grant Management	
13	Descriptions / Comments	H	Y		Project & Activity Accounting and Grant Management	
14	Funding source(s)/grantors (e.g., who is providing funding for the grant, project, subproject, activities/task) including contact information	H	Y		Project & Activity Accounting and Grant Management	
15	Funding source type (I.e. cash, in-kind)	H	Y		Project & Activity Accounting and Grant Management	
16	Pass-through grant indicator and entity and grant #	H	Y		Project & Activity Accounting and Grant Management	
17	Contract number(s) for projects and grants--could have multiple contracts for each	H	Y		Project & Activity Accounting and Grant Management	

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

172 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Project Grant Accounting Management

4.21 - Project & Grant Accounting Management			Project & Activity Accounting and Grant Management			
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
18	Ordinance or legislative reference number (s) for project or grants - could have multiple ordinances for each including ordinances for extensions	H	Y		Project & Activity Accounting and Grant Management	
19	Catalog of Federal Domestic Assistance (CFDA) or Catalog of State Financial Assistance (CSFA) number, if applicable	H	Y		Project & Activity Accounting and Grant Management	
20	Amendments (dates, dollars, activity being amended) and allows for multiple amendments	H	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
22	Visibility to Detail on contractor (name, contact, address, certifications, Fed ID number, EEO)	H	Y		Project & Activity Accounting and Grant Management	
23	Total grant / project budget amount	H	Y		Project & Activity Accounting and Grant Management	
24	Budget detail per grant, project, subproject, activities/task, objective	H	Y		Project & Activity Accounting and Grant Management	
25	Grant	H	Y		Project & Activity Accounting and Grant Management	
26	Project	H	Y		Project & Activity Accounting and Grant Management	
27	Subproject	H	Y		Project & Activity Accounting and Grant Management	
28	Activity/Task	H	Y		Project & Activity Accounting and Grant Management	
29	Objective	L	Y		Project & Activity Accounting and Grant Management	
30	Grant or project manager assigned with contact information from the Payroll / Personnel module for validation.	H	Y		Project & Activity Accounting and Grant Management	
31	Project / grant type	H	Y		Project & Activity Accounting and Grant Management	
32	Project milestones and phases	H	Y		Project & Activity Accounting and Grant Management	
33	Project milestone and phase start and end dates	H	Y		Project & Activity Accounting and Grant Management	
34	Relevant GL accounts (for revenues and expenditures)	H	Y		Project & Activity Accounting and Grant Management	
35	Retainage requirements	H	Y		Project & Activity Accounting and Grant Management	
36	Accounting basis (e.g. cash vs. accrual)	L	Y		Project & Activity Accounting and Grant Management	
37	Indicator of whether or not there is Grant matching	H	Y		Project & Activity Accounting and Grant Management	

**Priority**

H - High | M - Medium | L - Low

173 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Project Grant Accounting Management

4.21 - Project & Grant Accounting Management				Project & Activity Accounting and Grant Management		
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
38	Multiple other user defined fields	L	Y		Project & Activity Accounting and Grant Management	
39	Track EEOC and Davis/Bacon information	H	Y		Project & Activity Accounting and Grant Management	
40	Minority Contractors	L	Y		Project & Activity Accounting and Grant Management	
41	Date of certification	H	Y		Project & Activity Accounting and Grant Management	
42	Ability to set-up and manage the following types of grants:	-				
43	In-Kind Contribution	H	Y		Project & Activity Accounting and Grant Management	
44	In-Kind Match	H	Y		Project & Activity Accounting and Grant Management	
45	Federal	H	Y		Project & Activity Accounting and Grant Management	
46	State	H	Y		Project & Activity Accounting and Grant Management	
47	Foundation	H	Y		Project & Activity Accounting and Grant Management	
48	Local	H	Y		Project & Activity Accounting and Grant Management	
49	Other user defined grant types	H	Y		Project & Activity Accounting and Grant Management	
50	Ability to track and reconcile expenses incurred for in-kind grants.	H	Y		Project & Activity Accounting and Grant Management	
51	Ability to designate whether or not projects are to be capitalized (construction-in-progress).	L	Y		Project & Activity Accounting and Grant Management	
52	Ability to have multi-level project / grant roll up.	H	Y		Project & Activity Accounting and Grant Management	
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			Project numbering is user-defined but all controls to disallow duplicates exists.
54	Ability to create project / grant cycles that are different than the fiscal year.	H	Y		Project & Activity Accounting and Grant Management	
55	Ability to maintain each grant in an individual fund.	M	Y		Project & Activity Accounting and Grant Management	
56	Ability to set grant specific criteria [e.g., Florida's Consultants' Competitive Negotiation Act (CCNA) requirements] in system.	H	Y		Project & Activity Accounting and Grant Management	Depending on requirements of various grants, some criteria may not be accommodated.
57	Pre-Award Grant Activities					
58	Ability for system to look for grant opportunities	M	N			

**Priority**

H - High | M - Medium | L - Low

174 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Project Grant Accounting Management

4.21 - Project & Grant Accounting Management			Project & Activity Accounting and Grant Management			
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
59	Ability to track grant applications status (e.g., in progress, submitted) and next steps (e.g., due dates).	M	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
61	Workflow can be configured to be dependent upon grant attributes	H	Y		Project & Activity Accounting and Grant Management	
62	Ability to accept grant applications with supporting documentation online.	H	N			
63	Project / Grant Budgeting					
64	Ability to designate/plan funds as multi-year or annually	H	Y		Project & Activity Accounting and Grant Management	
65	Ability to automatically carry over projects balances as well as project set up information between fiscal years, unless flagged as closed.	H	Y		Project & Activity Accounting and Grant Management	
66	Ability to notify designated staff (by grant/project) a defined number of days prior to expiration.	M	Y		Project & Activity Accounting and Grant Management	
67	Ability to assist with contract development by summarizing actual costs incurred for prior similar projects.	M	Y		Project & Activity Accounting and Grant Management	
68	Ability to create a planned budget based on project scope	M	Y		Project & Activity Accounting and Grant Management	
69	Ability to integrate project cost planning with budget planning module	H	Y		Project & Activity Accounting and Grant Management	
70	Ability to enter and maintain time-phased budgets for a project, including multi-year projects.	H	Y		Project & Activity Accounting and Grant Management	
71	Ability to forecast hours/fees required to complete the project based on remaining activities from project budget.	H	N			
72	Ability to support entry and provisioning of project cost estimates prior to approval of the project budget.	H	Y		Project & Activity Accounting and Grant Management	
73	Ability to provide drill down capabilities on budgets, cost estimates, actuals.	H	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
77	A system that has the ability to allow employees to have remote access for logging information when they are in the field.	H	Y		Project & Activity Accounting and Grant Management	

**Priority**

H - High | M - Medium | L - Low

175 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Project Grant Accounting Management*

4.21 - Project & Grant Accounting Management			Project & Activity Accounting and Grant Management			
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	Y		Project & Activity Accounting and Grant Management	
79	Ability to map GL accounts to a grouping to reflect grant sponsor class.	H	Y		Project & Activity Accounting and Grant Management	
80	Ability to track program income for specific grant types	H	Y		Project & Activity Accounting and Grant Management	
81	Ability to designate funds as restricted (e.g., solicitations, donations and contributions)	H	Y		Project & Activity Accounting and Grant Management	
82	Able to track first in first out grants (e.g., HUD, CDBG)	L	Y		Project & Activity Accounting and Grant Management	
83	Ability to have an audit trail (accountability) of correspondences/updates documentation to project managers generated in the system	M	Y		Project & Activity Accounting and Grant Management	
84	Project Costing					
85	The ability to set a cost allocation plans on projects and grants	H	Y		Project & Activity Accounting and Grant Management	
86	Ability for the project / grant accounting module to allow for journal entry of costs	H	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
88	Ability to automatically allocate employee benefit costs to grants based on hours worked or user/grant defined percentages.	H	Y		Project & Activity Accounting and Grant Management	
89	Ability to define specific employee benefit types that can be allocated to each grant.	H	Y		Project & Activity Accounting and Grant Management	
90	Ability to display unencumbered balance and unexpended balance for each project/grant.	H	Y		Project & Activity Accounting and Grant Management	
91	Ability for automatic notification of cost overruns.	H	Y		Project & Activity Accounting and Grant Management	
92	Ability for auto warning/notification when budget is nearly exhausted based on percentage or dollar amount	H	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
94	A system that can calculate and provide reports for indirect rates for staff and overhead.	M	Y		Project & Activity Accounting and Grant Management	
95	Ability to change the allocation formula without affecting prior allocations.	H	Y		Project & Activity Accounting and Grant Management	

**Priority**

H - High | M - Medium | L - Low

176 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Project Grant Accounting Management*

4.21 - Project & Grant Accounting Management				Project & Activity Accounting and Grant Management		
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
96	Grant Tracking					
97	Ability to generate a notification based on effective/expiration dates for fixed term appointments/grant funded positions.	M	Y		Project & Activity Accounting and Grant Management and Infor Process Automation	
98	Ability to generate an asset for grant funded projects.	H	Y		Project & Activity Accounting and Grant Management	
99	Ability to notify designated staff (by grant/project) a defined number of days prior to deadline for grant reporting submission.	M	Y		Project & Activity Accounting and Grant Management and Infor Process Automation	
100	Ability to electronically notify in advance of upcoming key grant completion dates.	M	Y		Project & Activity Accounting and Grant Management and Infor Process Automation	
101	Ability to electronically notify in advance of upcoming grant spending deadlines including final close out.	H	Y		Project & Activity Accounting and Grant Management and Infor Process Automation	
102	Ability to track and report on non-financial performance measures against a grant/project or sub-activity within a grant project.	L	Y		Project & Activity Accounting and Grant Management and Infor Process Automation	
103	Ability to accumulate and report on project / grant personnel costs by person by day.	H	Y		Project & Activity Accounting and Grant Management	
104	Ability to report on basic project grant budget to actual status	H	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
108	Ability to accumulate grant activity costs to a holding area, until the new grant is awarded i.e. pre-award activities	H	Y		Project & Activity Accounting and Grant Management	
109	Ability for authorized users to reclassify the grant coding/reference # after the transactions are posted with detailed audit trail that is reportable.	H	Y		Project & Activity Accounting and Grant Management	
110	Ability to track inventory associated with a grant (pillows, dishes, etc. for housing grants)	M	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	

**Priority**

H - High | M - Medium | L - Low

177 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Project Grant Accounting Management

4.21 – Project & Grant Accounting Management				Project & Activity Accounting and Grant Management		
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
113	Ability to configure a grant reimbursement request workflow.	M	Y		Project & Activity Accounting and Grant Management and Infor Process Automation	
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	Y		Project & Activity Accounting and Grant Management and Infor Process Automation	
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	Y		Project & Activity Accounting and Grant Management	
116	Ability to designate expenditures after end of the grant as non-reimbursable.	H	Y		Project & Activity Accounting and Grant Management	
117	Ability to have automatic set billing for reimbursements in the system	L	Y		Project & Activity Accounting and Grant Management	
118	Project / Grant Close					
119	Ability to inactivate a grant/project.	H	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
121	Ability to hold a grant open after the grant term – to accumulate grant costs & accommodate end of grant corrections and reclassifications.	H	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
124	Ability to Interface a third party Time and Attendance system (e.g. Kronos).	H	Y		Project & Activity Accounting and Grant Management	
125	Ability to attach images / electronic documents to the project or grant record in the master file.	M	Y		Project & Activity Accounting, Grant Management, MHC	
126	The ability to reconcile source data with corresponding interface results	H	Y		Project & Activity Accounting and Grant Management	
127	Ability to provide access to residents to query the amount spent on specific projects/events.	L	N			I think dashboards and reports can be published on the City's website with this information, but to gie the residents access to the system would be a business decision.

**Priority**

H - High | M - Medium | L - Low

178 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Project Grant Accounting Management

4.21 - Project & Grant Accounting Management				Project & Activity Accounting and Grant Management		
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
128	Ability to calculate interest earnings.	L	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
130	Ability to have an automatic system notification that payments are in process (AP)	H	Y		Project & Activity Accounting, Infor Process Automation	
131	Ability to have real-time contract execution by Commissioners, then immediate appropriation of funds to spend	M	Y		Project & Activity Accounting and Grant Management	Those appropriations must be entered into the system and approved, but as long as that's done, yes, spending can happen immediately.
132	Ability to interface with State and Federal grant reporting (e.g., IDIS)	H	Y		Grant Management, ION	
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	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
136	Ability to complete grant reporting requirements in grant specific formats.	M	R		Project & Activity Accounting and Grant Management	Most grants vary in formatting requirements, so in some instances, a report in the proper formatting may need to be built with data that exists in the system.
137	Ability to run a report on grant status based on key words in a narrative.	M	N			I'm not clear on where the grant narrative will be kept. If in a field on the grant record, that's fine. If on a document attached to the grant, that's not standard functionality.
138	Ability to interface with the Fixed Asset and Inventory modules to generate reports on assets and inventory related to grants	H	R		Project & Activity Accounting and Grant Management	
139	Ability to record inventory taken of grant assets and track by date inventoried, item, etc., and to output a report of same.	H	Y		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
141	Ability to provide all requirements as defined by the various federal granting agencies.	H	Y		Project & Activity Accounting and Grant Management	
142	Ability to generate analyses for (including but not limited to) variances and percent completion:	L	Y		Project & Activity Accounting and Grant Management	

**Priority**

H - High | M - Medium | L - Low

179 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Project Grant Accounting Management*

4.21 - Project & Grant Accounting Management			Project & Activity Accounting and Grant Management			
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
143	Ability to prepare projects in progress reporting, including fiscal performance.	L	R		Project & Activity Accounting and Grant Management	
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	Y		Project & Activity Accounting and Grant Management	
145	System provides project and grant status reports for project and grant managers to track status and progress	H	Y		Project & Activity Accounting and Grant Management	
146	Projects are identified as: (could be more than one)	-				
147	Capital projects	H	Y		Project & Activity Accounting and Grant Management	
148	Operating projects	H	Y		Project & Activity Accounting and Grant Management	
149	Special projects	H	Y		Project & Activity Accounting and Grant Management	
150	Special District Projects	H	Y		Project & Activity Accounting and Grant Management	
151	Maintenance projects	H	Y		Project & Activity Accounting and Grant Management	
152	Bond project	H	Y		Project & Activity Accounting and Grant Management	
153	Other user defined project types	H	Y		Project & Activity Accounting and Grant Management	
154	Query projects by:	-				
155	Budget	H	Y		Project & Activity Accounting and Grant Management	
156	Schedule (5-Year, 10-Year, 20-Year)	M	Y		Project & Activity Accounting and Grant Management	
157	Type	H	Y		Project & Activity Accounting and Grant Management	
158	Funding Sources	H	Y		Project & Activity Accounting and Grant Management	
159	Sponsor	H	Y		Project & Activity Accounting and Grant Management	
160	Prioritization	L	Y		Project & Activity Accounting and Grant Management	
161	Allows for Approval Routings of Documents	H	Y		Project & Activity Accounting and Grant Management	
162	Maintains the following general financial project information:	-				
163	Status: Fully funded, partially funded, non-funded	H	Y		Project & Activity Accounting and Grant Management	
164	Project budget	H	Y		Project & Activity Accounting and Grant Management	

**Priority**

H - High | M - Medium | L - Low

180 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Project Grant Accounting Management*

4.21 - Project & Grant Accounting Management				Project & Activity Accounting and Grant Management		
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
165	Encumbrances	H	Y		Project & Activity Accounting and Grant Management	
166	Expenditures	H	Y		Project & Activity Accounting and Grant Management	
167	Balance sheet accounts (example: receivables, retainage)	M	Y		Project & Activity Accounting and Grant Management	
168	Revenues	H	Y		Project & Activity Accounting and Grant Management	
169	Funding Sources (multiple funding sources for each project)	H	Y		Project & Activity Accounting and Grant Management	
170	Penalties	L	Y		Project & Activity Accounting and Grant Management	
171	Amendments/Change orders	M	Y		Project & Activity Accounting and Grant Management	
172	Reimbursement Resolutions	M	Y		Project & Activity Accounting and Grant Management	
173	Tracks the following dates:	-				
174	Planned Project start date	H	Y		Project & Activity Accounting and Grant Management	
175	Actual project start date	H	Y		Project & Activity Accounting and Grant Management	
176	Start date for phase (for determining eligible expenditures)	H	Y		Project & Activity Accounting and Grant Management	
177	End date for phase (for determining eligible expenditures)	H	Y		Project & Activity Accounting and Grant Management	
178	Planned project completion date	H	Y		Project & Activity Accounting and Grant Management	
179	Actual project completion date	H	Y		Project & Activity Accounting and Grant Management	
180	Substantial completion date	H	Y		Project & Activity Accounting and Grant Management	
181	Other key dates and completion for milestones	L	Y		Project & Activity Accounting and Grant Management	
182	Projects are linked to:	-				
183	Fixed Assets	H	Y		Project & Activity Accounting and Grant Management	
184	Grants	H	Y		Project & Activity Accounting and Grant Management	
185	Contracts/ Purchasing Module	H	Y		Project & Activity Accounting and Grant Management	
186	Other projects	H	Y		Project & Activity Accounting and Grant Management	

**Priority**

H - High | M - Medium | L - Low

181 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Project Grant Accounting Management*

4.21 - Project & Grant Accounting Management				Project & Activity Accounting and Grant Management		
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
187	Projects and project phases have the following status:	-				
188	Active	H	Y		Project & Activity Accounting and Grant Management	
189	Inactive	H	Y		Project & Activity Accounting and Grant Management	
190	Pending (Cannot post financial transactions)	H	Y		Project & Activity Accounting and Grant Management	
191	Closed (Cannot post financial transactions)	H	Y		Project & Activity Accounting and Grant Management	
192	Other user defined phases	L	Y		Project & Activity Accounting and Grant Management	
193	Projects can track the following:	-				
194	Scope	H	Y		Project & Activity Accounting and Grant Management	
195	Changes in Scope	H	Y		Project & Activity Accounting and Grant Management	
196	Approvals of Changes in Scope	H	Y		Project & Activity Accounting and Grant Management	
197	Variances	H	Y		Project & Activity Accounting and Grant Management	
198	Percent Complete	H	Y		Project & Activity Accounting and Grant Management	
199	Expenditures (from purchasing module)	H	Y		Project & Activity Accounting and Grant Management	
200	Direct payments (not through purchasing)	H	Y		Project & Activity Accounting and Grant Management	
201	Hours for Project (direct hours) - from time and attendance module	H	Y		Project & Activity Accounting and Grant Management	
202	Salary Costs (direct costs)	H	Y		Project & Activity Accounting and Grant Management	
203	Overhead costs (indirect costs) with ability to manually override overhead Allocation	H	Y		Project & Activity Accounting and Grant Management	
204	In kind matches	H	Y		Project & Activity Accounting and Grant Management	
205	Revenues	H	Y		Project & Activity Accounting and Grant Management	
206	Equipment costs	H	Y		Project & Activity Accounting and Grant Management	
207	Material costs and quantities	H	Y		Project & Activity Accounting and Grant Management	
208	Supplies from inventory	H	Y		Project & Activity Accounting and Grant Management	

**Priority**

H - High | M - Medium | L - Low

182 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Project Grant Accounting Management

21 - Project & Grant Accounting Management				Project & Activity Accounting and Grant Management		
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
209	Contractor costs/professional services	H	Y		Project & Activity Accounting and Grant Management	
210	System will allocate the cost of projects by business rules (example: matching funds, identify eligible expenses to revenues)	L	Y		Project & Activity Accounting and Grant Management	
211	Updates the following types of accounts during a close:	-				
212	Capital Assets	H	Y		Project & Activity Accounting and Grant Management	
213	Expenditures	M	Y		Project & Activity Accounting and Grant Management	
214	Revenues	M	Y		Project & Activity Accounting and Grant Management	
215	Expenditures for capital project can be identified as capitalized expenses	H	Y		Project & Activity Accounting and Grant Management	
216	System will separate one project into multiple categories when added to fixed assets.	H	Y		Project & Activity Accounting and Grant Management	I understand this requirement to ask if a single project can have multiple assets that it creates once capitalization occurs.
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	Y		Project & Activity Accounting and Grant Management	
218	Ability to associate a new project to an existing asset in the fixed assets module	M	Y		Project & Activity Accounting and Grant Management	
219	Transfers construction-in-progress accounts to fixed asset accounts at project close or completion	H	Y		Project & Activity Accounting and Grant Management	
220	System allows creation of asset before project close	H	Y		Project & Activity Accounting and Grant Management	
221	One project can be converted into multiple assets	H	Y		Project & Activity Accounting and Grant Management	
222	System allows users to determine what costs should be capitalized	H	Y		Project & Activity Accounting and Grant Management	
223	Ability to attach and drill down to budget approval documents.	M	Y		Project & Activity Accounting and Grant Management	
224	Provide terms and types of funding sources expense reimbursement, loan, etc.	H	Y		Project & Activity Accounting and Grant Management	

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

183 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

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				Infor Supply Chain Management		
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, Inventory Management, including third party software such as NIGP Codes, and Bid Management, as applicable	H	Y		Infor Supply Chain Management	Infor delivers integration with all of the related applications within Infor Financial Management. The delivered Technology Foundation and tools can be used to integrate with third-party applications.
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	Y		Infor Supply Chain Management	
4	Provide on-going on-line system technical support (help function, tutorial, webinar training).	M	Y		Infor Supply Chain Management	
5	Allows each department to initiate the procurement process through requisition entry into the financial system.	H	Y		Infor Supply Chain Management	
6	Ability to drill down to all supporting documents included in and related to the procurement transaction (from requisition to invoice/payment issuance).	H	Y		Infor Supply Chain Management	
7	Ability to follow assets from cradle to grave.	H	Y		Infor Supply Chain Management, Infor Financial Management - Asset Management	
8	Ability to support vendor EDI capabilities (ability to interact with vendors on-line, place orders, receive invoices and make payments electronically)	M	Y		Infor EDI for Supply Chain Management	
9	Ability to electronically generate and maintain annual, blanket, and standard purchase orders transactions using an on-line requisitioning system for all procurements.	H	Y		Infor Procurement - Purchase Order	
10	Ability to look up the real-time status of procurements including requisition and purchase orders.	H	Y		Infor Procurement - Purchase Order	
11	The interface must be user-friendly and contain similar form layouts with simple screen details.	H	Y		Infor Supply Chain Management	

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

184 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
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	Y		Infor Supply Chain Management	
13	Ability to default the Shipping address (with multiple locations) on purchase orders based on the user that is requesting the goods / services.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Supply Chain Management	
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	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
16	Ability to designate a purchase or contract as a standard purchase order, single blanket order, or multiple blanket orders.	H	Y		Infor Procurement - Purchase Order, Contract Management	
17	Ability to validate the following information upon data entry to ensure data integrity and internal control, such as:	-				
18	General Ledger Account Code	H	Y		Infor Procurement - Purchase Order	
19	Requisition number	H	Y		Infor Procurement - Purchase Order	
20	Vendor number	H	Y		Infor Procurement - Purchase Order	
21	Minimum order	M	Y		Infor Procurement - Purchase Order	
22	Maximum order	H	Y		Infor Procurement - Purchase Order	
23	Commodity code (NIGP)	H	Y		Infor Procurement - Purchase Order	
24	Ability to suspend further processing if the budget at the entry coding level is exceeded when entering a requisition.	H	Y		Infor Procurement - Purchase Order	
25	Ability to generate customized e-mails for automated distribution (internal and external customers/vendors)	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
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	Y		Infor Financial Management - Accounts Payable	
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	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
28	Ability to have a wizard to guide staff through procurement process	M	N			Infor applications provide field sensitive help and on-line manuals to assist in data entry

**Priority**

H - High | M - Medium | L - Low

185 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
29	<b>Vendor File and History</b>					
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	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
31	Ability to place a vendor "on hold", restricting payments or PO's from being issued.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
32	Ability to allow buyers to override either user-specified or system-generated vendors and prices.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order	
34	Ability to alpha search on partial name information and then select from a list of the closest matches.	H	Y		Infor Procurement - Purchase Order	
35	Ability to have a single vendor file accessed from the Accounts Payable, procurement and Inventory modules (including 1099 and W-9 information).	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
36	Ability to change 1099 status without losing prior history	H	Y		Infor Financial Management - Accounts Payable	
37	Ability to have a free text area where comments about a vendor may be attached to the vendor file record.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
38	Ability to allow for multi-site delivery address.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
39	Ability to allow both "order from" and "remit to" vendor address with option of electronic remittance.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
40	Ability to associate multiple vendors' remit addresses with a single umbrella vendor entry (parent/child relationship).	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
41	Ability to enter vendor number or name and have the system complete address, delivery, terms, etc. information from the vendor master file.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

186 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
42	Ability to track by vendor purchases by user defined start and end date or time periods.	H	Y		Infor Procurement - Purchase Order	
43	Ability to identify vendors who do not meet government or state regulations (i.e. Debarment, OSHA, EEO).	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
44	Ability to change vendor if an error has been made prior to printing of the purchase order.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
46	Ability to accumulate vendor and bidder performance statistics for all vendors, such as:	-				
47	Condition of goods/quality of	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
48	Number/Amount of Price Increases	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
49	Number of Out-of-Stocks (Backorders)	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
50	Number of Late Deliveries (Backorders)	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
51	Number of Returns	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
52	Number of Bids Submitted	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
53	Number of Bids Awarded	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
54	Dollar Amount of Bids	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
55	Invoicing accuracy	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
56	Comments on Performance	M	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
57	Ability to create, maintain, and search comprehensive centralized active and inactive vendor master files with the following information:	-				
58	Name(s) and Address(es) (e.g., order from/pay to), including DBA;s	H	Y		Infor Procurement - Purchase Order	
59	DBA	H	Y		Infor Procurement - Purchase Order	
60	Validate vendor Tax ID to avoid duplicate vendor files for the same Tax ID	H	Y		Infor Procurement - Purchase Order	
61	Previous Name (open text)	H	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

187 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
62	Multiple (2+) Contact Names	H	Y		Infor Procurement - Purchase Order	
63	Phone Number(s)	H	Y		Infor Procurement - Purchase Order	
64	FAX Number(s)	H	Y		Infor Procurement - Purchase Order	
65	Email Addresses	H	Y		Infor Procurement - Purchase Order	
66	License Type (Permit, registration, Contractor, Professional)	H	Y		Infor Procurement - Purchase Order	
67	License Number	H	Y		Infor Procurement - Purchase Order	
68	Independent Contractor (yes/no)	M	Y		Infor Procurement - Purchase Order	
69	Date of Last Purchase and Commodity Codes of Products Purchased	H	Y		Infor Procurement - Purchase Order	
70	Amount of Last Purchase	H	Y		Infor Procurement - Purchase Order	
71	Amount of Sales Tax	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order	
73	Ownership Status (MBE, WBE, DBE, Small Business, Local Preference and PCC)	L	Y		Infor Procurement - Purchase Order	
74	Tax Status (exempt or non-exempt)	L	Y		Infor Procurement - Purchase Order	
75	Ownership Type (Sole Proprietor Non-profit, Corp, Partnership, etc.)	H	Y		Infor Procurement - Purchase Order	
76	Open Purchase Order Number and Amounts	H	Y		Infor Procurement - Purchase Order	
77	Open Invoice Numbers and Amounts	H	Y		Infor Procurement - Purchase Order	
78	Tax ID Number	H	Y		Infor Procurement - Purchase Order	
79	Products Offered, Description and NIGP codes	H	Y		Infor Procurement - Purchase Order	
80	Last Quoted Price	H	Y		Infor Procurement - Purchase Order	
81	Last Quoted Shipping Date	H	Y		Infor Procurement - Purchase Order	
82	User-Determined Comments	H	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

188 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
83	Vendor Number	H	Y		Infor Procurement - Purchase Order	
84	Terms Code (Payment i.e. 2%-net 10 net 30 days and Shipment, FOB-Destination)	H	Y		Infor Procurement - Purchase Order	
85	Bid Documents(s) References(s)	H	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
86	Purchase History File (dates, quantity, products, purchase order numbers, vendor payments, trade-ins and discounts) for Current and Prior year(s)	H	Y		Infor Procurement - Purchase Order	
87	1099 Code	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
88	Website DUNS # (if available)	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
89	Comments (As necessary)	H	Y		Infor Procurement - Purchase Order	
90	Ability to generate a notification if a vendor changes its Tax ID. (Notify AP Staff)	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
91	Ability to purge historical (inactive) and one-time vendors. (Per records retention policy)	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
92	Ability to classify vendors as confidential per business rules	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
93	Ability to detect and prevent duplicate vendor files i.e. similar names, same Tax ID, same address, etc..)	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
94	Ability to prevent vendor maintenance from affecting the vendor information on historical transactions. This can be overridden with the proper security access	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
95	Ability to track acceptable payment type in the vendor file (e.g. p-card, e-payables, CPS, etc.)	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
96	Receiving					
97	Ability to flag or prohibit the following with the ability of authorized users to override:	-				

**Priority**

H - High | M - Medium | L - Low

189 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing			Infor Supply Chain Management			
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
98	The receiving date from being earlier than the requisition date	L	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
99	The unit price from being greater than the unit price approved on the purchase order	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
100	Where the total invoice amount/shipment amount is greater than the approved purchase order amount, the quantity received from being greater than the quantity approved on the purchase order/contract.	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
101	Ability to specify "Receive All Lines" in order to speed data entry.	H	Y		Infor Procurement - Purchase Order	
102	Ability to partially receive items	H	Y		Infor Procurement - Purchase Order	
103	Ability to input receipt of items based on the quantity of items or dollar amount received	H	Y		Infor Procurement - Purchase Order	
104	Receiver or other authorized user has option on partial receipt to close remaining amount of purchase order.	H	Y		Infor Procurement - Purchase Order	
105	Ability to distinguish between quantity or services received	H	Y		Infor Procurement - Purchase Order	
106	System ability to distinguish between low value assets and fixed assets.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Asset Management	
107	System requires receiver of fixed assets to enter ID, serial number, description and physical location	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
108	Fixed asset records flows from requisitioner, purchase order, receiver to finance	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Asset Management	
109	Receiver can record quantities received in excess of quantity ordered.	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
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	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
111	Ability to automatically generate an annual surplus property disposal list	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
112	Ability to code surplus property disposal list for disposition method, i.e. salvage, auction, donation, trade-in, recycle externally, or agency repurpose.	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
113	Ability to do a receiving adjustments, Return adjustment and cancel remaining items	H	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

190 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
114	Ability to allow for the recording of goods returned to the vendor.	H	Y		Infor Procurement - Purchase Order	
115	<b>Requisition Processing</b>					
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	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
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	Y		Infor Procurement - Purchase Order	
118	Ability to classify the Document Type as follows:	-				
119	Regular/Standard Purchase Order	H	Y		Infor Procurement - Purchase Order	
120	Blanket Purchase Order (Encumbered or Non-Encumbered)	H	Y		Infor Procurement - Purchase Order	
121	Confirming Purchasing Order	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order, Infor Project Accounting, Infor Technology Foundation	
123	Ability to flag and alert requisitioner if ADA Sec 508 compliance documentation is required.	L	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
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	Y		Infor Procurement - Purchase Order, Infor Financial Management - Asset Management	
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	Y		Infor Procurement - Purchase Order, Infor Financial Management - Asset Management	
126	Ability to save place on hold a un-issued requisition with requisition partial details, without routing for approval.	H	Y		Infor Procurement - Purchase Order	
127	Ability to require requisitions Document Type "Sole/Single Source" to include requisite justification documentation	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
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	Y		Infor Procurement - Purchase Order, Strategic Sourcing	
129	Ability to link data to identify a requisition with associated Buyer, PO, Vendor, etc.	H	Y		Infor Procurement - Purchase Order	
130	Ability to group and report on requisitioned items by vendor or commodity code for volume purchase purposes.	M	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

191 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
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	Y		Infor Procurement - Purchase Order	
132	Ability to determine, by password or log-on, which department is requisitioning items and automatically default to information for that department.	H	Y		Infor Procurement - Purchase Order	
133	Ability to identify within the requisition, the accounting period / fiscal year that the requisition is associated with.	H	Y		Infor Procurement - Purchase Order	
134	Ability to have on-line requisitions and purchase orders with a fixed component (tax empt, etc.)and automatic numbering.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order	Infor Supply Chain Management supports the ability to default and add comments; however, text editing is not delivered.
136	Ability to provide on-line, on-screen requisition and purchase order forms for centralized and decentralized entry.	H	Y		Infor Procurement - Purchase Order, Requisition Center	
137	Ability to maintain history on all requisitioner transactions and view requisitions by assigned buyer.	H	Y		Infor Procurement - Purchase Order	
138	System must provide the ability to do the following tasks or include the following information in the requisition and purchase order process:	-				
139	Input and store quantity, price and description	H	Y		Infor Procurement - Purchase Order	
140	Buyer	H	Y		Infor Procurement - Purchase Order	
141	Calculate and extend price, including discount terms	H	Y		Infor Procurement - Purchase Order	
142	Calculate Sales Tax based on systematically maintained sales/use tax rates	L	Y		Infor Procurement - Purchase Order	
143	Calculate Use Tax based upon user defined rates or systematically maintained sales/use tax rates	L	Y		Infor Procurement - Purchase Order	
144	Retrieve vendor information automatically	H	Y		Infor Procurement - Purchase Order	
145	Specify Unit of Measure (Ea, Ft, lb., C, M, etc.)	H	Y		Infor Procurement - Purchase Order	
146	Multiple budgetary accounts	H	Y		Infor Procurement - Purchase Order	
147	Departmental contact, address, and phone number	H	Y		Infor Procurement - Purchase Order	
148	Shipping instructions / freight terms (FOB)	H	Y		Infor Procurement - Purchase Order	
149	Identify various funding sources for different procurement requirements including federal and state grants funds	H	Y		Infor Procurement - Purchase Order	
150	Ability to email purchase orders, with all associated/attached documents included.	H	T		MHC Document Express	
151	Ability to automatically transfer data codes, text and requisition information from requisitions to PO.	H	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

192 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
152	Ability to view/change an unapproved requisition by requisitioner or as authorized by Purchasing.	H	Y		Infor Procurement - Purchase Order	
153	Ability to distinguish between inventory & non-inventory locations.	L	Y		Infor Procurement - Purchase Order, Inventory	
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	Y		Infor Procurement - Purchase Order, Requisition Center	
155	Ability to transfer information from multiple requisitions to a single purchase order with references to source documents.	H	Y		Infor Procurement - Purchase Order	
156	Ability to transfer information to multiple purchase orders from a single requisition or RFQ with references to source documents.	H	Y		Infor Procurement - Purchase Order	
157	Ability to suspend requisitions received in Purchasing that are incomplete and to return them to the originating parties.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order	
159	Ability to inquire on historical POs and convert them into a new requisition.	H	Y		Infor Procurement - Purchase Order	
160	Ability to automatically pre-encumber funds upon entry of the requisition, including applicable sales and use tax.	H	Y		Infor Procurement - Purchase Order	
161	Ability to reverse the pre-encumbered funds upon cancellation of the requisition.	H	Y		Infor Procurement - Purchase Order	
162	Ability to release pre-encumbrances based on user-determined criteria at year-end.	H	N			
163	Ability to liquidate related pre-encumbrance balances and establish encumbrances, upon approval/award of a purchase order.	H	Y		Infor Procurement - Purchase Order	
164	Commodity Codes / NIGP (National Institute of Governmental Purchasing) Code Use					
165	Ability to Integrate NIGP Codes with General Ledger Codes and validate	L	Y		Infor Procurement - Purchase Order	
166	Use NIGP Codes extending at least to five levels (5-digits)	H	Y		Infor Procurement - Purchase Order	
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	M		Infor Procurement - Purchase Order	Infor Procurement would require a customization to create a pull down list comparing items
168	Ability to assign requisitions to a manager or buyer, automatically, based on commodity code or requesting department, with an override ability.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order, Requisition Center	
170	Ability to import standard NIGP codes based upon periodic updates by an outside agency	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
171	Ability to provide the use of commodity codes, project and grant information to the various tracking applications.	H	Y		Infor Procurement - Purchase Order	
172	Bid/Quote Management					

**Priority**

H - High | M - Medium | L - Low

193 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing			Infor Supply Chain Management			
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
173	Ability to support electronic bidding and procurement of the following from start on online procurement to archiving documents for records retention:	-				
174	Goods and Trade Services	H	Y		Infor Procurement - Strategic Sourcing	
175	Information Technology	H	Y		Infor Procurement - Strategic Sourcing	
176	Equipment	H	Y		Infor Procurement - Strategic Sourcing	
177	Agreements	H	Y		Infor Procurement - Strategic Sourcing	
178	Professional Services	H	Y		Infor Procurement - Strategic Sourcing	
179	Projects	H	Y		Infor Procurement - Strategic Sourcing	
180	Construction	H	Y		Infor Procurement - Strategic Sourcing	
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:	-				
182	Commodity/Goods	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
183	Trade Services	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
184	Vehicles	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
185	Professional Services	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
186	Construction	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
187	Verbal Quotes	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
188	RFQ	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
189	RFQQA	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
190	RFI	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
191	IFB	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
192	RFP	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
193	Q&A and Addendums	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	

**Priority**

H - High | M - Medium | L - Low

194 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Infor Procurement - Strategic Sourcing	
195	Ability to convert awarded bid/proposal to PO or approved contract	H	Y		Infor Procurement - Strategic Sourcing	
196	Ability to maintain a list of all vendors who respond to solicitations.	H	Y		Infor Procurement - Strategic Sourcing	
197	Ability to automate selection and notification of vendors for bids/proposals by commodity codes.	H	Y		Infor Procurement - Strategic Sourcing	
198	System can accommodate bid exempt purchases, i.e. state contracts or "piggybacking" on other governmental agency competitive contract awards.	H	Y		Infor Procurement - Purchase Order	
199	System can accommodate bid exempt purchases i.e. single or sole source.	H	Y		Infor Procurement - Purchase Order	
200	Ability to access solicitations on-line by Invitation for Bid (IFB), Request for Proposal (RFP) number or RFQ number.	H	Y		Infor Procurement - Strategic Sourcing	
201	Ability to add a link for plans and specifications stored in one or more online plan rooms	H	Y		Infor Procurement - Strategic Sourcing	
202	Ability to store and retrieve bidding documents in various formats (ACAD, PDF, DOC, etc.)	H	Y		Infor Procurement - Strategic Sourcing	
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	M		Infor Procurement - Strategic Sourcing	Infor Strategic Sourcing would require a customization to meet this functionality
204	Ability to validate all bids with automatic error checking prior to bid submission	H	Y		Infor Procurement - Strategic Sourcing	
205	Ability to use remote access to inquire and obtain copies of solicitations.	H	Y		Infor Procurement - Strategic Sourcing	
206	Ability to obtain vendor application on-line.	H	Y		Infor Procurement - Strategic Sourcing	
207	Ability to obtain/publish bid results on-line.	H	Y		Infor Procurement - Strategic Sourcing	
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	Y		Infor Procurement - Strategic Sourcing	
209	Ability for departmental users to view bid information.	H	Y		Infor Procurement - Strategic Sourcing	
210	Ability to create and publish back-up documentation such as bid analysis sheets, award notices, etc.	H	Y		Infor Procurement - Strategic Sourcing	
211	Ability to track single source and sole source awards in the vendor master file.	H	Y		Infor Procurement - Strategic Sourcing	The award to the vendor is tracked within the Strategic Sourcing module
212	Ability to track single source and sole source awards in the commodity code file.	H	Y		Infor Procurement - Strategic Sourcing	The award against the commodity code is tracked within the Strategic Sourcing module
213	Ability to use the word processing feature to assist in compiling bid/specification documents.	H	Y		Infor Procurement - Strategic Sourcing, Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

195 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
214	Ability to view and maintain a bidder list and plan holder list showing names, addresses, contact, and commodity codes.	H	Y		Infor Procurement - Strategic Sourcing	
215	Ability to produce bid closeout file that captures all project documents, searchable and retrievable	H	Y		Infor Procurement - Strategic Sourcing	
216	Ability to use memo records to create verbal price quotations.	H	Y		Infor Procurement - Strategic Sourcing	
217	Ability to automatically and/or manually assign status, including:	-			Infor Supply Chain Management	
218	Bid Document In-Process	H	Y		Infor Procurement - Strategic Sourcing	
219	Bid Sent	H	Y		Infor Procurement - Strategic Sourcing	
220	Bid Evaluated	H	Y		Infor Procurement - Strategic Sourcing	
221	Bid Ready for Approval	H	Y		Infor Procurement - Strategic Sourcing	
222	Bid Approved	H	Y		Infor Procurement - Strategic Sourcing	
223	Bid Ready to Open	H	Y		Infor Procurement - Strategic Sourcing	
224	Bid Open	H	Y		Infor Procurement - Strategic Sourcing	
225	Bid to PO	H	Y		Infor Procurement - Strategic Sourcing	
226	Ability to automatically or manually assign priority codes as either normal or emergency.	H	Y		Infor Procurement - Strategic Sourcing	
227	Ability to view or select bidder list for RFQ, by all or partial selection	H	Y		Infor Procurement - Strategic Sourcing	
228	Ability to automatically tabulate responses to Request for Quotes (RFQ) and Invitation for Bids (IFB).	H	Y		Infor Procurement - Strategic Sourcing	
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	Y		Infor Procurement - Strategic Sourcing	
230	Ability to allow the online distribution of RFQs, IFBs and RFPs including automated notification of addendums to vendors registered for solicitation.	H	Y		Infor Procurement - Strategic Sourcing	
231	Ability to check the status of a bid, proposal, or quote online in the system.	H	Y		Infor Procurement - Strategic Sourcing	
232	Ability to view and report on contract and bid data information:	-			Infor Supply Chain Management	
233	Expiration dates	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	

**Priority**

H - High | M - Medium | L - Low

196 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
234	Commodity codes	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
235	Vendors	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
236	Departments	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
237	PO #s	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
238	Insurance expiration dates (by coverage types and insurer/broker)	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
239	Performance bond expiration dates	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
240	Contract number	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
241	Contract expiration date with extensions	H	Y		Infor Procurement - Strategic Sourcing, Contract Management	
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	Y		Infor Procurement - Strategic Sourcing, Contract Management	
243	Ability to track insurance certifications by contract.	H	Y		Infor Procurement - Contract Management	
244	Ability to report on contract details including payments made and available balance	H	Y		Infor Procurement - Contract Management	
245	Encumbrance / Purchase Order Processing					
246	Ability to see requisitions from the Purchase Order Screen	H	Y		Infor Procurement - Purchase Order	
247	Ability to automatically or individually roll encumbrances forward to subsequent year(s) and be able to identify encumbrances by budget year.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - General Ledger	
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	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	

**Priority**

H - High | M - Medium | L - Low

197 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
249	Ability to increase or decrease the amount of an encumbrance (within the Budget Approval workflow process).	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
250	Ability to maintain an audit trail of P.O./ encumbrance changes.	H	Y		Infor Procurement - Purchase Order	
251	Ability to automatically encumber funds in the financial system when purchase order is sent approved.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order	
253	Ability to prohibit when an authorized payment is greater than the outstanding encumbrance balance and require follow-up actions.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
254	Ability to save a purchase order with partial details, before approval and issuance.	H	Y		Infor Procurement - Purchase Order	
255	Ability to allocate purchase order line items to multiple General Ledger accounts (e.g., departments and project codes).	H	Y		Infor Procurement - Purchase Order	
256	Ability to handle multiple partial receipts of goods/services against specific purchase orders.	H	Y		Infor Procurement - Purchase Order	
257	Ability to prohibit duplicate purchase order, request for quote, and contract numbers.	H	Y		Infor Procurement - Purchase Order	
258	Allow multi-year PO's and contracts.	H	Y		Infor Procurement - Purchase Order, Contract Management	
259	Ability to allocate shipping charges to the Purchase Order lines, as required.	H	Y		Infor Procurement - Purchase Order	
260	Ability to reference contract number on purchase order.	H	Y		Infor Procurement - Purchase Order, Contract Management	
261	Ability to clearly identify PO amendments/change orders (What has changed, what revision number, dates, etc.).	H	Y		Infor Procurement - Purchase Order	
262	Ability to view an open purchase order file (with user-defined criteria) which includes summaries of open purchase order amounts and encumbrances.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order	
264	Ability to assign a purchase order number, when no requisition exists, for authorized users.	H	Y		Infor Procurement - Purchase Order	
265	Ability to suspend further processing if the budget is exceeded when entering a requisition.	H	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

198 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing			Infor Supply Chain Management			
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
266	Ability to inform requesting department of any variances from requisition to purchase order and purchase order to payment.	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
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	Y		Infor Procurement - Purchase Order	
268	Ability for check cancellation to provide the option of restoring funds back to the appropriate account code/encumbrance	H	Y		Infor Financial Management - Accounts Payable, General Ledger	
269	Ability to enter comments and/or special instructions on purchase orders including canned statements and messages.	H	Y		Infor Procurement - Purchase Order	
270	Ability to specify comments that are internal reference only.	H	Y		Infor Procurement - Purchase Order	
271	Ability to copy repetitive or prior years' purchase orders.	H	Y		Infor Procurement - Purchase Order	
272	Ability to enter purchase requisitions and purchase order change orders, and update encumbrances as appropriate.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order, Punchout	
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	Y		Infor Procurement - Purchase Order	
275	Ability to segregate responsibilities for 3-way (or 2-way) matching functions based on user permissions.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
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	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable, Infor Technology Foundation	
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	T		MHC Image Express	
278	Ability to send multiple POs to different vendors all at once.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

199 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
281	Ability to easily view blanket purchase order balances at any time.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order	
283	System triggers notification to department when commodity is being requisitioned that is included on an existing Blanket Purchase Order	M	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	In the Infor Requisition Center, a requester will be notified if an item in the inventory or on contract if ordered as a special item or service.
284	Ability to have an unlimited number of extensions to a blanket purchase order (not automatic), subject to Purchasing and Contracting policies.	M	Y		Infor Procurement - Purchase Order	
285	Ability to automatically check for the correct unit price in a purchase order.	H	Y		Infor Procurement - Purchase Order	
286	Ability to "renew" blanket POs each year with minimal re-entry/edits.	H	Y		Infor Procurement - Purchase Order	
287	Ability to continue a blanket purchase order (unencumbered Master Blankets)from one fiscal year into the next.	L	Y		Infor Procurement - Purchase Order	
288	Ability to restrict the creation of a single vendor blanket purchase order exceeding a user-defined dollar amount.	L	Y		Infor Procurement - Purchase Order	
289	Ability to encumber or not-encumber a blanket purchase order, based on blanket purchase order type or funding availability.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order	
291	Ability to have multiple orders on a blanket purchase order.	H	Y		Infor Procurement - Purchase Order	
292	Ability to process blanket orders requiring multiple shipping dates for each item ordered.	M	Y		Infor Procurement - Purchase Order	
293	Ability to track the following information on a blanket purchase order:	-				
294	Payments made	H	Y		Infor Procurement - Purchase Order	
295	NIGP Commodity Code	H	Y		Infor Procurement - Purchase Order	
296	Number of orders	H	Y		Infor Procurement - Purchase Order	
297	Quantities	H	Y		Infor Procurement - Purchase Order	
298	Average quantity per order	L	Y		Infor Procurement - Purchase Order	
299	By fund/org and account	H	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

200 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
300	Cumulative totals	H	Y		Infor Procurement - Purchase Order	
301	Department/Division/User	H	Y		Infor Procurement - Purchase Order	
302	Change Order Processing					
303	Ability to allow for change orders to be processed against an existing purchase requisition and purchase order.	H	Y		Infor Procurement - Purchase Order	
304	System requires approval for change orders over a system-defined percentage of the original amount.	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
305	Ability to track/see all change orders associated with a purchase order.	H	Y		Infor Procurement - Purchase Order	
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	M		Infor Procurement - Purchase Order, Infor Technology Foundation	Infor Procurement does not require the requisition to be updated for a Purchase order change order if budget is exceeded. This may be accomplished via workflow
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	Y		Infor Procurement - Supplier Order Management	
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	Y		Infor Procurement - Supplier Order Management, Infor Technology Foundation	
310	Ability to create and maintain vendor registration files with the following information:	-				
311	Name(s) and Address(es) including dba's	H	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
312	Payment Method	H	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
313	Local Preference	H	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
314	Tax Identification/Social Security Number, Exempt/Non-Exempt	H	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	

**Priority**

H - High | M - Medium | L - Low

201 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing			Infor Supply Chain Management			
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
315	System generated vendor # with validation by Accounts Payable	H	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
316	License Type (Permit, Registration, Contractor, Professional)	H	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
317	License Number (If applicable)	M	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
318	NIGP Commodity Code(s)	H	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
319	Duns Number ( If available or applicable)	L	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
320	Preferred remittance option and remittance instructions	H	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
321	Website (If available)	H	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
322	Independent Contractor Status	L	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
323	Request to upload, update catalog with authorization from IST/Purchasing	M	Y		Infor Procurement - Supplier Order Management, Strategic Sourcing	
324	Allow vendors to self-subscribe to notification of specific commodity code bids/RFPs	H	Y		Infor Procurement - Supplier Order Management	
325	Ability to allow vendor to attach electronic documents such as W-9, certificate of liability insurance, additional insured endorsement, licenses, and etc.	H	Y		Infor Procurement - Supplier Order Management	
326	Include a field that requires vendor to provide expiration dates on GL, WC, E&O and other required insurance.	H	Y		Infor Procurement - Supplier Order Management	
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	Y		Infor Procurement - Supplier Order Management, Infor Technology Foundation	
328	Ability to track insurance certifications for notification of expiration or notification sent to the vendors.	H	Y		Infor Procurement - Supplier Order Management	

**Priority**

H - High | M - Medium | L - Low

202 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing			Infor Supply Chain Management			
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Infor Procurement - Supplier Order Management, Infor Technology Foundation	
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	Y		Infor Procurement - Supplier Order Management, Infor Technology Foundation	
331	Ability to restrict vendors from changing client-specified information.	H	Y		Infor Procurement - Supplier Order Management	
332	Ability to check the status of payments on-line.	H	Y		Infor Procurement - Supplier Order Management	
333	Ability to view bid tabulation results on-line	H	Y		Infor Procurement - Supplier Order Management	
334	Ability to automatically receive via e-mail approved purchased order.	H	Y		Infor Procurement - Supplier Order Management	
335	Ability to provide electronic interchanges between city and vendors (e.g., Purchase Order distribution and receipt).	H	Y		Infor Procurement - Supplier Order Management	
336	Ability to view, download, print, and submit quotes/bids/proposals and attachments on-line in a secured lock box.	H	Y		Infor Procurement - Supplier Order Management	
337	Workflow/Approval Processing					
338	Ability to send purchase requisition and purchase order approval and rejections notification to requisitioners and purchasers.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
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	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
341	Ability to re-assign approvals to another person, due to an absence.	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
342	Ability to use workflow capabilities to manage solicitations, responses, addendums and bid receipts.	H	Y		Infor Procurement - Strategic Sourcing, Infor Technology Foundation	
343	Workflow capability for automated Work Orders	H	Y		Infor Work Order Management	

**Priority**

H - High | M - Medium | L - Low

203 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
345	Ability to incorporate hyperlinks notifying approvers of requests to approve	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
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	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
347	Procurement Cards					
348	Ability to process procurement card transactions.	H	Y		Infor Procurement - Purchase Order	
349	Ability to track P-Card purchases for all Assets or other such purchases	H	Y		Infor Procurement - Purchase Order	
350	Ability to interface with a third party procurement card provider.	H	Y		Infor Procurement - Purchase Order	
351	Ability to initiate an approval workflow for issuing procurement cards.	M	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
352	Ability to track procurement card system transactions by various criteria such as NIGP Codes, vendor and user names, departments and etc.	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
353	Ability to track grant purchases spent by p-card, and compute a rebate per \$1 spent (to send back to Feds).	H	M		Infor Procurement - Purchase Order	Infor Procurement would require a customization to meet this functionality
354	Ability to manage p card purchases that are re-allocated to other departments (e.g., IT).	H	Y		Infor Procurement - Purchase Order	
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):	-				
357	Open purchase orders	H	Y		Infor Procurement - Purchase Order	
358	Closed purchase orders	H	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

204 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
359	Partial filled purchase orders	H	Y		Infor Procurement - Purchase Order	
360	Blanket purchase orders	H	Y		Infor Procurement - Purchase Order	
361	Purchase order history for all items, including inventory	H	Y		Infor Procurement - Purchase Order, Inventory	
362	Open requisitions	H	Y		Infor Procurement - Purchase Order	
363	Vendors by class/item	H	Y		Infor Procurement - Purchase Order	
364	Contractor/vendor information	H	Y		Infor Procurement - Purchase Order	
365	Open contracts/projects	H	Y		Infor Procurement - Purchase Order	
366	Encumbered amounts on each project	H	Y		Infor Procurement - Purchase Order	
367	Amount spent on each project	H	Y		Infor Procurement - Purchase Order	
368	Spend analysis by commodity	H	Y		Infor Procurement - Purchase Order	
369	Ability to search files by vendor name.	H	Y		Infor Procurement - Purchase Order	
370	Ability to search by vendor phonetically.	H	Y		Infor Procurement - Purchase Order	
371	Ability to search on vendor name using "starts with" commands.	H	Y		Infor Procurement - Purchase Order	
372	Ability to search variations of vendor names (e.g., "Intl" or "International", and DBA names), including cross referencing common abbreviations.	H	Y		Infor Procurement - Purchase Order	
373	Ability to search and determine if invoice has been paid.	H	Y		Infor Procurement - Purchase Order	
374	Ability to query by invoice number.	H	Y		Infor Procurement - Purchase Order	
375	Ability to provide tracking on construction, multiple payments and retainage.	H	Y		Infor Procurement - Purchase Order	
376	Ability to perform a purchase order/requisition inquiry by the following:	-				
377	Vendor number	H	Y		Infor Procurement - Purchase Order	
378	Vendor name	H	Y		Infor Procurement - Purchase Order	

**Priority**

H - High | M - Medium | L - Low

205 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
379	Purchase order number	H	Y		Infor Procurement - Purchase Order	
380	Requisition number	H	Y		Infor Procurement - Purchase Order	
381	Remit to name	H	Y		Infor Procurement - Purchase Order	
382	Stock number	H	Y		Infor Procurement - Purchase Order	
383	Ordering department, division, and user	H	Y		Infor Procurement - Purchase Order	
384	Ability to query Pending or unpaid receipts for each PR, PO or others	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
385	Ability to report on Invoices processed by AP for a defined time period	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
386	Ability to query and report on MBE/WBE Categories, Monthly and Annually, By department/Division Activity	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
387	Ability to report on Construction Project costs and excluding Consulting Services Monthly or as needed	H	Y		Infor Procurement - Purchase Order, Infor Project Accounting, Infor Technology Foundation	
388	Ability to report monthly on all PR and PO but user define dollar amount	H	Y		Infor Procurement - Purchase Order	
389	Ability to view all PO, BPO, and Contracts in alpha, chronological, code order.	H	Y		Infor Procurement - Purchase Order	
390	Ability to track and report on Bid/RFP by: Awards, Dollar Amounts, Vendor Responses, Buyer, Commodity, Commodity Code.	H	Y		Infor Procurement - Strategic Sourcing	
391	Ability to track vendor bids by: vendor history, past awards, bid responses	H	Y		Infor Procurement - Strategic Sourcing	
392	Ability to create ad hoc queries and reports in a user-friendly manner i.e. simple navigational tools, tutorials and etc.	H	Y		Infor Procurement - Purchase Order, Infor Technology Foundation	
393	Ability to create dashboard reports as defined by user such as spend by commodity category, department etc.	H	Y		Infor Supply Chain Analytics	
394	Ability to view requisitions assigned to buyers in real time, or in a user defined time period.	H	Y		Infor Procurement - Purchase Order	
395	Provide the ability to process req to PO to receipt to payment in the AP application.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	

**Priority**

H - High | M - Medium | L - Low

206 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Purchasing

4.22 - Purchasing				Infor Supply Chain Management		
Objective: To provide systematic coordination of procurement activities.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
396	Provide tracking on construction, multiple payments and retainage.	H	Y		Infor Procurement - Purchase Order, Contract Management	
397	Provide the use of commodity codes, project and grant information to the various tracking applications.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Inventory	
399	Use of work orders to track maintenance activity, assign payroll costs, equipment costs and other related costs.	H	Y		Infor Work Order Management	
400	Provide the ability to process req to PO to receipt to payment in the AP application.	H	Y		Infor Procurement - Purchase Order, Infor Financial Management - Accounts Payable	
401	Provide tracking on construction, multiple payments and retainage.	H	Y		Infor Procurement - Purchase Order, Contract Management	
402	Provide the use of commodity codes, project and grant information to the various tracking applications.	H	Y		Infor Procurement - Purchase Order	
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	Y		Infor Procurement - Inventory	
404	Use of work orders to track maintenance activity, assign payroll costs, equipment costs and other related costs.	H	Y		Infor Work Order Management	

**Priority**

H - High | M - Medium | L - Low

207 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Recruiting*

**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				Talent Acquisition		
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	Y		GHR-Talent Acquisition	
3	Ability to track advertising costs for Recruitment per position	H	Y		GHR-Talent Acquisition	
4	Ability to track recruitment plan tasks and notes of all activities.	H	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	The Infor Talent Acquisition system does create a recruitment "plan" for each requisition. Rather one or more staff members has access to the recruiter dashboard and can monitor and perform related tasks as needed.
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	Y		GHR-Talent Acquisition	
7	Ability to search for recruitment/examination plan elements utilizing a global search functionality	H	Y		GHR-Talent Acquisition	See comment for Item #5 above.
8	Capture and maintain candidate's referral source.	H	Y		GHR-Talent Acquisition	
9	Ability to populate position type, characteristics, etc. in the actual requisition based on position number within position control.	H	Y		GHR-Talent Acquisition	
10	Supports flexible and multiple workflow approval process for positions based on set of criteria (such as department, reporting hierarchy, etc.).	H	Y		GHR-Talent Acquisition	
11	Ability to set notification triggers based on client needs (i.e. status of manager's approval)	H	Y		GHR-Talent Acquisition	
12	Ability to import table/data from other sources (e.g. job descriptions / specifications)	H	Y		GHR-Talent Acquisition	
13	Automatic notifications to HR/recruiters for all changes / adds / deletes to a position	H	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	

**Priority**

H - High | M - Medium | L - Low

208 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Recruiting

4.23 - Recruiting				Talent Acquisition		
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
15	Integration of recruitment schedules with Outlook calendars	M	N			The recruiter has the ability to schedule interviews and maintain a calendar but it does not integrate with Outlook.
16	Ability to schedule resources (rooms, catering, etc.) through the recruitment system that are needed for certain recruitment steps	M	N			
17	Space for applicant to capture both relevant work experience and volunteer experience in the application.	H	Y		GHR-Talent Acquisition	
18	Ability to archive recruitment results	H	Y		GHR-Talent Acquisition	
19	"Dashboard" for each user based on authorization level and user preferences that provides recruitment status, analytics, reporting, etc.	H	Y		GHR-Talent Acquisition	
20	Ability to view and manage applicant information to provide tech support to applicants as needed.	L	Y		GHR-Talent Acquisition	
21	Ability to establish and maintain HR/hiring manager/dept. rep accounts as needed (includes various roles/security levels).	H	Y		GHR-Talent Acquisition	
22	Ability to use the announcement and application portal for specific announcements/notes to applicants	H	Y		GHR-Talent Acquisition	
23	Ability to distribute post-recruitment surveys with the results data being available for reporting in conjunction with other recruiting metrics	L	Y		GHR-Talent Acquisition	A mass email can be generated to applicants for a particular requisition. For the individual(s) hired, the survey can be incorporated in the onboarding tasks.
24	Ability for human resources to administer users of the system and limit users by role, department, recruitment, or other criteria	H	Y		GHR-Talent Acquisition	
25	Applicant Tracking					
26	Ability to create, post and print job announcements in a customizable format.	H	Y		GHR-Talent Acquisition	
27	Ability to copy previous announcements	H	Y		GHR-Talent Acquisition	
28	Ability for announcements to auto-expire after their closing date and automatically be removed from the website.	H	Y		GHR-Talent Acquisition	
29	Ability to configure and modify data entry screens/application to capture applicant data for recruitment.	H	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
31	Ability to allow applicants to apply online for open positions by filling out online application and attaching additional electronic documents.	H	Y		GHR-Talent Acquisition	
32	Ability to enter applicant information including referral source, date, position applied for, contact info, rehire, test results, certifications, etc.	H	Y		GHR-Talent Acquisition	

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

209 of 237

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Recruiting

4.23 - Recruiting				Talent Acquisition		
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
33	Ability to predetermine and automate testing/screening steps in the system wherein applicant responses to questions are evaluated and scored/screened automatically.	H	Y		GHR-Talent Acquisition	Infor allows for an unlimited number of questions and question sets to be included in the applicant process. Additionally test results from screening vendors can be automatically imported to the applicant's record. The Infor LMS module can also be used to deliver tests to applicants. Such scores can be displayed on the recruiter dashboard.
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	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
36	Ability to prohibit applicants from replying to e-mail notices	H	M		GHR-Talent Acquisition	There is not anything specifically to prohibit applicants from replying to email notices. One can follow the customary process of using the sending address of "noreply@mydomain.com" or "no-reply@mydomain.com"
37	Ability to track applicant skills.	H	Y		GHR-Talent Acquisition	
38	Allow confidential separate posting sites for internal employee (Intranet) and external candidates (Internet)	M	Y		GHR-Talent Acquisition	
39	Supports internal posting for defined time period prior to external posting.	L	Y		GHR-Talent Acquisition	
40	Allow multiple recruitments against one "requisition."	H	Y		GHR-Talent Acquisition	
41	Allow "announcements" to be placed on hold, released, opened or canceled by users and triggers with an audit trail.	H	Y		GHR-Talent Acquisition	
42	Ability to provide access to system from any location (home, mobile, kiosks, etc.)	H	Y		GHR-Talent Acquisition	
43	Ability to provide multiple search criteria for all jobs so that candidates can easily connect with opportunities	H	Y		GHR-Talent Acquisition	
44	Supports multiple methods of resume submission, such as upload resume and attach to application or online configured and formatted templates.	H	Y		GHR-Talent Acquisition	Applicants can upload, attach or enter the information.
45	Ability to restrict resubmission of application and resume information in certain circumstances (i.e., continuous recruitment).	H	Y		GHR-Talent Acquisition	

**Priority**

H - High | M - Medium | L - Low

210 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Recruiting

4.23 - Recruiting		Talent Acquisition				
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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			
47	Customizable e-mail alerts to prior candidates: re-apply, new position, qualifications have changed, qualifications match to designated jobs, etc.	H	M		GHR-Talent Acquisition	When an applicant creates a profile, he or she lists skills, competencies, certifications, and preferred job categories. A recruiter or hiring manager is able to search the database and locate this information. When a requisition is created, a process flow can alert a candidate who has the required skills.
48	Ability to accept and track requests for application/announcements prior to recruitment (online interest cards)	H	M		GHR-Talent Acquisition	When an applicant creates a profile, he or she lists skills, competencies, certifications, and preferred job categories. A recruiter or hiring manager is able to search the database and locate this information. When a requisition is created, a process flow can alert a candidate who has the required skills.
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	M		Talent Acquisition	When an applicant creates a profile, he or she lists skills, competencies, certifications, and preferred job categories. A recruiter or hiring manager is able to search the database and locate this information. When a requisition is created, a process flow can alert a candidate who has the required skills.
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	Y		GHR-Talent Acquisition	
51	Ability to identify candidates for future considerations / matches.	H	Y		GHR-Talent Acquisition	
52	Ability for recruiters to forward candidates applications/resumes via workflow to hiring/online managers. Able to track history, reviewer notes and comments.	H	Y		GHR-Talent Acquisition	

**Priority**

H - High | M - Medium | L - Low

211 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Recruiting*

4.23 - Recruiting				Talent Acquisition		
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
53	Provide fully functional workflow interviewing schedule system that interfaces with email system.	H	N			The recruiter can manually enter interviews into the system and then generate an email to let applicants know of the scheduled time. The interview calendar does not integrate with Outlook.
54	Provide workflow for tracking a candidate's on-site visits for interviews, testing, etc. Ability to track test results.	H	Y		GHR-Talent Acquisition	
55	Applicants can easily forward job opportunities to their professional or personal social networks.	L	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
57	Ability to enter preference points - re-order scores and retain and see original scores	H	Y		GHR-Talent Acquisition	
58	Ability to list required forms and indicators of how and when they are to be submitted/delivered	H	Y		GHR-Talent Acquisition	Applicants create a profile and may include as many attachments as desired. Instructions can be placed on the Applicant Portal or on the requisition outlining the required documents.
59	Ability to design different applications for various purposes or departments based on available fields	H	Y		GHR-Talent Acquisition	
60	Ability to manage the term limits and expiration dates of eligibility lists and certification lists.	H	Y		GHR-Talent Acquisition	
61	Ability to generate eligibility list in user-defined format	H	Y		GHR-Talent Acquisition	
62	Ability for hiring managers to review eligibility lists and expiration dates based on classification or department.	H	Y		GHR-Talent Acquisition	
63	Ability to support a pool of applicants for temporary roles (e.g., clerical staff, volunteers, etc.)	L	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	A time period, the number of hires, or a personnel action can be used to lock or close a requisition. The ability to lock or close an application based on the number of applications is functionality scheduled for a future release.
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	Y		GHR-Talent Acquisition	
66	Ability to duplicate a completed application and related materials from one recruitment to another recruitment	H	Y		GHR-Talent Acquisition	

**Priority**

H - High | M - Medium | L - Low

212 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Recruiting*

4.23 - Recruiting				Talent Acquisition		
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		GHR-Talent Acquisition	
68	Ability to collect applicant reference information for use during selection/background	H	Y		GHR-Talent Acquisition	
69	Ability to make notations regarding applications submitted. Viewing of notations is based on authorization level.	M	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
71	Ability for applicant to auto-populate application based on outside source (resume, Social Media Sources etc.)	H	Y		GHR-Talent Acquisition	
72	Ability to each applicant to have a unique identifier related to their applications and self service.	H	Y		GHR-Talent Acquisition	
73	Ability to automatically notify Departments of upcoming expiration of certification and eligible lists.	H	M		GHR-Talent Acquisition	When a requisition with the associated list of eligible applicants is ready to expire, Infor Process Automation can be notify departments.
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	Y		GHR-Talent Acquisition	
75	Automatically generate standard applicant letters based on the appropriate action (e.g., rejection, offer, interview confirmation).	L	Y		GHR-Talent Acquisition	
76	System enables applicants to express interest in available positions via electronic form.	L	Y		GHR-Talent Acquisition	
77	Ability to provide a portal access for external recruiters	L	Y		GHR-Talent Acquisition	
78	System enables applicants to update/create personal resume employee profile information via workstation including work experience, training, etc.	L	Y		GHR-Talent Acquisition	
79	Ability to route all application documents electronically to hiring manager.	L	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
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	Y		GHR, HRSD-Off-Boarding	
82	System provides automatic notification to specified HRIS users and non-users upon initiation of a new hire.	L	Y		GHR-Talent Acquisition	

**Priority**

H - High | M - Medium | L - Low

213 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Recruiting*

4.23 - Recruiting				Talent Acquisition		
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
83	System provides capability for electronic job posting and maintaining of templates for jobs that are frequently open and needing to be staffed.	L	Y		GHR-Talent Acquisition	
84	System enables applicants to view a list of open positions.	L	Y		GHR-Talent Acquisition	
85	System enables applicants to view qualifications and proficiency levels required for a particular position.	L	Y		GHR-Talent Acquisition	
86	System enables applicants to view the status of jobs applied for.	L	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
88	System enables recruiter/hiring manager or applicants to schedule applicant interviews and for managers to enter interview results online.	L	Y		GHR-Talent Acquisition	
89	System enables recruiter/hiring manager to search the internal talent pool for qualified candidates. Tie this capability to enable reviewing employee profiles.	L	Y		GHR-Talent Acquisition	
90	System enables recruiter/hiring manager to review leading resume banks and locate external candidates.	L	Y		GHR-Talent Acquisition	
91	System enables recruiter to post requisitions easily to external job boards.	L	Y		GHR-Talent Acquisition	
92	System notifies current manager/supervisor of offer/acceptance -onboarding.	L	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
95	Ability to track results of pre-employment drug testing and background check.	H	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
97	Ability to denote applicant status based on testing results and ability to create said notations as needed	H	Y		GHR-Talent Acquisition	
98	Link to and integrate with external testing systems / vendors	M	Y		GHR-Talent Acquisition	
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			Applicants are not able to self-schedule. The Infor system allows the recruiter to schedule interviews and through a mass email, notify al the applicants of the scheduled interview time.

**Priority**

H - High | M - Medium | L - Low

214 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Recruiting*

4.23 - Recruiting				Talent Acquisition		
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
100	Ability to compute, record and process examination results/scores according to exam plan by definition	H	N			Infor delivers a fit analysis based on competencies and skills. Test scores can be added to the applicant's record . The system does not compute test scores or rank candidates based on composite score of all tests. All applicants for a given requisition can be seen in a list view and sorted by the column(s) of choice.
101	Ability to scan and score written test results (e.g. Scantron)	H	N			Test results and a scanned copy of the test can be entered on the applicant's record but Infor does not deliver Scantron functionality.
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	Y		GHR-Talent Acquisition	
103	Ability to perform passpoint analysis on test scores.	H	N			See comment for Item #100
104	Ability to automatically notify applicants using customizable templates regarding status and next steps in a recruitment process.	H	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	Interviews and the participants can be establish. Exams can be offered via the Infor Learning Management System. Exams can also be administered through a third-party with results automatically populating the applicant's record. Results for all exams can be displayed on the recruiter dashboard.
106	Applicant Hiring Decision Support					
107	Ability to track applicant reference and reference checking results	M	Y		GHR-Talent Acquisition	
108	Ability to match applications to positions	M	Y		GHR-Talent Acquisition	

**Priority**

H - High | M - Medium | L - Low

215 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Recruiting

4.23 - Recruiting				Talent Acquisition		
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
109	Ability to allow multiple hurdles of scoring applicants, such as on minimum qualifications plus desirables.	H	Y		GHR-Talent Acquisition	Infor delivers a fit analysis for candidates based on competencies and skill. The applicant's fit as well as other test scores can be displayed on the recruiter dashboard. Competencies and skill can be noted as desired and essential. The system does not create a composite score. All candidates can be viewed in a columnar list view and sorted by column(s). List views are easily exported to Excel where more sophisticated and formula- driven analysis can be performed.
110	Ability to score, rank and refer applicants.	H	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
112	Ability to integrate with primary 3rd party vendors who provide services such as background checks, testing, etc.	M	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
114	Ability to generate hiring offer letters from a menu of templates and create custom letters as needed (email and/or hard copy)	H	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
116	Ability to track selection process results for each applicant referred to the hiring department.	H	Y		GHR-Talent Acquisition	
117	Ability for hiring department to view all necessary applicant information in one location/view once applicants are referred for selection.	H	Y		GHR-Talent Acquisition	
118	Ability to archive completed certification lists for future reference	H	Y		GHR-Talent Acquisition	
119	Reporting/Querying					
120	Ability to track, analyze and report on key hiring metrics.	H	Y		GHR-Talent Acquisition	
121	Provide a standard report library that can easily be configured and modified.	H	Y		GHR-Talent Acquisition	
122	Ability to perform ad hoc reporting and analysis on any data element in the system	H	Y		GHR-Talent Acquisition	

**Priority**

H - High | M - Medium | L - Low

216 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Recruiting*

4.23 - Recruiting			Talent Acquisition			
Objective: To provide an automated system for efficient management of employee recruitment.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
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	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
125	Access to reporting/data/metrics is role/permission-based	H	Y		GHR-Talent Acquisition	
126	Ability to export reports and data to sources outside of the recruitment system (e.g. MS Excel, MS Word, web, etc.)	H	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
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	Y		GHR-Talent Acquisition	
130	Ability to send lists to multiple hiring managers simultaneously	H	Y		GHR-Talent Acquisition	
131	Ability to sort candidates on referral list by hiring managers	H	Y		GHR-Talent Acquisition	
132	Ability for hiring managers to archive candidates on referral list that they no longer want to consider	H	Y		GHR-Talent Acquisition	

**Priority**

H - High | M - Medium | L - Low

217 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Special Assessments

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				Infor Public Sector CDR/CDR Billing		
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	M		Infor Public Sector CDR/CDR Billing	
3	Ability to integrate with the self-service module for a variety of functionality.	H	Y		Infor Public Sector CDR/CDR	
4	Ability to allow any date in the parcel file to be queried from the special assessments module.	H	Y		Infor Public Sector CDR/CDR Billing	
5	Ability to support multiple annual certification cycles within the Special Assessments module.	H	M		Infor Public Sector CDR/CDR Billing	Business rules will need to be defined
6	Ability to print City ordinance information on special assessment records/documents.	H	Y		Infor Public Sector CDR/CDR Billing	
7	Ability to support multiple interest calculation cycles (daily, weekly, monthly, etc.).	H	Y		Infor Public Sector CDR/CDR Billing	Setup options allow cycles to be defined and configured
8	Ability to integrate with inspection system in order to defer assessments until the commencement of development.	H	Y		Infor Public Sector CDR/CDR Billing	
9	Ability to integrate with the City's GIS system to update the parcel maps and record assessments owed.	H	Y		Infor Public Sector CDR/CDR Billing	
10	Provide web access inquiry of special assessment current balance due and history by parcel ID, premise address, owner name, or project number.	H	M		Infor Public Sector CDR/CDR Billing	Special assessment rules will need to be defined
11	Ability to use the Parcel ID Number as the first identification number.	H	Y		Infor Public Sector CDR/CDR	
12	Ability to allow searching by Parcel ID Number, owner, property address, and legal description.	H	Y		Infor Public Sector CDR/CDR Billing	
13	Provide management tools when special assessments affect parcels on corner lots.	M	M		Infor Public Sector CDR/CDR Billing	Tools needed will need to be defined
14	Provide calculation tools for managing special assessments through the parcel split process.	H	M		Infor Public Sector CDR/CDR Billing	
15	Ability to use the Parcel ID number and tie this number through parcel splits.	H	Y		Infor Public Sector CDR/CDR	
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	M		Infor Public Sector CDR/CDR Billing	

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

218 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Special Assessments

4.24 - Special Assessments				Infor Public Sector CDR/CDR Billing		
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
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	M		Infor Public Sector CDR/CDR Billing	Districts will need to be defined and configured
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	M		Infor Public Sector CDR/CDR Billing	
19	Ability to automatically update all properties affected by special assessment improvements.	H	M		Infor Public Sector CDR/CDR Billing	
20	Ability to allow read-only access of pending assessments (e.g., by title companies).	H	Y		Infor Public Sector CDR/CDR Billing	
21	Ability to integrate with the City's ERP system for funding purposes.	H	M		Infor Public Sector CDR/CDR Billing	Interface to proposed ERP system
22	Ability to record pre-payments and deduct payments from the amount due.	H	Y		Infor Public Sector CDR/CDR Billing	
23	Ability to create or import project areas from GIS map.	H	Y		Infor Public Sector CDR/CDR Billing	
24	Ability to input parcel numbers from keyboard or from GIS map by highlight or project area.	H	Y		Infor Public Sector CDR/CDR Billing	
25	Special Assessment Review, Notifications and Approval					
26	Ability to accommodate the electronic review of all pending special assessments among City departments.	H	M		Infor Public Sector CDR/CDR Billing	
27	Ability to record an "electronic signature" of City staff approving pending special assessments.	H	M		Infor Public Sector CDR/CDR Billing	
28	Provide electronic tools to facilitate the approval of special assessments by City Boards.	H	M		Infor Public Sector CDR/CDR Billing	
29	Ability to track the status of all pending special assessments.	H	Y		Infor Public Sector CDR/CDR Billing	
30	Provide workflow functionality for the special assessment citizen protest process.	H	M		Infor Public Sector CDR/CDR Billing	Workflow rules will need to be written
31	Ability to track petitions received and petitions approved.	H	M		Infor Public Sector CDR/CDR Billing	
32	Ability to track notes, comments and attach documents related to the special assessment citizen protest process.	H	Y		Infor Public Sector CDR/CDR Billing	
33	Provide workflow functionality for the special assessment process.	H	Y		Infor Public Sector CDR/CDR Billing	
34	Provide a format for the publication of special assessment activities (e.g., notice to the newspaper).	H	T		Crystal Reports/SSRS	Third-party reporting tool
35	Provide a format for notification letters to property owners for different types of improvements.	H	T		Crystal Reports/SSRS	Third-party reporting tool

**Priority**

H - High | M - Medium | L - Low

219 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Special Assessments

4.24 - Special Assessments				Infor Public Sector CDR/CDR Billing		
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
36	Special Assessment Entry					
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	M		Infor Public Sector CDR/CDR Billing	Some fields will need to be defined/added to existing forms
38	Ability to allow description input of at least 256 characters for each assessment entry.	H	Y		Infor Public Sector CDR/CDR Billing	
39	Ability to restrict a special assessment from being created for a non-taxable property.	H	M		Infor Public Sector CDR/CDR Billing	
40	Ability to allow adjustments to the special assessment roll prior to Board of City Commissioners approval with security permissions.	H	M		Infor Public Sector CDR/CDR Billing	
41	Ability to allow adjustments to the special assessment roll after Board of City Commissioners adoption, based on security permissions.	H	M		Infor Public Sector CDR/CDR Billing	
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	Y		Infor Public Sector CDR/CDR Billing	
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	Y		Infor Public Sector CDR/CDR Billing	
44	Ability to accommodate miscellaneous assessments (e.g., weeds, junk).	H	M		Infor Public Sector CDR/CDR Billing	
45	Ability to invoice based on miscellaneous assessments.	H	Y		Infor Public Sector CDR/CDR Billing	
46	Ability to consolidate multiple assessments based upon a common property owner.	H	M		Infor Public Sector CDR/CDR Billing	Consolidation options will need to be defined
47	Ability to compile miscellaneous assessments for certification to the City.	H	M		Infor Public Sector CDR/CDR Billing	
48	Ability to tie miscellaneous assessments to a property.	H	Y		Infor Public Sector CDR/CDR Billing	
49	Special Assessment Tracking					

**Priority**

H - High | M - Medium | L - Low

220 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Special Assessments

4.24 - Special Assessments				Infor Public Sector CDR/CDR Billing		
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
50	Ability to track assessment cost due via a workflow.	L	M		Infor Public Sector CDR/CDR Billing	Workflow rules will need to be written
51	Ability to allow for different interest rates within the same special assessment type.	M	Y		Infor Public Sector CDR/CDR Billing	
52	Ability to change an interest rate within a continuous district and maintain history.	H	Y		Infor Public Sector CDR/CDR Billing	
53	Ability to allow the interest rate to be changed prior to approval.	H	Y		Infor Public Sector CDR/CDR Billing	
54	Ability to allow the interest rate to be changed after approval.	H	Y		Infor Public Sector CDR/CDR Billing	
55	Ability to allow for payoff at any time.	H	Y		Infor Public Sector CDR/CDR Billing	
56	Ability to allow for partial payment at any time.	H	Y		Infor Public Sector CDR/CDR Billing	
57	Provide for interest to be applied to specified assessment type.	H	Y		Infor Public Sector CDR/CDR Billing	
58	Ability to include or exclude interest charges based on parcel status.	H	Y		Infor Public Sector CDR/CDR Billing	
59	Ability to include or exclude interest charges based on assessment type.	H	M		Infor Public Sector CDR/CDR Billing	
60	Ability to include or exclude interest charges based on assessment status.	H	M		Infor Public Sector CDR/CDR Billing	
61	Ability to schedule the 'interest calculation process' for a future date. (Ex. The last day of each month at midnight.)	M	M		Infor Public Sector CDR/CDR Billing	
62	Ability to allow for deferred payments of assessments.	H	Y		Infor Public Sector CDR/CDR Billing	
63	Ability to offer a payment schedule that matches the bond, with different ways to calculate (i.e. amortization schedule).	H	M		Infor Public Sector CDR/CDR Billing	
64	Reporting & Querying					
65	Ability to print a summary report at any time in the special assessment process.	H	R		Infor Public Sector CDR/CDR Billing	
66	Ability to print an individual payment schedule at any time in the special assessment process.	H	T		Crystal Reports/SSRS	Third-party reporting tool
67	Ability to print totals on different user-defined criteria.	H	T		Crystal Reports/SSRS	Third-party reporting tool
68	Ability to generate an outstanding balance report by individual special assessments.	H	T		Crystal Reports/SSRS	Third-party reporting tool
69	Ability to generate an outstanding balance report by individual parcels/	H	T		Crystal Reports/SSRS	Third-party reporting tool
70	Ability to generate a billing register at any time.	H	R		Infor Public Sector CDR/CDR Billing	
71	Ability to generate an interest/principal calculation report.	H	T		Crystal Reports/SSRS	Third-party reporting tool
72	Ability to generate an open receivables report.	H	M		Infor Public Sector CDR/CDR Billing	This report would be provided by the proposed ERP system
73	Ability to generate delinquency notices.	H	T		Crystal Reports/SSRS	Third-party reporting tool

**Priority**

H - High | M - Medium | L - Low

221 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Special Assessments

4.24 - Special Assessments				Infor Public Sector CDR/CDR Billing		
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
74	Ability to generate monthly revenue reporting (e.g., for reporting to the City)	H	T		Crystal Reports/SSRS	Third-party reporting tool
75	Ability to allow reports or any system data to be shared by FTP.	H	Y		Infor Public Sector CDR/CDR Billing	
76	Ability to generate a report to certify payments to other government organizations (counties, etc.).	H	T		Crystal Reports/SSRS	Third-party reporting tool
77	Ability to track, export and report by City Code.	H	T		Crystal Reports/SSRS	Third-party reporting tool
78	Ability to track and report by City Ordinance.	H	T		Crystal Reports/SSRS	Third-party reporting tool
79	Ability to retain the historical records for deleted parcels.	H	Y		Infor Public Sector CDR/CDR Billing	
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	Y		Infor Public Sector CDR/CDR Billing	The Infor Public Sector system can provide both options identified.
81	Ability to print a Final Bill listing detail for each assessment with unit price, owner name & address and payment options.	H	T		Crystal Reports/SSRS	Third-party reporting tool
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	T		Crystal Reports/SSRS	Third-party reporting tool
83	Ability to query the system by age of the accounts (ex: 30-60-90-120 days) and print the aging report.	H	R		Infor Public Sector CDR/CDR Billing	

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

222 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

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			Learning Management			
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	Y		GHR-Learning Management System	
3	Ability to automatically move waitlisted "learners" to enroll status if cancellation based on prioritization	H	Y		GHR-Learning Management System	
4	Ability to notify an employee and the employee's manager when an employee is enrolled in a training course.	H	Y		GHR-Learning Management System	
5	Ability to track all training (external training, web-based training, videos, etc.)	H	Y		GHR-Learning Management System	
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	Y		GHR-Learning Management System	
7	Ability to support training course registration, cancellation, wait listing online.	H	Y		GHR-Learning Management System	
8	Ability for "learners" to indicate their interest in courses, and to be notified when courses become available.	H	Y		GHR-Learning Management System	
9	Ability to develop in-house courses using all types of media and stored within the training system.	H	Y		GHR-Learning Management System	
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	Y		GHR-Learning Management System	
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	Y		GHR-Learning Management System	

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

223 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

4.25 - Talent Management					Learning Management	
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
12	Ability to track verification of completion of non-City training courses	M	Y		GHR-Learning Management System	
13	Ability to scan/maintain course evaluations and attach to course record	H	Y		GHR-Learning Management System	
14	Ability to enter courses a trainer is eligible to teach.	M	Y		GHR-Learning Management System	
15	Ability to automatically update "learner" records for attendance in a class -- including completed, cancellations, no shows, late cancellations.	H	Y		GHR-Learning Management System	
16	Ability to categorize training by various job categories (i.e., management, supervisory, professional, technical, clerical).	H	Y		GHR-Learning Management System	
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	Y		GHR-Learning Management System	Access to training can be assigned to users based on attribute. Additionally, training can be assigned to users as mandatory or optional for self registration.
18	Ability to subcategorize training by training type - i.e. computer, management, communication, financial, etc.	H	Y		GHR-Learning Management System	
19	Ability to flag a class as a requirement for various certificate programs (e.g. CDL, ESDP or ICMA).	H	Y		GHR-Learning Management System	
20	Ability to establish flags for mandatory training renewal based on learner's previous completion date. (certifications, refresher training, mandatory retraining.)	H	Y		GHR-Learning Management System	
21	Ability to record training time completed for courses, classes, and seminars.	H	Y		GHR-Learning Management System	
22	Ability to provide edits/warnings if "learner" tries to enroll in a class already taken.	H	Y		GHR-Learning Management System	
23	Ability to view/print training by topic, department, employee and job category.	H	Y		GHR-Learning Management System	
24	Ability to view/print a report indicating those "learners" who have received training and those scheduled for future training classes.	H	Y		GHR-Learning Management System	
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			Infor offers this functionality through Expense Management-Travel Plans which is not included in this proposal.
26	Ability for approved travel / training requests to be printed	H	N			Infor offers this functionality through Expense Management-Travel Plans which is not included in this proposal.
27	Ability to select specific "learners" and view/print individual training profiles, for individuals, department, division, org unit, supervisor, etc.	H	Y		Learning Management	
28	Ability to view/print a training calendar by course name, job category, for individuals, department division, org unit, supervisor, etc.	H	Y		Learning Management	

**Priority**

H - High | M - Medium | L - Low

224 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

4.25 - Talent Management				Learning Management		
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
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	Y		GHR-Learning Management System	
30	Ability to view/print a roster of class attendees.	H	Y		GHR-Learning Management System	
31	Ability to send calendar appointments (e.g., to Outlook calendar) when "learner" enrolls in training.	H	Y		GHR-Learning Management System	
32	Ability to attach documents and links to notifications (i.e., prework)	H	Y		GHR-Learning Management System	
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	Y		GHR-Learning Management System	
34	Ability to view/print a list of available training programs and prerequisites to the individual programs.	H	Y		GHR-Learning Management System	
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	Y		GHR-Learning Management System	
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	Y		GHR-Learning Management System	
37	Ability to report on "learners" who are due/overdue for mandatory training.	H	Y		GHR-Learning Management System	
38	Ability of "learners" to query system to determine available courses	H	Y		GHR-Learning Management System	
39	Ability to report by "learner", department, division, organizational unit, supervisor(s)	H	Y		GHR-Learning Management System	
40	Ability to report summary of all training provided, "learner" attendance, training hours, and other data fields.	H	Y		GHR-Learning Management System	
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	Y		GHR-Learning Management System	
42	Ability to restrict courses by job type (i.e. only supervisor can enroll for supervisory courses)	H	Y		GHR-Learning Management System	
43	Ability to associate skills to courses.	H	Y		GHR-Learning Management System	
44	Ability to query courses by skills.	H	Y		GHR-Learning Management System	
45	Ability to establish curriculum, i.e., tie several courses to a specific curriculum	H	Y		GHR-Learning Management System	
46	Ability to enroll in a curriculum	H	Y		GHR-Learning Management System	

**Priority**

H - High | M - Medium | L - Low

225 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

4.25 - Talent Management				Learning Management		
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
47	Ability for supervisors to enroll employees into classes or curriculum	H	Y		GHR-Learning Management System	
48	Ability for employees to use ESS and workflow to manage enrollment requests and for managers to use MSS to manage approvals.	H	Y		GHR-Learning Management System	
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	Y		GHR-Learning Management System	
50	Ability to manage trainer availability via Calendar views	H	Y		GHR-Learning Management System	
51	Security to restrict views by role on training taken, for employee level, team level, division level, etc.	H	Y		Infor Security	
52	Ability to enroll learners in training opportunities based on gaps identified	H	Y		GHR-Learning Management System	
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	Y		GHR	
55	Ability for employees and supervisors to assess proficiency levels attained on skills	H	Y		GHR	
56	Ability to associate learning opportunities (e.g., on the job experience, or specific courses) to skills development	M	Y		GHR	
57	Ability to show/report on employee assessment of skills compared to supervisor assessment of skills to identify "gaps"	H	Y		GHR	
58	Ability to identify skill/competencies gaps and training required to fill gaps	H	Y		GHR	
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	Y		GHR	
61	Ability to flag employees and supervisors who have not taken their annual training.	H	Y		GHR	
62	Ability to track licenses, certifications, and continuing education units.	H	Y		GHR	
63	Personnel Actions					
64	Ability to electronically route personnel action forms from end-users/departments to multiple individuals for approvals.	H	Y		GHR	
65	Employee Relations					
66	Ability to track grievances and complaints, including status	H	Y		GHR	
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	Y		GHR	

**Priority**

H - High | M - Medium | L - Low

226 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

4.25 - Talent Management				Learning Management		
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
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	Y		GHR-Performance Management	
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	Y		GHR-Performance Management	
72	Ability to schedule performance evaluations based on hours worked, step or other user defined criteria	H	Y		GHR-Performance Management	
73	Ability to maintain the following data elements:	-			Learning Management	
74	Date of performance and salary review, date completed	H	Y		GHR-Performance Management	
75	Last review date and rating	H	Y		GHR-Performance Management	
76	Date of next performance review, last salary review, and type of review	H	Y		GHR-Performance Management	
77	General comments extraneous to the review itself	H	Y		GHR-Performance Management	
78	Next evaluation due date	H	Y		GHR-Performance Management	
79	Position at time of review	H	Y		GHR-Performance Management	
80	Performance Rating	H	Y		GHR-Performance Management	
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	Y		GHR-Performance Management	Performance reviews can be generated by user-defined groups. Additionally, Infor delivers rate progression rules.
82	Reviewing supervisor	H	Y		GHR-Performance Management	
83	Ability to support on-line approval process with multiple approval levels (includes workflow notifications)	H	Y		GHR-Performance Management	
84	Performance evaluations triggered by time in job or hours worked.	H	Y		GHR-Performance Management	

**Priority**

H - High | M - Medium | L - Low

227 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

4.25 - Talent Management				Learning Management		
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
85	Ability to notify managers and employees of upcoming performance evaluation due dates	H	Y		GHR-Performance Management	
86	Ability to track multiple evaluations and/or multiple dates for an evaluation period.	H	Y		GHR-Performance Management	
87	Ability to link salary changes to performance ratings.	H	Y		GHR-Performance Management	The Infor Incentive Compensation module (which is optional in this proposal) gives a manager an awarding view whereby a manager can consider multiple factors, including a performance score, when allocating dollars across his/her department.
88	Ability to support 360 degree performance reviews.	M	Y		GHR-Performance Management	
89	Ability to provide tools to report on or identify departments with potential performance problems.	M	Y		GHR-Performance Management	
90	Ability to link position attributes to performance evaluations	H	Y		GHR-Performance Management	
91	Ability to accommodate on-demand appraisals	H	Y		GHR-Performance Management	
92	Ability to accommodate multiple evaluation types for employees (i.e., bargaining units).	H	Y		GHR-Performance Management	
93	Ability to capture employee commentary on goals, ratings, rebuttals, etc.	H	Y		GHR-Performance Management	
94	Ability to capture supervisor narrative that justifies performance ratings	H	Y		GHR-Performance Management	
95	Ability to capture notes/documents on employee performance throughout the year. (supervisors working file)	H	Y		GHR-Performance Management	
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	Y		GHR-Performance Management	
97	Ability to generate reports and notifications, taking into account any leave status (evaluations based on hours worked)	H	R		GHR-List views, Standard PR and HCM Reports and Infor Reporting Tools	
98	Ability to support multiple rating scales.	H	R		GHR-Performance Management	
99	Security to restrict views by role on employee evaluations.	H	R		GHR-Security	
100	Ability to track disciplinary action by employee, discipline type, infraction type, discipline duration, etc.	H	R		GHR	
101	Ability to inquiry and pull reports on disciplinary action	H	Y		GHR	

**Priority**

H - High | M - Medium | L - Low

228 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Talent Management

4.25 - Talent Management				Learning Management		
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
102	Ability to attach discipline documents	H	Y		GHR	
103	Ability to automatically calculate step or merit increases based on performance evaluation, including retroactively	H	N			Infor offers the ability to tie compensation to a goal. Additionally, the Infor Incentive Compensation module (which is optional in this proposal) gives a manager an awarding view whereby a manager can consider multiple factors, including a performance score, when allocating dollars across his/her department.
104	<b>Career Planning</b>					
105	Ability to maintain career development plans/forms	H	Y		GHR	
106	Ability to create career profiles.	H	Y		GHR	
107	Ability to perform replacement planning - domino effect.	H	Y		GHR	
108	Ability to compare changes over time in regards to transfers, terms, and retirement rates.	H	R		GHR	
109	<b>Succession Management</b>					
110	Ability to flag positions or specific people as "critical" or "pivotal" for succession purposes	H	Y		GHR-Succession Management	
111	Ability to track "critical" or "pivotal" positions that should be dual filled.	H	Y		GHR-Succession Management	
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	Y		GHR-Succession Management	
113	Ability to create development plans to address "Potential" and/or "Performance" needs of a tool like a "9 Box"	H	Y		GHR-Succession Management	
114	Ability to create career ladders and competencies attached to classifications	H	Y		GHR-Succession Management	
115	<b>Interfaces</b>					
116	Ability to interface with the intranet for name changes and other employee contact information.	H	Y		GHR-Employee Space	
117	Ability to interface with external training providers, in order to update course offerings, launch training, capture completion, etc.	H	Y		ION	
118	Ability to interface with benefit providers (i.e. retirement plan, health providers, etc.)	H	R		Infor Reporting	Key interfaces are delivered as part of the implementation. Infor delivers a standard "Premium Report" which requires the header information to be slightly modified to comply with individual benefit provider specifications.

**Priority**

H - High | M - Medium | L - Low

229 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Volunteers and Interns*

**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				Talent Acquisition		
Objective: To provide an automated system for efficient management of volunteers and interns.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
1	<b>Applicant Tracking</b>					
2	Ability to electronically accept and separately track applications for volunteer and other non-paid positions	H	Y		GHR-Talent Acquisition	
3	Ability to manage volunteers by groups in cases where individual names are not available.	M	Y		GHR	Resources can be placed in groups and mass actions can be performed by group.
4	Ability for the applicant to submit an application even if there is not a specific vacancy (for volunteer recruitment purposes)	H	Y		GHR-Talent Acquisition	
5	<b>Personnel Administration</b>					
6	Ability to maintain the current status and chronological history of all employees and allow comprehensive searching/sorting/reporting on the following information:	-				
7	Funding source (e.g., grant funded vs. general fund)	H	Y		GHR-List views, Standard PR and HCM Reports and Infor Reporting Tools	
8	Hours worked (including for interns)	H	Y		GHR-List views, Standard PR and HCM Reports and Infor Reporting Tools	
9	Event or initiative	H	Y		GHR-List views, Standard PR and HCM Reports and Infor Reporting Tools	
10	Ability to be able to tie costs associated with volunteers/interns with agency subsidies that offset City expenditures.	H	R		GHR	Infor tracks many employee/volunteer related costs and provides for as many as desired user-defined fields to track other information. Such user-defined fields do not have a negative impact on any future upgrades.
11	Ability to schedule and manage assignments and acknowledgement from time as a volunteer as being part of the recruiting application	H	Y		GHR	This requirement is unclear. Volunteers can follow the same applicant process as one who will eventually be hired as an employee.

**Availability**

**Priority**

H - High | M - Medium | L - Low

230 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Volunteers and Interns

4.26 - Volunteers and Interns				Talent Acquisition		
Objective: To provide an automated system for efficient management of volunteers and interns.						
Number	Application Requirements	Priority	Availability	Cost	Required Product(s)	Comments
12	Ability to send e-mails in mass, group, or selected individuals, and schedule communications in advance	H	Y		GHR	
13	Ability to log activity and communications with volunteers and interns	H	Y		GHR	
14	Ability to schedule volunteer events and shifts	H	Y		WFM	
15	Automatic notification of volunteer sign up to coordinator	H	M		GHR and Infor Process Automation	Depending on your business process an existing process flow can be used or a user-defined process can be created.
16	Ability to schedule tasks	H	N			Task Management is part of the Infor Workforce Management Time and Attendance System which is not included in this proposal.
17	Ability to schedule automatic reminders to Outlook	M	N			
18	Ability for volunteer to update their password protected information, log hours and retrieve reports	H	Y		Specs:	In addition to accessing and changing relevant employee information in Employee Self Service, links to documents, other applications, and reports can be provided as well.
19	Ability to merge large quantities of spreadsheet data	H	R		GHR-List views, Standard PR and HCM Reports and Infor Reporting Tools	
20	Training Management & Administration					
21	Ability to list outside (not internal program) courses identified as effective in meeting specific training needs	L	Y		Infor LMS	
22	Ability to track training data for volunteers and non-paid staff	H	Y		Infor LMS	
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	Y		Infor ION	
24	Interfaces					
25	Ability to interface with City website	H	Y		Infor ION	
26	Ability to interface with social media (Instagram, Facebook, twitter)	M	Y		Infor ION	
27	Ability to interface with smartphones and other devices	M	Y		Infor HCM Mobile	
28	Other Reporting Requirements					
29	Ability to report on volunteers and paid / unpaid interns by department, division, program, and supervisor	H	R		Standard PR and HCM Reports and Infor Reporting Tools	
30	Ability to include volunteer and intern information, when requested, within the reporting domain of HCM	H	R		Standard PR and HCM Reports and Infor Reporting Tools	

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

231 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Work Orders

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			Infor Public Sector Work Management			
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	<b>System Requirements</b>					
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	Y		Infor Public Sector Work Management	
3	Ability to allow for scheduling parameters to be defined that will automatically create and issue a preventive work order.	L	Y		Infor Public Sector Work Management	
4	Ability to represent a history of work orders assigned to the same features, locations, or other criteria.	L	Y		Infor Public Sector Work Management	
5	Each work order includes:	-			Infor Public Sector Work	
6	Requestor and Request Date	L	Y		Infor Public Sector Work	
7	Department (Public Works, Police, etc.)	L	Y		Infor Public Sector Work	
8	Division Name (Streets, Water, Facilities, etc.)	L	Y		Infor Public Sector Work	
9	Station / Crew Location	L	Y		Infor Public Sector Work	
10	Status (Open, Completed/Closed, Scheduled, etc...)	L	Y		Infor Public Sector Work Management	
11	GL Account Numbers (Equipment, Labor, Materials)	L	Y		Infor Public Sector Work	
12	Project Code Accounting Number	L	Y		Infor Public Sector Work	
13	Estimated Time, Equipment, and Materials Required	L	Y		Infor Public Sector Work	
14	Actual Time, Equipment, and Materials Required (units, unit of measure, unit price)	L	Y		Infor Public Sector Work Management	
15	Location of Work (by sector / grid code area)	L	Y		Infor Public Sector Work	
16	Address of work site location (if applicable)	L	Y		Infor Public Sector Work	
17	Assigned Employee Names / Employee Numbers	L	Y		Infor Public Sector Work	
18	General Location (City Sector/Grid Location Reference)	L	Y		Infor Public Sector Work	
19	Hours and Rates Incurred by Employee (pay codes for regular/OT/shift differential, etc.)	L	Y		Infor Public Sector Work Management	
20	Equipment and materials required and used	L	Y		Infor Public Sector Work	
21	Required Completion Date	L	Y		Infor Public Sector Work Management	

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

232 of 237

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Work Orders

4.27 - Work Order Management				Infor Public Sector Work Management		
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
22	Vehicle/Equipment/Asset IDs	L	Y		Infor Public Sector Work Management	
23	Date Stamp for WO Status Changes	L	Y		Infor Public Sector Work Management	
24	Date Completed	L	Y		Infor Public Sector Work Management	
25	Job/Work Order Number	L	Y		Infor Public Sector Work Management	
26	Cost of Contractual Services	L	Y		Infor Public Sector Work Management	
27	Cost of Materials/Inventory Used	L	Y		Infor Public Sector Work Management	
28	Job/Supervisor Assigned	L	Y		Infor Public Sector Work Management	
29	Required Training/Certifications	L	Y		Infor Public Sector Work Management	
30	Work Type Code	L	Y		Infor Public Sector Work Management	
31	Priority Code	L	Y		Infor Public Sector Work Management	
32	Unlimited Comments with appropriate text wrapping (details or instructions from person entering request -i.e. customer service rep.)	L	Y		Infor Public Sector Work Management	
33	Request Origin (Citizen Request, Internal to City, etc.)	L	Y		Infor Public Sector Work Management	
34	Crew Code (assigned crew)	L	Y		Infor Public Sector Work Management	
35	Task Code (work to be performed)	L	Y		Infor Public Sector Work Management	
36	Instructions (details from supervisor to crew)	L	Y		Infor Public Sector Work Management	
37	Yes/No field to indicate if work order is preventive or a corrective response.	L	Y		Infor Public Sector Work Management	
38	Ability to open a single work order	L	Y		Infor Public Sector Work Management	
39	Ability to open a block/group of work orders at one time	L	Y		Infor Public Sector Work Management	
40	Ability to perform Work Order Entry/Update	L	Y		Infor Public Sector Work Management	
41	Ability to perform Work Order Inquiry by multiple fields (Working Dept., Asset Number, etc.)	L	Y		Infor Public Sector Work Management	

**Priority**

H - High | M - Medium | L - Low

233 of 237

**Availability**

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



**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Work Orders

4.27 - Work Order Management				Infor Public Sector Work Management		
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
42	Ability to print a work order	L	Y		Infor Public Sector Work Management	
43	Ability to develop a workflow to route work orders through the stages of created, open, and completed.	L	Y		Infor Public Sector Work Management	
44	Ability to define equipment rates to associate with a work order	L	Y		Infor Public Sector Work Management	
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	Y		Infor Public Sector Work Management	
46	Ability to print out work order forms for field use.	L	Y		Infor Public Sector Work Management	
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			
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			
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	Y		Infor Public Sector Work Management	
50	Ability to incorporate all open work orders into a work schedule for supervisors based upon schedule, work crew, etc.	L	Y		Infor Public Sector Work Management	
51	Ability to report on the daily work schedule by week, month, or year.	L	R		Infor Public Sector Work Management	
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	Y		Infor Public Sector Work Management	
53	Ability to sort, display, and print grouped work orders by a variety of parameters such as location, feature type, crew, priority, etc.	L	Y		Infor Public Sector Work Management	
54	Ability to export work order information for external uses - excel, word, database)	L	Y		Infor Public Sector Work Management	
55	Ability to project costs incurred by job, project, and program based on history of similar jobs, projects, and programs.	L	T		Crystal Reports/SSRS	Third-party reporting tool
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	Y		Infor Public Sector Work Management	
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	Y		Infor Public Sector Work Management	

**Priority**

H - High | M - Medium | L - Low

234 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Work Orders

4.27 - Work Order Management			Infor Public Sector Work Management			
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
58	Ability to allow work performed to be "charged" to department, fund, project, program, or account based on work order type	L	M		Infor Public Sector Work Management	Workflow rules need to be written
59	Ability for the work tasks to have information readily available on the safety procedures associated with doing that task.	L	Y		Infor Public Sector Work Management	
60	Ability to be deployed across the enterprise such that multiple departments / divisions / supervisors can schedule, monitor and report on work order independently.	L	Y		Infor Public Sector Work Management	
61	Ability to attach photos or documents.	L	Y		Infor Public Sector Work Management	
62	Ability to create work order data entry templates facilitating pre-define materials, equipment, and personnel teams for the rapid entry of details.	L	Y		Infor Public Sector Work Management	
63	Ability for WO# to be finished by the opening department/division	L	Y		Infor Public Sector Work Management	
64	Ability for Purchasing to Adjust work order	L	M		Infor Public Sector Work Management	Interface to proposed ERP system
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	M		Infor Public Sector Work Management	Interface to proposed ERP system
66	Ability for WO# to be closed by Purchasing	L	M		Infor Public Sector Work Management	Interface to proposed ERP system
67	Ability to track maintenance activity, assign payroll costs, equipment costs and other related costs.	L	Y		Infor Public Sector Work Management	
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	Y		Infor Public Sector Work Management	
69	Integrations / Interfaces					
70	Ability to interface with the City's email / calendaring system to trigger/route work order assignments to designated personnel.	L	M		Infor Public Sector Work Management	Workflow rules need to be written
71	System provides a central Work Order function that is fully integrated with the following ERP modules:	-			Infor Public Sector Work Management	
72	Asset Management	L	Y		Infor Public Sector Work Management	
73	Grant / Project Accounting	L	M		Infor Public Sector Work Management	Interface to proposed ERP system
74	Time and Attendance	L	M		Infor Public Sector Work Management	Interface to proposed ERP system
75	Human Resources	L	M		Infor Public Sector Work Management	Interface to proposed ERP system
76	Fixed Assets (to track and capitalize project costs)	L	M		Infor Public Sector Work Management	Interface to proposed ERP system

**Priority**

H - High | M - Medium | L - Low

235 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
Work Orders

4.27 - Work Order Management			Infor Public Sector Work Management			
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
77	Fleet/Equipment Maintenance	L	Y		Infor Public Sector Work Management	
78	Master Address	L	Y		Infor Public Sector Work Management	
79	Request for Service	L	Y		Infor Public Sector Work Management	
80	Permitting	L	Y		Infor Public Sector Work Management	
81	Purchasing	L	M		Infor Public Sector Work Management	Interface to proposed ERP system
82	Inventory	L	M		Infor Public Sector Work Management	Interface to proposed ERP system
83	General Ledger / Financial Reporting	L	M		Infor Public Sector Work Management	Interface to proposed ERP system
84	Miscellaneous Billing / AR	L	M		Infor Public Sector Work Management	Interface to proposed ERP system
85	Facilities Management	L	Y		Infor Public Sector Work Management	
86	Utility Billing	L	M		Infor Public Sector Work Management	Interface required
87	Ability for a work order to be coded with a coordinate location for GIS/mapping information system reference.	L	Y		Infor Public Sector Work Management	
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	M		Infor Public Sector Work Management	Interface to proposed ERP system
89	Ability to bill an external organization for a work order, by integrating to the Miscellaneous Billing module and/or Utility Billing.	L	M		Infor Public Sector Work Management	Interface would need to be defined
90	Ability for the Preventative Maintenance functions triggering work orders for cyclical maintenance cycles.	L	Y		Infor Public Sector Work Management	
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	T		Crystal Reports/SSRS	Third-party reporting tool
93	Payroll Report, showing employee, labor (regular/OT) dollars, benefits, and hours incurred by work order, job/project, and department, pay rate.	L	N			
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			

**Priority**

H - High | M - Medium | L - Low

236 of 237

**Availability**

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

**City of Fort Lauderdale - Enterprise Resource Planning (ERP) System Solution**  
*Work Orders*

4.27 - Work Order Management			Infor Public Sector Work Management			
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			
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	T		Crystal Reports/SSRS	Third-party reporting tool
97	Work Order Schedule Report, showing all work orders scheduled for a defined time period, employee group, location, and type.	L	R		Infor Public Sector Work Management	
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	T		Crystal Reports/SSRS	Third-party reporting tool
99	Work History by Feature Report, listing all work orders opened and/or completed for a specific facility (road/street, building, meter).	L	R		Infor Public Sector Work Management	
100	Work Type Report, listing all work orders organized by type code.	L	R		Infor Public Sector Work Management	
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			
102	Work Orders Billed, detailing billed & paid, and billed & outstanding.	L	N			

**Priority**

H - High | M - Medium | L - Low

237 of 237

**Availability**

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

## 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.																		
	<p>Incident resolution is often an investigative process that is iterative, with many variables, and at times requires collaboration and troubleshooting by various teams within Infor and the customer to determine the root cause in order to bring the incident to resolution. The nature of this process makes providing target resolution times difficult. Customers have communicated to Infor that what is important to them, is having the ability to continue doing business while Infor investigates the cause of an issue, and providing regular updates as Infor progresses through the troubleshooting process.</p> <p>Upon notification of shortlist or serious intent to consider, Infor will be happy to deliver additional detail around our company statistics.</p>																		
2.	<p>Provide the following regarding the number of business staff the City should expect to be committed to providing on-going application support:</p> <ol style="list-style-type: none"> <li>Role</li> <li>Responsibility</li> <li>Estimated time commitment in terms of hours</li> </ol>																		
	<table border="1"> <thead> <tr> <th>Role</th><th>Responsibilities</th><th>Hours</th></tr> </thead> <tbody> <tr> <td>General Ledger SME</td><td>           Provide functional application support             Assist with the creation user canvases and shortcuts             Assist with new hire orientation and training         </td><td>8</td></tr> <tr> <td>Accounts Payable SMW</td><td>           Provide functional application support             Assist with the creation user canvases and shortcuts             Assist with new hire orientation and training         </td><td>24</td></tr> <tr> <td>Accounts Receivable SME</td><td>           Provide functional application support             Assist with the creation user canvases and shortcuts             Assist with new hire orientation and training         </td><td>24</td></tr> <tr> <td>Budgeting SME</td><td>           Provide functional application support             Assist with the creation user canvases and shortcuts             Assist with new hire orientation and training         </td><td>4</td></tr> <tr> <td>Procurement</td><td></td><td>24</td></tr> </tbody> </table>	Role	Responsibilities	Hours	General Ledger SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	8	Accounts Payable SMW	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	24	Accounts Receivable SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	24	Budgeting SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	4	Procurement		24
Role	Responsibilities	Hours																	
General Ledger SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	8																	
Accounts Payable SMW	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	24																	
Accounts Receivable SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	24																	
Budgeting SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	4																	
Procurement		24																	

	SME		
	Strategic Sourcing SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	4
	Talent Management SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	4
	Payroll SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	16
	Human Resources SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	8
	Benefits SME	Provide functional application support  Assist with the creation user canvases and shortcuts  Assist with new hire orientation and training	8
	Technical Lead	Monitor system performance Create and monitor print files Support Infor Process Automation	20
The estimated hours are a per week estimate during post production cutover and are anticipated to minimize over time.			
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		

	<table><tr><th>Role</th><th># of Hours</th><th>Skill Set Required</th><th>Training Required?</th><th>Training Provided?</th></tr><tr><td>Landmark System Administrator</td><td>10</td><td>Knowledge of the base technology (Landmark) foundation</td><td>Infor Landmark Workshop</td><td>Yes</td></tr><tr><td>Process Automation Administrator</td><td>25</td><td>Knowledge of how to create and monitor workflows</td><td>Infor Process Automation Workshop</td><td>Yes</td></tr><tr><td>DBA</td><td>5</td><td>Knowledge of the database and monitoring tools</td><td>Lawson DBA training</td><td>No, this would require on-site training at Infor</td></tr><tr><td>Report Developer</td><td>20</td><td>Knowledge of Infor's Business intelligence tool and the table and file structures associated with the applications</td><td>Infor LBI</td><td>Yes</td></tr><tr><td>Security Administrator</td><td>20</td><td>Knowledge of role based Infor Security</td><td>Infor Security training</td><td>Yes</td></tr></table> <p>The estimated hours are a per week estimate during post production cutover and are anticipated to minimize over time.</p> <p>It is anticipated that functional application support will be the responsibility of the functional subject matter experts that provide the training. These subject matter experts will be part of the train the trainer phased of the implementation.</p>	Role	# of Hours	Skill Set Required	Training Required?	Training Provided?	Landmark System Administrator	10	Knowledge of the base technology (Landmark) foundation	Infor Landmark Workshop	Yes	Process Automation Administrator	25	Knowledge of how to create and monitor workflows	Infor Process Automation Workshop	Yes	DBA	5	Knowledge of the database and monitoring tools	Lawson DBA training	No, this would require on-site training at Infor	Report Developer	20	Knowledge of Infor's Business intelligence tool and the table and file structures associated with the applications	Infor LBI	Yes	Security Administrator	20	Knowledge of role based Infor Security	Infor Security training	Yes
Role	# of Hours	Skill Set Required	Training Required?	Training Provided?																											
Landmark System Administrator	10	Knowledge of the base technology (Landmark) foundation	Infor Landmark Workshop	Yes																											
Process Automation Administrator	25	Knowledge of how to create and monitor workflows	Infor Process Automation Workshop	Yes																											
DBA	5	Knowledge of the database and monitoring tools	Lawson DBA training	No, this would require on-site training at Infor																											
Report Developer	20	Knowledge of Infor's Business intelligence tool and the table and file structures associated with the applications	Infor LBI	Yes																											
Security Administrator	20	Knowledge of role based Infor Security	Infor Security training	Yes																											
4.	<p>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)</p>																														
	<p>No, support can be accessed by Fort Lauderdale staff, and we are agreeable to putting language in our contract.</p>																														
5.	<p>Describe the types of support needed to keep the product under current support and to keep the product enhanced.</p>																														

	Technical Area	Staff	Skills
	DBA	.25	Standard DBA skills: DB maintenance, backups, etc.
	System Admin	.25	Familiarity with OS, files, user (account) maintenance, jobs etc.
	Report Designers	As needed (2-3)	Crystal Reports, standard report generation knowledge (SQL)
	Workflow Designers	As needed (min 2)	Business Analyst level knowledge of Finance, Procurement, Human Capital Management. Light program logic skills and light JavaScript
	UI Enhancement	As needed (min 2)	Business Analyst level knowledge of system, Light web skills, light JavaScript or JScript
6.	Do you need remote access to the server to support/maintain it? If yes, describe the method(s) and security used.		
	<p>Customers can greatly facilitate incident resolution by providing Infor Support Analysts remote access to Component Systems. Providing remote access is a standard contractual requirement. The Infor Support Analyst will require the same clearance level as your internal staff, however, Infor will ask for permission prior to connecting to your system. Customers will also be expected to participate while remote access is available to the Infor Support Analyst.</p>		
7.	Describe how your software will be licensed to the City (e.g. site license, named users, concurrent users, etc.)		
	<p>Software licenses can include all of the following and each license appearing on a contract is identified as NU, US, CU, CPUCORE, or AECU. A brief description of each license type appears below.</p> <p><b>NU = Named Users:</b> Allows access to the Subscription Software up to the stated maximum number of individual named users, irrespective as to whether any such users is actively logged on to the Subscription Software at a given point in time.</p> <p><b>US = Users</b> Allows access to the Subscription Software up to the stated maximum number of individual users. Each separate log-on accessing the Subscription Software will be counted as a separate user.</p> <p><b>CU = Concurrent Users</b> Allows access to the Subscription Software up to the stated maximum number of individual concurrent users who are simultaneously logged on to the Subscription Software at any given point in time, irrespective as to whether or not any such user is actually using resources related to the Component System.</p> <p><b>CPUCORE = CPUCores</b> Quantity represents the maximum number of Central Processing</p>		



	<p>Unit Cores visible to the Operating System or utilized by the Subscription Software at peak times. All CPUCores utilized must be licensed.</p> <p><b>AECU = “Amazon EC2 Compute Unit”</b> Amazon EC2 Compute Unit is the amount of CPU that is allocated to particular instance expressed in the terms of the EC2 Compute Units. One EC2 Compute Unit provides the equivalent CPU capacity of a 1.0-1.2 GHz 2007 Xeon processor. This is also the equivalent to an early 1.7 Ghz Xeon processor.</p>
<b>Software Updates and Distribution</b>	
8.	<p>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:</p> <ol style="list-style-type: none"> <li>Backward version compatibility and support of back versions,</li> <li>Timeframe/policy on moving to new versions,</li> <li>Automatic product upgrades or on demand,</li> <li>Ease of implementation for City staff versus need to contract for services.</li> <li>Use of Microsoft Systems Management Server (SMS) 2003 or other recommended products / methods.</li> <li>Custom changes to software / Interfaces required by client and the effect of patches or updates</li> </ol>
	<p>Infor’s solutions are designed with interoperability in mind using the latest, established technologies including Service Oriented Architecture (SOA), open source XML documents, web services, and standard Application Programming Interfaces. Infor has developed an approach to SOA that puts the customer’s interest first. Because Infor Open SOA is cost-free, is delivered through standard Infor solution upgrades, supports heterogeneous customer-specific ecosystems, and uses an event-driven model, customers can be confident that the Infor approach to SOA will deliver business value today and well into the future.</p> <p>Patch and maintenance management is easy, secure, documented, auditable (for SOX compliance) and can be done while the system is up and running. However, if needed, Infor’s Consulting Services Organization and Technical Support Division are definitely available to work with the Fort Lauderdale to make sure that the appropriate training and assistance is available to secure successful patches and updates to the system, should those services be needed.</p> <p>Software Upgrades and/or Patches are available for customers to download by visiting our Customer Support Portal at <a href="http://www.support.infor.com">www.support.infor.com</a>. These downloads are available for customer's with a current support contract in place and are included with the Maintenance/Support fee.</p>
9.	<p>Describe the product release cycle including:</p> <ol style="list-style-type: none"> <li>Frequency of upgrades/enhancements or new versions (major and minor version releases)</li> <li>Contents of release,</li> <li>How long release takes to implement, and</li> <li>Use of release notes.</li> </ol>
	<p>In general, releases are handled and distributed as follows:</p> <ul style="list-style-type: none"> <li>Major Releases- - frequency is approximately 3 to 5 years and usually includes the necessity to upgrade the product using an upgrade process and procedure that is</li> </ul>

	<p>provided by Infor Lawson Software. The upgrade process is necessary due to changes in the underlying database structure that supports major functionality enhancements to the system. Major releases are decommissioned and clients are notified with at least a 12 - 24 month window prior to decommissioning.</p> <ul style="list-style-type: none"> <li>• Cyclical releases (major) -- frequency is as needed, usually contains minor functionality enhancements, does not require an "upgrade process" but does require program recompilation in some cases. A major cyclical release will usually "bundle" all previous patches and apply them at the same time along with the minor functionality changes (if any). Not required by Infor unless directed so by the client. May contain database additions/changes that require some special processing that is created and documented by Infor.</li> <li>• Cyclical release (minor) -- frequency is as needed, contains patch(es) to correct reported issues with the software. Does not require an "upgrade process". Not required by Infor Lawson unless directed so by the GSC. All types of releases are available via our online support site.</li> </ul> <p>The Fort Lauderdale will be able to set viewing preferences with the Xtreme Support portal's new consumer-grade user interface, so you'll get information presented to you in a personalized way. You'll also be able to access critical support resources, including software patches, service packs, updates, release notes, a comprehensive knowledge base, recorded briefings, and online communities—24/7/365. You can browse through relevant articles and videos, with quick and easy access to:</p> <ul style="list-style-type: none"> <li>• Products and upgrades</li> <li>• Tax and regulatory updates</li> <li>• Critical patches</li> </ul>
10.	Please provide the upgrade or release plans for the next three years
	Version is the current version and no discontinuance has been announced. Version 11 has been announced and will be available in the summer of 2015
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.
	Version 10 is the current release and will not be replaced for a minimum of 3 years after version 11 becomes generally available
<b>Customizations</b>	
12.	How does the Vendor define customization versus configuration?
	Traditionally customizations are defined by making edits or changes that occur at the actual software application code level, whereas configuration is typically defined as a topical change that utilizes an existing tool or script and is not impacted when a software update or release occurs. Infor recommends keeping the system as "vanilla" as possible and for its customers to take full advantage of the provided comprehensive tools that allow for extensive configuration of the system.
13.	How can the City customize or configure the software directly without Vendor involvement?
	The Fort Lauderdale owns the source code and can make modifications within the applications based on the skillset and needs of the organization. Again, Infor recommends keeping the system as "vanilla" as possible and for its customers to

	make full use of the provided comprehensive tools for system enhancement.
14.	How are local customizations or configurations, Integrations / Interfaces maintained when installing patches and new releases of the Vendor's software?
	Local customizations are traditionally the responsibility of the customer to track and maintain. Infor has designed the Infor Lawson system to utilize configurations for the express purpose of minimizing conflicts when a new release of the software is available. Enhancements made with our configuration tools are kept in separate directories from the delivered Infor source code and are not affected by upgrades.

## Vendor Hosting Form

1.	Will your company host the solution or will this be managed by a third party?
	We use a partner to provide our hosting services; however, we will manage these services and be accountable for all related support, management and SLA's. The hosted solution will be part of our services agreement with you.
2.	Where are the data center and storage facilities located within the United States?
	Yes, all data centers and storage facilities will be located in 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.
	We support 15 hosted customers with more than 3,000 users.
4.	How hosted software applications deployed for use by numerous customers are (dedicated servers for each hosted customer, or is a single set of applications utilized for all customers)?
	Each customer has their applications installed and deployed in a separate environment utilizing separate and distinct virtual machines. We do not deploy a single set of applications to be used by multiple 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?
	Our SLA's for system availability is 99.5% per month. Our response time for availability is 30 minutes. There are no responsibilities for the city to ensure this level of performance. These SLA's are all built into the services that we deliver for the city.
6.	How much notification will you give the City in advance of any scheduled downtime?
	Scheduled downtime for maintenance purposes will be coordinated with you on an annual basis. We will seek your approval at least 2 weeks in advance for any changes to this schedule.
7.	Where would the nearest support be located for a client in Fort Lauderdale, FL?
	We support our hosting and managed services customer 24x7, 365 days a year on a global basis. We have support resources in South Florida with offices in Orlando and Tampa.

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
	Our hosting and managed services customers are not charged on a per call basis. Support is included in the monthly fixed fees.
9.	Please describe the minimum commitment term (in years) for a vendor-hosted option and note the term assumed for determining the proposed costs.
	The minimum commitment for a hosted solution is one year billed on a month basis.
10.	Please describe and provide the bandwidth required per module per user.
	We provide bandwidth based on application usage, not on a per user/module basis. We continuously monitor bandwidth to make sure that users are provided with more than adequate bandwidth to effectively do their jobs and run the business.

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

12/4/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Commercial Lines - (404) 923-3700 Wells Fargo Insurance Services USA, Inc. 3475 Piedmont Road NE, Suite 800 Atlanta, GA 30305-2886	<b>CONTACT NAME:</b> Leona Speir <b>PHONE (A/C, No. Ext):</b> 404-923-3638 <b>E-MAIL ADDRESS:</b> leona.speir@wellsfargo.com <b>FAX (A/C, No):</b> 877-362-9069																					
<b>INSURED</b> Infor Enterprise Applications LP and its Subsidiaries 13560 Morris Road Suite 4100 Alpharetta GA 30004	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td><b>INSURER A:</b></td><td>Federal Insurance Company</td><td>20281</td></tr><tr><td><b>INSURER B:</b></td><td>Chubb Indemnity Insurance Co.</td><td>12777</td></tr><tr><td><b>INSURER C:</b></td><td>Lloyd's of London</td><td></td></tr><tr><td><b>INSURER D:</b></td><td></td><td></td></tr><tr><td><b>INSURER E:</b></td><td></td><td></td></tr><tr><td><b>INSURER F:</b></td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	<b>INSURER A:</b>	Federal Insurance Company	20281	<b>INSURER B:</b>	Chubb Indemnity Insurance Co.	12777	<b>INSURER C:</b>	Lloyd's of London		<b>INSURER D:</b>			<b>INSURER E:</b>			<b>INSURER F:</b>		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
<b>INSURER A:</b>	Federal Insurance Company	20281																				
<b>INSURER B:</b>	Chubb Indemnity Insurance Co.	12777																				
<b>INSURER C:</b>	Lloyd's of London																					
<b>INSURER D:</b>																						
<b>INSURER E:</b>																						
<b>INSURER F:</b>																						

**COVERAGES****CERTIFICATE NUMBER:** 5246334**REVISION NUMBER:** See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Blanket Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			35851844	11/30/12	11/30/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			73543744 Hired Car Physical Damage-ACV	11/30/2012	11/30/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> DED <input checked="" type="checkbox"/> RETENTION \$ 0			79839130	11/30/2012	11/30/2013	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	71718041 (All States) 0971725758 (Hawaii & Idaho)	11/30/2012 11/30/2012	11/30/2013 11/30/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	E&O/Prof Liab Retro Date:02/01/04 Technology E&O			W101F5100601 Renewal of:	11/30/2012	11/30/2013	\$5,000,000 \$1,000,000 DED Claims Made/Each Claim

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

EVIDENCE OF INSURANCE.

**CERTIFICATE HOLDER**ABC Company  
123 Main Street  
Anytown, America**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CAM #16-0900



## SOFTWARE LICENSE AGREEMENT

AGREEMENT NUMBER: \_\_\_\_\_

THIS SOFTWARE LICENSE AGREEMENT (the "Agreement") is made between Infor Public Sector, Inc., ("Infor") and \_\_\_\_\_ ("Licensee") as of the Effective Date. The parties agree as follows:

### 1. Definitions.

(a) "**Affiliate**" means any entity, directly or indirectly, controlling, controlled by, or under common control with, Infor.

(b) "**Component System**" means any one of the computer software programs which is identified in the applicable Order Form as a Component System. "**Component Systems**" refers, collectively, to every Component System listed in the applicable Order Form between the parties.

(c) "**Confidential Information**" means non-public information of an Affiliate or a party to this Agreement that is identified as or would be reasonably understood to be confidential and/or proprietary. Confidential Information of Infor includes, without limitation, the Documentation, the Component Systems, all software provided with the Component Systems and all algorithms, methods, techniques, code (Source Code and Object Code) and processes revealed or utilized therein. Confidential Information does not include information that: (i) is or becomes known to the public without fault or breach of the Recipient; (ii) the Discloser regularly discloses to third parties without restriction on disclosure; (iii) the Recipient obtains from a third party without restriction on disclosure and without breach of a non-disclosure obligation; or (iv) is independently developed by the Recipient without access to Confidential Information.

(d) "**Delivery Address**" means the Licensee shipping address set forth in the applicable Order Form as the Delivery Address.

(e) "**Delivery Date**" means, for each Component System, the earliest of (a) the date that Infor places the Component System with a shipping agent, F.O.B. Shipping Point, for shipment to the Delivery Address or such other address Licensee specifies, (b) the date Infor provides Licensee electronic access to the Component System by, for example, providing Licensee a URL, where the Component System is available for immediate electronic download along with access codes permitting download and access to the Component System, or (c) the date that Licensee actually receives the Component System.

(f) "**Discloser**" means the party providing Confidential Information hereunder.

(g) "**Documentation**" means the then-current Infor-provided operating and technical documentation relating to the features, functions and operation of a Component System.

(h) "**Documented Defect**" means a material deviation between the then-current, general release version of the

Component System and its Documentation, for which Documented Defect Licensee has given Infor enough information for Infor to replicate the deviation on a computer configuration which is both substantially similar to the Equipment and is under Infor's control.

(i) "**Effective Date**" means the date identified on the signature page of this Agreement as the Effective Date.

(j) "**Equipment**" means the hardware and/or systems software configuration (e.g., the computer, computer platform, operating systems and/or data base management system) specified in the Order Form, or, in the absence of any such specification in the Order Form, the hardware and/or systems software configuration on which Infor generally supports use of the Component System.

(k) "**Intellectual Property Rights**" means any and all rights in patents, patent applications, copyrights, copyright registrations, trade secrets, trademarks and service marks (including, where applicable, all derivative works of the foregoing).

(l) "**Licensee Employees**" means: (i) Licensee's employees with a need to know; and (ii) third party consultants engaged by Licensee who have a need to know, who have been pre-approved in writing by Infor, and who, prior to obtaining access to the Component Systems, have executed an Infor-approved non-disclosure agreement and paid any applicable fees.

(m) "**Marketing Associate**" means a third party entity specified on an Order Form which has an agreement with Infor authorizing such third party to market the Component Systems and related services, maintenance and support to Licensee.

(n) "**Object Code**" means computer programs assembled, compiled, or converted to magnetic or electronic binary form, which are readable and useable by computer equipment.

(o) "**Order Form**" means each order form or similar ordering document (including all Software Supplements) between the parties incorporating the terms of this Agreement and/or the Support Agreement that sets forth the Component Systems, associated fees and User Restrictions, among other terms.

(p) "**Order Form Date**" means the date identified on the applicable Order Form as the Order Form Date.

(q) "**Recipient**" means the party receiving Confidential Information hereunder.

(r) "**Software Supplement**" means, with respect to a Component System, the addendum attached to the



applicable Order Form that contains additional terms, conditions, limitations and/or other information pertaining to that Component System. If any terms of a Software Supplement conflicts with any other terms of this Agreement or the applicable Order Form, the terms of the Software Supplement will control.

(s) "**Source Code**" means computer programs written in higher-level programming languages and readable by humans.

(t) "**Support Agreement**" means the Software Support Agreement entered into between the parties as of the Effective Date.

(u) "**Third Party Licensor**" means a third party whose software products ("**Third Party Products**") have been made available to Infor for distribution and licensing under the terms of its agreement with Infor (a "**Third Party Agreement**").

(v) "**User Restriction**" means any Component System user restriction identified in an Order Form (for example, and without limitation, number of named or concurrent users).

**2. Right to Grant License and Ownership.** Infor has the right to grant Licensee this license to use the Component Systems. Infor either owns all right, title and interest to, or has the right to license, the Component Systems.

**3. License.** Subject to the terms and conditions of this Agreement and the applicable Order Form (including, without limitation, with respect to termination), Infor grants Licensee a perpetual (unless otherwise specified on the Order Form), non-exclusive, non-transferable license (without the right to sublicense or sublicense) to use the Component Systems (including any updates, enhancements or modifications to such Component Systems that Infor provides under the Support Agreement) on the Equipment for Licensee's own, internal computing operations. The computer readable media containing the Component Systems may also contain software programs for which Licensee is not granted a license for use. Licensee may not make any use of any such software programs for which Licensee is not expressly obtaining a license for use under this Agreement. Any rights not expressly granted in this Agreement are expressly reserved.

(a) **Documentation.** Except as otherwise provided in the applicable Software Supplement, Licensee may make a reasonable number of copies of the Documentation for each Component System for its internal use in accordance with the terms of this Agreement.

(b) **Additional Restrictions on Use of the Component Systems.** Licensee's use of the Component Systems is subject to any User Restrictions specified in the applicable Order Form. Except to the extent contrary to applicable law, Licensee is prohibited from causing or permitting the reverse engineering, disassembly or de-compilation of the Component Systems. Licensee is prohibited from using the Component Systems to provide service bureau data processing services or to otherwise provide data processing services to third parties. Licensee will not allow the Component Systems to be used by, or disclose all or

any part of the Component Systems to, any person except Licensee Employees. Licensee acknowledges and agrees that U.S. export control laws and other applicable export and import laws govern its use of the Component Systems and Licensee will neither export or re-export, directly or indirectly, the Component Systems, nor any direct product thereof in violation of such laws, or use the Component Systems for any purpose prohibited by such laws. Licensee acknowledges that a special security program or code ("Key") may be required to operate the Component System. Any such Key may prevent the Component System from operating (i) on any configuration other than the Equipment or (ii) for more than the maximum number of users specified in an Order Form.

(c) **Intellectual Property Rights Notices.** Licensee is prohibited from removing or altering any of the Intellectual Property Rights notice(s) embedded in or that Infor otherwise provides with the Component Systems. Licensee must reproduce the unaltered Intellectual Property Rights notice(s) in any full or partial copies that Licensee makes of the Component Systems.

(d) **Notice.** To use any of the Component Systems, Licensee may also need to obtain, install and maintain Infor-supported versions of certain software products, database software products and certain software/hardware peripherals. By this notice, Infor is advising Licensee that Licensee should request information about such necessary software products, database software products and software/hardware peripherals.

(e) **Source Code.** Unless otherwise explicitly provided in an Order Form, Licensee has no license to access or use, or any other rights in or to, the Source Code for a particular Component System. If the Order Form grants Licensee a license to use Source Code for a particular Component System, then Licensee has the limited right to use such Source Code to modify such Component System for its own, internal computing operations. Subject to the foregoing, Licensee will not disclose all or any part of the Source Code for a Component System to any person except Licensee Employees who, before obtaining access to the Source Code, have been informed by Licensee in writing of the non-disclosure obligations imposed on both Licensee and such Licensee Employees under this Agreement. Infor will own all right, title and interest to all derivative works of the Component System ("**Derivative Works**"), even if solely created by Licensee pursuant to a license to use Source Code hereunder. Licensee hereby assigns to Infor absolutely all of its rights, title and interest in and to any Derivative Works created by the Licensee together with all Intellectual Property Rights therein. Subject to the terms and conditions of this Agreement, Infor grants Licensee (if licensed to use Source Code hereunder) a perpetual (unless otherwise specified in the Order Form), non-exclusive, non-transferable license (without the right to sublicense or sublicense) to use and copy for use the Derivative Works created by Licensee or created by Infor at Licensee's request and payment, for Licensee's own, internal computing operations. Upon Infor's request, Licensee will provide Infor with a copy (including all documentation related thereto) of all Derivative Works created by Licensee and will execute and deliver to Infor any documents reasonably necessary to vest in Infor all right, title and interest therein.



4. **Delivery.** Except as otherwise provided in the applicable Order Form, the Delivery Date shall not be later than thirty (30) days after the Order Form Date.

5. **Payment and Taxes.**

(a) **Payment.** Licensee will pay Infor all license fees (as specified on an Order Form) within fifteen (15) days of the Order Form Date and all invoices within fifteen (15) days of the date of invoice. Late payments are subject to a late charge equal to the lesser of: (i) one and one-half percent (1½%) per month; and (ii) the highest rate permitted by applicable law.

(b) **Taxes and Shipping Charges.** Licensee is responsible for paying all taxes (except for taxes based on Infor's net income or capital stock) and shipping charges relating to this Agreement, the Component Systems, any services provided and payments made under this Agreement. Applicable tax amounts (if any) are not included in the fees set forth in this Agreement and any Order Form. Infor will invoice Licensee for applicable tax and shipping amounts and such invoices are due upon Licensee's receipt thereof.

6. **Limited Warranty, Disclaimer of Warranty and Remedies.**

(a) **Limited Software Warranty by Infor and Remedy For Breach.** Infor warrants that each Component System licensed to Licensee will operate without a Documented Defect for a period of ninety (90) days from the **Delivery Date**. Infor warrants that the media on which the Component System is delivered will be free of material defects in material and **workmanship for a period of ninety (90) days from the Delivery Date**. Infor's sole obligation with respect to a breach of either of the foregoing warranties shall be to repair or replace the Component System or media giving rise to the breach of warranty. If Infor is unable to repair or replace such Component System or media within a reasonable period of time, then, subject to the limitations set forth in Section 15 of this Agreement, Licensee may pursue its remedies at law to recover direct damages resulting from the breach of the applicable warranty. The remedies in this Section 6(a) are exclusive and in lieu of all other remedies, and represent Infor's sole obligations, for a breach of the foregoing warranties. Licensee must provide notice to Infor of any warranty claim within the warranty period.

(b) **Disclaimer of Warranty.** The limited warranties in this Section 6 are made to Licensee exclusively and are in lieu of all other warranties. **INFOR MAKES NO OTHER WARRANTIES WHATSOEVER, EXPRESS OR IMPLIED, WITH REGARD TO THE COMPONENT SYSTEMS, IN WHOLE OR IN PART, OR ANY OTHER MATTER UNDER THIS AGREEMENT. INFOR EXPLICITLY DISCLAIMS ALL WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. INFOR EXPRESSLY DOES NOT WARRANT THAT THE COMPONENT SYSTEMS, IN WHOLE OR IN PART, WILL BE ERROR FREE, WILL OPERATE WITHOUT INTERRUPTION, WILL BE COMPATIBLE WITH ANY HARDWARE OR SYSTEMS SOFTWARE CONFIGURATION OTHER THAN THE EQUIPMENT, OR WILL MEET LICENSEE'S REQUIREMENTS.**

(c) **Abrogation of Limited Warranty.** Infor will have no obligation under this Section 6 to the extent that any alleged breach of warranty is caused by: (i) any modification of the Component System; (ii) Licensee's failure to promptly implement changes that Infor provides to correct or improve the Component System; or (iii) the use or combination of the Component System with any computer, computer platform, operating system and/or data base management system other than the Equipment. To the extent that an alleged breach of warranty concerns a Third Party Product that is subject to a more limited warranty under a Third Party Agreement than specified in Section 6(a) above, Infor's obligations hereunder will be further limited accordingly. The limited warranty in Section 6(a) shall not apply to (x) updates, enhancements or modifications provided under the Support Agreement or (y) previously licensed Component Systems for which Licensee is changing User Restrictions (e.g., without limitation, adding users) under an Order Form.

(d) **FAILURE OF ESSENTIAL PURPOSE. THE PARTIES HAVE AGREED THAT THE LIMITATIONS SPECIFIED IN SECTIONS 6 AND 15 WILL SURVIVE AND APPLY EVEN IF ANY LIMITED REMEDY SPECIFIED IN THIS AGREEMENT IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE, AND REGARDLESS OF WHETHER LICENSEE HAS ACCEPTED ANY COMPONENT SYSTEMS OR SERVICE UNDER THIS AGREEMENT.**

(e) **HIGH RISK ACTIVITIES. THE COMPONENT SYSTEMS ARE NOT FAULT-TOLERANT AND ARE NOT DESIGNED, MANUFACTURED OR INTENDED FOR USE AS ON-LINE CONTROL EQUIPMENT IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL-SAFE PERFORMANCE, SUCH AS IN THE OPERATION OF NUCLEAR FACILITIES, AIRCRAFT NAVIGATION OR AIRCRAFT COMMUNICATION SYSTEMS, MASS TRANSIT, AIR TRAFFIC CONTROL, DIRECT LIFE SUPPORT MACHINES, OR WEAPONS SYSTEMS, IN WHICH THE FAILURE OF THE COMPONENT SYSTEMS COULD LEAD DIRECTLY TO DEATH, PERSONAL INJURY, OR SEVERE PHYSICAL OR ENVIRONMENTAL DAMAGE ("HIGH RISK ACTIVITIES"). ACCORDINGLY, INFOR DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTY OF FITNESS FOR HIGH RISK ACTIVITIES. LICENSEE AGREES THAT INFOR SHALL NOT BE LIABLE FOR ANY CLAIMS OR DAMAGES ARISING FROM OR RELATED TO THE USE OF THE COMPONENT SYSTEMS IN SUCH APPLICATIONS.**

7. **Confidential Information.** Except as otherwise permitted under this Agreement, the Recipient will not disclose to any third party, or make any use of the Discloser's Confidential Information. The Recipient will use at least the same standard of care to maintain the confidentiality of the Discloser's Confidential Information that it uses to maintain the confidentiality of its own Confidential Information, but in no event less than reasonable care. Except in connection with the Component Systems and any software programs provided with the Component Systems, the non-disclosure and non-use obligations of this Agreement will remain in full force with respect to each item of Confidential Information for a period of ten (10) years after Recipient's receipt of that item. However, Licensee's obligations to maintain both the Component Systems and any software programs provided

with the Component Systems, including all algorithms, methods, techniques, code and processes revealed therein, as confidential will survive in perpetuity.

**8. Indemnity by Infor.** Infor will defend, indemnify and hold Licensee harmless from and against any loss, cost and expense that Licensee incurs because of a third party claim that the Component System infringes any copyright of others. Infor's obligations under this indemnification are expressly conditioned on the following: (i) Licensee must promptly notify Infor of any such claim; (ii) Licensee must in writing grant Infor sole control of the defense of any such claim and of all negotiations for its settlement or compromise (if Licensee chooses to represent its own interests in any such action, Licensee may do so at its own expense, but such representation must not prejudice Infor's right to control the defense of the claim and negotiate its settlement or compromise); (iii) Licensee must cooperate with Infor to facilitate the settlement or defense of the claim. Infor will not have any liability hereunder to the extent the claim arises from (a) any modification of the Component System; or (b) the use or combination of the Component System with any computer, computer platform, operating system and/or data base management system other than the Equipment. If any Component System is, or in Infor's opinion is likely to become, the subject of a copyright infringement claim, then Infor, at its sole option and expense, will either: (A) obtain for Licensee the right to continue using the Component System under the terms of this Agreement; (B) replace the Component System with products that are substantially equivalent in function, or modify the Component System so that it becomes non-infringing and substantially equivalent in function; or (C) refund to Licensee the portion of the license fee paid to Infor for the Component System(s) giving rise to the infringement claim, less a charge for use by Licensee based on straight line depreciation assuming a useful life of five (5) years, provided that Licensee has returned or destroyed and discontinued its use of such Component System. Notwithstanding anything to the contrary herein, to the extent that a third party claim of copyright infringement concerns a Third Party Product that is subject to a more limited indemnification protection under a Third Party Agreement than specified herein, Infor's obligations hereunder will be further limited accordingly. **THE FOREGOING SETS FORTH INFOR'S EXCLUSIVE OBLIGATION AND LIABILITY WITH RESPECT TO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS.**

#### **9. Term and Termination.**

(a) Right of Termination. If either party materially breaches any material obligation in this Agreement or an Order Form (including, without limitation, any obligation to pay license fees), and fails to remedy such breach (if such breach can be remedied) within thirty (30) days of receipt of written notice of such breach, the other party may terminate this Agreement (including all Order Forms hereunder). Notwithstanding the foregoing, to the extent such material breach cannot be remedied through efforts of the breaching party, the other party has the right to terminate this Agreement (including all Order Forms hereunder) on less than thirty days' written notice. Notice to Infor of an alleged breach of warranty will not constitute a notice of termination of this Agreement.

(b) Effect of Termination. Upon termination of this Agreement by either party, Licensee will discontinue further use of the Component Systems, and will promptly return to Infor or (at Infor's request) destroy all copies of the Component Systems, and will certify to Infor in writing, over the signature of a duly authorized representative of Licensee, that it has done so. Termination of this Agreement will not relieve either party from making payments which may be owing to the other party under the terms of this Agreement.

(c) Survival of Obligations. All obligations relating to non-use and non-disclosure of Confidential Information, indemnity, limitation of liability, and such other terms which by their nature survive termination, will survive termination of this Agreement.

(d) Termination Without Prejudice to Other Rights and Remedies. Termination of this Agreement will be without prejudice to either party pursuing any other remedies available to it.

**10. Notices.** All notices and other communications required or permitted under this Agreement or required by law must be in writing and will be deemed given when: delivered personally; sent by registered or certified mail, return receipt requested; transmitted by facsimile confirmed by first class mail; or sent by overnight courier. Notices must be sent to a party at its address shown on the signature page of this Agreement, or to such other place as the party may subsequently designate for its receipt of notices in accordance with this Section. Licensee must promptly send copies of any notice of material breach and/or termination of the Agreement to Infor, Attention: General Counsel, 40 General Warren Blvd Suite # 110, Malvern, PA 19355, USA, FAX number 678-319-8949, or to such other place as Infor may subsequently designate for its receipt of notices.

**11. Force Majeure.** Except with respect to the payment of fees hereunder, neither party will be liable to the other for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control, including acts of war, terrorist acts, natural disasters, accident, labor disruption, acts, omissions and defaults of third parties and official, governmental and judicial action not the fault of the party failing or delaying in performance, or the threat of any of the foregoing.

**12. Assignment.** Licensee may not assign or otherwise transfer any of its rights or obligations under this Agreement, whether by law or otherwise, and any attempt at such assignment will be void without the prior written consent of Infor. For purposes of this Agreement, "assignment" shall include use of the Component Systems for benefit of any third party to a merger, acquisition and/or other consolidation by, with or of Licensee, including any new or surviving entity that results from such merger, acquisition and/or other consolidation.

**13. No Waiver.** A party's failure to enforce its rights with respect to any single or continuing breach of this Agreement will not act as a waiver of the right of that party to later enforce any such rights or to enforce any other or any subsequent breach.

**14. Choice of Law; Severability.** This Agreement will be governed by and construed under the laws of the State of New York, as applicable to agreements executed and

wholly performed therein, but without regard to the choice of law provisions thereof. This Agreement is originally written in the English language and the English language version shall control over any translations. If any provision of this Agreement is illegal or unenforceable, it will be deemed stricken from the Agreement and the remaining provisions of the Agreement will remain in full force and effect. The United Nations Convention on the International Sale of Goods (CISG) shall not apply to the interpretation or enforcement of this Agreement.

#### 15. LIMITATIONS OF LIABILITY.

(a) LIMITED LIABILITY OF INFOR. THE TOTAL LIABILITY OF INFOR, ITS AFFILIATES AND THIRD PARTY LICENSORS IN CONNECTION WITH THE COMPONENT SYSTEMS, THIS LICENSE OR ANY OTHER MATTER RELATING TO THIS AGREEMENT (WHATEVER THE BASIS FOR THE CAUSE OF ACTION) SHALL NOT EXCEED THE FEE THAT LICENSEE ACTUALLY PAID TO INFOR (OR, IF NO DISCRETE FEE IS IDENTIFIED IN THE APPLICABLE ORDER FORM, THE FEE REASONABLY ASCRIBED BY INFOR) FOR THE COMPONENT SYSTEM GIVING RISE TO THE LIABILITY.

(b) EXCLUSION OF DAMAGES. IN NO EVENT SHALL INFOR, ITS AFFILIATES OR THIRD PARTY LICENSORS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR DAMAGES FOR LOST PROFITS, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND WHETHER OR NOT INFOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

16. Compliance With Laws. Licensee will comply with all laws, rules and regulations applicable to the use of the Component Systems.

17. Audit Rights. Infor (including any third party auditor retained by Infor) may audit the records and systems of Licensee to ensure compliance with the terms of this Agreement and each applicable Order Form(s). Infor will notify Licensee in writing at least ten (10) business days prior to any such audit. Any such audit will be conducted during Licensee's regular business hours at Licensee's location and will not interfere unreasonably with Licensee's business activities. Infor may audit Licensee no more than

once in any six (6) month period. If an audit reveals that Licensee is using a Component System beyond the scope of the license granted herein (such as for example, for a number of users greater than those that Licensee licensed pursuant to this Agreement), then, in addition to any other remedies available to Infor, Licensee will promptly reimburse Infor for the cost of such audit and pay Infor the underpaid license fees therefore and associated fees for Support (as defined in the Support Agreement), based on Infor's then-current list rates, as well as any applicable late charges.

18. Miscellaneous. Infor shall be permitted to reference this Agreement in one or more press releases; otherwise, no public statements concerning the existence or terms of this Agreement will be made or released to any medium except with the prior approval of both parties or as required by law. Infor and Licensee are independent contractors under this Agreement, and nothing herein will be construed to create a partnership, joint venture or agency relationship between them. This Agreement shall be construed as if drafted by both parties and shall not be strictly construed against either party. Infor is an Equal Employment Opportunity employer. As such, 41 CFR 60-1.4(a), 60-250.5, & 60-741.5 are herein incorporated by reference.

19. Entire Agreement. This Agreement contains the entire understanding of the parties with respect to its subject matter, and supersedes and terminates all prior oral and written communications between the parties about its subject matter. Any purchase order or similar document that may be issued by Licensee in connection with this Agreement does not modify this Agreement. No modification of this Agreement will be effective unless it is in writing, is signed by each party, and expressly provides that it amends this Agreement; provided, however, that a modification mutually agreed to pursuant to a click-thru or click-wrap agreement delivered by Infor will be effective. This Agreement and any signed agreement or instrument entered into in connection herewith or contemplated hereby, and any amendments hereto or thereto, to the extent signed and delivered by means of digital imaging, electronic mail or a facsimile machine, shall be treated in all manner and respects as an original agreement or instrument and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person. This Agreement and all Order Forms entered into pursuant hereto may be signed in counterparts.

THE PARTIES have executed this Agreement through the signatures of their respective authorized representatives.

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

\_\_\_\_\_

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

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

LICENSEE: \_\_\_\_\_

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

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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





## SOFTWARE SUPPORT AGREEMENT

### AGREEMENT NUMBER:

**THIS SOFTWARE SUPPORT AGREEMENT** (the "Support Agreement") is made between **Infor Public Sector, Inc.** ("Infor") and \_\_\_\_\_ ("Licensee") as of the Effective Date. The parties agree as follows:

1. **Incorporation By Reference.** Sections 1 (Definitions), 7 (Confidential Information), 10 through 14 (Notices, Force Majeure, Assignment, No Waiver and Choice of Law; Severability, respectively), and 16 through 18 (Compliance with Laws, Audit Rights and Miscellaneous, respectively) of the License Agreement are incorporated into this Support Agreement by this reference as fully as if written out below. If any provision incorporated by reference from the License Agreement conflicts with any provision of this Support Agreement, the provision of this Support Agreement will control.

### 2. **Additional Definitions.**

(a) "**Contract Period**" means, as applicable, the Initial Term or the Renewal Period for which Licensee has paid the applicable fee for Support.

(b) "**Initial Term**" means, with respect to the Component Systems specified in an Order Form, the twelve-month period beginning on the Order Form Date, unless otherwise specified in the Order Form.

(c) "**Renewal Period**" means, as applicable, each successive twelve-month period following the Initial Term.

(d) "**License Agreement**" means the Software License Agreement entered into between the parties as of the Effective Date.

### 3. **Services.**

(a) **Types of Services.** Subject to Licensee paying the applicable fee for Support hereunder for a particular Component System, Infor shall (a) provide Licensee with access (via the Internet, telephone or other means established by Infor) to Infor's support helpline, (b) provide, when and if generally available, updates, enhancements or modifications to the then-current, general release version of such Component System that are not separately priced or licensed as new products; and (c) use reasonable efforts to correct or circumvent Documented Defects (the foregoing referred to collectively as "Support").

(b) **Third Party Products.** With respect to Third Party Products, Infor's provision of Support will be limited to providing Licensee with the support that the Third Party Licensor provides to Infor for such Third Party Products.

(c) **Restrictions.** Infor shall have no obligation to provide Support if Licensee fails to pay the applicable fees hereunder or is otherwise in breach of this Support Agreement. Infor shall have no obligation to provide Support for any Component System on any hardware or systems software configuration other than the Equipment, or if the Component System has been modified other than

in accordance with this Support Agreement. In addition, Licensee agrees to provide Infor with access to such facilities and equipment as are reasonably necessary for Infor to perform its obligations hereunder, including remote access to the Equipment. Support provided hereunder does not include related services, if any, required by Licensee, including, without limitation, installation or implementation of the Component System or any updates, enhancements or modifications thereto.

### 4. **Payment and Taxes.**

(a) **Support Fees.** For annual Support of the Component Systems specified on an Order Form, Licensee will pay Infor the Support Fee specified in the Order Form, which will be subject to successive increases on an annual basis (starting with the first Renewal Period) not to exceed the "Annual Escalation Percentage Cap" (as specified in the Order Form). If the Initial Term is less than 12 months, the fee for the Initial Term of Support will be prorated accordingly. Payment of the applicable fee for any Renewal Period of Support is due prior to the commencement of such Renewal Period. All payments hereunder are non-refundable.

(b) **Additional Costs.** Licensee will reimburse Infor for actual travel and living expenses that Infor incurs in providing Licensee with Support, with reimbursement to be on an as-incurred basis. Licensee will also reimburse Infor for charges incurred in connection with accessing Equipment, if any.

(c) **Taxes.** Licensee is responsible for paying all taxes (except for taxes based on Infor's net income or capital stock) relating to this Support Agreement or the services or payments provided for hereunder. Applicable tax amounts (if any) are not included in the fees set forth in this Support Agreement or the applicable Order Form. Infor will invoice Licensee for any applicable tax amounts.

(d) **Invoices and Late Charges.** Licensee will pay each Infor invoice within fifteen (15) days of the date of invoice and in any event, on or before the dates specified in this Support Agreement or the applicable Order Form. Late payments are subject to a late charge equal to the lesser of: (i) one and one-half percent (1½%) per month; and (ii) the highest rate permitted by applicable law.

5. **Term.** With respect to each Component System specified on an Order Form, the term of this Support Agreement shall begin on the Order Form Date and end on the last day of the Initial Term, and automatically renew for successive Renewal Periods, unless either party provides written notice to the other party of non-renewal at least ninety (90) days prior to the commencement of the Renewal Period.

6. **Disclaimer of Warranties.** Licensee acknowledges

and agrees that **INFOR MAKES NO WARRANTIES WHATSOEVER, EXPRESSED OR IMPLIED, WITH REGARD TO ANY SUPPORT AND/OR ANY OTHER MATTER RELATING TO THIS SUPPORT AGREEMENT, AND THAT INFOR EXPLICITLY DISCLAIMS ALL WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FURTHER, INFOR EXPRESSLY DOES NOT WARRANT THAT A COMPONENT SYSTEM OR ANY SUPPORT WILL BE USABLE BY LICENSEE IF THE COMPONENT SYSTEM HAS BEEN MODIFIED, OR WILL BE ERROR FREE, WILL OPERATE WITHOUT INTERRUPTION OR WILL BE COMPATIBLE WITH ANY HARDWARE OR SYSTEMS SOFTWARE CONFIGURATION OTHER THAN THE EQUIPMENT.**

**7. Termination.** If either party materially breaches any material obligation in this Support Agreement (including, without limitation, any obligation to pay fees hereunder), and fails to remedy such breach (if such breach can be remedied) within thirty (30) days of receipt of written notice of such breach, the other party may terminate this Support Agreement. Notwithstanding the foregoing, to the extent such material breach cannot be remedied through efforts of the breaching party, the other party has the right to terminate this Agreement on less than thirty days' written notice. Notice to Infor of a suspected Documented Defect will not constitute a notice of termination of this Support Agreement. Termination of this Support Agreement will be without prejudice to the terminating party's other rights and remedies hereunder. Termination of this Support Agreement shall also terminate all Order Forms hereunder but only insofar as such Order Forms relate to Support. For the avoidance of doubt, termination of this Support Agreement shall not terminate licenses granted pursuant to the License Agreement unless such licenses are terminated pursuant to the terms of the License Agreement. Termination of this Support Agreement will not relieve either party from making payments which may be owing to the other party hereunder.

**8. LIMITATIONS OF LIABILITY.**

**(a) LIMITED LIABILITY OF INFOR. THE TOTAL LIABILITY OF INFOR, ITS AFFILIATES AND THIRD PARTY LICENSORS IN CONNECTION WITH SUPPORT**

**OR ANY OTHER MATTER RELATING TO THIS SUPPORT AGREEMENT (WHATEVER THE BASIS FOR THE CAUSE OF ACTION) SHALL NOT EXCEED THE FEE THAT LICENSEE ACTUALLY PAID TO INFOR FOR SUPPORT FOR THE TWELVE-MONTH CONTRACT PERIOD IN WHICH SUCH LIABILITY FIRST AROSE.**

**(b) EXCLUSION OF DAMAGES.** IN NO EVENT SHALL INFOR, ITS AFFILIATES OR THIRD PARTIES BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OR DAMAGES FOR LOST PROFITS, WHETHER BASED ON BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, OR OTHERWISE, AND REGARDLESS OF WHETHER INFOR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR WHETHER ANY REMEDY SET FORTH HEREIN FAILS OF ITS ESSENTIAL PURPOSE.

**9. Entire Agreement.** This Support Agreement contains the entire understanding of the parties with respect to its subject matter, and supersedes and extinguishes all prior oral and written communications between the parties about its subject matter. Any purchase order or similar document, which may be issued by Licensee in connection with this Support Agreement does not modify this Support Agreement. No modification of this Support Agreement will be effective unless it is in writing, is signed by each party, and expressly provides that it amends this Support Agreement; provided, however, that a modification mutually agreed to pursuant to a click-thru or click-wrap agreement delivered by Infor will be effective. This Support Agreement and any signed agreement or instrument entered into in connection herewith or contemplated hereby, and any amendments hereto or thereto, to the extent signed and delivered by means of digital imaging, electronic mail or a facsimile machine, shall be treated in all manner and respects as an original Support Agreement or instrument and shall be considered to have the same binding legal effect as if it were the original signed version thereof delivered in person. This Support Agreement **and all** Order Forms entered into pursuant hereto may be signed in counterparts.

THE PARTIES have executed this Support Agreement through the signatures of their respective authorized representatives.

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

\_\_\_\_\_

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

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

**LICENSEE:** \_\_\_\_\_

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

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

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/4/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Commercial Lines - (404) 923-3700 Wells Fargo Insurance Services USA, Inc. 3475 Piedmont Road NE, Suite 800 Atlanta, GA 30305-2886	<b>CONTACT NAME:</b> Leona Speir <b>PHONE (A/C, No, Ext):</b> 404-923-3638 <b>E-MAIL ADDRESS:</b> leona.speir@wellsfargo.com <b>FAX (A/C, No):</b> 877-362-9069																					
<b>INSURED</b> Infor Enterprise Applications LP and its Subsidiaries 13560 Morris Road Suite 4100 Alpharetta GA 30004	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td><b>INSURER A:</b></td><td>Federal Insurance Company</td><td>20281</td></tr><tr><td><b>INSURER B:</b></td><td>Chubb Indemnity Insurance Co.</td><td>12777</td></tr><tr><td><b>INSURER C:</b></td><td>Lloyd's of London</td><td></td></tr><tr><td><b>INSURER D:</b></td><td></td><td></td></tr><tr><td><b>INSURER E:</b></td><td></td><td></td></tr><tr><td><b>INSURER F:</b></td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	<b>INSURER A:</b>	Federal Insurance Company	20281	<b>INSURER B:</b>	Chubb Indemnity Insurance Co.	12777	<b>INSURER C:</b>	Lloyd's of London		<b>INSURER D:</b>			<b>INSURER E:</b>			<b>INSURER F:</b>		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
<b>INSURER A:</b>	Federal Insurance Company	20281																				
<b>INSURER B:</b>	Chubb Indemnity Insurance Co.	12777																				
<b>INSURER C:</b>	Lloyd's of London																					
<b>INSURER D:</b>																						
<b>INSURER E:</b>																						
<b>INSURER F:</b>																						

**COVERAGES****CERTIFICATE NUMBER:** 5246334**REVISION NUMBER:** See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Blanket Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			35851844	11/30/12	11/30/13	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			73543744 Hired Car Physical Damage-ACV	11/30/2012	11/30/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> DED <input checked="" type="checkbox"/> RETENTION \$ 0			79839130	11/30/2012	11/30/2013	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	71718041 (All States) 0971725758 (Hawaii & Idaho)	11/30/2012 11/30/2012	11/30/2013 11/30/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	E&O/Prof Liab Retro Date:02/01/04 Technology E&O			W101F5100601 Renewal of:	11/30/2012	11/30/2013	\$5,000,000 \$1,000,000 DED Claims Made/Each Claim

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

EVIDENCE OF INSURANCE.

**CERTIFICATE HOLDER**ABC Company  
123 Main Street  
Anytown, America**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CAM #16-0900

## EXHIBIT E ENROLLMENT FORM

Pursuant to the Master Depositor Escrow Service Agreement ("Agreement") that supports

**Deposit Account:** # \_\_\_\_\_ Depositor hereby enrolls **City of Fort Lauderdale** ("Beneficiary") as a beneficiary to such Deposit Account with respect to the Software Applications listed below.

Beneficiary Enrollment is effective as of the last date noted on the signature blocks of this Enrollment Form.

**Software Applications\*:** **Hansen**

\*Beneficiary is granted no rights hereunder with respect to third party software or third party source code. Such third party materials shall not be deposited in escrow or otherwise deemed to be Deposit Material, even if included with or in a Software Application.

**Annual Beneficiary Fee:** US \$235.

Fees are subject to payment terms in Section 5.

### **BENEFICIARY AUTHORIZED PERSON(S)/NOTICES TABLE**

Please provide the name(s) and contact information of the Authorized Person(s) under this Agreement. All Notices will be sent electronically or through regular mail to the appropriate address set forth below. Please complete all information as applicable. Incomplete information may result in a delay of processing. The contact information herein may be updated by written notice to Iron Mountain.

<b>PRINT NAME:</b>	
<b>TITLE:</b>	
<b>EMAIL ADDRESS</b>	
<b>ADDRESS 1</b>	
<b>ADDRESS 2</b>	
<b>TOWN/CITY</b>	
<b>POSTAL CODE</b>	
<b>PHONE NUMBER</b>	
<b>FAX NUMBER</b>	

**PAYING PARTY COMPANY NAME:** **CITY OF FORT LAUDERDALE**

### **BILLING CONTACT INFORMATION TABLE**

Please provide the name and contact information of the Billing Contact under this Agreement. All Invoices will be sent to this individual at the address set forth below. The contact information herein may be updated by written notice to Iron Mountain.

<b>PRINT NAME:</b>	
<b>TITLE:</b>	
<b>EMAIL ADDRESS</b>	
<b>ADDRESS 1</b>	
<b>ADDRESS 2</b>	
<b>TOWN/CITY</b>	
<b>POSTAL CODE</b>	

<b>PHONE NUMBER</b>	
<b>PURCHASE ORDER #</b>	

**DEPOSITOR**

<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	Christine Ingram
<b>TITLE:</b>	Legal Operations Coordinator
<b>DATE:</b>	
<b>EMAIL ADDRESS:</b>	Christine.Ingram@Infor.com

**IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.**

<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	
<b>TITLE:</b>	
<b>DATE:</b>	
<b>EMAIL ADDRESS:</b>	<a href="mailto:ipmclientservices@ironmountain.com">ipmclientservices@ironmountain.com</a>

All notices to **Iron Mountain Intellectual Property Management, Inc.** should be sent to [ipmclientservices@ironmountain.com](mailto:ipmclientservices@ironmountain.com) OR Iron Mountain Intellectual Property Management, Inc., Attn: Client Services, 2100 Norcross Parkway, Suite 150, Norcross, Georgia, 30071, USA.



**ESCROW ADDENDUM  
to the License Agreement  
between  
Infor (US), Inc. ("Infor")  
and  
City of Fort Lauderdale ("Licensee")**

The terms and conditions of the Software License Agreement dated \_\_\_\_\_, between Licensee and Infor (the "Agreement") shall be subject to the following additions, alterations and modifications. In the event of a conflict between the terms and conditions of the Agreement and the provisions of this Addendum, the provisions of this Addendum shall govern and control.

In consideration of a one-time fee of \$5,000, Infor will execute an Enrollment Form, in the form attached hereto as Exhibit E. For so long as Licensee is subject to an effective maintenance and support agreement with Infor and has paid the applicable fees thereunder, Licensee may gain access to the Source Code for the Component System(s) (excluding third party software) listed on said Enrollment Form (the "Software Applications"), solely in accordance with the terms of the Master Depositor Escrow Service Agreement dated as of May 29, 2008, entered into between Infor and Iron Mountain Intellectual Property Management, Inc. (the "Master Escrow Agreement"). Infor further agrees that, in the event that the Master Escrow Agreement terminates, Infor will promptly enter into a new escrow agreement with similar terms, under which Licensee may gain access to the Source Code for the Software Applications in accordance with the terms herein and in such escrow agreement. Any Source Code released hereunder shall be subject to the terms of the Agreement, including without limitation, any terms regarding use of Source Code.

Licensee acknowledges that there are annual fees associated with this service that will be billed and paid by Licensee directly to Iron Mountain. These fees are listed on the Enrollment Form and are subject to the terms of the Master Escrow Agreement.

This Addendum is an amendment to and an integral part of the Agreement. Licensee agrees that it has read this Addendum, understands it and agrees to be bound by it.

IN WITNESS WHEREOF, the parties hereto execute this Addendum on the date as set forth below.

**City of Fort Lauderdale**

**Infor (US), Inc.**

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

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

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

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

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

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



MASTER DEPOSIT ACCOUNT NUMBER: 34348

EFFECTIVE DATE: May 29, 2008

### MASTER DEPOSITOR ESCROW SERVICE AGREEMENT

This Master Depositor Escrow Service Agreement together with such exhibits as are completed in accordance with the terms hereof (hereinafter the "Agreement") is entered into by and between the following parties:

- (1) The Depositor (as defined below); and
- (2) Iron Mountain Intellectual Property Management, Inc. ("Iron Mountain").

Depositor and Iron Mountain may be referred to individually as a "Party" or collectively as the "Parties" throughout this Agreement.

#### **RECITALS**

- (A) The Depositor or its affiliate has granted a license to the Beneficiary to use the Software Application(s) upon the terms and conditions of a software license agreement (a "License Agreement" as defined below).
- (B) The Depositor has agreed to deposit the Deposit Material (as defined below) with Iron Mountain, as an independent third party, and has authorized Iron Mountain to release the Deposit Material to a Beneficiary upon the terms and conditions of this Agreement including the Enrollment Form to enable that Beneficiary to continue to exercise its rights under the License Agreement.

#### **1. Definitions.**

As used herein:

"Authorized Persons" means those individuals described as such in this Agreement, and identified by the Depositor upon execution of this Agreement and by each Beneficiary upon completion of the Enrollment Form and which may be modified by giving written notice to Iron Mountain;

"Beneficiary" means the entity specified in Exhibit E (the Enrollment Form) as a "Beneficiary";

"Confidential Information" means commercial, financial, marketing, technical information, know-how, trade secrets, Deposit Material, software (including both object code and source code), documentation related to the software and other information in any form or medium whether disclosed orally or in writing to the other party before or after the Effective Date, together with any reproductions of such information in any form or medium or any part(s) of this information whether or not such information has been marked as being "confidential";

"Deposit Account" means the deposit account maintained by Iron Mountain containing the Deposit Material and bearing such number as specified in the Enrollment Form or as otherwise specified in writing by Iron Mountain to Depositor and Beneficiary if such deposit account number changes.

"Deposit Material" means the Source Code for the Software Application deposited by the Depositor during the term of this Agreement as described from time to time in a form provided by Depositor to Iron Mountain substantially similar to Exhibit B;

"Depositor" means Infor Global Solutions (Michigan), Inc. or its affiliate, as identified in the Enrollment Form;

"Effective Date" means the date of this Agreement as specified above, however, if the date is not specified above then the Effective Date shall be the last date noted on the signature blocks on page 7 of this Agreement;

"Enrollment Form" means the form attached as Exhibit E to this Agreement by which an entity becomes a beneficiary hereunder;

"Intellectual Property Rights" means patents, registered designs, trade marks and service marks, emblems, domain names, copyright, database rights, moral rights, design right, and all other forms of intellectual property rights including, without limitation, those subsisting (in any part of the world) in inventions, designs, drawings, performances, computer programs, Confidential Information, business names, goodwill and the style of presentation

of goods or services and in applications for protection of any of the above rights whether or not the foregoing are capable of registration or not;

"Iron Mountain Website" means [www.ironmountainconnect.com](http://www.ironmountainconnect.com) together with any other website owned or controlled by Iron Mountain;

"Licence Agreement" means the software licence agreement entered into between the Depositor or its affiliate and a Beneficiary granting that Beneficiary a licence to use specified Software Application(s) for which Beneficiary is entitled to receive Source Code escrow services under this Agreement;

"Release Condition" means an event specified as such in Section 4(a) ("Release Conditions");

"Service Fees" means any fees payable by either the Depositor or a Beneficiary in respect of the Services;

"Services" means the Iron Mountain services that facilitate the creation and management of software or other technology escrow accounts or other services provided by Iron Mountain as described in a Work Request (Exhibit A);

"Software Application" means the general release version of the software licensed to Beneficiary pursuant to, and defined in, a valid License Agreement, and specified in the Enrollment Form, pursuant to which Beneficiary is entitled to receive Source Code escrow services under this Agreement.

"Source Code" means the computer programming code of the Software Application in human readable form;

"SOW" means a customised statement of work produced by Iron Mountain for customized services;

"Term" means the duration of this Agreement including the Initial Term and the any subsequent Renewal Term;

"Work Request" means a request for Services pursuant to this Agreement via written instruction or the online portal accessible through the Iron Mountain Website (some Services will require the preparation and signing of an SOW).

## **2. Depositor Responsibilities.**

- (a) The Depositor shall deposit with Iron Mountain the Deposit Material for the Software Application and updates to such Deposit Material on at least an annual basis in the event there is a new general release version of the Software Application.
- (b) At the time of each deposit, Depositor will provide a description of all Deposit Material sent to Iron Mountain using the form attached hereto as Exhibit B or a similar form via the Iron Mountain Website.
- (c) Depositor may enroll one or more Beneficiaries under this Agreement. To enroll a Beneficiary, Depositor will either (i) execute and submit to Iron Mountain an Enrollment Form (Exhibit E), identifying each Beneficiary to be enrolled under the Agreement or (ii) enroll the Beneficiary via the online portal maintained at the website located at [www.ironmountainconnect.com](http://www.ironmountainconnect.com). Depositor shall use commercially reasonable efforts to ensure that all Beneficiary information contained in Authorized Persons/Notices Table of each Exhibit E submitted to Iron Mountain is accurate. Unless otherwise provided in the License Agreement, Depositor may remove a Beneficiary from this Agreement by written notice to Iron Mountain.

## **3. Iron Mountain Responsibilities.**

- (a) Iron Mountain agrees to use commercially reasonable efforts to provide the Services requested by Authorized Person(s) (as identified in the "Authorized Person(s)/Notices Table" below) representing the Depositor in a Work Request and permitted requests from a Beneficiary. Iron Mountain may reject a Work Request (in whole or in part) that does not contain all required information at any time upon written notification to the Party originating the Work Request. Such notification shall include a written itemization of the required information that was omitted from the Work Request and the Party originating the Work Request shall have an opportunity to correct it.
- (b) Iron Mountain will conduct a visual inspection upon receipt of any Deposit Material and associated Exhibit B. If Iron Mountain determines that the Deposit Material does not match the description provided by Depositor represented in Exhibit B, Iron Mountain will notify Depositor in writing of such discrepancies and shall notate such discrepancy on the Exhibit B.
- (c) Iron Mountain will hold and protect all Deposit Material in physical or electronic vaults that are either owned or under the direct control of Iron Mountain within the United States, unless otherwise agreed to in a writing signed by the Parties.

4. Release of Deposit Material.

(a) Release Conditions. As used in this Agreement, "Release Condition" shall mean the existence of any one or more of the following circumstances, uncorrected for more than thirty (30) days:

- (i) Entry of an order with respect to Depositor for relief under Title 11 of the United States Bankruptcy Code;
- (ii) The making by Depositor of a general assignment for the benefit of creditors;
- (iii) The appointment of a general receiver or trustee in bankruptcy of Depositor's business or property; or
- (iv) Action by Depositor under any state or federal insolvency or similar law for the purpose of its bankruptcy or liquidation.

(b) Release of Deposit Upon Depositor's Instruction. Upon receipt by Iron Mountain of written instructions directly from Depositor, Depositor's trustee in bankruptcy or a court of competent jurisdiction, Iron Mountain will release a copy of the contents of the applicable Deposit Account to the Beneficiary identified in the instructions and pursuant to such Beneficiary's Enrollment Form. Iron Mountain is entitled to receive any fees due Iron Mountain before making the release. Beneficiary's enrollment will terminate upon the release of the Deposit Material held by Iron Mountain unless earlier terminated as provided in this Agreement.

(c) Filing For Release by Beneficiary.

Upon written request to Iron Mountain by Beneficiary for a release of Deposit Material following the occurrence of a Release Condition (defined above), Iron Mountain shall provide Depositor with a copy of Beneficiary request by commercial express mail to such person or persons Depositor identifies pursuant to Section 12(h) of this Agreement. A copy of Beneficiary's request shall also be sent via facsimile and overnight courier to: General Counsel, Infor, 13560 Morris Road, Alpharetta, GA 30004, USA; fax: 678-319-8949. From the date Depositor receives the notice requesting release of the Deposit Material, Depositor shall have forty-five (45) days to deliver to Iron Mountain contrary instructions ("Contrary Instructions"). Contrary Instructions shall mean the written representation by Depositor that a Release Condition has not occurred or has been cured. All notices hereunder shall be signed and on company letterhead. Upon receipt of Contrary Instructions, Iron Mountain shall not release a copy of the Deposit Material, but shall send a copy of the Contrary Instructions to Beneficiary by commercial express mail.

If no Contrary Instructions are given to Iron Mountain, Depositor agrees that Iron Mountain shall, unless prohibited by operation of law, deliver a copy of the contents of the applicable Deposit Account to the Beneficiary pursuant to such Beneficiary's Enrollment Form, provided that such Beneficiary has provided to Iron Mountain a statement, signed by an officer of the Beneficiary:

- (i) representing and warranting that the Beneficiary is entitled to release of the Deposit Material;
- (ii) requesting that a copy of the Deposit Material be released and delivered to Beneficiary;
- (iii) asserting that the copy of the Deposit Material being released to Beneficiary will only be used as permitted under this Agreement and any other agreement(s) between Depositor and Beneficiary controlling use of the Deposit Material; and
- (iv) stating specific delivery instructions along with any fees due Iron Mountain.

(d) Right to Use Following Release. Following a release of Deposit Material to Beneficiary in accordance with the provisions herein, Beneficiary shall have the right under this Agreement to use the Deposit Material subject to the terms of the License Agreement for the sole purpose of continuing the benefits afforded to Beneficiary by the License Agreement. Notwithstanding the preceding sentence, Beneficiary shall not have access to the Deposit Material unless there is an authorized release of the Deposit Material in accordance with the Agreement. Beneficiary shall be obligated to maintain the confidentiality of any materials released to it from the Deposit Account ("Released Materials") in perpetuity. Beneficiary shall return to Depositor any Released Materials for any software that it has not licensed under the License Agreement.

5. Payment.

The party responsible for payment as designated in Exhibit A or E or an SOW (the "Paying Party") shall pay to Iron Mountain all fees as set forth in the Work Request form attached hereto as Exhibit A ("Service Fees"). Except as set forth below, all Service Fees are due to Iron Mountain within forty-five (45) calendar days from the date of invoice in U.S. currency and are non-refundable. After the Initial Term, Iron Mountain may, on an annual basis, increase Service Fees at a rate that will not exceed 4% per year. A ninety (90) calendar day written notice of a rate increase will be provided to Depositor prior to the end of any Renewal Term. The Paying Party shall be liable for any taxes related to Services purchased under this Agreement or shall present to Iron Mountain an exemption certificate acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice, to the extent possible. Any Service Fees not

collected by Iron Mountain when due shall bear interest until paid at a rate of one percent .86% per month (10% per annum) or the maximum rate permitted by law, whichever is less. Depositor agrees that if this Agreement terminates during the Term for any reason other than for the fault of Iron Mountain, all prepaid fees shall be non-refundable. Notwithstanding the non-performance of any obligations of Depositor to deliver Deposit Material under the License Agreement or this Agreement, Iron Mountain is entitled to be paid all Service Fees that accrue during the Term of this Agreement.

#### 6. Term and Termination.

- (a) The "Term" of this Agreement is for a period of two (2) years from the Effective Date ("Initial Term") and will automatically renew for additional one (1) year terms ("Renewal Term") and continue in full force and effect until one of the following events occur: (i) Depositor provides sixty (60) days' prior written notice to Iron Mountain of its intent to terminate this Agreement; (ii) the Agreement terminates under another provision of this Agreement; or (iii) any time after the Initial Term, Iron Mountain provides one hundred and twenty (120) days' prior written notice to the Depositor of Iron Mountain's intent to terminate this Agreement.
- (b) Unless the express terms of this Agreement provide otherwise, upon termination of this Agreement, Iron Mountain shall return the Deposit Material to the Depositor, provided that the Deposit Material is not subject to any other agreement between Depositor (or its affiliates) and Iron Mountain. If commercially reasonable attempts to return the Deposit Material to Depositor are unsuccessful, Iron Mountain shall destroy the Deposit Material.
- (c) In the event of the nonpayment of Service Fees owed by Depositor to Iron Mountain, Iron Mountain may provide Depositor with written notice of Iron Mountain's intent to terminate this Agreement. If such nonpayment is not cured within thirty (30) business days following such written notice, Iron Mountain shall have the right to notify any and all Beneficiaries enrolled under this Agreement of nonpayment of Service Fees, in which case Depositor and any enrolled Beneficiary shall have the right to make the payment to Iron Mountain to cure the default. If the past due payment is not received in full by Iron Mountain within forty-five (45) business days of the date of such written notice, then Iron Mountain shall have the right to terminate this Agreement at any time thereafter for so long as such nonpayment remains uncured, by sending written notice of termination to Depositor and any enrolled Beneficiaries. Following termination of this Agreement, Iron Mountain shall have no obligation to perform the Services (except those obligations that survive termination of this Agreement).
- (d) In addition, this Agreement shall terminate with respect to a particular Beneficiary (and only with respect to such Beneficiary) as provided in this Agreement or at such time as any of the following events occur:
  - i. Iron Mountain releases the Deposit Material to such Beneficiary pursuant to a Release Condition (in which case termination of this Agreement in relation to such Beneficiary shall be automatic);
  - ii. such Beneficiary provides Iron Mountain and Depositor with sixty (60) days' prior written notice of its intention to terminate its enrollment under this Agreement;
  - iii. in the event of Beneficiary's nonpayment of Service Fees owed to Iron Mountain, if such nonpayment goes uncured for thirty (30) days following written notice of such nonpayment to Beneficiary.
  - iv. upon notice to Iron Mountain that Beneficiary's right to receive Source Code escrow services under the License Agreement expired or terminated for any reason.

#### 7. General Indemnity.

Subject to Section 10, Iron Mountain and Depositor shall defend, indemnify and hold harmless each other, and each other's corporate affiliates and their respective officers, directors, employees, and agents and their respective successors and assigns from and against any and all third party and/or beneficiary claims, losses, liabilities, damages, and expenses (including, without limitation, reasonable attorneys' fees), arising under this Agreement from the negligent or intentional acts or omissions of the indemnifying Party or its subcontractors, or the officers, directors, employees, agents, successors and assigns of any of them.

#### 8. Warranties.

- (a) Iron Mountain warrants that any and all services provided hereunder shall be performed in a professional and workmanlike manner. An aggrieved party must notify Iron Mountain promptly of any claimed breach of this warranty and such party's sole and exclusive remedy for breach of warranty shall be return of the portion of the fees paid to Iron Mountain by the Paying Party for such non-conforming services.
- (b) Depositor warrants that it is the owner or legal custodian of the Deposit Material and has full authority to store the Deposit Material and direct its disposition in accordance with the terms of this Agreement. Depositor warrants that

the Deposit Material provided to Iron Mountain under this Agreement is free of any liens or encumbrances that, as of the date of their deposit, would have a materially adverse effect on Depositor's ability to fulfill its obligations under the Agreement. Any Deposit Material liens or encumbrances made after their deposit will not prohibit, limit, or alter the rights and obligations of Iron Mountain under this Agreement in any material respect. Depositor warrants that with respect to the Deposit Material, Iron Mountain's proper administration of this Agreement will not violate the intellectual property rights of any third parties. Depositor shall reimburse Iron Mountain for any expenses reasonably incurred by Iron Mountain (including reasonable legal fees) by reason of Iron Mountain's compliance with the express instructions of an Authorized Person of the Depositor in the event of a third party claim concerning the ownership, custody or disposition of Deposit Material stored by Depositor with Iron Mountain.

- (c) EXCEPT AS SPECIFIED IN THIS SECTION, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, AGAINST INFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED BY BOTH PARTIES TO THE EXTENT ALLOWED BY APPLICABLE LAW. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH ABOVE FAILS OF ITS ESSENTIAL PURPOSE. THE WARRANTIES PROVIDED HEREIN ARE SUBJECT TO THE LIMITATION OF LIABILITY SET FORTH IN THIS AGREEMENT.

9. Confidential Information.

Iron Mountain has implemented and shall maintain reasonable safeguards designed to protect the confidentiality of any and all Deposit Material deposited under this Agreement. With respect to each deposit, Iron Mountain's obligation to maintain confidentiality will expire upon the release of the last copy of the Deposit Material held by Iron Mountain under this Agreement. Except as provided in this Agreement Iron Mountain shall not use, release or disclose the Deposit Material. Iron Mountain shall not disclose the terms of this Agreement to any third party. If Iron Mountain receives a subpoena or any other order from a court or other judicial tribunal pertaining to the disclosure or release of the Deposit Material, Iron Mountain will notify the Parties to this Agreement unless prohibited by law. After notifying the Parties, Iron Mountain may comply in good faith with such order. It shall be the responsibility of Depositor or Beneficiary to challenge any such order; provided, however, that Iron Mountain does not waive its rights to present its position with respect to any such order. Iron Mountain will cooperate with the Depositor or Beneficiary, as applicable, to support efforts to quash or limit any subpoena, at such party's expense. Any party requesting additional assistance shall pay Iron Mountain's standard charges or as quoted upon submission of a detailed request.

10. Limitation of Liability.

- (a) NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, OR AS OTHERWISE PROVIDED IN THIS SECTION, ALL LIABILITY, IF ANY, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, OF EACH OF DEPOSITOR OR IRON MOUNTAIN (INCLUDING THEIR RESPECTIVE AFFILIATES) SHALL BE LIMITED TO SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00 USD). IN THE CASE OF A NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN THAT RESULTS IN A RECIPIENT MISUSING OR MISAPPROPRIATING ANY DEPOSIT MATERIAL, THE TOTAL LIABILITY OF IRON MOUNTAIN SHALL NOT EXCEED ONE MILLION, FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00 USD). THE FOREGOING LIMITS SHALL NOT APPLY TO ANY PARTY FOR: (I) ANY CLAIMS OF INFRINGEMENT OF ANY PATENT, COPYRIGHT, OR TRADEMARK; (II) LIABILITY FOR DEATH OR BODILY INJURY; (III) PROVEN THEFT; OR (IV) PROVEN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.
- (b) EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, IN NO EVENT SHALL DEPOSITOR OR IRON MOUNTAIN OR THEIR RESPECTIVE AFFILIATES BE LIABLE FOR ANY INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, LOST PROFITS OR LOST DATA OR INFORMATION, ANY COSTS OR EXPENSES FOR THE PROCUREMENT OF SUBSTITUTE SERVICES, OR ANY OTHER INDIRECT DAMAGES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE EVEN IF THE POSSIBILITY THEREOF MAY BE KNOWN IN ADVANCE TO ONE OR MORE PARTIES.

- (c) NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, ANY LIABILITY OF DEPOSITOR (INCLUDING ITS AFFILIATES) TO A BENEFICIARY IS SUBJECT TO THE LIMITATION OF LIABILITY PROVISIONS SET FORTH IN THE LICENSE AGREEMENT.

11. General.

- (a) Incorporation of Work Requests. All authorized Work Requests are incorporated into this Agreement and are subject to its terms and conditions.
- (b) Purchase Orders. In the event that the Depositor or paying party issues a purchase order or other instrument used to pay Service Fees to Iron Mountain, any terms and conditions set forth in the purchase order which constitute terms and conditions which are in addition to those set forth in this Agreement or which establish conflicting terms and conditions to those set forth in this Agreement are expressly rejected by Iron Mountain.
- (c) Right to Make Copies. Iron Mountain shall have the right to make copies of all Deposit Material as reasonably necessary to perform the Services. Iron Mountain shall copy all copyright, nondisclosure, and other proprietary notices and titles contained on Deposit Material onto any copies made by Iron Mountain. Any copying expenses incurred by Iron Mountain as a result of a Work Request to copy will be borne by the Depositor or party requesting the copies. Iron Mountain may request Depositor's reasonable cooperation in promptly copying Deposit Material in order for Iron Mountain to perform this Agreement. Iron Mountain shall maintain an accurate and up to date list of the number of copies and the location of same and shall promptly produce that list to Depositor upon its reasonable written request.
- (d) Choice of Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the Commonwealth of Massachusetts, United States of America, as if performed wholly within the state and without giving effect to the principles of conflicts of laws.
- (e) Authorized Person(s). Depositor must authorize and designate one or more persons in writing whose actions will legally bind such party ("Authorized Person(s)" who shall be identified in the Authorized Person(s) Notices Table of this Agreement) and who may manage the Iron Mountain escrow account through the Iron Mountain Website or written instruction. The Depositor will maintain the accuracy of their name and contact information provided to Iron Mountain during the term of this Agreement.
- (f) Right to Rely on Instructions. Iron Mountain may act in reliance upon any instruction, instrument, or signature reasonably believed by Iron Mountain to be genuine and from an Authorized Person(s), officer, or other employee of a Party. Iron Mountain may assume that such representative of a Party to this Agreement who gives any written notice, request, or instruction has the authority to do so. Iron Mountain will not be required to inquire into the truth or evaluate the merit of any statement or representation contained in any notice or document reasonably believed to be from such representative. With respect to release and destruction of Deposit Materials, Iron Mountain shall rely on an Authorized Person(s) in accordance with the terms herein.
- (g) Force Majeure. No Party shall be liable for any delay or failure in performance due to events outside the defaulting Party's reasonable control, including without limitation acts of God, earthquake, labor disputes, shortages of supplies, riots, war, acts of terrorism, fire, epidemics, or delays of common carriers or other circumstances beyond its reasonable control. The obligations and rights of the excused Party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay. Notwithstanding anything to the contrary herein, Iron's Mountain's obligations shall only be excused in connection with a force majeure event if it took all reasonable precautions with respect to the possibility of such event.
- (h) Notices. All notices regarding release shall be sent by commercial express mail or other commercially appropriate means that provide prompt delivery and require proof of delivery. All other correspondence, including invoices, payments, and other documents and communications, may be sent electronically or via regular mail. Notices to Beneficiaries of Depositor under this Agreement shall be provided to such addresses as Depositor shall provide Iron Mountain. It shall be the responsibility of the Depositor and Iron Mountain to notify each other as provided in this Section in the event of a change of physical or e-mail addresses. For avoidance of doubt, Iron Mountain shall only accept contact data for Beneficiaries from Depositor. Iron Mountain and Depositor shall have the right to rely on the last known address provided by the other Party. Any correctly addressed notice or last known address that is relied on herein that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by electronic mail, the postal authorities by mail, through messenger or commercial express delivery services.
- (i) No Waiver. No waiver of rights under this Agreement by any Party shall constitute a subsequent waiver of this or any other right under this Agreement.
- (j) Assignment. No assignment of this Agreement by Depositor or any rights or obligations of Depositor under this Agreement is permitted without the written consent of Iron Mountain, which shall not be unreasonably withheld,

conditioned or delayed. Notwithstanding the foregoing, Depositor may assign and transfer this Agreement to a purchaser of all of the stock of the Depositor, a purchaser of all or substantially all of the assets of Depositor, or an acquirer of a controlling interest in Depositor by merger, plan of arrangement or otherwise, without obtaining consent of Iron Mountain, but Depositor shall notify Iron Mountain in writing of such assignment and transfer. Iron Mountain shall have no obligation in performing this Agreement to recognize any successor or assign of Depositor or Beneficiary unless Iron Mountain receives clear, authoritative and conclusive written evidence of the change of parties.

- (k) **Severability.** In the event any of the terms of this Agreement become or are declared to be illegal or otherwise unenforceable by any court of competent jurisdiction, such term(s) shall be null and void and shall be deemed deleted from this Agreement. All remaining terms of this Agreement shall remain in full force and effect. If this paragraph becomes applicable and, as a result, the value of this Agreement is materially impaired for either Party, as determined by such Party in its sole discretion, then the affected Party may terminate this Agreement by notice to the other.
- (l) **Independent Contractor Relationship.** Depositor understands, acknowledges, and agrees that Iron Mountain's relationship with Depositor will be that of an independent contractor and that nothing in this Agreement is intended to or should be construed to create a partnership, joint venture, or employment relationship.
- (m) **No Agency.** No Party has the right or authority to, and shall not, assume or create any obligation of any nature whatsoever on behalf of the other Party or bind the other Party in any respect whatsoever.
- (n) **Regulations.** All Parties are responsible for and warrant - to the extent of their individual actions or omissions - compliance with all applicable laws, rules and regulations, including but not limited to: customs laws; import; export and re-export laws; and government regulations of any country from or to which the Deposit Material may be delivered in accordance with the provisions of this Agreement.
- (o) **No Third Party Rights.** This Agreement is made solely for the benefit of enrolled Beneficiaries and the Parties to this Agreement and their respective permitted successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement unless otherwise agreed to in writing by the Parties hereto. Enrolled Beneficiaries shall be considered intended third-party beneficiaries of this Agreement and may claim under this Agreement, and shall be bound by all terms and conditions including but not limited to the Limitation of Liability and Consequential Damages Waiver herein.
- (p) **Entire Agreement.** The Parties agree that this Agreement, which includes all the Exhibits attached hereto and all valid Work Requests submitted by the Parties, is the complete agreement between the Parties hereto concerning the subject matter of this Agreement and replaces any prior or contemporaneous oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties, expressed or implied, which are not specified herein. Each of the Parties herein represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized and signed by a person who meets statutory or other binding approval to sign on behalf of its business organization as named in this Agreement. This Agreement may only be modified by mutual written agreement of the Parties.
- (r) **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- (s) **Survival.** Sections 6 (Term and Termination), 7 (General Indemnity), 8 (Warranties), 9 (Confidential Information), 10 (Limitation of Liability) and 11 (General) of this Agreement shall survive termination of this Agreement or any Exhibit attached hereto.

**DEPOSITOR**

SIGNATURE:	<i>Brad Steiner</i>
PRINT NAME:	Brad Steiner
TITLE:	VP and Deputy General Counsel
DATE:	May 20, 2008
EMAIL ADDRESS:	brad.steiner@imc.com

**IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.**

SIGNATURE:	<i>John F. McLaughlin Jr.</i>
PRINT NAME:	John F. McLaughlin Jr.
TITLE:	Manager, Quality Control
DATE:	5/29/08
EMAIL ADDRESS:	imcontracts@ironmountain.com

NOTE: AUTHORIZED PERSON NOTICES TABLE, BILLING CONTACT INFORMATION TABLE AND EXHIBITS FOLLOW





MASTER DEPOSIT ACCOUNT NUMBER: 34348

EFFECTIVE DATE: May 29, 2008

### MASTER DEPOSITOR ESCROW SERVICE AGREEMENT

This Master Depositor Escrow Service Agreement together with such exhibits as are completed in accordance with the terms hereof (hereinafter the "Agreement") is entered into by and between the following parties:

- (1) The Depositor (as defined below); and
- (2) Iron Mountain Intellectual Property Management, Inc. ("Iron Mountain").

Depositor and Iron Mountain may be referred to individually as a "Party" or collectively as the "Parties" throughout this Agreement.

#### **RECITALS**

- (A) The Depositor or its affiliate has granted a license to the Beneficiary to use the Software Application(s) upon the terms and conditions of a software license agreement (a "License Agreement" as defined below).
- (B) The Depositor has agreed to deposit the Deposit Material (as defined below) with Iron Mountain, as an independent third party, and has authorized Iron Mountain to release the Deposit Material to a Beneficiary upon the terms and conditions of this Agreement including the Enrollment Form to enable that Beneficiary to continue to exercise its rights under the License Agreement.

#### **1. Definitions.**

As used herein:

"Authorized Persons" means those individuals described as such in this Agreement, and identified by the Depositor upon execution of this Agreement and by each Beneficiary upon completion of the Enrollment Form and which may be modified by giving written notice to Iron Mountain;

"Beneficiary" means the entity specified in Exhibit E (the Enrollment Form) as a "Beneficiary";

"Confidential Information" means commercial, financial, marketing, technical information, know-how, trade secrets, Deposit Material, software (including both object code and source code), documentation related to the software and other information in any form or medium whether disclosed orally or in writing to the other party before or after the Effective Date, together with any reproductions of such information in any form or medium or any part(s) of this information whether or not such information has been marked as being "confidential";

"Deposit Account" means the deposit account maintained by Iron Mountain containing the Deposit Material and bearing such number as specified in the Enrollment Form or as otherwise specified in writing by Iron Mountain to Depositor and Beneficiary if such deposit account number changes.

"Deposit Material" means the Source Code for the Software Application deposited by the Depositor during the term of this Agreement as described from time to time in a form provided by Depositor to Iron Mountain substantially similar to Exhibit B;

"Depositor" means Infor Global Solutions (Michigan), Inc. or its affiliate, as identified in the Enrollment Form;

"Effective Date" means the date of this Agreement as specified above, however, if the date is not specified above then the Effective Date shall be the last date noted on the signature blocks on page 7 of this Agreement;

"Enrollment Form" means the form attached as Exhibit E to this Agreement by which an entity becomes a beneficiary hereunder;

"Intellectual Property Rights" means patents, registered designs, trade marks and service marks, emblems, domain names, copyright, database rights, moral rights, design right, and all other forms of intellectual property rights including, without limitation, those subsisting (in any part of the world) in inventions, designs, drawings, performances, computer programs, Confidential Information, business names, goodwill and the style of presentation

of goods or services and in applications for protection of any of the above rights whether or not the foregoing are capable of registration or not;

"Iron Mountain Website" means [www.ironmountainconnect.com](http://www.ironmountainconnect.com) together with any other website owned or controlled by Iron Mountain;

"Licence Agreement" means the software licence agreement entered into between the Depositor or its affiliate and a Beneficiary granting that Beneficiary a licence to use specified Software Application(s) for which Beneficiary is entitled to receive Source Code escrow services under this Agreement;

"Release Condition" means an event specified as such in Section 4(a) ("Release Conditions");

"Service Fees" means any fees payable by either the Depositor or a Beneficiary in respect of the Services;

"Services" means the Iron Mountain services that facilitate the creation and management of software or other technology escrow accounts or other services provided by Iron Mountain as described in a Work Request (Exhibit A);

"Software Application" means the general release version of the software licensed to Beneficiary pursuant to, and defined in, a valid License Agreement, and specified in the Enrollment Form, pursuant to which Beneficiary is entitled to receive Source Code escrow services under this Agreement.

"Source Code" means the computer programming code of the Software Application in human readable form;

"SOW" means a customised statement of work produced by Iron Mountain for customized services;

"Term" means the duration of this Agreement including the Initial Term and the any subsequent Renewal Term;

"Work Request" means a request for Services pursuant to this Agreement via written instruction or the online portal accessible through the Iron Mountain Website (some Services will require the preparation and signing of an SOW).

## **2. Depositor Responsibilities.**

- (a) The Depositor shall deposit with Iron Mountain the Deposit Material for the Software Application and updates to such Deposit Material on at least an annual basis in the event there is a new general release version of the Software Application.
- (b) At the time of each deposit, Depositor will provide a description of all Deposit Material sent to Iron Mountain using the form attached hereto as Exhibit B or a similar form via the Iron Mountain Website.
- (c) Depositor may enroll one or more Beneficiaries under this Agreement. To enroll a Beneficiary, Depositor will either (i) execute and submit to Iron Mountain an Enrollment Form (Exhibit E), identifying each Beneficiary to be enrolled under the Agreement or (ii) enroll the Beneficiary via the online portal maintained at the website located at [www.ironmountainconnect.com](http://www.ironmountainconnect.com). Depositor shall use commercially reasonable efforts to ensure that all Beneficiary information contained in Authorized Persons/Notices Table of each Exhibit E submitted to Iron Mountain is accurate. Unless otherwise provided in the License Agreement, Depositor may remove a Beneficiary from this Agreement by written notice to Iron Mountain.

## **3. Iron Mountain Responsibilities.**

- (a) Iron Mountain agrees to use commercially reasonable efforts to provide the Services requested by Authorized Person(s) (as identified in the "Authorized Person(s)/Notices Table" below) representing the Depositor in a Work Request and permitted requests from a Beneficiary. Iron Mountain may reject a Work Request (in whole or in part) that does not contain all required information at any time upon written notification to the Party originating the Work Request. Such notification shall include a written itemization of the required information that was omitted from the Work Request and the Party originating the Work Request shall have an opportunity to correct it.
- (b) Iron Mountain will conduct a visual inspection upon receipt of any Deposit Material and associated Exhibit B. If Iron Mountain determines that the Deposit Material does not match the description provided by Depositor represented in Exhibit B, Iron Mountain will notify Depositor in writing of such discrepancies and shall notate such discrepancy on the Exhibit B.
- (c) Iron Mountain will hold and protect all Deposit Material in physical or electronic vaults that are either owned or under the direct control of Iron Mountain within the United States, unless otherwise agreed to in a writing signed by the Parties.

4. Release of Deposit Material.

(a) Release Conditions. As used in this Agreement, "Release Condition" shall mean the existence of any one or more of the following circumstances, uncorrected for more than thirty (30) days:

- (i) Entry of an order with respect to Depositor for relief under Title 11 of the United States Bankruptcy Code;
- (ii) The making by Depositor of a general assignment for the benefit of creditors;
- (iii) The appointment of a general receiver or trustee in bankruptcy of Depositor's business or property; or
- (iv) Action by Depositor under any state or federal insolvency or similar law for the purpose of its bankruptcy or liquidation.

(b) Release of Deposit Upon Depositor's Instruction. Upon receipt by Iron Mountain of written instructions directly from Depositor, Depositor's trustee in bankruptcy or a court of competent jurisdiction, Iron Mountain will release a copy of the contents of the applicable Deposit Account to the Beneficiary identified in the instructions and pursuant to such Beneficiary's Enrollment Form. Iron Mountain is entitled to receive any fees due Iron Mountain before making the release. Beneficiary's enrollment will terminate upon the release of the Deposit Material held by Iron Mountain unless earlier terminated as provided in this Agreement.

(c) Filing For Release by Beneficiary.

Upon written request to Iron Mountain by Beneficiary for a release of Deposit Material following the occurrence of a Release Condition (defined above), Iron Mountain shall provide Depositor with a copy of Beneficiary request by commercial express mail to such person or persons Depositor identifies pursuant to Section 12(h) of this Agreement. A copy of Beneficiary's request shall also be sent via facsimile and overnight courier to: General Counsel, Infor, 13560 Morris Road, Alpharetta, GA 30004, USA; fax: 678-319-8949. From the date Depositor receives the notice requesting release of the Deposit Material, Depositor shall have forty-five (45) days to deliver to Iron Mountain contrary instructions ("Contrary Instructions"). Contrary Instructions shall mean the written representation by Depositor that a Release Condition has not occurred or has been cured. All notices hereunder shall be signed and on company letterhead. Upon receipt of Contrary Instructions, Iron Mountain shall not release a copy of the Deposit Material, but shall send a copy of the Contrary Instructions to Beneficiary by commercial express mail.

If no Contrary Instructions are given to Iron Mountain, Depositor agrees that Iron Mountain shall, unless prohibited by operation of law, deliver a copy of the contents of the applicable Deposit Account to the Beneficiary pursuant to such Beneficiary's Enrollment Form, provided that such Beneficiary has provided to Iron Mountain a statement, signed by an officer of the Beneficiary:

- (i) representing and warranting that the Beneficiary is entitled to release of the Deposit Material;
- (ii) requesting that a copy of the Deposit Material be released and delivered to Beneficiary;
- (iii) asserting that the copy of the Deposit Material being released to Beneficiary will only be used as permitted under this Agreement and any other agreement(s) between Depositor and Beneficiary controlling use of the Deposit Material; and
- (iv) stating specific delivery instructions along with any fees due Iron Mountain.

(d) Right to Use Following Release. Following a release of Deposit Material to Beneficiary in accordance with the provisions herein, Beneficiary shall have the right under this Agreement to use the Deposit Material subject to the terms of the License Agreement for the sole purpose of continuing the benefits afforded to Beneficiary by the License Agreement. Notwithstanding the preceding sentence, Beneficiary shall not have access to the Deposit Material unless there is an authorized release of the Deposit Material in accordance with the Agreement. Beneficiary shall be obligated to maintain the confidentiality of any materials released to it from the Deposit Account ("Released Materials") in perpetuity. Beneficiary shall return to Depositor any Released Materials for any software that it has not licensed under the License Agreement.

5. Payment.

The party responsible for payment as designated in Exhibit A or E or an SOW (the "Paying Party") shall pay to Iron Mountain all fees as set forth in the Work Request form attached hereto as Exhibit A ("Service Fees"). Except as set forth below, all Service Fees are due to Iron Mountain within forty-five (45) calendar days from the date of invoice in U.S. currency and are non-refundable. After the Initial Term, Iron Mountain may, on an annual basis, increase Service Fees at a rate that will not exceed 4% per year. A ninety (90) calendar day written notice of a rate increase will be provided to Depositor prior to the end of any Renewal Term. The Paying Party shall be liable for any taxes related to Services purchased under this Agreement or shall present to Iron Mountain an exemption certificate acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice, to the extent possible. Any Service Fees not

collected by Iron Mountain when due shall bear interest until paid at a rate of one percent .86% per month (10% per annum) or the maximum rate permitted by law, whichever is less. Depositor agrees that if this Agreement terminates during the Term for any reason other than for the fault of Iron Mountain, all prepaid fees shall be non-refundable. Notwithstanding the non-performance of any obligations of Depositor to deliver Deposit Material under the License Agreement or this Agreement, Iron Mountain is entitled to be paid all Service Fees that accrue during the Term of this Agreement.

#### 6. Term and Termination.

- (a) The "Term" of this Agreement is for a period of two (2) years from the Effective Date ("Initial Term") and will automatically renew for additional one (1) year terms ("Renewal Term") and continue in full force and effect until one of the following events occur: (i) Depositor provides sixty (60) days' prior written notice to Iron Mountain of its intent to terminate this Agreement; (ii) the Agreement terminates under another provision of this Agreement; or (iii) any time after the Initial Term, Iron Mountain provides one hundred and twenty (120) days' prior written notice to the Depositor of Iron Mountain's intent to terminate this Agreement.
- (b) Unless the express terms of this Agreement provide otherwise, upon termination of this Agreement, Iron Mountain shall return the Deposit Material to the Depositor, provided that the Deposit Material is not subject to any other agreement between Depositor (or its affiliates) and Iron Mountain. If commercially reasonable attempts to return the Deposit Material to Depositor are unsuccessful, Iron Mountain shall destroy the Deposit Material.
- (c) In the event of the nonpayment of Service Fees owed by Depositor to Iron Mountain, Iron Mountain may provide Depositor with written notice of Iron Mountain's intent to terminate this Agreement. If such nonpayment is not cured within thirty (30) business days following such written notice, Iron Mountain shall have the right to notify any and all Beneficiaries enrolled under this Agreement of nonpayment of Service Fees, in which case Depositor and any enrolled Beneficiary shall have the right to make the payment to Iron Mountain to cure the default. If the past due payment is not received in full by Iron Mountain within forty-five (45) business days of the date of such written notice, then Iron Mountain shall have the right to terminate this Agreement at any time thereafter for so long as such nonpayment remains uncured, by sending written notice of termination to Depositor and any enrolled Beneficiaries. Following termination of this Agreement, Iron Mountain shall have no obligation to perform the Services (except those obligations that survive termination of this Agreement).
- (d) In addition, this Agreement shall terminate with respect to a particular Beneficiary (and only with respect to such Beneficiary) as provided in this Agreement or at such time as any of the following events occur:
  - i. Iron Mountain releases the Deposit Material to such Beneficiary pursuant to a Release Condition (in which case termination of this Agreement in relation to such Beneficiary shall be automatic);
  - ii. such Beneficiary provides Iron Mountain and Depositor with sixty (60) days' prior written notice of its intention to terminate its enrollment under this Agreement;
  - iii. in the event of Beneficiary's nonpayment of Service Fees owed to Iron Mountain, if such nonpayment goes uncured for thirty (30) days following written notice of such nonpayment to Beneficiary.
  - iv. upon notice to Iron Mountain that Beneficiary's right to receive Source Code escrow services under the License Agreement expired or terminated for any reason.

#### 7. General Indemnity.

Subject to Section 10, Iron Mountain and Depositor shall defend, indemnify and hold harmless each other, and each other's corporate affiliates and their respective officers, directors, employees, and agents and their respective successors and assigns from and against any and all third party and/or beneficiary claims, losses, liabilities, damages, and expenses (including, without limitation, reasonable attorneys' fees), arising under this Agreement from the negligent or intentional acts or omissions of the indemnifying Party or its subcontractors, or the officers, directors, employees, agents, successors and assigns of any of them.

#### 8. Warranties.

- (a) Iron Mountain warrants that any and all services provided hereunder shall be performed in a professional and workmanlike manner. An aggrieved party must notify Iron Mountain promptly of any claimed breach of this warranty and such party's sole and exclusive remedy for breach of warranty shall be return of the portion of the fees paid to Iron Mountain by the Paying Party for such non-conforming services.
- (b) Depositor warrants that it is the owner or legal custodian of the Deposit Material and has full authority to store the Deposit Material and direct its disposition in accordance with the terms of this Agreement. Depositor warrants that

the Deposit Material provided to Iron Mountain under this Agreement is free of any liens or encumbrances that, as of the date of their deposit, would have a materially adverse effect on Depositor's ability to fulfill its obligations under the Agreement. Any Deposit Material liens or encumbrances made after their deposit will not prohibit, limit, or alter the rights and obligations of Iron Mountain under this Agreement in any material respect. Depositor warrants that with respect to the Deposit Material, Iron Mountain's proper administration of this Agreement will not violate the intellectual property rights of any third parties. Depositor shall reimburse Iron Mountain for any expenses reasonably incurred by Iron Mountain (including reasonable legal fees) by reason of Iron Mountain's compliance with the express instructions of an Authorized Person of the Depositor in the event of a third party claim concerning the ownership, custody or disposition of Deposit Material stored by Depositor with Iron Mountain.

- (c) EXCEPT AS SPECIFIED IN THIS SECTION, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, AGAINST INFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED BY BOTH PARTIES TO THE EXTENT ALLOWED BY APPLICABLE LAW. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH ABOVE FAILS OF ITS ESSENTIAL PURPOSE. THE WARRANTIES PROVIDED HEREIN ARE SUBJECT TO THE LIMITATION OF LIABILITY SET FORTH IN THIS AGREEMENT.

9. Confidential Information.

Iron Mountain has implemented and shall maintain reasonable safeguards designed to protect the confidentiality of any and all Deposit Material deposited under this Agreement. With respect to each deposit, Iron Mountain's obligation to maintain confidentiality will expire upon the release of the last copy of the Deposit Material held by Iron Mountain under this Agreement. Except as provided in this Agreement Iron Mountain shall not use, release or disclose the Deposit Material. Iron Mountain shall not disclose the terms of this Agreement to any third party. If Iron Mountain receives a subpoena or any other order from a court or other judicial tribunal pertaining to the disclosure or release of the Deposit Material, Iron Mountain will notify the Parties to this Agreement unless prohibited by law. After notifying the Parties, Iron Mountain may comply in good faith with such order. It shall be the responsibility of Depositor or Beneficiary to challenge any such order; provided, however, that Iron Mountain does not waive its rights to present its position with respect to any such order. Iron Mountain will cooperate with the Depositor or Beneficiary, as applicable, to support efforts to quash or limit any subpoena, at such party's expense. Any party requesting additional assistance shall pay Iron Mountain's standard charges or as quoted upon submission of a detailed request.

10. Limitation of Liability.

- (a) NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, OR AS OTHERWISE PROVIDED IN THIS SECTION, ALL LIABILITY, IF ANY, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, OF EACH OF DEPOSITOR OR IRON MOUNTAIN (INCLUDING THEIR RESPECTIVE AFFILIATES) SHALL BE LIMITED TO SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00 USD). IN THE CASE OF A NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN THAT RESULTS IN A RECIPIENT MISUSING OR MISAPPROPRIATING ANY DEPOSIT MATERIAL, THE TOTAL LIABILITY OF IRON MOUNTAIN SHALL NOT EXCEED ONE MILLION, FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00 USD). THE FOREGOING LIMITS SHALL NOT APPLY TO ANY PARTY FOR: (I) ANY CLAIMS OF INFRINGEMENT OF ANY PATENT, COPYRIGHT, OR TRADEMARK; (II) LIABILITY FOR DEATH OR BODILY INJURY; (III) PROVEN THEFT; OR (IV) PROVEN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.
- (b) EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, IN NO EVENT SHALL DEPOSITOR OR IRON MOUNTAIN OR THEIR RESPECTIVE AFFILIATES BE LIABLE FOR ANY INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, LOST PROFITS OR LOST DATA OR INFORMATION, ANY COSTS OR EXPENSES FOR THE PROCUREMENT OF SUBSTITUTE SERVICES, OR ANY OTHER INDIRECT DAMAGES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE EVEN IF THE POSSIBILITY THEREOF MAY BE KNOWN IN ADVANCE TO ONE OR MORE PARTIES.

- (c) NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, ANY LIABILITY OF DEPOSITOR (INCLUDING ITS AFFILIATES) TO A BENEFICIARY IS SUBJECT TO THE LIMITATION OF LIABILITY PROVISIONS SET FORTH IN THE LICENSE AGREEMENT.

11. General.

- (a) Incorporation of Work Requests. All authorized Work Requests are incorporated into this Agreement and are subject to its terms and conditions.
- (b) Purchase Orders. In the event that the Depositor or paying party issues a purchase order or other instrument used to pay Service Fees to Iron Mountain, any terms and conditions set forth in the purchase order which constitute terms and conditions which are in addition to those set forth in this Agreement or which establish conflicting terms and conditions to those set forth in this Agreement are expressly rejected by Iron Mountain.
- (c) Right to Make Copies. Iron Mountain shall have the right to make copies of all Deposit Material as reasonably necessary to perform the Services. Iron Mountain shall copy all copyright, nondisclosure, and other proprietary notices and titles contained on Deposit Material onto any copies made by Iron Mountain. Any copying expenses incurred by Iron Mountain as a result of a Work Request to copy will be borne by the Depositor or party requesting the copies. Iron Mountain may request Depositor's reasonable cooperation in promptly copying Deposit Material in order for Iron Mountain to perform this Agreement. Iron Mountain shall maintain an accurate and up to date list of the number of copies and the location of same and shall promptly produce that list to Depositor upon its reasonable written request.
- (d) Choice of Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the Commonwealth of Massachusetts, United States of America, as if performed wholly within the state and without giving effect to the principles of conflicts of laws.
- (e) Authorized Person(s). Depositor must authorize and designate one or more persons in writing whose actions will legally bind such party ("Authorized Person(s)" who shall be identified in the Authorized Person(s) Notices Table of this Agreement) and who may manage the Iron Mountain escrow account through the Iron Mountain Website or written instruction. The Depositor will maintain the accuracy of their name and contact information provided to Iron Mountain during the term of this Agreement.
- (f) Right to Rely on Instructions. Iron Mountain may act in reliance upon any instruction, instrument, or signature reasonably believed by Iron Mountain to be genuine and from an Authorized Person(s), officer, or other employee of a Party. Iron Mountain may assume that such representative of a Party to this Agreement who gives any written notice, request, or instruction has the authority to do so. Iron Mountain will not be required to inquire into the truth or evaluate the merit of any statement or representation contained in any notice or document reasonably believed to be from such representative. With respect to release and destruction of Deposit Materials, Iron Mountain shall rely on an Authorized Person(s) in accordance with the terms herein.
- (g) Force Majeure. No Party shall be liable for any delay or failure in performance due to events outside the defaulting Party's reasonable control, including without limitation acts of God, earthquake, labor disputes, shortages of supplies, riots, war, acts of terrorism, fire, epidemics, or delays of common carriers or other circumstances beyond its reasonable control. The obligations and rights of the excused Party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay. Notwithstanding anything to the contrary herein, Iron's Mountain's obligations shall only be excused in connection with a force majeure event if it took all reasonable precautions with respect to the possibility of such event.
- (h) Notices. All notices regarding release shall be sent by commercial express mail or other commercially appropriate means that provide prompt delivery and require proof of delivery. All other correspondence, including invoices, payments, and other documents and communications, may be sent electronically or via regular mail. Notices to Beneficiaries of Depositor under this Agreement shall be provided to such addresses as Depositor shall provide Iron Mountain. It shall be the responsibility of the Depositor and Iron Mountain to notify each other as provided in this Section in the event of a change of physical or e-mail addresses. For avoidance of doubt, Iron Mountain shall only accept contact data for Beneficiaries from Depositor. Iron Mountain and Depositor shall have the right to rely on the last known address provided by the other Party. Any correctly addressed notice or last known address that is relied on herein that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by electronic mail, the postal authorities by mail, through messenger or commercial express delivery services.
- (i) No Waiver. No waiver of rights under this Agreement by any Party shall constitute a subsequent waiver of this or any other right under this Agreement.
- (j) Assignment. No assignment of this Agreement by Depositor or any rights or obligations of Depositor under this Agreement is permitted without the written consent of Iron Mountain, which shall not be unreasonably withheld,

conditioned or delayed. Notwithstanding the foregoing, Depositor may assign and transfer this Agreement to a purchaser of all of the stock of the Depositor, a purchaser of all or substantially all of the assets of Depositor, or an acquirer of a controlling interest in Depositor by merger, plan of arrangement or otherwise, without obtaining consent of Iron Mountain, but Depositor shall notify Iron Mountain in writing of such assignment and transfer. Iron Mountain shall have no obligation in performing this Agreement to recognize any successor or assign of Depositor or Beneficiary unless Iron Mountain receives clear, authoritative and conclusive written evidence of the change of parties.

- (k) **Severability.** In the event any of the terms of this Agreement become or are declared to be illegal or otherwise unenforceable by any court of competent jurisdiction, such term(s) shall be null and void and shall be deemed deleted from this Agreement. All remaining terms of this Agreement shall remain in full force and effect. If this paragraph becomes applicable and, as a result, the value of this Agreement is materially impaired for either Party, as determined by such Party in its sole discretion, then the affected Party may terminate this Agreement by notice to the other.
- (l) **Independent Contractor Relationship.** Depositor understands, acknowledges, and agrees that Iron Mountain's relationship with Depositor will be that of an independent contractor and that nothing in this Agreement is intended to or should be construed to create a partnership, joint venture, or employment relationship.
- (n) **No Agency.** No Party has the right or authority to, and shall not, assume or create any obligation of any nature whatsoever on behalf of the other Party or bind the other Party in any respect whatsoever.
- (o) **Regulations.** All Parties are responsible for and warrant - to the extent of their individual actions or omissions - compliance with all applicable laws, rules and regulations, including but not limited to: customs laws; import; export and re-export laws; and government regulations of any country from or to which the Deposit Material may be delivered in accordance with the provisions of this Agreement.
- (p) **No Third Party Rights.** This Agreement is made solely for the benefit of enrolled Beneficiaries and the Parties to this Agreement and their respective permitted successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement unless otherwise agreed to in writing by the Parties hereto. Enrolled Beneficiaries shall be considered intended third-party beneficiaries of this Agreement and may claim under this Agreement, and shall be bound by all terms and conditions including but not limited to the Limitation of Liability and Consequential Damages Waiver herein.
- (q) **Entire Agreement.** The Parties agree that this Agreement, which includes all the Exhibits attached hereto and all valid Work Requests submitted by the Parties, is the complete agreement between the Parties hereto concerning the subject matter of this Agreement and replaces any prior or contemporaneous oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties, expressed or implied, which are not specified herein. Each of the Parties herein represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized and signed by a person who meets statutory or other binding approval to sign on behalf of its business organization as named in this Agreement. This Agreement may only be modified by mutual written agreement of the Parties.
- (r) **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- (s) **Survival.** Sections 6 (Term and Termination), 7 (General Indemnity), 8 (Warranties), 9 (Confidential Information), 10 (Limitation of Liability) and 11 (General) of this Agreement shall survive termination of this Agreement or any Exhibit attached hereto.

**DEPOSITOR**

SIGNATURE:	<i>Brad Steiner</i>
PRINT NAME:	Brad Steiner
TITLE:	VP and Deputy General Counsel
DATE:	May 20, 2008
EMAIL ADDRESS:	brad.steiner@ironmountain.com

**IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.**

SIGNATURE:	<i>John F. McLaughlin Jr.</i>
PRINT NAME:	John F. McLaughlin Jr.
TITLE:	Manager, Quality Control
DATE:	5/29/08
EMAIL ADDRESS:	ironcontracts@ironmountain.com

NOTE: AUTHORIZED PERSON NOTICES TABLE, BILLING CONTACT INFORMATION TABLE AND EXHIBITS FOLLOW



# Infor Cloud Disaster Recovery Overview

## Definitions

- I. **Recovery Time Objective:** The Recovery Time Objective ("RTO") is the duration of time and a service level within which a [business process](#) must be restored after a disaster which is defined in the Hosting Services Handbook.
- II. **Recovery Point Objective:** The Recovery Point Objective ("RPO") describes the acceptable amount of data loss measured in time and is the point in time to which data will be recovered which is defined in the Hosting Services Handbook.

## Responsibilities

**Customer:** The customer must maintain network connectivity that will allow interaction with the Infor provided environment. They are also required to provide a point of contact for communication with the Infor team throughout the recovery process.

**Infor:** Infor is responsible for fully recovering from the disaster and returning a functional environment that meets customer requirements (i.e., the same capabilities as was provided prior to the disaster).

## Declaration of Disaster

Customer will identify one person as the primary, and an additional person as a contingency, who may declare a disaster on behalf of Customer. The customer designated person(s) are listed as acting "Change Approvers". The Customer designee will notify Infor that a disaster has occurred or Infor Managed Services may contact customer Change Approvers that a disaster has occurred and recommendation of restoration.

## Services Level Objectives

Customers enrolled in the Cloud Disaster Recovery program will have agreed upon RTO and RPO commitments defined in the Hosting Services Order Form. If the RTO and RPO are not defined, it is the standard configuration in use, which is a 24 hour RTO and RPO.

## Notification of Alerts

In the event of a disaster and there is a need for Disaster Recovery action, Infor Managed Services resources are alerted by our internal monitoring systems, [Amazon Web Services Health Dashboard](#) and AWS Management Console. An Infor CASE ticket will be opened, if not already initiated by the customer to track activity and management will be notified via escalation procedures defined in the Hosting Services Handbook.

## Disaster Recovery Approach

Infor Managed Services has identified three different methods for performing disaster recovery tests and performing recovery which cover the different methods of failure associated with the Amazon Web Services.

- I. **Geographical Failure:** Geographical failure would involve a specified zone within Amazon Web Services is experiencing issues associated with a failure of a datacenter on which the customer instances are running.



- II. Operating System Failure: Operating System Failure would involve a physical host on which the customer application instance is running.
- III. EBS Volume Failure: EBS Volume Failure would involve a volume or drive for a customer is either not existing or not reachable from the instance.

## Recovery Methods

Depending on the failure mode experienced, or the type of data to restore the recovery method can differ.

### Geographical Failure Recovery Method

In the event of a geographical failure all customer hosts defined within the AWS zone would be unreachable. In this this event, Infor Managed Services would take the most recent snapshot images from the Amazon Web Services S3 backplane and restore the instances, EBS volumes, security groups to another zone within that region US-EAST1 -> US-EAST2.

### Operating System Failure Recovery Method

In the event of an operating system failure all running instances would be stopped and started from the Amazon Web Services Console, when an instances is stopped, the affected physical failed hardware is returned to EC2, your EBS boot volumes (and other attached EBS volumes) are still preserved, though they are not tied to a physical or virtual server, but are still associated with the defined instance id. When the instance is started again, Amazon EC2 selects new hardware to run it on, attaches the EBS volume(s) and boots the instance. Things that change during the process include:

- I. New internal IP address
- II. New external IP address
- III. If an Elastic IP address was associated with the instance before it was stopped, it would need to be re-associated after the start. (Behavior differs with Amazon VPC instances.)
- IV. Any contents on the instance's former ephemeral storage are cleared

### Volume Failure Recovery Method

In the event of a volume failure would involve the associated volume is corrupted or data assigned to this volume needs to be restored. The process associated with a volume recovery would involve stopping the associated applications, removing the affected volume, attaching volume snapshot from Amazon S3 and restarting the instance.

- I. Create a new EBS volume
- II. Restore Snapshot of EBS volume

## Disaster Recovery Planning

Once a customer is selected or requested a Disaster Recovery Test, a meeting will be established between the customer Change Approvers and the Infor Managed Services staff to discuss timeline, readiness and overall process. This planning session will provide the customer with the different levels or recovery and the associated ramifications of different approaches. The session also prepares the customers internal team on the amount of validation required with performing the requested recovery option.

### Disaster Recovery Test

Infor Managed Services tests defined processes and procedure and updates annually. The results of the test are shared with the customers as well as procedures are updated to include any lessons learned for future tests. Tests are performed in two different request methods.

## **Customer Requested Annual Test**

Customers enrolled on the Cloud Disaster Recovery program have the option to perform one annual Disaster Recovery test.

## Shelley Gialluca

---

**From:** Shelley Gialluca  
**Sent:** Wednesday, September 23, 2015 2:01 PM  
**To:** Kevin Keimel; Jay Stacy  
**Cc:** Mike Maier  
**Subject:** ERP - Support Plan Proposed by Ciber Infor Brochure  
**Attachments:** [www.infor.com\\_content\\_brochures\\_xtreme-support-plan-features-en.pdf](#)

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, September 29, 2015 10:30 AM  
**Flag Status:** Flagged

FYI - We have been proposed [the Xtreme Premium Support Plan](#) (see attached and from the proposal below) just want to be sure this is satisfactory for the initial contract.

From the proposal pg. 113

Any bug fix or patches are released on an as-needed basis and are posted to the online support site.

Infor calculates response targets as the difference between the time an incident is appropriately logged into the Infor Xtreme Portal and the time of Infor's first value-added communication to Licensee.

For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within one (1) hour during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within two (2) business hours. A response target is not set for Severity E support incidents.

Infor customers who are covered by the Xtreme Elite support plan are provided a higher level of responsiveness. For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within thirty (30) minutes during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within one (1) business hour during scheduled business hours.

Business hours for Xtreme Support are generally Monday through Friday (excluding holidays) from 8 AM to 5 PM in Licensee's local time zone.

### **24x5 Critical Incident Support**

The Infor Xtreme Support plan covers 24x5 Critical Incident Support for most Component Systems. **Critical Incident Support** is defined as the delivery of support via telephone for Severity 1 (production down) situations, as defined in this document. When Licensee calls for technical assistance regarding a Severity 1 issue outside of Xtreme Support coverage hours or during locally observed holidays, the call will be routed to an open Infor Xtreme Support Center or to the on-call resource. Severity 1 incidents will be worked in accordance with Licensee's Xtreme Support plan terms, until the Component System(s) is operational, a commercially reasonable workaround is in place, or the incident severity can be lowered to Severity 2. Notwithstanding the foregoing, the Severity 1 Support incidents of Component Systems on an 8x5 Xtreme Support plan and all other

severity levels will be logged for response the next local business working day. 24x5 coverage begins at 12:00 AM Monday through 11:59 PM Friday local time in Licensee's time zone. For certain products Critical Incident Support is available only during standard Support hours.

Critical Incidents (Severity 1) that occur after standard Support hours must be reported by telephone. Critical Incident Support outside of standard Support hours may be delivered in English only and covers only the generally available, unmodified version of the Component System(s). Critical Incident Support requires access to Licensee's personnel and equipment both during and outside of standard Support hours.

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Thursday, September 10, 2015 3:02 PM  
**To:** Shelley Gialluca  
**Cc:** AnnDebra Diaz  
**Subject:** RE: Xtreme Support Plan  
**Importance:** High

Shelley,

There is not a separate agreement for Xtreme Support. In the zip file there are 5 Infor contractual documents that the City will need to finalize with Infor. You have some of these already but these are the five and they are bundled up for you in this zip file so they can be easily filed.

The Order form is where you indicate what level of support you agree to with Infor. There are three levels; Xtreme, Xtreme Premium and Xtreme Elite. We proposed Xtreme Premium and that is 24/7 365. That's the middle package and that is all you will ever need.

I think you have all of the 3<sup>rd</sup> part agreement documents. Just to be sure I am going to call each one and ask them if there is anything additional documentation required. I don't want any of them in the 11<sup>th</sup> hour introducing any additional documents. If you can give me until noon tomorrow I'll have this done.

Also, I want to schedule a meeting with you, and anyone else you want to include, to meet with Infor. The AE that was part of the sales cycle is no longer with Infor and I want to introduce you to the new AE that is located in Florida. I believe he is located in Tallahassee.

Mike

**From:** [Lang, Chris](#)  
**To:** [Shelley Gialluca](#); [Kevin Keimel](#)  
**Cc:** [Murrin, John P](#); [Dvoracek, Beth A](#); [Mike Maier](#); [Kirk Buffington](#); [Kevin Keimel](#)  
**Subject:** RE: SymPro - MHC  
**Date:** Friday, August 26, 2016 3:07:30 PM

---

Yes – the \$9600 will be billed through Ciber and should be included in our implementation services.

Chris

---

**Chris Lang**

Vice President of Sales

**Ciber – Infor Practice**

404.434.9026 | [clang@ciber.com](mailto:clang@ciber.com)

---

**From:** Shelley Gialluca [<mailto:SGialluca@fortlauderdale.gov>]  
**Sent:** Friday, August 26, 2016 2:25 PM  
**To:** Lang, Chris <[CLang@ciber.com](mailto:CLang@ciber.com)>; Kevin Keimel <[KKeimel@fortlauderdale.gov](mailto:KKeimel@fortlauderdale.gov)>  
**Cc:** Murrin, John P <[JMurrin@ciber.com](mailto:JMurrin@ciber.com)>; Dvoracek, Beth A <[BDvoracek@ciber.com](mailto:BDvoracek@ciber.com)>; Mike Maier <[MMaier@fortlauderdale.gov](mailto:MMaier@fortlauderdale.gov)>; Kirk Buffington <[KBuffington@fortlauderdale.gov](mailto:KBuffington@fortlauderdale.gov)>; Kevin Keimel <[KKeimel@fortlauderdale.gov](mailto:KKeimel@fortlauderdale.gov)>  
**Subject:** RE: SymPro - MHC

Hi Chris, I have one question, the \$9600 for the SymPro implementation charges should this be amount be shifted to Ciber Implementation Services charges?

Thanks

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** Shelley Gialluca  
**Sent:** Friday, August 26, 2016 7:42 AM  
**To:** 'Lang, Chris'; Kevin Keimel  
**Cc:** Murrin, John P; Dvoracek, Beth A; Mike Maier; Kirk Buffington; Kevin Keimel  
**Subject:** RE: SymPro - MHC

Great thank you !

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** Lang, Chris [<mailto:CLang@ciber.com>]

**Sent:** Thursday, August 25, 2016 5:09 PM  
**To:** Shelley Gialluca; Kevin Keimel  
**Cc:** Murrin, John P; Dvoracek, Beth A  
**Subject:** SymPro - MHC

Shelley / Kevin,

I have talked with both Sympro and MHC today. They are working to confirm the maintenance charges for their software as stated in the BAFO. I expect this to happen – as I have told them it has to happen.

For services:

We'll hold an agreement with Sympro for their services so you do not need a services agreement with them. It's understood that the \$10,000 for debt conversion will be absorbed by Ciber, not the City.

For MHC there is no need for a services agreement. Their installation/setup of the software is included in their software price.

I'll update you again once I connect with PatternStream.

Thanks –

Chris

---

**Chris Lang**

Vice President of Sales

**Ciber – Infor Practice**

404.434.9026 | [clang@ciber.com](mailto:clang@ciber.com)

## Shelley Gialluca

---

**From:** Shelley Gialluca  
**Sent:** Wednesday, September 23, 2015 2:01 PM  
**To:** Kevin Keimel; Jay Stacy  
**Cc:** Mike Maier  
**Subject:** ERP - Support Plan Proposed by Ciber Infor Brochure  
**Attachments:** [www.infor.com\\_content\\_brochures\\_xtreme-support-plan-features-en.pdf](#)

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, September 29, 2015 10:30 AM  
**Flag Status:** Flagged

FYI - We have been proposed [the Xtreme Premium Support Plan](#) (see attached and from the proposal below) just want to be sure this is satisfactory for the initial contract.

From the proposal pg. 113

Any bug fix or patches are released on an as-needed basis and are posted to the online support site.

Infor calculates response targets as the difference between the time an incident is appropriately logged into the Infor Xtreme Portal and the time of Infor's first value-added communication to Licensee.

For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within one (1) hour during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within two (2) business hours. A response target is not set for Severity E support incidents.

Infor customers who are covered by the Xtreme Elite support plan are provided a higher level of responsiveness. For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within thirty (30) minutes during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within one (1) business hour during scheduled business hours.

Business hours for Xtreme Support are generally Monday through Friday (excluding holidays) from 8 AM to 5 PM in Licensee's local time zone.

### **24x5 Critical Incident Support**

The Infor Xtreme Support plan covers 24x5 Critical Incident Support for most Component Systems.

**Critical Incident Support** is defined as the delivery of support via telephone for Severity 1 (production down) situations, as defined in this document. When Licensee calls for technical assistance regarding a Severity 1 issue outside of Xtreme Support coverage hours or during locally observed holidays, the call will be routed to an open Infor Xtreme Support Center or to the on-call resource. Severity 1 incidents will be worked in accordance with Licensee's Xtreme Support plan terms, until the Component System(s) is operational, a commercially reasonable workaround is in place, or the incident severity can be lowered to Severity 2. Notwithstanding the foregoing, the Severity 1 Support incidents of Component Systems on an 8x5 Xtreme Support plan and all other

severity levels will be logged for response the next local business working day. 24x5 coverage begins at 12:00 AM Monday through 11:59 PM Friday local time in Licensee's time zone. For certain products Critical Incident Support is available only during standard Support hours.

Critical Incidents (Severity 1) that occur after standard Support hours must be reported by telephone. Critical Incident Support outside of standard Support hours may be delivered in English only and covers only the generally available, unmodified version of the Component System(s). Critical Incident Support requires access to Licensee's personnel and equipment both during and outside of standard Support hours.

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Thursday, September 10, 2015 3:02 PM  
**To:** Shelley Gialluca  
**Cc:** AnnDebra Diaz  
**Subject:** RE: Xtreme Support Plan  
**Importance:** High

Shelley,

There is not a separate agreement for Xtreme Support. In the zip file there are 5 Infor contractual documents that the City will need to finalize with Infor. You have some of these already but these are the five and they are bundled up for you in this zip file so they can be easily filed.

The Order form is where you indicate what level of support you agree to with Infor. There are three levels; Xtreme, Xtreme Premium and Xtreme Elite. We proposed Xtreme Premium and that is 24/7 365. That's the middle package and that is all you will ever need.

I think you have all of the 3<sup>rd</sup> part agreement documents. Just to be sure I am going to call each one and ask them if there is anything additional documentation required. I don't want any of them in the 11<sup>th</sup> hour introducing any additional documents. If you can give me until noon tomorrow I'll have this done.

Also, I want to schedule a meeting with you, and anyone else you want to include, to meet with Infor. The AE that was part of the sales cycle is no longer with Infor and I want to introduce you to the new AE that is located in Florida. I believe he is located in Tallahassee.

Mike





# Infor Xtreme Support Plan Features



## Xtreme Support Plan Features

### Critical Solution Notification

We will proactively notify you when Solutions/Articles are available for critical issues. You may be required to pre-register in order to receive such notifications.

### Component System Updates and Feature Packs

You will have access to Component System enhancements, updated releases, documentation updates, and related release notes, which are provided by Infor to support customers in the normal course of its business.

### Component System Patches and Service Packs

You will have access to Component System patches and service packs, which are provided by Infor to support customers in the normal course of its business. These may include access to statutory and regulatory updates and any issue corrections.

### Unlimited Incidents

You are not limited to a certain number of incidents you may log with Infor.

### Continuous Online Support

The Xtreme Support portal is available to you 24x7 to log incidents, download products or patches, or find information within the knowledge base.

### Telephone Access

During your support plan coverage hours, you may contact our support team via phone.

## Plan Feature Comparison



See the full comparison between all three Infor Xtreme Support Plans on **page 3**.

### Remote Access

We can remotely access your system in order to help resolve complex issues or to provide a more timely response. You must fully authorize such access, provide the necessary connection, and be available to discuss the applicable support issue.

### Defined Incident Response

With Infor's defined incident response targets, you will know when we expect to respond to your support incident, based on incident severity, product, and the support plan you choose.

### Priority Incident Queuing

We will prioritize your support incidents based on severity.

### Critical Incident Support\*

Support for Severity 1 issues—after hours, 24x5.

### How to Assistance

We will help answer common procedural questions that you may have regarding your standard (unmodified) Infor Component Systems, which are covered by Support. These may relate to processes, product functionality, or product feature-related questions on generally available Component Systems. This assistance does not cover questions regarding installation/implementation—which must be addressed through Infor consulting services.

### **Access to Online Communities**

Communities are Infor's social networking tools that allow you to communicate with and ask questions of your peers, who may have the same Infor Component Systems, environment configuration, and industry challenges.

### **Recorded Briefings**

You will have access to recorded sessions featuring Infor support resources addressing common topics of interest. You can also request that Infor create Recorded Briefings on specific topics.

## **Xtreme Premium Support Plan Features**

Includes all of the above features of the Xtreme Support plan, plus the following:

### **Extended Critical Incident Support\***

Support for Severity 1 issues—after hours, 24x7.

### **Priority Plan Queuing**

We will prioritize your support incidents based on the support plan level within the severity.

### **Interactive Briefings**

We will offer WebEx delivered sessions where you will have the opportunity to interact and ask questions of support resources on particular topics of interest.

## **Xtreme Elite Support Plan Features**

Includes all of the above features of Xtreme Support and Xtreme Premium Support plans, plus the following:

### **Dedicated Customer Success Manager**

A Customer Success Manager (CSM) is assigned to you. The CSM interfaces with identified resources at both your company and at Infor to help ensure support issues are resolved.

### **Support Activity Reviews**

Regular review meetings with your assigned Customer Success Manager detailing your support incidents, including who logged each incident and a summary of all incidents opened and closed.

### **Early Adopter Program**

You will receive priority consideration to participate in Infor beta programs or early adopter programs if the timing fits, required effort is possible, and business and environment requirements are right, at Infor's sole discretion.

### **Access to Senior Level Support and Development Resources**

Where appropriate, your Customer Success Manager will coordinate meetings with senior Infor support and development resources.

### **Infor Education Incentives**

Elite customers to receive discount on Infor Campus Card.\*\*

### **Update Planning Assistance**


An Infor support resource and the assigned Customer Success Manager will conduct a pre-update planning call with you to discuss updates, review any known issues, and discuss any support considerations.


### **Special Events Support\***


You can request Support for all severity levels one weekend a year. You will be assigned a support resource dedicated to help with your support needs over the weekend. Two weeks' notice is required, and the resource is scheduled through the assigned Customer Success Manager. Special Events Support is for standard product only and delivered in English only. Special Events Support is not a substitute for consulting services when implementing Infor products. The Special Events Support must be used within the applicable annual Support period and does not carry over.


# Xtreme Support Plan Features

The following Xtreme Support explanations apply to all standard Xtreme Support plans Infor currently offers in the normal course of its business. All Xtreme Support features set forth below shall be provided in accordance with Infor's current policies and procedures.

 Updates	Xtreme	Xtreme Premium	Xtreme Elite
Critical Solution Notification	●	●	●
Component System Updates and Feature Packs	●	●	●
Component System Patches and Service Packs	●	●	●
Support Activity Reviews			●
Early Adopter Program			●

 Support	Xtreme	Xtreme Premium	Xtreme Elite
Unlimited Incidents	●	●	●
Continuous Online Support	●	●	●
Telephone Access	●	●	●
Remote Access	●	●	●
Dedicated Customer Success Manager			●
Access to Senior Level Support and Development Resources			●

 Responsiveness	Xtreme	Xtreme Premium	Xtreme Elite
Defined Incident Response	●	●	●
Priority Incident Queuing	●	●	●
Critical Incident Support*	●	●	●
Extended Critical Incident Support*		●	●
Priority Plan Queuing		●	●

 Knowledge Sharing	Xtreme	Xtreme Premium	Xtreme Elite
How-to Assistance	●	●	●
Online Communities	●	●	●
Recorded Briefings	●	●	●
Interactive Briefings		●	●
Infor Education Incentives**			●

 Resource Planning	Xtreme	Xtreme Premium	Xtreme Elite
Update Planning Assistance			●
Special Events Support*			●

\*not available for some products

\*\*as determined in Infor's sole discretion



641 Avenue of the Americas  
New York, NY 10011  
800-260-2640  
infor.com

Please note this list of questions may not be all inclusive and there could be additional questions presented for clarification purposes by the Committee.

- 1) **MCH Document express** - Document images are captured with indexes associated to Infor Lawson systems and then are immediately available for one click retrieval by authorized users via Infor Lawson screens or a standard web browser – Can this been done with Laserfiche Rio?

Ciber Response

Yes, integration with Laserfiche can be accomplished via configuration of Infor forms and calls to the LaserFiche API (SDK).

- 2) MCH - You have proposed MHC Document for Document Imaging and Attachments. The City is currently finalizing an agreement with MCCi for Laserfiche RIO, which will be hosted on premise. Have you interfaced, integrated or provided image enabling from your solution to documents which reside in Laserfiche Rio in the past?

Ciber Response

Yes. Ciber has developed configurations for clients to be able to view external attachments and images such as Invoices, Purchase Orders, Job Applications, Resumes, etc. from Laserfiche RIO and other such systems.

- 3) **Ciber Inc. Infor Lawson ERP and Infor Public Sector** -is this needed for the optional modules or only Infor Lawson ERP application Suite?

Ciber Response

Ciber Inc. Infor Lawson ERP and Infor Public Sector represent everything that was proposed in the services and software costs. This is a generic name for our solution.

- 4) In the proposal for Special conditions, you comply with the contract period, but your response to 5.2 Vendor Hosting Form, question 11 states “Most of our clients choose a 3 year term, but we are open to 5 years if that is more desirable. We have included a 3 year term in the proposed costs.” Do the costs on the pricing forms depict a 3 year term not the ten year term as requested? Could you please elaborate on this?

Ciber Response

Ciber’s cost proposal was for an on premise solution. Ciber has the ability to host but decided to include pricing for on premise. We included information around a hosting solution for informational purposes. Our typical hosting contract term is 3 years. We should have indicated this was an on premise estimate on the Vendor Checklist tab of Exhibit G. We apologize for the confusion.

- 5) You comply with Invoices/Payments special conditions however your signature page indicates net 30. Could you please explain this?

Ciber Response

Ciber will comply with the Invoices/Payments special conditions.

- 6) Ciber Company Background form, question 23, the response does not go with the question, would you like to clarify this?

Ciber Response

Lease or lease/purchase would be available form a third party only.

- 7) Infor, Company Background, response to question 12 – it is stated that Infor policy precludes the provision of specific product and client base numbers by location or version? Can you elaborate on this?

Ciber Response

Infor Lawson has over 4,000 customers worldwide with over a 100 located in the State of Florida, 3 are currently running on Lawson Version 10

- 8) Are you proposing a hosted or on premise solution? Do you have any references using the off premise Hosted solution?

Ciber Response

Ciber proposed an on premise solution. Ciber does have hosted clients that we do use as references. Roanoke County, VA is a hosted client that serves as a reference when we propose hosted solutions.

- 9) Close Management and Reconciliation Management (Recommended) on page 60, states it is recommended, is this not included in the proposed solution and pricing? (e.g., Mobile Financials and Assets?)

Ciber Response

Close Management and Reconciliation Management are included in our proposed solution and our associated pricing. Infor Mobile applications are available in the Apple App Store and Google iPlay for free, requiring only configuration to access the City's data. Therefore, all mobile applications, including Financials and Assets, are available to the City.

- 10) Reference the question, Bandwidth required per module per user and your response: The City will access the private cloud environment via a site-to-site VPN so there will be no impact to the City's network and bandwidth. Can you elaborate on your response above?

Ciber Response

Bandwidth per user is a difficult question to answer, because it depends on what the users are doing. Obviously users running reports or viewing screens that have large summaries of data on them are going to require more bandwidth than users that are performing heads-down data entry on a single screen. Concurrency is also a factor, because users only use bandwidth while they are executing transactions or navigating to new screens. Per user numbers are less important than overall bandwidth usage because overall use tends to average things out. The Cloud Operations team has benchmarked a few of their larger Infor Lawson customers, and has not seen bandwidth peak any higher than about 5 Mbps. For Public Sector clients, if they dedicate bandwidth between 2Mbps and 5Mbps to the Infor Lawson applications, they should be safe. Fortunately, bandwidth is relatively inexpensive in most locations and can be easily adjusted if needed. Another aspect to consider related to bandwidth is interface traffic, where large file uploads and downloads can benefit from increased bandwidth.

- 11) It is noted that the Vendor Forms contained within your proposal are not identical from the forms that were available on BidSync for Download for the City's RFP? Where did you obtain the Vendor Forms (Exhibit I)?

Ciber Response

The forms we supplied in error came from a similar Plante & Moran assisted proposal that Ciber was completing for a different state and local pursuit at the same time as the City of Ft. Lauderdale. The forms were similar and Ciber inadvertently cross referenced the forms in our response development. Ciber sincerely apologize for the confusion.

- 12) Your proposal references 'Frederick' Resources in several areas, please explain what this is?

Ciber Response

"Frederick" was a reference from a prior proposal and should have replaced with Ft Lauderdale during the final edit of the proposal. We sincerely apologize for this oversight.

- 13) What version of SQL Server are you proposing for your proposed solution version? When is the next version release planned for? What version of SQL Server?

Ciber Response

Infor would provision SQL Server 2012, and that will be the standard through the lifecycle of this version of the applications.

- 14) Is Ming.le part of the solution you are proposing for the portal? Expense Management and Mobile Device support?

Ciber Response

Yes, Infor Ming.le, our collaboration tool can be used as a portal to access all Infor and non-Infor applications via Single Sign-On. We have included pricing for Expense Management. Infor Mobile applications are available in the Apple App Store and Google iPlay for free, requiring only configuration to access the City's data. Therefore, all mobile applications are included in our bid.

- 15) Faxing and posting to the web faxing PO's. Is Hardware required? Optional workflow for approvals - is this included in the solution? What Workflows does this statement refer to? Purchase requisition/ purchase order approvals? Other workflows throughout the system? Please elaborate on this.

Ciber Response

We are not clear to which requirement this question refers. However, Infor Purchasing supports the ability to fax purchase orders, assuming the City has the hardware and infrastructure to support this capability. Purchase Orders are automatically available to vendors via self-service, where they can print a PDF version when needed. We deliver workflow templates for requisitions and purchase orders which are configured during implementation to meet City requirements. There are many workflow templates throughout the application that can be configured as part of implementation or by the City as needed on an ongoing basis.

- 16) The RFP indicates that the City has applications we wish to maintain, the Ciber team knows how to integrate these applications with your core Infor ERP system. The result will be dramatic improvements in efficiency and productivity. In addition, the Infor Lawson solution is scalable and flexible, one that can grow and evolve as the City needs grow and evolve. Have you interfaced similar applications or any of those listed in our RFP for other agencies?

Ciber Response

Yes, Ciber has integrated with many of the applications listed by the City, including Kronos, NeoGov, and SunGard solutions.

- 17) Page 60, 68, 69 – Reconciliation Management, Project Accounting Analytics, Financial Management Analytics' Ciber Gems, Close Management Infor Notifications—are items that appear to satisfy much of our requirements but are stated as (Recommended). Are these not included as part of the solution in your proposal and pricing? Is Microsoft Add-ins, Drill Around included? How many user licenses are being proposed per Module?



Ciber response

We have included the following as part of our proposed solution: Infor Lawson Close & Reconciliation Management (10 users), Infor Financial and Project analytics (20 users), and Microsoft Office Add-Ins (25 users). Infor Smart Notifications are included in our Infor Business Intelligence suite and are therefore included in our solution for the City.

- 18) Infor's innovative Intelligent Open Network (ION) - is this included in the proposed solution and pricing?

Ciber Response

Yes, Infor ION is included in our proposed solution and pricing.

- 19) Do your responses to the specifications include any products that are not proposed as part of your solution? Such as Dashboards, others?

Ciber Response

All the products required for the solution have been included.

- 20) Cash Receipting and equipment is quoted at quantity one, would the pricing be the same if the City requires more?

Ciber Response

Yes, the software cost remains the same. The city will be responsible for additional hardware.

- 21) Is Infor Extreme Support Plan available for on premise or hosted only pg. 116?

Ciber Response

Yes, Infor Extreme support is available for on premise support.

- 22) Smart Notification pg. 145 - Is this included as part of the solution and pricing?

Ciber Response

Yes, Infor Smart Notifications are included in our Infor Business Intelligence suite and are therefore included in our solution for the City.

- 23) The complete Business Intelligence Suite Solution, Inform Portal – Is this included in the solution and pricing?

Ciber Response

Yes, Infor Business Intelligence and Ming.le are included in our solution and associated pricing for the City.

- 24) How many user licenses are being proposed for each core module? Optional Modules? Please indicate which are concurrent, named users, other. What modules and licenses utilize Amazon EC2 Compute units? Is there an additional cost for this or is this included in your pricing?

Ciber Response

None of our solution licenses use Amazon EC2 compute units.

- 25) Is the redesign of chart of accounts for the City included as part of the service offering/pricing?

Ciber Response

The design of your chart of accounts will be one of the most important decisions that City will have to make during the course of your implementation. This redesign is included in our service offering price. Ciber will conduct a Chart of Accounts Workshop early in the design phase of the implementation. This is part of Ciber's standard service offering.

- 26) Is there a charge for the online learning Suite? What is the cost per user or site license?

Ciber Response

The online learning suite is an annual subscription based on the number of users. Since this was excluded from our pricing, Infor will offer this solution at no cost for one year.

- 27) Tab 8 - Are you proposing the Cloud hosted Model or on Premise Model? Are all modules core/optional Cloud hosted? Are any of them on premise? What desktop software is needed? There seems to be a lot of conflicting information as to whether the solution is hosted or on premise. Please clarify.

Ciber Response

Ciber is proposing an on premise model as our primary offering. However, we are fully capable of supporting cloud hosting and Managed Services as we currently do for many clients. The only desktop software required is a browser

- 28) Tab 11 - Go Live and Post production Support, Time and Material basis for post cutover, additional information will be delivered on this offering as requested – Please provide the additional information on the above noted offering. What is currently included for post cutover support?

Ciber Response

We have included 40 days of post go live support in each phase.

- 29) Ongoing support staff – if you are proposing a hosted solution what tasks are required for the resources listed? Will our DBA be backing up the hosted system? This is not clear in the proposal.

Ciber Response

An on premise is our primary offering. If we provide a hosted solution, Ciber would provide resources such as DBA for database admin and backup activities in a hosted environment.

- 30) Question 11 Software updates and Distribution – if hosted why would we be applying updates and release patches? Please note, the City does not utilize SUS, as this was not included in our questionnaire.

Ciber Response

If Ciber provides a hosted solution, Ciber would apply the patches and updates. Furthermore, if the City has an on premise solution, Ciber can still be retained to provide system maintenance and managed services

- 31) Vendor Hosted Option Section 5 – Responses to several of the questions were not answered or items provided. If you are proposing a hosted option, these questions should be answered and are only optional if you are NOT proposing a hosted option. Please clarify if you are proposing a hosted solution. If you are, you must provide responses to these questions.

Ciber Response

Ciber is proposing an on premise solution.

- 32) Vendor Hosting Form Exhibit I – Your form does not match ours, could you provide response to those questions that are in our Exhibit?

Ciber Response

Ciber proposed an on premise solution. Our Exhibit I has been submitted with this response.

33) Vendor forms - Project Management Approach Form - please answer question 4.

Ciber Response

Ciber's data migration strategy centers on repeatability. Over the course of an ERP implementation, master data as well as transactional data will require many conversions for validation, testing, training, and finally, production cutover. During data conversion and implementation, Ciber will utilize strict backup disciplines to ensure data integrity and preservation at each iteration.

34) Hardware, Software and Storage Design and Installation (section 6.3) – Your response beginning on page 142 is confusing and seems to conflict with a hosted solution being proposed. Can you please provide an explanation for this?

Ciber Response

Ciber's primary offering is an on premise solution. Ciber can provide hosting and managed services if the City desires.

35) Data Conversion 6.4, Last paragraph - "... Data mapping will be a joint activity and responsibility. Ciber consultants will help the City identify problem areas within the legacy system data; however, the City should complete this work prior to the implementation to save time and money" Can you please elaborate on this statement?

Ciber Response

Ciber typically recommends that clients get a head start on data cleansing activities if possible. Depending upon factors such as data quality and the amount of historical data being converted to the ERP, some example areas to focus on could be the Item Master, open Purchase Orders, HR (personnel action) History, General Ledger transactions, etc.

36) Report Development (Section 6.5) - Are all the items described included in the proposed solution including pricing?

Ciber Response

Yes, all of the report development tools are included.

37) Integration and Interfaces (Section 6.6) – Please provide an answer to: Have you ever interfaced with Granicus Legistar, NeoGov, SunGard's OneSolution Community Development Module, Kronos Time and Attendance Modules, or others?

Ciber Response

Yes, Ciber has integrated with many of the applications listed by the City, including Kronos, NeoGov, and SunGard solutions. Most state and local enterprises use these applications.

- 38) Performance Testing / Network testing - and bandwidth being consumed. Could you please elaborate on this statement as well as: "Ciber will license the IBM Product for the time period that is required to execute performance tests..." What IBM Product are you referring to and can you elaborate on this?

Ciber Response

Ciber has used the IBM Rational product to measure system performance. We can also use other available products if the City has a preference.

- 39) Staffing forms and ongoing support services Form also does not match the City's form. Question 5, figure 8.1 – Please elaborate and clarify why the identified City staff and skills are required for an off premise, hosted solution

Ciber Response

This would depend upon the associated managed services which accompany the hosting, but Ciber would typically provide system administration resources in a hosted environment. The City would want to have an assigned security administrator for granting access to the system to City resources.

- 40) The City's question 6 (your question 8) for Ongoing Support Services - Do you need remote access to the server to support/maintain it? If yes, describe the method(s) and security used. Could you please elaborate on this if you are in fact proposing a hosted solution?

Ciber Response

For on premise solutions, we typically request VPN access to the application servers.

- 41) Software updates and Distribution - Non matching forms/questions not all have been answered. Could you please provide the missing responses to our questions on our forms?

Ciber Response

This form has been completed and has been submitted with our response to this questionnaire.

- 42) If you are proposing a hosted solution could you please provide a copy of the vendor hosted agreement/information?

Ciber Response

Ciber is proposing an on premise solution.

- 43) If you are proposing a hosted solution can you please provide a copy of your Independent Service Auditor's Opinion Letter from your most recent SSAE 16 audit?

Ciber Response

Ciber is proposing an on premise solution.

- 44) What applications described in your proposal are NOT included in the solution and pricing proposed?

Ciber Response

All applications described in Ciber's proposal are included in the overall solution and pricing. On the Application Software tab of Exhibit G, there are modules listed below the line as optional. There is a footnote that indicates that these are required modules and the pricing is included in the section above as required. The reason they appear below the line is that Exhibit G was locked and we could not add any additional lines to the exhibit.

- 45) Can you provide local government or other references using the vendor hosted option of the solution similar to that you are proposing to the City?

Ciber Response

Ciber proposed an on premise solution. We do have hosted customers that are references. County of Roanoke, Virginia is a hosted customer that routinely serves as a reference.

- 46) After a new version release of the products proposed, what is the customary time period that the previous versions are supported?

Ciber Response

For Infor on-premises solutions, Infor's support policy is to provide technical support for all Infor applications for which customers have active annual maintenance contracts. Technical support is provided to you in a number of ways, including: Direct interaction with support specialists, Software updates, On-line services for incident management, On-line access to solution knowledge bases. Infor's product maintenance policy ensures that product quality is continually improved for an extended period of time. During the first three years (e.g. 2012 through 2014) of software release, Infor will provide software fixes on a regular basis, ranging from monthly in the first year to quarterly in the third year. After three years, any identified software defects will be addressed and provided on an as-needed basis. All active customers are eligible to upgrade

to enhanced software releases, which are typically provided every 12-18 months. In a Cloud environment, Infor is responsible for versions, which would be rolled out in a set rollout time frame for the new versions.

- 47) Many of the City's core functions are dependent on a successful ERP. Please explain how your company will deal with incorporating the necessary business changes that the City will surely need as our business needs change over the next ten years

Ciber Response

The software we are proposing is highly flexible and configurable; Ciber assists many clients in re-evaluating configuration during upgrade the upgrade process and at other times in the system's lifecycle. We utilize our Business Process Calibration (described in our proposal) approach to understand changing needs and effect appropriate reconfigurations due to mandates, organizational changes and other events.

- 48) You state that you have one of the highest client satisfaction ratings in the industry - what sets you apart from others?

Ciber Response

Ciber uses our best-practices methodology to verify that client satisfaction is excellent, problems are addressed quickly, and service level requirements are met. Metrics, measurements, and indicators are tracked, trended, and reported appropriate for the situation. Client satisfaction is measured regularly at agreed to intervals.

Over the years, clients have lauded Ciber's performance with public awards, such as *Vendor of the Year* certifications and *Preferred Quality Award*. Additionally, third-party client satisfaction surveys continually show that more than 90% of our clients would return to Ciber for additional services, and would recommend Ciber to colleagues.

- 49) It appears that you have a relatively low number of Local Government installations. Is this a new area for your company? If yes, what have you found to be the primary differences between local government and other installations that you have done and why do you feel that you would be successful with a complex system like the City of Fort Lauderdale's.

Ciber Response

Overall, Ciber has hundreds of government customers for all major ERP products, custom development, staffing, and other technical services. We have been working with State and Local government for more than 30 years. Just this month, January 2015 we successfully completed a large, complex implementation for a large Midwestern county. In prior years we have completed several large cities, school districts and even a state ERP implementation. Some of

the differences in government implementations include unanticipated mandates, changes in regulatory requirements, and changes in organization and administration. While perhaps more visible in the public sector; similar changes occur in the private sector as well.

- 50) Have you ever implemented a government ERP solution with the number of modules and complexities of the City of Fort Lauderdale? If yes, please provide the City and the modules/suites implemented.

Ciber Response

Ciber can provide a hosted solution. With a hosted solution Ciber would apply the patches and updates. Furthermore, if the city has an on premise solution, Ciber can still be retained to provide system maintenance and managed services

- 51) How will you assure the work and timeliness of your subcontractors? Will you be responsible for their performance?

Ciber Response

Ciber and Infor routinely work with our third party partners. Ciber will manage our proposed third party partners throughout the implementation. Our partners are regarded as an extension of Ciber and the project team. They will follow our IMPACT methodology and project management approach.

- 52) Have you worked with each of the proposed subcontractors for this project on prior projects? Please describe your experience and the timeline for the projects.

Ciber Response

Yes, Ciber has worked with all of these firms on prior projects. These companies are familiar with the Infor products and Ciber's methodology. They all provide the necessary products and services to achieve their respective portion of the implementation at the appropriate time in the project.

- 53) What are the advantages of not having every module?

Ciber Response

Having all modules provides a very complete solution. However, some clients may prefer point solutions for particular functionality. Ciber has integrated with virtually all industry products



City of Fort Lauderdale  
RFP 742-11378 Enterprise Resource Planning (ERP) System and Professional Services  
Ciber Inc. Proposal Questions

In reference to the RFP 742-1137809 - Part I – Introduction/Information, Item 09. PROPOSAL COSTS indicates that pricing submitted should be firm for a minimum of one hundred fifty (150) working days from the date of the RFP opening. This date would be March 20, 2015.

Would you kindly extend your response, including proposed prices, until the city has successfully awarded and negotiated a contract with the successful vendor? Please indicate your approval by signing below and returning with your responses to the clarification questions.

Are you able to comply with this request?

☒ YES ☐ NO

Approval of extension of response, including prices



February 2, 2015

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

\_\_\_\_\_  
Date

ERP PROPOSER'S DEMONSTRATION DEBRIEF MEETING APRIL 17, 2015 &  
FOLLOW-UP ON-SITE DEMONSTRATIONS MAY 1, 2015  
CIBER (INFOR) OPEN QUESTIONS FROM COMMITTEE AND STAFF

## CIBER (INFOR) DEMO

1. To what extent will the Infor product specialists be involved in the design, implementation and support tasks during and after implementation?

### Response

Ciber and Infor have proposed a joint team of implementation consultants responsible for the design, implementation and support during and after the implementation. The Infor product specialists will be available, as necessary, to provide support to the combined Ciber-Infor team during the implementation. Ciber is a Premier Alliance Partner, with Infor, our partnership is collaborative across our organizations and with our clients

2. Please elaborate on how support will be handled during implementation and after? Are there two separate support teams?

### Response

There will be one support team which will be Infor's Extreme Support. Ciber will be responsible for the installation, system configuration and implementation for the City. Ciber will start to leverage the Extreme Support from day 1. During the implementation, Ciber will coordinate all support events with Infor as the appropriate City staff observe and become trained in the support process so that they can leverage Extreme Support once the implementation is complete.

3. If the City requires custom reports, will they be able to create these in-house? If not, what process will be used to request them and what cost methodology would be applied?

### Response

Ciber has hours included in the implementation estimate to address custom reporting requirements to meet the City's needs. Ciber will work with City team members to transfer knowledge and capability to utilize the reporting tool sets used to develop custom reports after the implementation is complete. In addition, Ciber has a library of reports that we have developed for other clients that we will provide to the City. If the City requires assistance post go live, we will work with you to develop report designs and assist with the development if necessary. Ciber will contract with the City at the rates that are included in our submitted Best and Final Offer Proposal Signature Page.

4. For specialized custom reports required during implementation, would the City need to procure services from Ciber or Infor? What about after implementation is completed? Would custom report development services be charged on a per hour basis?

Response

Ciber has hours built into our implementation estimate to accommodate requirements for specialized custom reports. Ciber will train City personnel in the use of the tool sets that will be available for developing custom reports. If the City requires additional support Ciber can contract with the City at the rates that were submitted in our Best and Final Offer Proposal Signature Page.

5. Online Customer Portal – Which bills / invoices can the public submit payment for on this site? Will customers be able to submit payments bills/invoices generate in other systems that may be interfaced (or not) such as Cayenta Utility Billing, or others as identified on Exhibit E – FAMIS application Data Flow, of the RFP?

Response

The proposed solution includes a full featured customer portal within the Hansen Public Sector module. Information on bill and invoice payments it supports is included below. The proposed cashiering solution (PCI) is able to receive payments for any receivable type, and apply that to the appropriate modules where the receivable was initiated, however it does not provide invoice or bill presentation online. Additional optional components could be explored to fulfill this requirement.

Infor Public Sector (Hansen) CDR is an enterprise solution for managing the operations of government. Pioneering a citizen-centric data model that provides a 360-degree view of a citizen's transactions across the entire government enterprise, IPS CDR's integrated data model of business applications, government best practices, and leading performance indicators, make it easy to capture and maintain permitting, code enforcement, and licensing fees with its fee library solution.

The fee library (Fee Management) solution is available in each IPS CDR module (Planning, Project, Permits, Use Permits, Code Enforcement, License, Trade License and Customer Service) and allows agencies to define fee types for those modules. The fee library solution also includes an intuitive grandfathering tool to ensure that fees are calculated correctly without losing historical data. Moreover, the solution provides built-in functionality for automatically establishing and using deposit accounts to pay review and inspection fees.

IPS CDR can integrate directly with your 3rd party payment processor currently in place for credit card online fee payments. In order to stay in compliance with PCI regulations, IPS does not store credit card information.

Via the Online Portal, when fees are due, contractors and citizens can pay online using a credit card for fees required prior to issuance or renewal.

**infor** Licenses & Inspections

DynamicPORTAL HOME  
Business License HOME

**MY ACCOUNT**  
Modify Account  
Sign Out

**APPLY FOR A BUSINESS LICENSE**  
My Saved Applications  
Apply

**BUSINESS LICENSE**  
My Licenses

**REVIEWS**  
My Reviews

**INSPECTIONS**  
My Inspections

**PAY FEES**  
My Fees  
Checkout

**My Fees**  
Fees information associated with Michael Rivera

Search Criteria    **Lookup Result (5)**

License #	Type	Description	Amount	Status	Actions
12-GEN1199	General Business License	Renewal Fee	\$1,256,020.00	Unpaid	Add to Cart
GEN2010-1200	General Business License	Renewal Fee	\$1,000.00	Unpaid	In the Cart
GEN2010-1201	General Business License	Renewal Fee	\$10.00	Unpaid	In the Cart
GEN2010-1202	General Business License	Renewal Fee	\$250.09	Unpaid	Add to Cart
GEN2012-1280	General Business License	Application Fee	\$150.00	Unpaid	In the Cart

To create a printable report of the search result [Click here](#)

**APPLY FOR APPLICATION ONLINE**

#### Portal Fee summary & selection screen

DynamicPORTAL HOME  
Business License HOME

**MY ACCOUNT**  
Modify Account  
Sign Out

**APPLY FOR A BUSINESS LICENSE**  
My Saved Applications  
Apply

**BUSINESS LICENSE**  
My Licenses

**REVIEWS**  
My Reviews

**INSPECTIONS**  
My Inspections

**PAY FEES**  
My Fees  
Checkout

**LOOKUP LICENSE**  
License Number  
Applicant  
Address

**Pay By Credit Card**  
Enter the card holder's name, address, zip, and the credit card number and expiration date.  
Click "Pay".

Subtotal: **\$1,160.00**

**Method of Payment (Select one)**  
☒ Pay By Credit Card(Visa or MasterCard)

**Credit Card Information**

Credit Card (Visa or MasterCard)

Card Type:\*

Card Holder's First Name:\*

Card Holder's Last Name:\*

Card Holder's Address:\*

Card Holder's City:

Card Holder's State:

Card Holder's Zip:\*

Card Holder's Country:

Card Number:\*

Card Security Code:\*

Expiration Date:\*

**Cancel** **Pay**

#### IPS Dynamic Portal Payment window

For applicants that are not using the online portal or paying in person, once fees have been generated as part of the natural progression of the application, IPS can automatically invoice the primary applicant. With the use of the IPS CDR Billing module, fees that remain unpaid can progress to a collection process. A **hold or lock** can be placed on the application, essentially freezing it in the status it is in thus preventing it from being approved and issued until all fees are paid. Liens can even be placed on the property, which can put a hold on any desired activity for that property and the contact listed. Below is a screenshot showing an accounts history of delinquency from the Manage Account page.

The screenshot displays the 'Manage Account' interface for account #00291-10124-Own-000000. The customer is Jeff R Vondell, with a service address in Las Vegas, NV. The account shows a current balance of \$0.00, a past due balance of \$430.50, and a total balance of \$430.50. The 'Delinquency' tab is selected, showing a table of delinquency history with 3 records. The table includes columns for Bill Type, Current Level, Milestone, Delinquent, Entry Amount, Entered Delinquent, Milestone Extension, Milestone Due, Extension, Hold, and Comments. The records show a 'Shut-off' delinquency on 11/17/2010, a 'Past Due' delinquency on 12/8/2010, and a 'Reminder' delinquency on 11/17/2010.

Bill Type	Current L...	Milestone	Delinquent...	Entry Am...	Entry Bala...	Entered Delin...	Milestone E...	Milestone D...	Extension...	Hold	Comments
Fox	Shut-off	Shut-off...	430.50	278.25	278.25	11/17/2010	1/4/2011	1/4/2011	0	N	

Delinquency History (3 records)

Bill Type	Entry Am...	Entry Bala...	Entered Delin...	Delinquent...	Level	Milestone	Hold	Extension...	Milestone D...	Milestone E...	Reason	Resolution	Resolved...	Resolved On	Comments
Fox	278.25	278.25	11/17/2010	430.50	Shut-off	Shut-off...	N	0	1/4/2011	1/4/2011	Advanc...				
Fox	278.25	278.25	11/17/2010	430.50	Past Due	Past Due	N	0	12/8/2010	12/8/2010	Advanc...				
Fox	278.25	278.25	11/17/2010	278.25	Reminder	Remind...	N	0	11/17/2010	11/17/2010	Entered...				

Collections

Number	Current la...	Milestone	Collection...	Entry Amount	Entry Bala...	Entered C...	Milestone Ent...	Milestone D...	Extension...	Hold	Comm...
No information											

IPS Delinquency History Page

Transactions									
<div> <div>Account # 00111</div> <div>Customer Max Oliver</div> <div>Address</div> </div>									
Primary Summary									
Transactions (109 records)									
Transaction #	Designation	Type	Date	Amount	Bill #	Bill Type	Line Item	Adj Type	Service Charge
4879	Principal	Charge	3/25/2012 14:13	\$25.00					
4878	Principal	Charge	3/25/2012 14:13	\$150.00					
4509	Principal	Charge	9/17/2011 10:01	\$75.00	2195	BILL1	Retrospection Fee		
4332	Principal	Payment	5/10/2011 08:32	-\$4.34	2006	BILL1	Building Permits-ELEC-Permit Fee		
4331	Principal	Payment	5/10/2011 08:32	-\$10.66	1903	NONPRV	Business License-NONPRV-Gift Shop License Fee		
4330	Principal	Payment	5/10/2011 08:32	-\$5.00	1903	NONPRV	Business License-NONPRV-Gift Shop License Fee		
4329	Principal	Charge	5/10/2011 08:30	\$15.66	1903	NONPRV	Business License-NONPRV-Gift Shop License Fee		
4328	Principal	Charge	5/10/2011 07:27	\$15.66	1902	NONPRV	Business License-NONPRV-Gift Shop License Fee		
4323	Principal	Payment	4/13/2011 10:45	-\$25.00	2006	BILL1	Building Permits-ELEC-Application Fee		
4322	Principal	Payment	4/13/2011 10:45	-\$150.00	2006	BILL1	Building Permits-ELEC-Permit Fee		
4321	Principal	Charge	4/13/2011 10:44	\$25.00	2006	BILL1	Building Permits-ELEC-Application Fee		
4320	Principal	Charge	4/13/2011 10:44	\$150.00	2006	BILL1	Building Permits-ELEC-Permit Fee		
4063	Principal	Charge	3/26/2011 10:31	\$15,000.00	1852	NONPRV	Business License-NONPRV-Room Tax		
4044	Principal	Payment	3/26/2011 13:55	-\$60.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Slots License Fee		
4043	Penalty	Payment	3/26/2011 13:55	-\$21.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Slots License Fee		
4042	Penalty	Payment	3/26/2011 13:55	-\$105.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Slot Operator		
4041	Principal	Payment	3/26/2011 13:55	-\$300.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Slot Operator		
4040	Principal	Payment	3/26/2011 13:55	-\$3,600.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Roulette License		
4039	Penalty	Payment	3/26/2011 13:55	-\$1,200.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Roulette License		
4038	Penalty	Payment	3/26/2011 13:55	-\$70.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Other Games		
4037	Principal	Payment	3/26/2011 13:55	-\$200.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Other Games		
4036	Principal	Payment	3/26/2011 13:55	-\$600.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Keno License Fee		
4035	Penalty	Payment	3/26/2011 13:55	-\$210.00	1856	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Keno License Fee		

IPS Transaction Summary sorted By Customer

**Fee Versioning**—The version of a fee type contains the rules for calculating its charge, including the effective date for those rules (used for grandfathering), a value, and a quantity. The version also provides a way to set minimum and maximum caps on the charge.

The value of a fee type is a dollar amount used to arrive at the final charge. It can be based on a decimal, a rate code, or a formula. Decimal-based values are for fee types that charge a fixed amount. Rate-code-based values allow standard fee types to use a rate code from the rate table solution (which will be discussed later on). Formula-based values are for highly complex fee types that are not well suited as either a decimal or a rate code.

The quantity of a fee type is the number of times the value should be charged. Quantity can either be based on a decimal or a formula.

The Application InfoViewer includes a Fees tab that provides employees with critical information about fees. It lists every fee currently on the application that is loaded into the InfoViewer, indicating whether those fees have been paid, whether they have been penalized, and so forth. It also shows application balances to provide an at-glance-



information that can answer the most common customer questions about fees. The InfoViewer lists all of the payments that have affected the fees on the application along with a **complete history of all transactions** that have been recorded for the application.

**STANDARD**

Fee Code: BUILDING

Fee Description: Building Plan Review

Fee Group: 20800

Destination Budget #: 123456.99999.999999.999999.9.000

Source Budget #:

Effective Date: 4/2/2013

Expire Date: / /

Order #: 0

☒ Refundable

☐ Surcharge

☒ Waivable

☐ Use in Job Estimation

Payment Methods Allowed:

☒ Cash

☒ Check

☒ Escrow

☒ Credit

☐ Debit

☐ Miscellaneous

Comments: Flat Fee

Description for DynamicPORTAL:

**VERSIONING**

Version Date Monitor: Property:

Versions (3 records)										
	Effective Date	Value Type	Value	Quantity Type	Quantity	Use Minimum	Minimum	Use Maximum	Maximum	
	1/1/2013	Decimal	250	Decimal	1	No	\$0.00	No	\$0.00	
	1/1/2010	Decimal	150	Decimal	1	No	\$0.00	No	\$0.00	
	1/1/2007	Decimal	125	Decimal	1	No	\$0.00	No	\$0.00	

Page 1 of 1

#### IPS Fee Version History with Effective Dates

6. How and to what degree have you configured an interface with NeoGov? Please describe. If the City were to keep NeoGov, and not use Infor for applicant tracking, would it be possible for the applicant tracking/selected candidate data be imported into the Infor system? If so, please describe how that would happen. If not, please describe what the City would need to do in order to bring that data over to avoid duplicating efforts.

#### Response

Ciber has integrated with 3rd party recruiting and applicant systems including NeoGov in Public Sector at many government organizations. The integration typically includes outbound interfaces for job/position requisitions (when originating in Infor) and inbound applicant information to the Infor HR/Personnel system to automate the new hire process. In most of these cases we have used Infor Process Automation to develop

workflow that automatically route approvals and notifications as appropriate to departments and central HR/Benefits. In some circumstances Ciber has developed batch interface applications to accommodate the integration.

7. Briefly explain what module is used to track non-capital assets and how they are tracked.

Response

The Infor Lawson Asset Management module tracks non-capital assets. Every asset can be flagged as either depreciable or non-depreciable, but the module supports asset management and tracking regardless.

8. Where does the FLSA calculation functionality reside, payroll or Timekeeping?

Response

In the proposed solution, payroll and timekeeping are fully integrated within the suite. FLSA compliant functionality will automatically calculate overtime, weighted overtime, and check against minimum wages as a part of the payroll process, based on time records entered.

9. Please provide an example of the Bid Tabulation which the System produces.

Response

Embedded below is a sample of the bid tabulation sheet that is produced by Infor:



Sample bid  
tabulation.pdf

10. In your proposal, on page 50 of the PDF file, TAB 6 and page 60 Expense Management is described as being proposed, which clearly gives the impression that it meets the requirements of our RFP. In response to the clarification questions from the committee, your response of February 3, 2015 indicated that this module is being proposed and included in the pricing. However, during the demonstrations during the week of March 9<sup>th</sup>, it was stated on a couple of occasions that this module was not proposed as part of the proposed solution. Please clarify as to whether this requirement is or is not included.

Response

Infor Expense Management is included in the implementation scope and software pricing matrix.



11. Are there limitations to the use of or licenses proposed for Smart Office, Infor Notifications, and Microsoft Add-ins, Ming.le, Infor GIS, MHC products including the use of Microsoft Word, Excel analytic cubes, App Studio, and Outlook? As well as the number of integrations provided by the ION product?

Response

The license limitations are based on the number of licenses purchased and the type of license. There are two license types assigned to the modules that are proposed in BAFO pricing form. The two license types are "NU", for Named Users, and "CU", Concurrent Users.

12. During the Demo on Friday May 1, 2015, the use of Adobe FrameMaker for Pattern Stream use was demonstrated and discussed. There is no direct mention of needing FrameMaker in the Proposal and we are unable to confirm if this software is being proposed and priced due to pricing forms (Exhibit G) not listing the Module/product name on the Application Software tab. Is FrameMaker included, and if so how many user licenses are proposed?

Response

In our original cost proposal submission, PatternStream was listed as a single line item on the Other Software tab. They are also included in our BAFO. Adobe FrameMaker is included in the price of the software with one user license. Our experience indicates that one user license should be appropriate to meet the City's requirements.

13. Microsoft Add-ins for inbox - Does a user need a license for this functionality? Is this required for receiving notifications? Will notifications be received in their normal Outlook inbox if they do not have this license?

Response

Employees will not require any license to receive system generated notifications in the Microsoft Outlook inbox. Microsoft Add-ins is a licensed component of the software. That solution queries data from the ERP system and exports it into Excel, and provides the capability to upload data into the ERP system from Excel, with the appropriate security.

14. Will the city be able to create their own Database Views for reporting purposes or will this have to be accomplished by Ciber (or Infor) for a charge? Would this charge be based on an hourly rate?

Response

Ciber will train City personnel on how to create their own Database Views for reporting. The Infor Database Views are intended to be configurable by end users. Ciber's experience with our other Infor V10 customers is that they have not required additional services for creating Database Views. If the City would like for Ciber to assist we would agree on a number of consulting hours, based on the requirements, at the rate provided in our Best and Final Offer Signature Page for Consulting.

15. Can the pre-defined data fields available for reporting be modified by an internal administrator?

Response

Yes, Ciber will train a City Internal Administrator on how to change the pre-defined data fields that are available for reporting.

16. When is your solution planned to be certified and available in production for use of MS SQL2014?

Response

The proposed ERP solution is certified on MS SQL2014 as of May 1st 2015.

17. To what level is the system configurable to department level to accommodate different business rules?

Response

Infor Process Automation (IPA) can be used to drive standardization across the organization. However, there are always some instances where business rules vary from one department to another. IPA allows the organization to define an unlimited number of "branches" within a business process, which can be based on any field in the transaction. For example, the department charged on a requisition can determine the number of approvals required—large departments may require multiple approvals, while smaller departments only require one. Not only does IPA facilitate this type of flexibility, it also includes an easy-to-use, drag-and-drop configuration tool so that the City will be able to maintain these rules as they change over time.

18. Will cash registers have to close in a specific order or can registers be closed as needed?

Response

During the demonstration of the PCI cashiering application there was a miscommunication. Cash registers DO NOT need to be closed in any specific order. They can be closed as needed based on the City's priority.

19. It was unclear where and how applicants submitted employment applications in the system; could you please describe the application process?

Response

Candidates can use social media, resume parsing, or manual entry to create their candidate profile. The screen shots below show these options:

The screenshot displays the Infor website's job application interface. At the top, the Infor logo is on the left, and a navigation menu with links for NEWS, PRODUCTS, INDUSTRIES, EVENTS, SUPPORT, SERVICES, and COMPANY is on the right. Below the navigation bar, there are links for "Job Listings", "Login", and "Language". The main content area begins with a "Welcome to our online application process!" message, followed by a list of actions: "Apply to desired positions", "Save position searches for later review", and "Create a profile".

**Step 1: Basic Information**

This section contains five input fields, each with a red asterisk indicating a required field: "Email Address:", "First Name:", "Last Name:", "Password:", and "Confirm Password:". Below these fields is a link that says "Don't have an email address? [Create one here](#)".

**Step 2: Create Profile**

This section is titled "You can choose to create your profile from the following." and presents three options, each in a separate box with a "Begin" button at the bottom:

- Social Media:** Features a radio button for "Yes, access my profile" and the text "You will choose from one of these:". Below this are icons for LinkedIn, Facebook, and Google+. The "Begin" button is at the bottom.
- Upload Resume:** Features a radio button for "Use Resume Content" and the text "Use Microsoft Word, PDF, text, or HTML files. This content will then get populated to your profile." The "Begin" button is at the bottom.
- Enter Manually:** Features a radio button for "Fill in content by hand" and the text "You will be able to attach documents to your profile, such as: a resume, cover letters, etc." The "Begin" button is at the bottom.




## All Job Listings

All | Recent | Hot Jobs

Sorting: <input type="text" value="Date Posted"/>	Page Size: <input type="text" value="10"/>	
<b>Technology Specialist</b> Location: US:NV:Las Vegas    Category: Elementary Education	Posted: 05/07/2015	<b>Keyword:</b> <input type="text"/> <b>Location:</b> <input type="text"/> <b>Work Type:</b> <input type="text"/> <b>Category:</b> <input type="text"/> <b>Jobs Posted From:</b> <input type="text" value="YYYY/MM/DD or MM/DD/YYYY"/> <b>Job ID:</b> <input type="text"/>  <b>Search Jobs</b>  <b>Create Notification</b>  We'll email you new jobs that match this search
<b>Cryo Systems Operations Technician</b> Location: US:CA:Livermore    Category: Aerospace and Defense	Posted: 05/05/2015	
<b>L1116 / Dual Language Advanced Math Teacher</b> Location: US:FL:Hillsboro    Category:	Posted: 04/07/2015	
<b>HRIS Analyst</b> Location: US:IL:Wheaton    Category:	Posted: 04/01/2015	
<b>Assistant Director IT</b> Location: US:FL:Land O' Lakes    Category:	Posted: 03/26/2015	
<b>Senior Grant Manager</b> Location: US:WA:Tacoma    Category: Executive and Management	Posted: 03/12/2015	
<b>Senior Grant Manager</b> Location: US:WA:Tacoma    Category: Executive and Management	Posted: 03/10/2015	
<b>Senior Manager</b> Location: US:GA:Atlanta    Category: Executive and Management	Posted: 03/05/2015	
<b>Admin Analyst HR Benefits I</b> Location: US:CA:Government Center    Category: Administrative, Support, Clerical	Posted: 03/04/2015	
<b>Assistant Principal</b> Location: US:OH:Forever Yound    Category:	Posted: 02/23/2015	
Displaying: 1 - 10 of 36    Page 1 of 4		


View open positions and apply, forward to friend, or save in job cart for future evaluation



[NEWS](#) | [PRODUCTS](#) | [INDUSTRIES](#) | [EVENTS](#) | [SUPPORT](#) | [SERVICES](#) | [COMPANY](#)

[Job Listings](#)
[Login](#)
[Language](#)
[?](#)

[Back to your Search Results](#)
[Save](#)
[Apply for this Job](#)


[Save as PDF](#)

### HRIS ANALYST (JOB ID: 114)

Come and join our organization!

**Summary:**

Facilitates and supports key processes and accountabilities within Human Resources, primarily in the area of Human Resources Information Management. Provides technical expertise to develop and implement technology-related projects throughout the organization.

Facilitates and supports key processes and accountabilities within Human Resources, primarily in the area of Human Resources Information Management. Provides technical expertise to develop and implement technology-related projects.

**Responsibilities:**

1. Works on problems of various scopes where analysis of situations or data requires a review of identifiable factors; exercises judgment within defined procedures and practices to determine appropriate action; may recommend changes to existing procedures and practices based on analysis of data.
2. Oversees technology projects include ensuring quality, timeliness and proper use of HR information retrieved from systems, reviewing and prioritizing system maintenance and creating enhancement requests for HR module, ensuring security of HR information through established security protocol, leading project teams for integrations, upgrades, modifications, enhancements, etc., and participating in issue tracking and resolution formulating for all HR systems.
3. Oversees the Lawson Software HR module data tables, structures, files and interface requirements. Insures the integrity of the HR data system.
4. Develops data integrity protocols between HR, Payroll and Budget, departments internal to the HR module.
5. Designs and develops communication strategies. Participates on IT teams, interdepartmental committees/subcommittees, focus groups and meetings.
6. Prepares and submits the annual Staff Information Report.

### Job Summary

**Position**  
HRIS Analyst

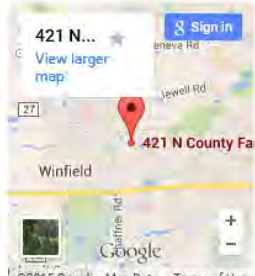
**Category**  
IT-ALL

**Employment Type**

**Post Date**  
04/01/2015

**Close Date**

**Location**  
US:IL:Wheaton




[View larger map](#)

[View Larger Map](#)

[Back to your Search Results](#)
[Save](#)
[Apply for this Job](#)

Applying for a job brings all of your information over for you to review and add. This includes items such as work experience, credentials, competencies, skills, education etc. Can add attachment's throughout. Then it walks you through your required steps including consent agreement, questions including automatic screen-out questions, Acknowledgement, further information, and then submits.




[NEWS](#) | [PRODUCTS](#) | [INDUSTRIES](#) | [EVENTS](#) | [SUPPORT](#) | [SERVICES](#) | [COMPANY](#)

[Job Listings](#) | [My Profile](#) | [My Job Cart](#) | [My Applications](#)

[John Williams](#) | [Language](#) | [?](#)

# Application

Job applying to:  
HRIS Analyst



Contact Info

Consent

Application

Alternative Information

Contact Information

Alternative Information

## General Information

Title

First Name

John

Middle Name

Last Name

Williams

Suffix

Professional Designation

Preferred First Name

John

Preferred Last Name

Williams

Home Country

Preferred Mailing Address

Preferred Contact Method

Preferred Contact Time

## Address and Email

Country

United States of America

Address Line 1

120 Vyse Street

Address Line 2

City

Anywhere

State / Province

Wisconsin

Zip Code

53511

County

Primary Email

john@123.com

Resume Email

john@123.com

## Phone Numbers

Home Phone

(224)555-1234

Ext.

☐ Preferred

Work Phone

Prefix

Phone Number

Ext.

☐ Preferred

Mobile Phone

Prefix

Phone Number

Ext.

☐ Preferred

Fax

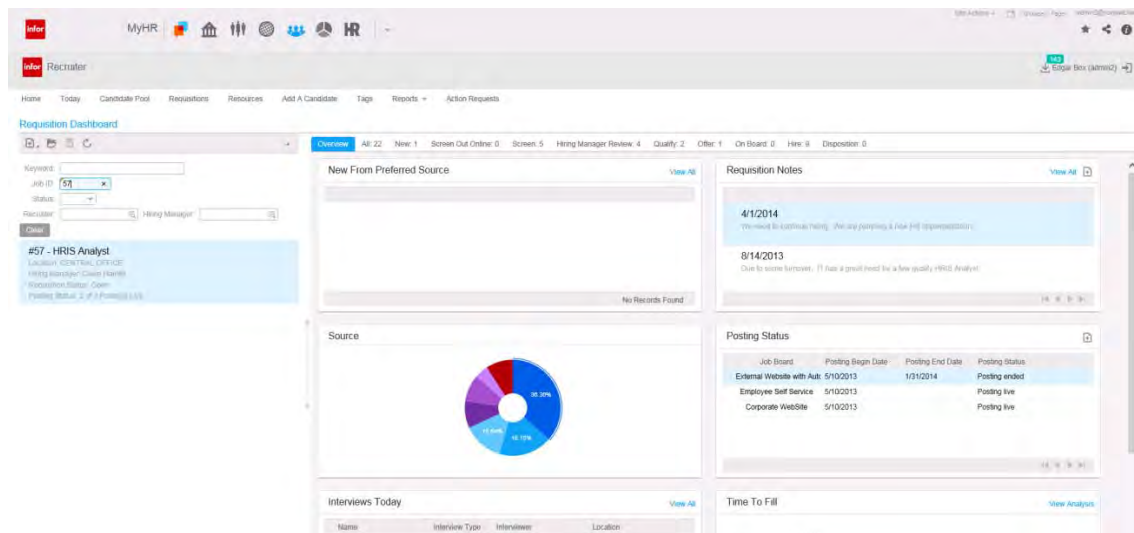
Prefix

Phone Number

Ext.

☐ Preferred

The recruiter then uses their web-based dashboard to manage the vetting process

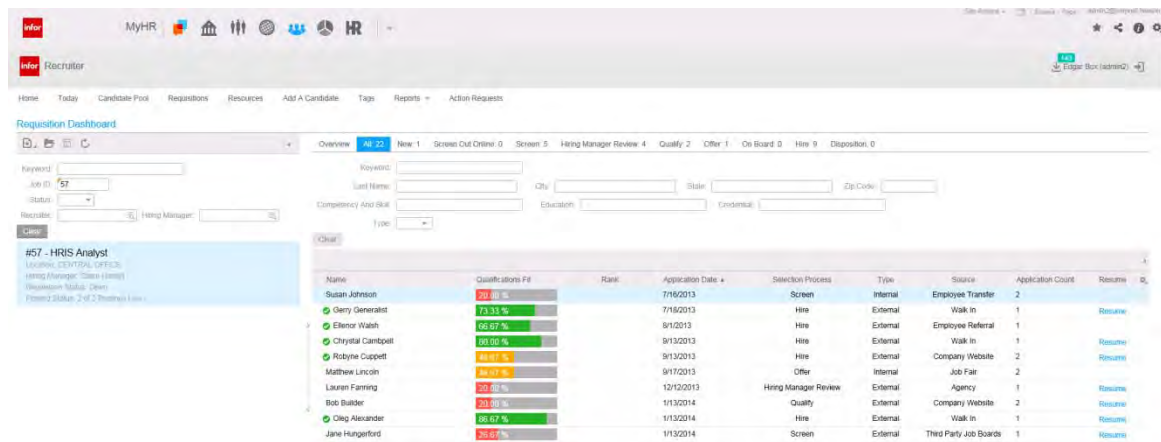


View of all applicants, both internal and external, that have applied for a specific job requisition. The recruiter can then manage the process – moving them from step to step based on your business process. Each step can generate a communication to the applicant. Steps can generate work flow integrations with 3rd parties such as moving to Screening can automatically send the applicant info to your background check provider. Then you can receive the results back into the applicant record.

Another example is moving to On Boarding which can trigger a workflow that generates notifications to other departments asking for deliverables for a new employee such as notice to IT for an email account then when IT responds with complete and includes the email address, this is used in the employee profile and other workflows are sent automatically with the new information such as to Facilities for a badge, Asset Management for computers etc.

Ultimately the applicant is provided an offer letter through the system, and then hired in which all of the information from the applicant, position, and any new information from On Boarding is automatically included in the new employee record.





20. Applicant testing – Can the system be configured to upload scores from a Scantron file?

#### Response

Yes, this capability can be configured. The recruiter dashboard has the ability to display a variety of information about the candidate pools, including test scores from various sources.

21. Would staff be able to drill down into the details of the Cash receipt transactions?

#### Response

Yes, any data interfaced from the cashiering module is available within the Infor solution for drill around inquiry.

22. What processes /functionality can currently be performed on android devices? What other ones are planned for the future and when are they planned to be available?

#### Response

Core ERP (Lawson) functional mobile apps (including Requisitions, System Monitor, Employee, Financials, Assets, Inventory, Projects, and Grants) work on Android as well as Apple iOS devices. The planned 10.7 release of Infor BI Mobile Dashboards solution is planned to support Android as well.

The Infor Public Sector (Hansen) solution offers the Infor Field Inspector app on Android.



23. Are there security rules for attachments in place, such as replacing, deleting, or configuring to allow or not to allow such actions?

Response

Yes. Security rules will be established that will determine the job roles that will be able to replace, delete or add an attachment. Ciber will configure your security rules to meet the City's requirements.

24. An additional question is being presented from the Committee as it relates to proposed or suggested hardware for PCI revenue and other Accounts Receivable collections needs. No specific hardware or costs were included. Would specific equipment, models be required? Could you please provide this information? Would the City be responsible for procuring these outside of this project Scope of Work if Awarded?

Response

Attached are the hardware components, and pricing, recommended to support PCI's cashing solution. If awarded, Ciber would request additional discovery, with the City, to determine what will be required for purchase. Once determined, the City can procure the additional hardware direct from PCI or Ciber can facilitate this purchase on behalf of the City. Ciber may be able to negotiate discounts on behalf of the City.



Hardware pricing.doc



## Tabulation Of Bids

**Event # :** 34-0

**Name:** Brandon dump body

**Description:** Furnish the City of Baton Rouge with a Brandon 16 foot dump body with connections for attaching to a Cat CT-660 chassis

Supplier	Bid Amount
Computer Solutions 150 Main Street Dallas, TX 75029	42,300.00
Scott's Stuff 5035 Ridgetop Trl Charlotte, NC 28215	39,225.00
T.E. Roberts, Inc 1131 East Main Tustin, CA 92780	52,400.00

## Items

### Item: BRA-16-14

**Description:** Brandon dump bed

**UOM:** EA

**Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Computer Solutions	1.0000	42,300.00000	42,300.00
Scott's Stuff	1.0000	39,225.00000	39,225.00

Tabulation Of Bids For Event # 34-0: Brandon dump body
--

	Quantity	Unit Price	Extended Amount
T.E. Roberts, Inc	1.0000	52,400.00000	52,400.00

CITY FOLLOW-UP TO CIBER INC. RESPONSES RECEIVED JUNE 25, 2015

RFP 742-11378 CIBER RESPONSE

---

**PAGE 3 – Question 3 - Proposal - Special Conditions Compliance Checklist– Exceptions to Sample Contract Agreement**

**Response:**

**The Exception Riders A, B and C were not submitted with Ciber's Original Response by mistake. The Riders are included as a separate document as part of this response.**

We also just noted that ON Tab 14 of your original proposal, this information is outlined, our apologies, we assumed they were three additional documents.

---

**\*PAGE 4 – Question 3 - Patternstream Automated Document System, for budget building**

**Exhibit G – Pricing Forms Original Proposal - Other Software Tab**

From the original proposal: Patternstream Budget Publisher 1 @ \$16,300, \$3,000 ongoing costs Finite Matters is listed and included.

The last paragraph in the response for Question 3, states the product was not available at the time of the original pricing.

Are you stating that the pricing has changed from the original proposal at a cost of \$16, 300 to \$68,028? Please clarify this statement.

**Response**

No, Patternstream has an additional optional module that Ciber, and Infor, would like to call to the attention of the City. This product was recently developed and is not required. The original pricing of \$16,300, \$3,000 ongoing, is all that the City requires in meeting the requirements from the RFP.

---

**PAGE 5 - Other**

- **ION Grid – replaced with ION Business Vault with no cost impact**

**Can you please provide the reasons and detail for the above replacement from what was originally proposed? Please include description and functionality of each item.**

Response

ION Process with Business vault is meant for a standalone ION server. You can use as many cores of ION Process with Business vault as needed on a single server. ION Process Grid is a fully scalable version of ION Process (with all the same features including Business Vault) that also includes the ability to cluster multiple cores of ION for increased capacity and fault tolerance.

Both licenses, Grid and Business Vault allow the same number of transactions per hour – up to 15,000 per hour per core (2). As stated – there is no impact to pricing should the City opt for the initial configuration with either ION Grid and ION Business Vault.

**PAGE 5 – Last paragraph**

Infor made the necessary changes above with the intention that overall 10 year cost would not increase on the BAFO from the original response. Please see Schedule G, Proposal Summary Tab, the initial 10 year costs for core, and optional modules, totaled \$2,564,423 vs. \$2,564,623 (typo?) quoted in the BAFO.

Please explain or provide additional detail regarding this statement? Attached is a side by side comparison of the Original and BAFO Proposal Summary Tabs.

Original Proposal	Core software \$2,264,467	BAFO \$2,564,423
	Optional \$110,985	\$279, 737

Ongoing costs increased from \$236,929	to BAFO \$240,557
Optional costs increased from \$19, 980	to BAFO \$49, 639

Is this the result of the Patternstream for Budget Building price increase? (See \*PAGE 4 – Question 3 above) [No, See question 3](#)

Response

The comparison of BAFO Infor Core software costs of \$2,264,467 to - Original \$2,564,423 – The BAFO Ten Year Costs is comprised of the \$2,264,467 for the Application Software plus the \$300,156 for the Hansen modules that were moved to the Optional Components

$$\$2,264,467 + \$300,156 = \$2,564,623$$

Optional One Time Costs of the Original \$110,985 to BAFO \$279,737 – this difference consists of moving the Hansen modules (\$100,724) to optional and the introduction of a new Patterstream module (\$68,020).

Comparison of Ongoing Cost for Core Components of \$236,929 to BAFO \$240,557 – the difference of \$3,628 is a combination of removing the on-going cost of Hansen, from the original \$22,151 (moving that to optional) and further reducing the existing license structure and adding in, the previously omitted, SaaS ongoing subscription cost, with a net increase of \$25,773.

$$\$236,929 - \$22,151 + \$25,773 = \$240,551^*$$

\*Rounding makes up the six dollar variance

Comparison of Optional Ongoing Costs from \$19,980 to BAFO \$49,639 – The increase is comprised of the Hansen ongoing annual costs of \$22,159 that was moved from Core to Optional and the introduction of the optional Patterstream module's ongoing cost of \$7,500.

## PAGE 6 – Infor Notifications

It is understood that there is no charge for additional licenses for additional users, however, to further clarify, if notifications are required for items such as employee Benefits notifications, Payroll notifications or Applications received, etc. Is Infor Notifications the product that is used for all notifications throughout the system?

### Response

No, Infor Process Automation will be the tool that will be used for the majority of the notifications, alerts and approvals. Infor Notifications is a mobile app that allows users to securely review and take action on work items on mobile devices.

---

## PAGE 9 - Infor Expense Management Reports, Payment requests – is the 9000 limit a per annual basis?

### Response

Yes, 9000 documents annually.

Does this included vendor invoices and all payables? What is the cost if the City processes more than 9000 payment requests per year?

### Response

The 9,000 documents are inclusive of any payment request processed through the Expense Management Report Payment Request module. Upon further discovery, we are of the opinion that the City's requirements can be met with the functionality existing in the Accounts Payable module.

---

## PAGE 10 – Referencing Microsoft Add-ins

Microsoft add-ins is included on the Module Summary Tab, but not the Application Tab under the productivity Platform. If the City requires more than the 25 licenses proposed. What is the Licensing Structure and Cost?

### Response

Additional Microsoft Add-in licenses are named user based with a purchase minimum of 20 licenses at \$178 per license.

---

**PAGE 10 - Question 2, referencing MHC and the MHC Software Pricing Summary for the City of Fort Lauderdale Florida document.**

**Response: The forms that will be part of the MHC Solution were not itemized. We have attached their Pricing sheet as additional information to this response.**

**Is the City expected to enter into an agreement with MHC as a third party vendor? Or is this a subcontractor that will be managed and overseen by Ciber/Infor? Is this the same expectation for the other Subcontractors Listed? Do they all agree to the terms and conditions in the RFP?**

Response

Ciber recommends that the City enter into separate contractual agreements with all of the software vendors proposed. The City's agreement with each software vendor will remain intact after the contract with Ciber has been fulfilled. Your contract with each of the software vendor will be necessary to outline the terms of your maintenance and support, as well as, any future products.

Ciber will manage the implementation services for each of the proposed vendors. Ciber will also assist with the contract negotiation for each of the vendors. In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. For example, MHC will not be required until six months after the implementation has started and Patterstream would fall in at the end of the implementation of Finance. In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

Each of the Third Party vendors had an opportunity to review the terms and conditions in the RFP. Any exceptions would have been referenced in the RFP response.

**MISCELANNEOUS:**

**RFP Tab 13: MISC: Please submit a sample copy of the Escrow Agreement begin used.**

Response

A sample of the Escrow agreements is separate attachments with this response.

**Is Xtreme Support Plan considered part of Infor support or is this in addition to the current annual maintenance costs?**

Response

The price quoted for annual maintenance includes Xtreme Support.



## Shelley Gialluca

---

**From:** Snow, Michael R <MRSnow@ciber.com>  
**Sent:** Monday, July 20, 2015 2:07 PM  
**To:** AnnDebra Diaz  
**Cc:** Snow, Michael R  
**Subject:** RE: ERP additional questions  
**Attachments:** 1714\_Quote\_Ciber-Ft-Lauderdale Finite Matters.pdf; City of Ft Lauderdale, FL - Inv & Debt pricing - Sympro.doc; PCI Fort Lauderdale with INFOR Cashiering Pricing Quote 141003.xlsx; MHC Software Pricing Summary for City of Fort Lauderdale Florida 7\_16\_15.doc; IMMA\_US.pdf

**Importance:** High

AnnDebra,

Attached you will find all of the 3<sup>rd</sup> party cost proposals that were included in our BAFO. MHC and Finite Matters updated their document with a more recent date with the original pricing. I have emails from each vendor (Finite Matters, PCI, MHC and Sympro) that states all pricing that was submitted at BAFO will not change in the future, up to a year.

Also attached is the master Depositor Escrow Service Agreement that was signed on May 29, 2008 between Infor and Iron Mountain.

I will start to forward you, over the next couple of days, word documents that we will have to work through.

Please let me know if you have any questions,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]  
**Sent:** Monday, July 13, 2015 11:19 AM  
**To:** Snow, Michael R  
**Subject:** ERP additional questions

Mike,

The Committee has a few additional questions as it pertains to your last response submitted. Please respond by close of business on Monday, July 20, 2015.  
Thank you,

**Per the RFP PART III - SPECIAL CONDITIONS**

Referencing Item 26. Third Party Products/Optional Software, as well as the requirements of Tab 13 - License and Maintenance Agreements (Section 11), **please submit all related third party agreements for the City's review. Including SymPro, PCI, MHC and FML Patternstream and any others that may have been omitted.**

**Item 37. SOFTWARE CODE IN ESCROW**

Will all modules licensed by the City be placed in Escrow by Iron Mountain at a location within the United States? **Please submit a copy of the Master Depositor Escrow Service Agreement dated as of May 29, 2008 or the " Master Escrow Agreement" as referenced in the recent response for the City's review.**

**From the recent Responses**

**Page 10, Question 2 , Second paragraph:**

...."In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. ".... **And also** "In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

**Third Paragraph:**

"Each of the Third Party vendors had an opportunity to review the terms and condition in the RFP. Any exceptions would have been referenced in the RFP Response."

**This will be reviewed internally, but what guarantee does the City have that one of these required third party vendors will not increase pricing and/or ongoing costs, or demand changes to terms and conditions of the agreement in six months to one year in the future?**

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

**Finite Matters Ltd.**

3064 River Road West  
PO Box 759  
Goochland, Virginia 23063  
(804) 556-1180  
info@fml.com

**Quote**

Date: 7/16/2015  
Quote # 1714

**Ciber**

6363 South Fiddler's Green Circle  
Suite 1400  
Greenwood Village CO 80111

Project: City of Ft. Lauderdale

Item	Part Number	Rate/Unit Price	Hours/Qty	Amount
PatternStream Budget Publisher License	PBP	\$14,995.00	1	\$14,995.00
PatternStream Software License Maintenance (1yr)	PSM	\$3,000.00	1	\$3,000.00
FrameScript 6.0 License	FS6	\$179.95	1	\$179.95
Adobe FrameMaker 2015 Desktop License	FMD15	\$967.42	1	\$967.42
Adobe FrameMaker Desktop Upgrade Plan (1yr)	FMDUGP	\$147.96	1	\$147.96
Adobe FrameMaker Desktop DVD Media	FMDDVD	\$20.00	1	\$20.00

\*Payment terms for all software orders are due upon receipt.

<b>SUBTOTAL</b>	<b>\$19,310.33</b>
<b>TAX</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$19,310.33</b>

The PatternStream Software License and Software Maintenance prices are valid for 90 days. FrameScript License, Adobe FrameMaker license and Upgrade Plan prices are valid for 30 days.  
Quote does not include any applicable taxes that may be incurred. A 5% processing fee will be charged for credit card payments.

**City of Fort Lauderdale, FL**  
**SymPro Treasury Management Software Proposal**

**Debt Management**

Debt Module	25,000
General Ledger Module	
Creation of Journal Entries	5,000
Interface to GL	5,000

**Investment Portfolio Management:**

Fixed Income / Extended Investment	22,000
Earning Allocation Module	10,000
General Ledger Module	
Creation of Journal Entries	5,000
Interface to GL	5,000
Market Pricing**	<u>2,000</u>

**Total Software License** **\$79,000**

**Annual Maintenance and Support:** **\$15,800**

**Consulting/Training/Implementation:**

Six days on-site training & implementation **\$9,600**  
(Travel Expenses not included)

**Conversion of Existing Debt Issues** **\$ 10,000\***

**Total** **\$114,400**

\*Comprehensive conversion of existing debt data (approximately 30 Issues) from legacy platform(s) to SymPro Debt Manager. Service Includes:

- Adding all existing and prior debt to pre-1986 including CUSIPs
- Review of legal structures and inclusion in Debt Manager
- Analysis of Debt Manager data to Comprehensive Annual Financial Report to insure continuity and accuracy
- Storage of all available bond documents in PDF format

\*\*Market Pricing Module interfaces to 3<sup>rd</sup> party pricing service, FT Interactive Data. FT Interactive Data pricing requires an independent service agreement and charges a minimum fee of \$85/mo for any month in which you price. This fee will price approximately 250 positions.



MASTER DEPOSIT ACCOUNT NUMBER: 34348

EFFECTIVE DATE: May 29, 2008

### MASTER DEPOSITOR ESCROW SERVICE AGREEMENT

This Master Depositor Escrow Service Agreement together with such exhibits as are completed in accordance with the terms hereof (hereinafter the "Agreement") is entered into by and between the following parties:

- (1) The Depositor (as defined below); and
- (2) Iron Mountain Intellectual Property Management, Inc. ("Iron Mountain").

Depositor and Iron Mountain may be referred to individually as a "Party" or collectively as the "Parties" throughout this Agreement.

#### **RECITALS**

- (A) The Depositor or its affiliate has granted a license to the Beneficiary to use the Software Application(s) upon the terms and conditions of a software license agreement (a "License Agreement" as defined below).
- (B) The Depositor has agreed to deposit the Deposit Material (as defined below) with Iron Mountain, as an independent third party, and has authorized Iron Mountain to release the Deposit Material to a Beneficiary upon the terms and conditions of this Agreement including the Enrollment Form to enable that Beneficiary to continue to exercise its rights under the License Agreement.

#### **1. Definitions.**

As used herein:

"Authorized Persons" means those individuals described as such in this Agreement, and identified by the Depositor upon execution of this Agreement and by each Beneficiary upon completion of the Enrollment Form and which may be modified by giving written notice to Iron Mountain;

"Beneficiary" means the entity specified in Exhibit E (the Enrollment Form) as a "Beneficiary";

"Confidential Information" means commercial, financial, marketing, technical information, know-how, trade secrets, Deposit Material, software (including both object code and source code), documentation related to the software and other information in any form or medium whether disclosed orally or in writing to the other party before or after the Effective Date, together with any reproductions of such information in any form or medium or any part(s) of this information whether or not such information has been marked as being "confidential";

"Deposit Account" means the deposit account maintained by Iron Mountain containing the Deposit Material and bearing such number as specified in the Enrollment Form or as otherwise specified in writing by Iron Mountain to Depositor and Beneficiary if such deposit account number changes.

"Deposit Material" means the Source Code for the Software Application deposited by the Depositor during the term of this Agreement as described from time to time in a form provided by Depositor to Iron Mountain substantially similar to Exhibit B;

"Depositor" means Infor Global Solutions (Michigan), Inc. or its affiliate, as identified in the Enrollment Form;

"Effective Date" means the date of this Agreement as specified above, however, if the date is not specified above then the Effective Date shall be the last date noted on the signature blocks on page 7 of this Agreement;

"Enrollment Form" means the form attached as Exhibit E to this Agreement by which an entity becomes a beneficiary hereunder;

"Intellectual Property Rights" means patents, registered designs, trade marks and service marks, emblems, domain names, copyright, database rights, moral rights, design right, and all other forms of intellectual property rights including, without limitation, those subsisting (in any part of the world) in inventions, designs, drawings, performances, computer programs, Confidential Information, business names, goodwill and the style of presentation

of goods or services and in applications for protection of any of the above rights whether or not the foregoing are capable of registration or not;

"Iron Mountain Website" means [www.ironmountainconnect.com](http://www.ironmountainconnect.com) together with any other website owned or controlled by Iron Mountain;

"Licence Agreement" means the software licence agreement entered into between the Depositor or its affiliate and a Beneficiary granting that Beneficiary a licence to use specified Software Application(s) for which Beneficiary is entitled to receive Source Code escrow services under this Agreement;

"Release Condition" means an event specified as such in Section 4(a) ("Release Conditions");

"Service Fees" means any fees payable by either the Depositor or a Beneficiary in respect of the Services;

"Services" means the Iron Mountain services that facilitate the creation and management of software or other technology escrow accounts or other services provided by Iron Mountain as described in a Work Request (Exhibit A);

"Software Application" means the general release version of the software licensed to Beneficiary pursuant to, and defined in, a valid License Agreement, and specified in the Enrollment Form, pursuant to which Beneficiary is entitled to receive Source Code escrow services under this Agreement.

"Source Code" means the computer programming code of the Software Application in human readable form;

"SOW" means a customised statement of work produced by Iron Mountain for customized services;

"Term" means the duration of this Agreement including the Initial Term and the any subsequent Renewal Term;

"Work Request" means a request for Services pursuant to this Agreement via written instruction or the online portal accessible through the Iron Mountain Website (some Services will require the preparation and signing of an SOW).

## **2. Depositor Responsibilities.**

- (a) The Depositor shall deposit with Iron Mountain the Deposit Material for the Software Application and updates to such Deposit Material on at least an annual basis in the event there is a new general release version of the Software Application.
- (b) At the time of each deposit, Depositor will provide a description of all Deposit Material sent to Iron Mountain using the form attached hereto as Exhibit B or a similar form via the Iron Mountain Website.
- (c) Depositor may enroll one or more Beneficiaries under this Agreement. To enroll a Beneficiary, Depositor will either (i) execute and submit to Iron Mountain an Enrollment Form (Exhibit E), identifying each Beneficiary to be enrolled under the Agreement or (ii) enroll the Beneficiary via the online portal maintained at the website located at [www.ironmountainconnect.com](http://www.ironmountainconnect.com). Depositor shall use commercially reasonable efforts to ensure that all Beneficiary information contained in Authorized Persons/Notices Table of each Exhibit E submitted to Iron Mountain is accurate. Unless otherwise provided in the License Agreement, Depositor may remove a Beneficiary from this Agreement by written notice to Iron Mountain.

## **3. Iron Mountain Responsibilities.**

- (a) Iron Mountain agrees to use commercially reasonable efforts to provide the Services requested by Authorized Person(s) (as identified in the "Authorized Person(s)/Notices Table" below) representing the Depositor in a Work Request and permitted requests from a Beneficiary. Iron Mountain may reject a Work Request (in whole or in part) that does not contain all required information at any time upon written notification to the Party originating the Work Request. Such notification shall include a written itemization of the required information that was omitted from the Work Request and the Party originating the Work Request shall have an opportunity to correct it.
- (b) Iron Mountain will conduct a visual inspection upon receipt of any Deposit Material and associated Exhibit B. If Iron Mountain determines that the Deposit Material does not match the description provided by Depositor represented in Exhibit B, Iron Mountain will notify Depositor in writing of such discrepancies and shall notate such discrepancy on the Exhibit B.
- (c) Iron Mountain will hold and protect all Deposit Material in physical or electronic vaults that are either owned or under the direct control of Iron Mountain within the United States, unless otherwise agreed to in a writing signed by the Parties.

4. Release of Deposit Material.

(a) Release Conditions. As used in this Agreement, "Release Condition" shall mean the existence of any one or more of the following circumstances, uncorrected for more than thirty (30) days:

- (i) Entry of an order with respect to Depositor for relief under Title 11 of the United States Bankruptcy Code;
- (ii) The making by Depositor of a general assignment for the benefit of creditors;
- (iii) The appointment of a general receiver or trustee in bankruptcy of Depositor's business or property; or
- (iv) Action by Depositor under any state or federal insolvency or similar law for the purpose of its bankruptcy or liquidation.

(b) Release of Deposit Upon Depositor's Instruction. Upon receipt by Iron Mountain of written instructions directly from Depositor, Depositor's trustee in bankruptcy or a court of competent jurisdiction, Iron Mountain will release a copy of the contents of the applicable Deposit Account to the Beneficiary identified in the instructions and pursuant to such Beneficiary's Enrollment Form. Iron Mountain is entitled to receive any fees due Iron Mountain before making the release. Beneficiary's enrollment will terminate upon the release of the Deposit Material held by Iron Mountain unless earlier terminated as provided in this Agreement.

(c) Filing For Release by Beneficiary.

Upon written request to Iron Mountain by Beneficiary for a release of Deposit Material following the occurrence of a Release Condition (defined above), Iron Mountain shall provide Depositor with a copy of Beneficiary request by commercial express mail to such person or persons Depositor identifies pursuant to Section 12(h) of this Agreement. A copy of Beneficiary's request shall also be sent via facsimile and overnight courier to: General Counsel, Infor, 13560 Morris Road, Alpharetta, GA 30004, USA; fax: 678-319-8949. From the date Depositor receives the notice requesting release of the Deposit Material, Depositor shall have forty-five (45) days to deliver to Iron Mountain contrary instructions ("Contrary Instructions"). Contrary Instructions shall mean the written representation by Depositor that a Release Condition has not occurred or has been cured. All notices hereunder shall be signed and on company letterhead. Upon receipt of Contrary Instructions, Iron Mountain shall not release a copy of the Deposit Material, but shall send a copy of the Contrary Instructions to Beneficiary by commercial express mail.

If no Contrary Instructions are given to Iron Mountain, Depositor agrees that Iron Mountain shall, unless prohibited by operation of law, deliver a copy of the contents of the applicable Deposit Account to the Beneficiary pursuant to such Beneficiary's Enrollment Form, provided that such Beneficiary has provided to Iron Mountain a statement, signed by an officer of the Beneficiary:

- (i) representing and warranting that the Beneficiary is entitled to release of the Deposit Material;
- (ii) requesting that a copy of the Deposit Material be released and delivered to Beneficiary;
- (iii) asserting that the copy of the Deposit Material being released to Beneficiary will only be used as permitted under this Agreement and any other agreement(s) between Depositor and Beneficiary controlling use of the Deposit Material; and
- (iv) stating specific delivery instructions along with any fees due Iron Mountain.

(d) Right to Use Following Release. Following a release of Deposit Material to Beneficiary in accordance with the provisions herein, Beneficiary shall have the right under this Agreement to use the Deposit Material subject to the terms of the License Agreement for the sole purpose of continuing the benefits afforded to Beneficiary by the License Agreement. Notwithstanding the preceding sentence, Beneficiary shall not have access to the Deposit Material unless there is an authorized release of the Deposit Material in accordance with the Agreement. Beneficiary shall be obligated to maintain the confidentiality of any materials released to it from the Deposit Account ("Released Materials") in perpetuity. Beneficiary shall return to Depositor any Released Materials for any software that it has not licensed under the License Agreement.

5. Payment.

The party responsible for payment as designated in Exhibit A or E or an SOW (the "Paying Party") shall pay to Iron Mountain all fees as set forth in the Work Request form attached hereto as Exhibit A ("Service Fees"). Except as set forth below, all Service Fees are due to Iron Mountain within forty-five (45) calendar days from the date of invoice in U.S. currency and are non-refundable. After the Initial Term, Iron Mountain may, on an annual basis, increase Service Fees at a rate that will not exceed 4% per year. A ninety (90) calendar day written notice of a rate increase will be provided to Depositor prior to the end of any Renewal Term. The Paying Party shall be liable for any taxes related to Services purchased under this Agreement or shall present to Iron Mountain an exemption certificate acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice, to the extent possible. Any Service Fees not

collected by Iron Mountain when due shall bear interest until paid at a rate of one percent .86% per month (10% per annum) or the maximum rate permitted by law, whichever is less. Depositor agrees that if this Agreement terminates during the Term for any reason other than for the fault of Iron Mountain, all prepaid fees shall be non-refundable. Notwithstanding the non-performance of any obligations of Depositor to deliver Deposit Material under the License Agreement or this Agreement, Iron Mountain is entitled to be paid all Service Fees that accrue during the Term of this Agreement.

#### 6. Term and Termination.

- (a) The "Term" of this Agreement is for a period of two (2) years from the Effective Date ("Initial Term") and will automatically renew for additional one (1) year terms ("Renewal Term") and continue in full force and effect until one of the following events occur: (i) Depositor provides sixty (60) days' prior written notice to Iron Mountain of its intent to terminate this Agreement; (ii) the Agreement terminates under another provision of this Agreement; or (iii) any time after the Initial Term, Iron Mountain provides one hundred and twenty (120) days' prior written notice to the Depositor of Iron Mountain's intent to terminate this Agreement.
- (b) Unless the express terms of this Agreement provide otherwise, upon termination of this Agreement, Iron Mountain shall return the Deposit Material to the Depositor, provided that the Deposit Material is not subject to any other agreement between Depositor (or its affiliates) and Iron Mountain. If commercially reasonable attempts to return the Deposit Material to Depositor are unsuccessful, Iron Mountain shall destroy the Deposit Material.
- (c) In the event of the nonpayment of Service Fees owed by Depositor to Iron Mountain, Iron Mountain may provide Depositor with written notice of Iron Mountain's intent to terminate this Agreement. If such nonpayment is not cured within thirty (30) business days following such written notice, Iron Mountain shall have the right to notify any and all Beneficiaries enrolled under this Agreement of nonpayment of Service Fees, in which case Depositor and any enrolled Beneficiary shall have the right to make the payment to Iron Mountain to cure the default. If the past due payment is not received in full by Iron Mountain within forty-five (45) business days of the date of such written notice, then Iron Mountain shall have the right to terminate this Agreement at any time thereafter for so long as such nonpayment remains uncured, by sending written notice of termination to Depositor and any enrolled Beneficiaries. Following termination of this Agreement, Iron Mountain shall have no obligation to perform the Services (except those obligations that survive termination of this Agreement).
- (d) In addition, this Agreement shall terminate with respect to a particular Beneficiary (and only with respect to such Beneficiary) as provided in this Agreement or at such time as any of the following events occur:
  - i. Iron Mountain releases the Deposit Material to such Beneficiary pursuant to a Release Condition (in which case termination of this Agreement in relation to such Beneficiary shall be automatic);
  - ii. such Beneficiary provides Iron Mountain and Depositor with sixty (60) days' prior written notice of its intention to terminate its enrollment under this Agreement;
  - iii. in the event of Beneficiary's nonpayment of Service Fees owed to Iron Mountain, if such nonpayment goes uncured for thirty (30) days following written notice of such nonpayment to Beneficiary.
  - iv. upon notice to Iron Mountain that Beneficiary's right to receive Source Code escrow services under the License Agreement expired or terminated for any reason.

#### 7. General Indemnity.

Subject to Section 10, Iron Mountain and Depositor shall defend, indemnify and hold harmless each other, and each other's corporate affiliates and their respective officers, directors, employees, and agents and their respective successors and assigns from and against any and all third party and/or beneficiary claims, losses, liabilities, damages, and expenses (including, without limitation, reasonable attorneys' fees), arising under this Agreement from the negligent or intentional acts or omissions of the indemnifying Party or its subcontractors, or the officers, directors, employees, agents, successors and assigns of any of them.

#### 8. Warranties.

- (a) Iron Mountain warrants that any and all services provided hereunder shall be performed in a professional and workmanlike manner. An aggrieved party must notify Iron Mountain promptly of any claimed breach of this warranty and such party's sole and exclusive remedy for breach of warranty shall be return of the portion of the fees paid to Iron Mountain by the Paying Party for such non-conforming services.
- (b) Depositor warrants that it is the owner or legal custodian of the Deposit Material and has full authority to store the Deposit Material and direct its disposition in accordance with the terms of this Agreement. Depositor warrants that



the Deposit Material provided to Iron Mountain under this Agreement is free of any liens or encumbrances that, as of the date of their deposit, would have a materially adverse effect on Depositor's ability to fulfill its obligations under the Agreement. Any Deposit Material liens or encumbrances made after their deposit will not prohibit, limit, or alter the rights and obligations of Iron Mountain under this Agreement in any material respect. Depositor warrants that with respect to the Deposit Material, Iron Mountain's proper administration of this Agreement will not violate the intellectual property rights of any third parties. Depositor shall reimburse Iron Mountain for any expenses reasonably incurred by Iron Mountain (including reasonable legal fees) by reason of Iron Mountain's compliance with the express instructions of an Authorized Person of the Depositor in the event of a third party claim concerning the ownership, custody or disposition of Deposit Material stored by Depositor with Iron Mountain.

- (c) EXCEPT AS SPECIFIED IN THIS SECTION, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, AGAINST INFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED BY BOTH PARTIES TO THE EXTENT ALLOWED BY APPLICABLE LAW. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH ABOVE FAILS OF ITS ESSENTIAL PURPOSE. THE WARRANTIES PROVIDED HEREIN ARE SUBJECT TO THE LIMITATION OF LIABILITY SET FORTH IN THIS AGREEMENT.

9. Confidential Information.

Iron Mountain has implemented and shall maintain reasonable safeguards designed to protect the confidentiality of any and all Deposit Material deposited under this Agreement. With respect to each deposit, Iron Mountain's obligation to maintain confidentiality will expire upon the release of the last copy of the Deposit Material held by Iron Mountain under this Agreement. Except as provided in this Agreement Iron Mountain shall not use, release or disclose the Deposit Material. Iron Mountain shall not disclose the terms of this Agreement to any third party. If Iron Mountain receives a subpoena or any other order from a court or other judicial tribunal pertaining to the disclosure or release of the Deposit Material, Iron Mountain will notify the Parties to this Agreement unless prohibited by law. After notifying the Parties, Iron Mountain may comply in good faith with such order. It shall be the responsibility of Depositor or Beneficiary to challenge any such order; provided, however, that Iron Mountain does not waive its rights to present its position with respect to any such order. Iron Mountain will cooperate with the Depositor or Beneficiary, as applicable, to support efforts to quash or limit any subpoena, at such party's expense. Any party requesting additional assistance shall pay Iron Mountain's standard charges or as quoted upon submission of a detailed request.

10. Limitation of Liability.

- (a) NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, OR AS OTHERWISE PROVIDED IN THIS SECTION, ALL LIABILITY, IF ANY, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, OF EACH OF DEPOSITOR OR IRON MOUNTAIN (INCLUDING THEIR RESPECTIVE AFFILIATES) SHALL BE LIMITED TO SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00 USD). IN THE CASE OF A NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN THAT RESULTS IN A RECIPIENT MISUSING OR MISAPPROPRIATING ANY DEPOSIT MATERIAL, THE TOTAL LIABILITY OF IRON MOUNTAIN SHALL NOT EXCEED ONE MILLION, FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00 USD). THE FOREGOING LIMITS SHALL NOT APPLY TO ANY PARTY FOR: (I) ANY CLAIMS OF INFRINGEMENT OF ANY PATENT, COPYRIGHT, OR TRADEMARK; (II) LIABILITY FOR DEATH OR BODILY INJURY; (III) PROVEN THEFT; OR (IV) PROVEN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.
- (b) EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, IN NO EVENT SHALL DEPOSITOR OR IRON MOUNTAIN OR THEIR RESPECTIVE AFFILIATES BE LIABLE FOR ANY INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, LOST PROFITS OR LOST DATA OR INFORMATION, ANY COSTS OR EXPENSES FOR THE PROCUREMENT OF SUBSTITUTE SERVICES, OR ANY OTHER INDIRECT DAMAGES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE EVEN IF THE POSSIBILITY THEREOF MAY BE KNOWN IN ADVANCE TO ONE OR MORE PARTIES.

- (c) NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, ANY LIABILITY OF DEPOSITOR (INCLUDING ITS AFFILIATES) TO A BENEFICIARY IS SUBJECT TO THE LIMITATION OF LIABILITY PROVISIONS SET FORTH IN THE LICENSE AGREEMENT.

11. General.

- (a) Incorporation of Work Requests. All authorized Work Requests are incorporated into this Agreement and are subject to its terms and conditions.
- (b) Purchase Orders. In the event that the Depositor or paying party issues a purchase order or other instrument used to pay Service Fees to Iron Mountain, any terms and conditions set forth in the purchase order which constitute terms and conditions which are in addition to those set forth in this Agreement or which establish conflicting terms and conditions to those set forth in this Agreement are expressly rejected by Iron Mountain.
- (c) Right to Make Copies. Iron Mountain shall have the right to make copies of all Deposit Material as reasonably necessary to perform the Services. Iron Mountain shall copy all copyright, nondisclosure, and other proprietary notices and titles contained on Deposit Material onto any copies made by Iron Mountain. Any copying expenses incurred by Iron Mountain as a result of a Work Request to copy will be borne by the Depositor or party requesting the copies. Iron Mountain may request Depositor's reasonable cooperation in promptly copying Deposit Material in order for Iron Mountain to perform this Agreement. Iron Mountain shall maintain an accurate and up to date list of the number of copies and the location of same and shall promptly produce that list to Depositor upon its reasonable written request.
- (d) Choice of Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the Commonwealth of Massachusetts, United States of America, as if performed wholly within the state and without giving effect to the principles of conflicts of laws.
- (e) Authorized Person(s). Depositor must authorize and designate one or more persons in writing whose actions will legally bind such party ("Authorized Person(s)" who shall be identified in the Authorized Person(s) Notices Table of this Agreement) and who may manage the Iron Mountain escrow account through the Iron Mountain Website or written instruction. The Depositor will maintain the accuracy of their name and contact information provided to Iron Mountain during the term of this Agreement.
- (f) Right to Rely on Instructions. Iron Mountain may act in reliance upon any instruction, instrument, or signature reasonably believed by Iron Mountain to be genuine and from an Authorized Person(s), officer, or other employee of a Party. Iron Mountain may assume that such representative of a Party to this Agreement who gives any written notice, request, or instruction has the authority to do so. Iron Mountain will not be required to inquire into the truth or evaluate the merit of any statement or representation contained in any notice or document reasonably believed to be from such representative. With respect to release and destruction of Deposit Materials, Iron Mountain shall rely on an Authorized Person(s) in accordance with the terms herein.
- (g) Force Majeure. No Party shall be liable for any delay or failure in performance due to events outside the defaulting Party's reasonable control, including without limitation acts of God, earthquake, labor disputes, shortages of supplies, riots, war, acts of terrorism, fire, epidemics, or delays of common carriers or other circumstances beyond its reasonable control. The obligations and rights of the excused Party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay. Notwithstanding anything to the contrary herein, Iron's Mountain's obligations shall only be excused in connection with a force majeure event if it took all reasonable precautions with respect to the possibility of such event.
- (h) Notices. All notices regarding release shall be sent by commercial express mail or other commercially appropriate means that provide prompt delivery and require proof of delivery. All other correspondence, including invoices, payments, and other documents and communications, may be sent electronically or via regular mail. Notices to Beneficiaries of Depositor under this Agreement shall be provided to such addresses as Depositor shall provide Iron Mountain. It shall be the responsibility of the Depositor and Iron Mountain to notify each other as provided in this Section in the event of a change of physical or e-mail addresses. For avoidance of doubt, Iron Mountain shall only accept contact data for Beneficiaries from Depositor. Iron Mountain and Depositor shall have the right to rely on the last known address provided by the other Party. Any correctly addressed notice or last known address that is relied on herein that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by electronic mail, the postal authorities by mail, through messenger or commercial express delivery services.
- (i) No Waiver. No waiver of rights under this Agreement by any Party shall constitute a subsequent waiver of this or any other right under this Agreement.
- (j) Assignment. No assignment of this Agreement by Depositor or any rights or obligations of Depositor under this Agreement is permitted without the written consent of Iron Mountain, which shall not be unreasonably withheld,

conditioned or delayed. Notwithstanding the foregoing, Depositor may assign and transfer this Agreement to a purchaser of all of the stock of the Depositor, a purchaser of all or substantially all of the assets of Depositor, or an acquirer of a controlling interest in Depositor by merger, plan of arrangement or otherwise, without obtaining consent of Iron Mountain, but Depositor shall notify Iron Mountain in writing of such assignment and transfer. Iron Mountain shall have no obligation in performing this Agreement to recognize any successor or assign of Depositor or Beneficiary unless Iron Mountain receives clear, authoritative and conclusive written evidence of the change of parties.

- (k) **Severability.** In the event any of the terms of this Agreement become or are declared to be illegal or otherwise unenforceable by any court of competent jurisdiction, such term(s) shall be null and void and shall be deemed deleted from this Agreement. All remaining terms of this Agreement shall remain in full force and effect. If this paragraph becomes applicable and, as a result, the value of this Agreement is materially impaired for either Party, as determined by such Party in its sole discretion, then the affected Party may terminate this Agreement by notice to the other.
- (l) **Independent Contractor Relationship.** Depositor understands, acknowledges, and agrees that Iron Mountain's relationship with Depositor will be that of an independent contractor and that nothing in this Agreement is intended to or should be construed to create a partnership, joint venture, or employment relationship.
- (m) **No Agency.** No Party has the right or authority to, and shall not, assume or create any obligation of any nature whatsoever on behalf of the other Party or bind the other Party in any respect whatsoever.
- (n) **Regulations.** All Parties are responsible for and warrant - to the extent of their individual actions or omissions - compliance with all applicable laws, rules and regulations, including but not limited to: customs laws; import; export and re-export laws; and government regulations of any country from or to which the Deposit Material may be delivered in accordance with the provisions of this Agreement.
- (o) **No Third Party Rights.** This Agreement is made solely for the benefit of enrolled Beneficiaries and the Parties to this Agreement and their respective permitted successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement unless otherwise agreed to in writing by the Parties hereto. Enrolled Beneficiaries shall be considered intended third-party beneficiaries of this Agreement and may claim under this Agreement, and shall be bound by all terms and conditions including but not limited to the Limitation of Liability and Consequential Damages Waiver herein.
- (p) **Entire Agreement.** The Parties agree that this Agreement, which includes all the Exhibits attached hereto and all valid Work Requests submitted by the Parties, is the complete agreement between the Parties hereto concerning the subject matter of this Agreement and replaces any prior or contemporaneous oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties, expressed or implied, which are not specified herein. Each of the Parties herein represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized and signed by a person who meets statutory or other binding approval to sign on behalf of its business organization as named in this Agreement. This Agreement may only be modified by mutual written agreement of the Parties.
- (r) **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- (s) **Survival.** Sections 6 (Term and Termination), 7 (General Indemnity), 8 (Warranties), 9 (Confidential Information), 10 (Limitation of Liability) and 11 (General) of this Agreement shall survive termination of this Agreement or any Exhibit attached hereto.

#### DEPOSITOR

SIGNATURE:	<i>Brad Steiner</i>
PRINT NAME:	Brad Steiner
TITLE:	VP and Deputy General Counsel
DATE:	May 20, 2008
EMAIL ADDRESS:	brad.steiner@imc.com

#### IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.

SIGNATURE:	<i>John F. McLaughlin Jr.</i>
PRINT NAME:	John F. McLaughlin Jr.
TITLE:	Manager, Quality Control
DATE:	5/29/08
EMAIL ADDRESS:	imcontracts@ironmountain.com

NOTE: AUTHORIZED PERSON NOTICES TABLE, BILLING CONTACT INFORMATION TABLE AND EXHIBITS FOLLOW

## MHC Software Pricing Summary for the City of Fort Lauderdale, Florida

### Summary

MHC Software's Document Express™ is used by more Infor Lawson customers for document output than any other solution. Document Express™ provides customized output and advanced document distribution functionality, including self-service document access via Document Self-Service – delivered with no hidden costs and typically within 30 days.

- MHC Software is the **only Infor Partner offering Lawson-integrated document output (Document Express™) and document imaging (Image Express™) software.**
- MHC Software is the **most utilized and preferred Infor Lawson Partner** - over 800 successful Lawson customer implementations due to MHC's Lawson expertise and dedication to superior customer service.
- Document Express is **highly integrated with Infor Lawson**, yet MHC Software's unique proprietary technology requires no customizations to the Lawson code base while delivering customized output to customers using Document Express™.
- Document Express **utilizes industry-standard components** and is able to seamlessly integrate with your existing infrastructure resulting in a 30 day implementation requiring very few IT resources.
- MHC's offering is designed to allow customers to select only the functionality they need to have a high-value, cost-effective **solution geared toward an organization's unique business needs.**
- Document Express is **integrated with MHC's complementary document processing solutions**, including **Document Self-Service™** to distribute documents to employees via a self-service website and **Image Express™** to manage the storage, retrieval and workflow processing of documents.
- MHC guarantees **delivery of a turnkey document output solution with fixed pricing**, backed by a commitment from MHC to provide excellent customer service.



### Document Express™ Overview

Document Express™ interfaces to ERP data to create business-facing documents complete with graphics that can be printed, emailed, faxed or posted to a Web site. The Document Express™ solution is highly configurable to meet the specific needs of each customer.

#### Functionality Supported:

- ERP-integrated document customization to support:
  - Accounts Payable
  - Accounts Receivable
  - Payroll
  - Human Resources
  - And beyond
- Advanced document distribution, including email, fax, web posting, secure printing and support for traditional print options as well
- Bank reconciliation, electronic payments, positive pay
- Document Self-Service delivery of employee-specific documents, such as Pay Stubs, Employee Documents, W-2s and more

### Proposed Software

Proposed Software	Key Standard Features	Inclusions	Price
MHC Document Express Accounts Payable™	<ul style="list-style-type: none"> <li>• Core module required for AP payment creation</li> <li>• Ability to add unlimited accounts</li> <li>• Full Document History with filtering, sorting and column management</li> <li>• Complete audit trail of all user actions</li> <li>• Original Register for audit of all printing</li> <li>• User Manager with detailed user reports</li> <li>• Archiving and copying functions</li> <li>• Signature Logic</li> <li>• Ability to print copies manually or automatically</li> <li>• Report Generator for ad hoc reporting</li> <li>• Embedded tool for changing document logos, messaging, and other variable items</li> <li>• Ability to set up multiple printers based on spool setting, document type, or overflow</li> <li>• Requires interface and forms design</li> <li>• Provides \$2,000 discount on second package</li> <li>• See additional module options for electronic payment functionality</li> </ul>	<ul style="list-style-type: none"> <li>• One Site, One Seat and One Backup Seat</li> <li>• Utilizes Customer's existing SQL or Oracle Database</li> <li>• Document Express accesses the database using ODBC</li> <li>• AP155/AP161 Interface</li> <li>• One Forms Design for AP Checks and Overflow</li> </ul>	\$13,495
1099 Module	<ul style="list-style-type: none"> <li>• Interface to Lawson AP145 Output</li> <li>• Forms design for laser cut sheet or pressure seal designs</li> <li>• Manual 1099 Capabilities</li> <li>• Full Document History</li> <li>• 1099 Corrections</li> <li>• Ability to create PDFs of the 1099s</li> </ul>	<ul style="list-style-type: none"> <li>• One Site, One Seat and One Backup Seat</li> <li>• Provides totals and document counts</li> <li>• Creates the 1099M, I, and D forms as supported by Lawson Financials</li> </ul>	\$1,495  (Lawson users receive \$1,000 discount off list price of \$2,495)

Proposed Software	Key Standard Features	Inclusions	Price
e-Remit Module	<ul style="list-style-type: none"> <li>• Interfaces to Lawson AP161 or AP160 remittance file</li> <li>• Creates the ACH remittance advice in the Customer's desired layout</li> <li>• Generates a PDF of the remittance advice and sends it to payee's email address</li> <li>• May also generate a CSV based on customer-defined business rules</li> <li>• Allows Customer to designate sender email</li> <li>• Allows globally customizable message and subject line pulling defined values from the document (i.e. payment date)</li> </ul>	<ul style="list-style-type: none"> <li>• Fully integrated Document Express Module</li> <li>• Retrieves the vendor email address from the AP10 in Lawson</li> <li>• Correctly retrieves multiple "remit to" addresses</li> <li>• As an alternative, allows customer to store emails in the Document Express Database</li> </ul>	\$5,995
MHC Document Express Payroll™	<ul style="list-style-type: none"> <li>• Core module required for Payroll payment and direct deposit advice processing</li> <li>• Ability to add unlimited accounts</li> <li>• Full Document History with filtering, sorting and column management</li> <li>• Complete audit trail of all user actions</li> <li>• Original Register for audit of all printing</li> <li>• User Manager with detailed user reports</li> <li>• Archiving and copying functions</li> <li>• Signature Logic</li> <li>• Ability to print copies manually or automatically</li> <li>• Report Generator for ad hoc reporting</li> <li>• Embedded tool for changing document logos, messaging, and other variable items</li> <li>• Ability to set up multiple printers based on spool setting or document type</li> <li>• Requires interface and forms design</li> <li>• See additional module options for electronic payment functionality</li> </ul>	<ul style="list-style-type: none"> <li>• One Site, One Seat and One Backup Seat</li> <li>• Utilizes Customer's existing SQL or Oracle Database</li> <li>• Document Express accesses the database using ODBC</li> <li>• PR160 Interface</li> <li>• One Forms Design for Payroll Check and Direct Deposit Advice</li> <li>• \$2,000 multi-module discount (assumes licensing of Document Express Accounts Payable)</li> </ul>	\$11,495
1099R Module	<ul style="list-style-type: none"> <li>• Interface to Lawson PR250 Output</li> <li>• Forms design for laser cut sheet or pressure seal designs</li> <li>• Manual 1099 Capabilities</li> <li>• Full Document History</li> <li>• Ability to create PDFs of the 1099s</li> </ul>	<ul style="list-style-type: none"> <li>• One Site, One Seat and One Backup Seat</li> <li>• Provides totals and document counts</li> <li>• Creates the 1099R supported by Lawson Payroll</li> </ul>	\$1,495  (Lawson users receive \$1,000 discount off list price of \$2,495)

Proposed Software	Key Standard Features	Inclusions	Price
Document Self-Service Electronic Pay Stubs	<ul style="list-style-type: none"> <li>A link to Document Self-Service (DSS) is created on your Infor Lawson Employee Self-Service (ESS) website or another Intranet site. To access the documents in Document Self-Service, employees either click a link embedded in an employee portal or access the system directly via the URL. Employees enter their login credentials to Active Directory (AD) or Lawson to access the system (unless Single Sign-On criteria are met). Once logged in, each employee only has access to his/her own documents and document delivery settings (authorized administrators will have additional access).</li> <li>The Document Self-Service web pages mirror the Lawson Self-Service look and feel for a transparent flow.</li> <li>Employees are able to view Statement of Earnings (SOE) history and a reformatted SOE.</li> <li>Provides the ability to post all advices without providing any posting-related business rules</li> <li>Ability to co-brand the web page</li> <li>Provides a detailed audit history and audit reports</li> <li>Ability to email notifications of document posts</li> <li>Ability to set up messaging for the website and email messages using text formatting features</li> </ul>	<ul style="list-style-type: none"> <li>Web server component, Administrative Tool, and required updates to licensed Document Express Pay Stubs Module</li> <li>Unlimited number of retrieval users and document volumes</li> </ul>	\$8,495
Employee Options for Web Delivery	<ul style="list-style-type: none"> <li>Allows employees to Opt in <u>or</u> Opt out of payroll document delivery via the web</li> <li>Options for Opt in or Opt out can be controlled by the employer</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes business rules to determine printing and posting of documents</li> </ul>	\$3,995
Employee Options for Email Delivery	<ul style="list-style-type: none"> <li>Allows employees to Opt in <u>or</u> Opt out of payroll document delivery via email</li> <li>Employee maintains secondary email and password</li> <li>All documents are sent as encrypted PDFs</li> <li>Ability to set up email messages using text formatting features</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes business rules to determine emailing of documents</li> </ul>	\$3,995

Proposed Software	Key Standard Features	Inclusions	Price
Document Self-Service Electronic W-2 with Delivery Options	<ul style="list-style-type: none"> <li>A link to Document Self-Service (DSS) is created on your Infor Lawson Employee Self-Service (ESS) website or another Intranet site. To access the documents in Document Self-Service, employees either click a link embedded in an employee portal or access the system directly via the URL. Employees enter their login credentials to Active Directory (AD) or Lawson to access the system (unless Single Sign-On criteria are met). Once logged in, each employee only has access to his/her own documents and document delivery settings (authorized administrators will have additional access). The Document Self-Service web pages mirror the Lawson Self-Service look and feel for a transparent flow</li> <li>The IRS requires employee consent and notification to distribute the initial W-2s electronically. Electronic W-2 Module is IRS-compliant and performs the tracking of consent, revocation of consent, provides the necessary notices to employees, and a full audit trail of all activity (visible only to authorized administrative end users).</li> <li>Supports W-2C options and posting of W-2 history</li> <li>Supports email notifications of all posts and employee actions (authorization, revocation, and change in email information)</li> <li>Inactive employee documents may be printed</li> <li>Supports ability to set up messaging for the website using text formatting features</li> </ul>	<ul style="list-style-type: none"> <li>Includes the DSS Web Server, DSS Administrative Tool, and required functionality in Document Express W-2 Print Module</li> <li>Interface to Lawson PR297 and laser forms design, provides W-2C capabilities, Document History and State, Local or Employer copies</li> <li>Electronic W-2s with IRS Compliance</li> <li>Unlimited number of retrieval users and document volumes</li> </ul>	\$7,995
eTax Delivery Option	<ul style="list-style-type: none"> <li>Creates file in format required by Turbo Tax</li> <li>An additional Document Express account is then used to create and securely transmit the file to Turbo Tax which only includes the employees who have opted-in</li> <li>Employees will opt-in from Document Self-Service (same location where they can sign up for and receive their W-2 online).</li> </ul>	<ul style="list-style-type: none"> <li>Fully integrated with Document Express W-2 and Document Self-Service Electronic W-2 modules</li> <li>Coordination with Intuit Turbo Tax</li> <li>Secure file transfer</li> </ul>	\$2,495



Proposed Software	Key Standard Features	Inclusions	Price
MHC Document Express Forms™	<ul style="list-style-type: none"> <li>• Core module for Forms (purchase orders, invoices, statements, dunning letters, etc...) processing</li> <li>• Ability to add unlimited companies</li> <li>• Full Document History with filtering, sorting and column management</li> <li>• Complete audit trail of all user actions</li> <li>• Original Register for audit of all printing</li> <li>• User Manager with detailed user reports</li> <li>• Archiving and copying functions</li> <li>• Ability to print copies manually or automatically</li> <li>• Signature Logic</li> <li>• Report Generator for ad hoc reporting</li> <li>• Embedded tool for changing document logos, messaging, and other variable items</li> <li>• Ability to set up multiple printers based on spool setting or document type</li> <li>• Ability to add additional forms with interface and forms design setup charges</li> <li>• Requires interface and forms design</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited Users in Customer's Site</li> <li>• Utilizes Customer's existing SQL or Oracle Database</li> <li>• Document Express accesses the database using ODBC</li> <li>• Three Interfaces (PO/Invoice/Statement)</li> <li>• Three Forms Designs (PO/Invoice/Statement)</li> <li>• \$2,000 multi-module discount (assumes licensing of Document Express Accounts Payable and/or Payroll software)</li> </ul>	\$14,495
Auto Document Express™	<ul style="list-style-type: none"> <li>• Optional component which automates the Document Express functions of FTP, import, and distribution of documents (print, fax, email, or web post)</li> <li>• Installed as a service or standalone application – customer determined</li> </ul>	<ul style="list-style-type: none"> <li>• Runs on a server and can service all designated Lawson Users</li> <li>• Includes a scheduler – may run on a time interval or on a schedule</li> </ul>	Included
Email Forms	<ul style="list-style-type: none"> <li>• Distributes reformatted documents via email as a PDF</li> <li>• Interfaces to Customer's SMTP Mail Server</li> <li>• Allows for global email setup of subject and message line</li> <li>• Incorporates predefined data from the form into the email or subject area (e.g. invoice number)</li> </ul>	<ul style="list-style-type: none"> <li>• Interface is incorporated into the Customer's customized print routine</li> <li>• Retrieves email address from Lawson Tables or stores them within the Document Express Database (determined by customer)</li> </ul>	\$3,995

Proposed Software	Key Standard Features	Inclusions	Price
MHC Image Express™	<ul style="list-style-type: none"> <li>• Ability to add Image Groups and document types within minutes for maximum flexibility and scalability</li> <li>• Ability to easily link related documents for one-click retrieval (e.g., Contract to Purchase Order to Invoice to Check)</li> <li>• Supports highly configurable and extensive multi-level security setup to manage sensitive data</li> <li>• Comprehensive audit trail history is available tracking each action taken on each document</li> <li>• Simple Image Group archival and purging functionality</li> <li>• Supplement document content with notes and attachments - annotate images or attach any document type</li> <li>• Dynamic Image Drill™ allows authenticated Lawson Portal/Smart Office (and select Ming.le) users to retrieve document images via Lawson Portal/SO/Ming.le* forms, Process Flow and Lawson's Drill Around (for LSF9 Portal users only)</li> </ul> <p>*Ming.le image retrieval and data capture integration with MHC Image Express is dependent on Infor contextual messaging enablement for each Infor Lawson form; image integration is only supported for forms in which Infor has deployed the business context entity contextual messaging. Check with your MHC Account representative for integration availability for Ming.le users.</p>	<ul style="list-style-type: none"> <li>• ixQueryEngine for one production server, one test server, and one backup server</li> <li>• ixManager includes unlimited users and unlimited Image Groups at customer-owned locations</li> <li>• ixEntry includes unlimited users at customer-owned locations</li> <li>• ixViewer includes unlimited users</li> <li>• Includes Dynamic Image Drill™ Capability for up to 10 Lawson Portal/Ming.le or Smart Office forms (unlimited Dynamic Image Drill™ users)</li> <li>• Document Express connector for AP payments, POs, Invoices, Statements and 1099s</li> </ul>	\$82,500
AP Capture Interface	<ul style="list-style-type: none"> <li>• For non-OCR AP Invoice processing, interface captures pre-determined lookup indexes directly from the AP20 Invoice Entry forms (Portal, Smart Office or Ming.le) as invoices are entered into Lawson</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited document capture volume</li> </ul>	\$3,000
HR Capture Interface	<ul style="list-style-type: none"> <li>• Interface captures pre-determined lookup indexes directly from your HR database by simply entering a unique employee identifier, such as employee number</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited document capture volume</li> </ul>	\$3,000
Vendor Documents Capture Interface	<ul style="list-style-type: none"> <li>• Automatically capture lookup indexes from Lawson AP10 for vendor documents (i.e., W-9s, agreements, etc...)</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited document capture volume</li> </ul>	\$3,000

Proposed Software	Key Standard Features	Inclusions	Price
GL Capture & Upload	<ul style="list-style-type: none"> <li>• Adds a link called “Upload or View Image” to the GL40.1 form to allow users to attach supporting documents to Journal Entries. These supporting documents do not have to be indexed by the user; the Image Express integration will automatically index the documents based on the data values tied to the Journal Entry (e.g., Company, Fiscal Year, Period, System, Journal Entry #). Users can attach any type of digital document (Word Doc, PDF, Excel File, etc...) to the PDF document generated by Image Express (or the PDF that replaced the original fabricated PDF).</li> <li>• Lawson Portal users requiring the ability to upload or view an image via the Lawson GL40.1 form require the ixDrill application</li> <li>• The source document and supporting documents will then be available for retrieval by authorized users from licensed Lawson forms or the ixViewer web browser</li> </ul>	<ul style="list-style-type: none"> <li>• Full integration with the base Image Express product</li> <li>• Unlimited upload and retrieval users</li> <li>• Unlimited document volumes</li> </ul>	\$3,000
HR Onboarding eForm	<ul style="list-style-type: none"> <li>• HTML setup of one form based on customer mockup and requirements (e.g., HR Onboarding form, Online Check Request form, Online Capital Requisition Request form, etc.)</li> <li>• Converts the user-populated or submitted eForm into a PDF</li> <li>• Extracts index fields out of eForm contents and automatically loads index values and PDF document into associated Image Group in Image Express or into a single Image Express Workflow route</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited eForm document submissions by end users</li> <li>• One eForm layout</li> </ul>	\$1,500

Proposed Software	Key Standard Features	Inclusions	Price
Requisition Center/RQC Integration Component  (for LSF9 Lawson Portal Users only)	<ul style="list-style-type: none"> <li>The Image Express RQC Integration Component adds a link in Lawson Portal RQC so that requesters can attach supporting documents during requisition/order entry. These supporting documents do not have to be indexed by the user; the Image Express integration will automatically index the documents based on the data values tied to the requisition (i.e. Requisition #, Req Location, Requester ID, Requisition Date). Users can attach any type of document (Word Doc, PDF, Excel File, etc...) to the PDF requisition document generated by Image Express.</li> <li>The requisition approvers in Lawson Process Flow accessed via Portal will see a link next to the requisition # information in their Inbasket workunit description labeled "Image." When the requisition approvers click on the Image link, it will pull up a PDF image of the requisition (generated by Image Express during requisition entry or chosen by the user) and they will also see any supporting documents that were attached to the requisition.</li> </ul>	<ul style="list-style-type: none"> <li>Full integration with the base Image Express product</li> <li>Unlimited upload and retrieval users</li> <li>One upload form in Lawson Portal RQC during order entry (i.e. Shopping)</li> <li>Two retrieval forms in Lawson Portal (i.e., Lawson Process Flow Approval Workunit page and RQC Inquiry page)</li> </ul>	\$9,000
External Image Drill Enablement	<ul style="list-style-type: none"> <li>MHC to provide functionality (via an extension to the Image Express database or alternately, exposure to a web service) to enable customer to submit data parameters that would produce an appropriate URL to return document images for a given document group type (e.g., AP Invoices, Purchase Orders, Journal Entries, etc.), for use in producing links to documents via Crystal Reports, Lawson forms, Lawson Process Automation or another external system</li> <li>MHC will support customer questions on leveraging external image drill link functionality; all development and modification to customer reports and forms is the customer's responsibility and is restricted to the document group types enabled via this component</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited ability to embed links to document images into reports, external systems, or customized web forms for authorized document group types</li> <li>Document group type examples include: AP Invoices, Purchase Orders, Journal Entries, etc.</li> </ul>	\$3,000

Proposed Software	Key Standard Features	Inclusions	Price
		Software List Price	\$193,440
		Discounts	(\$6,000)
		*Software License Fee	\$187,440
		Annual Maintenance (18% of software list price)	\$34,819.2

\*The software license fee includes implementation and training services from MHC Software via phone/web.

### **Software Customization Services**

Service	Description	Price
Signature Digitization and Encryption	<ul style="list-style-type: none"> <li>Signature is encrypted with proprietary encryption method and mapped through the software.</li> </ul>	\$295 per signature
Logo Digitization	<ul style="list-style-type: none"> <li>Certain MHC functionality requires a digitized logo. MHC expects the logo to be provided by the customer as a black and white TIFF or BMP file.</li> <li>If a digitized logo is not available, MHC can create a digitized logo for \$295.</li> </ul>	No charge (when customer supplies logo per MHC specifications)
Interface	<ul style="list-style-type: none"> <li>Interface to new data file</li> </ul>	\$1,000 per file layout
Forms Design	<ul style="list-style-type: none"> <li>Layout of single new document form design</li> </ul>	\$500 per form
Custom Programming Services	<ul style="list-style-type: none"> <li>MHC will gather customization requirements and provide a quote for such services. Typical requests include querying the ERP System for information not contained in standard output.</li> <li>MHC will provide a fixed bid or not-to-exceed quote for all well-defined projects.</li> </ul>	\$125 per hour

### **Software Installation & Maintenance Services**

Service	Description	Price
Software Installation	<ul style="list-style-type: none"> <li>Telephone or Web meeting installation</li> </ul>	Included
Software Maintenance	<p>Software maintenance entitles the customer to:</p> <p>(1) Document Express™, Document Self-Service™ and Image Express™ software upgrades</p>	18% of the software list price, annually (software

	(2) Software support via toll-free phone number and web meetings (3) Continuing compatibility with Infor Lawson applications (i.e., as customers upgrade Lawson functionality, they can work with MHC Software to plan and maintain compatible Document Express™, Document Self-Service™ and Image Express™ software upgrades functionality with each Infor Lawson upgrade)	maintenance goes into effect 90 days after installation)
--	--	--

### **About MHC Software, Inc.**

Since its establishment in 1980, MHC Software has helped organizations across all industries streamline their document processing and financial transactions. MHC Software is privately held and has been an Infor Lawson partner since 1994. Our turnkey document output, document imaging and workflow automation software solutions allow organizations to better manage information – data, documents and more – straight from their Infor Lawson or other enterprise resource planning systems. Backed by world-class customer service, all MHC Software solutions include seamless integration with Infor Lawson and other business systems, configuration to meet each customer’s unique requirements and hands-on support and training. Over the years, we have earned a fiercely loyal customer base by focusing on exceeding expectations, one customer at a time. In addition to software, MHC also offers check stock and envelopes, a complete line of MICR toners and a secure processing center providing disaster recovery and outsourced processing services. By purchasing all products from MHC, you are guaranteed a single-source vendor with accountability on all solution components.

<b>PROPOSAL PREPARATION:</b>	
Date:	7/16/15 <i>Note: Pricing is valid for one year from proposal date.</i>
By:	Kyle Hartung, Account Executive
Phone:	(800) 588-3676 ext. 297
Email:	kyleh@mhccom.com

**City of Fort Lauderdale, FL**

**Investment Summary**

**Population 165,520**

**INFOR**

**PCI LLC, Tampa, Florida**

**myRevenueCollector**

**Prices effective thru June 30, 2015**

myRevenueCollector(RCS) Centralized Cashiering Software	\$6,000 per workstation (note, small city exception to minimum number of workstation licenses, four (4))	\$6,000	Ten (10) seat licenses	\$60,000
myRevenueCollector(RCS) Interface with G/L, A/R, A/P and Utilities	Interface License, INFOR Included	\$ 6,000 fixed fee	Two (2) to four (4) Included	\$6,000
Interfaces, additional Interface Software, - Estimate Minimum Interfaces w/ Other City Systems - Two (2) interfaces with City systems, also see Functional Requirements	Interface License, Batch; Near Real Time and/or Real Time Can be Quoted.	\$3,000	Two (2)	\$6,000
<b>SOFTWARE SUBTOTAL</b>			<b>SOFTWARE</b>	<b>\$72,000</b>
<b>PROFESSIONAL SERVICES</b>				
System Definition, including GAP Analysis and Configuration, of myRevenueCollector(RCS)	Estimated 6 days @ \$ 1,700 / day	1700	6	\$10,200
System Training, Professional Services	Estimated 6 Days @ \$1,700 / day	1700	6	\$10,200
Interface Software, Standard Setup of INFOR Interfaces, Professional Services, 2 to 4 interfaces	Estimated 1 to 5 Days Each, Average = 3 interfaces @ 2 each days @ \$1,700/day	1700	3 Interfaces * 2 Days each = 6 days	\$10,200
Interface with Other Systems, Professional Services. Quoted as two (2) interfaces from Functional Requirements Matrix. Web services and Check-21.	Estimated zero additional Days, Each @ \$1,700/day, included in Customizations, below.	1700	0	\$0
Implementation Support Professional Services	Estimated 4 days @ \$1,700 / day	1700	4	\$6,800
Customization from Functional Requirements Matrix	Estimated 21 days @ \$1,700 / day + \$300 direct expense	1700	21	\$36,000
Project Management / Implementation Support	Estimated 8 days @ \$1,700 / day	1700	8	\$13,600
<b>PROFESSIONAL SERVICES SUBTOTAL</b>			<b>SERVICES</b>	<b>\$87,000</b>
<b>Travel, billed at cost</b>	Estimated two (2) trips		<b>TRAVEL</b>	<b>\$5,000</b>
<b>TOTAL, SOFTWARE &amp; PROFESSIONAL SERVICES</b>			<b>TOTAL</b>	<b>\$164,000</b>
<b>ANNUAL SUPPORT, UPGRADES &amp; MAINTENANCE</b>			<b>ANNUAL FEES</b>	<b>\$15,840</b>

**From:** [Shelley Gialluca](#)  
**To:** [Shelley Gialluca](#)  
**Subject:** FW: ERP additional questions  
**Date:** Thursday, September 01, 2016 2:17:57 PM  
**Attachments:** [image001.png](#)  
[City of Fort Lauderdale MHC Reconciliation.xlsx](#)

---

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** AnnDebra Diaz  
**Sent:** Tuesday, July 28, 2015 1:10 PM  
**To:** Shelley Gialluca  
**Subject:** FW: ERP additional questions

Please see Ciber's response below:

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist

City of Fort Lauderdale | Procurement Services Division  
100 N. Andrews Ave. | Fort Lauderdale FL 33301  
P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Tuesday, July 28, 2015 1:03 PM  
**To:** AnnDebra Diaz  
**Subject:** RE: ERP additional questions

AnnDebra,

I think the confusion stems from 2 sources which I can explain. I also have attached of the MHC reconciliation between the MHC Price Sheet, Original Pricing Form, and the BAFO Pricing Form.

1. The MHC pricing form contains all of the products in their portfolio. That is what they sent me so that is what I sent you for full disclosure. We did not bid every product on the MHC price sheet. In the reconciliation, we did not bid the Document Management System that is in the MHC Price List. The RFP states that the Migration Plan is to Interface to the City's Document Management System (Empower 360 ECMS – Document Management System) the RFP also states that the City is conducting a solicitation process to replace this system. The Original and the BAFO for the MHC proposed products are the same.
2. Regarding the MHC annual maintenance – MHC charges 18% annual maintenance on the software list price. I listed the total MHC annual on-going cost on the same line as the MHC



Document Express AP so it does appear that the annual cost and the one-time cost are the same. I did not itemize the 18% annual cost for every product.

3. Sympro – the interface Conversion of Existing Debt Issues \$10,000 was included on the Original Pricing Document on the “Data Conversion Services” tab. In error, we failed to include this on the BAFO spreadsheet. We will have to address this.
4. Sympro – the annual maintenance on the pricing sheet of \$15,800 was rounded on the BAFO to \$15,000 online 22 of the “Other Software” tab on the BAFO spreadsheet.
5. Finite Matters – this is a publishing tool (like a print job). Typically, 2 people in any organization use this tool. We will train the two City staff members on how to configure and run the print job. Training will delivered as part of on the job training during the implementation.

Please let me know if you have any follow on questions. I know we are in the weeds and these pricing forms can be confusing.

I look forward to our meeting on Friday,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]

**Sent:** Thursday, July 23, 2015 6:01 PM

**To:** Snow, Michael R

**Subject:** RE: ERP additional questions

Good afternoon Mike,

We have some additional questions for you. Please respond no later than Thursday, July 30, 2015.

Also, we will be in the middle of some special security training tomorrow that will last all morning. I may or may not be able to accept your call and it may need to be rescheduled. Because this is security training, we are not made fully aware of what it will entail until we are in it.

Sorry if I may not be available for our first weekly update call... I truly apologize.

Below are the additional questions:

We are trying to reconcile the most recent pricing submitted for the third party items. Specifically for the MHC Software listing and what is listed in the original and BAFO pricing forms. We are not able to find all of the charges listed from the MHC document included in the BAFO. Because of this It appears that the pricing has greatly increased. Please provide information on where in the BAFO all these costs are located or other explanation.

Also it appears that the one-time costs and the ongoing annual costs for MHC products for AP, Payroll and forms, as an example, are the same amount? Are the costs for the SW and the annual maintenance actually the same amount? Please elaborate on this as well.

There are also some differences for SymPro which now appear to include some interface charges as well as an increase in annual support.

Is training on Infinite Matters products included in the BAFO Pricing for the Budget Book and CAFR

for staff?

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]

**Sent:** Monday, July 20, 2015 2:07 PM

**To:** AnnDebra Diaz

**Cc:** Snow, Michael R

**Subject:** RE: ERP additional questions

**Importance:** High

AnnDebra,

Attached you will find all of the 3<sup>rd</sup> party cost proposals that were included in our BAFO. MHC and Finite Matters updated their document with a more recent date with the original pricing. I have emails from each vendor (Finite Matters, PCI, MHC and Sympro) that states all pricing that was submitted at BAFO will not change in the future, up to a year.

Also attached is the master Depositor Escrow Service Agreement that was signed on May 29, 2008 between Infor and Iron Mountain.

I will start to forward you, over the next couple of days, word documents that we will have to work through.

Please let me know if you have any questions,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]

**Sent:** Monday, July 13, 2015 11:19 AM

**To:** Snow, Michael R

**Subject:** ERP additional questions

Mike,

The Committee has a few additional questions as it pertains to your last response submitted. Please respond by close of business on Monday, July 20, 2015.

Thank you,

**Per the RFP PART III - SPECIAL CONDITIONS**

Referencing Item 26. Third Party Products/Optional Software, as well as the requirements of Tab 13

- License and Maintenance Agreements (Section 11), **please submit all related third party**

agreements for the City's review. Including SymPro, PCI, MHC and FML Patternstream and any others that may have been omitted.

**Item 37. SOFTWARE CODE IN ESCROW**

Will all modules licensed by the City be placed in Escrow by Iron Mountain at a location within the United States? **Please submit a copy of the Master Depositor Escrow Service Agreement dated as of May 29, 2008 or the " Master Escrow Agreement" as referenced in the recent response for the City's review.**

**From the recent Responses**

**Page 10, Question 2 , Second paragraph:**

..."In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. ".... **And also** "In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

**Third Paragraph:**

"Each of the Third Party vendors had an opportunity to review the terms and condition in the RFP. Any exceptions would have been referenced in the RFP Response."

**This will be reviewed internally, but what guarantee does the City have that one of these required third party vendors will not increase pricing and/or ongoing costs, or demand changes to terms and conditions of the agreement in six months to one year in the future?**

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

## Shelley Gialluca

---

**From:** AnnDebra Diaz  
**Sent:** Tuesday, July 28, 2015 1:10 PM  
**To:** Shelley Gialluca  
**Subject:** FW: ERP additional questions  
**Attachments:** City of Fort Lauderdale MHC Reconciliation.xlsx

Please see Ciber's response below:

### AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist

City of Fort Lauderdale | Procurement Services Division  
100 N. Andrews Ave. | Fort Lauderdale FL 33301  
P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Snow, Michael R [mailto:MRSnow@ciber.com]  
**Sent:** Tuesday, July 28, 2015 1:03 PM  
**To:** AnnDebra Diaz  
**Subject:** RE: ERP additional questions

AnnDebra,

I think the confusion stems from 2 sources which I can explain. I also have attached of the MHC reconciliation between the MHC Price Sheet, Original Pricing Form, and the BAFO Pricing Form.

1. The MHC pricing form contains all of the products in their portfolio. That is what they sent me so that is what I sent you for full disclosure. We did not bid every product on the MHC price sheet. In the reconciliation, we did not bid the Document Management System that is in the MHC Price List. The RFP states that the Migration Plan is to Interface to the City's Document Management System (Empower 360 ECMS – Document Management System) the RFP also states that the City is conducting a solicitation process to replace this system. The Original and the BAFO for the MHC proposed products are the same.
2. Regarding the MHC annual maintenance – MHC charges 18% annual maintenance on the software list price. I listed the total MHC annual on-going cost on the same line as the MHC Document Express AP so it does appear that the annual cost and the one-time cost are the same. I did not itemize the 18% annual cost for every product.

3. Sympro – the interface Conversion of Existing Debt Issues \$10,000 was included on the Original Pricing Document on the “Data Conversion Services” tab. In error, we failed to include this on the BAFO spreadsheet. We will have to address this.
4. Sympro – the annual maintenance on the pricing sheet of \$15,800 was rounded on the BAFO to \$15,000 online 22 of the “Other Software” tab on the BAFO spreadsheet.
5. Finite Matters – this is a publishing tool (like a print job). Typically, 2 people in any organization use this tool. We will train the two City staff members on how to configure and run the print job. Training will delivered as part of on the job training during the implementation.

Please let me know if you have any follow on questions. I know we are in the weeds and these pricing forms can be confusing.

I look forward to our meeting on Friday,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]

**Sent:** Thursday, July 23, 2015 6:01 PM

**To:** Snow, Michael R

**Subject:** RE: ERP additional questions

Good afternoon Mike,

We have some additional questions for you. Please respond no later than Thursday, July 30, 2015.

Also, we will be in the middle of some special security training tomorrow that will last all morning. I may or may not be able to accept your call and it may need to be rescheduled. Because this is security training, we are not made fully aware of what it will entail until we are in it.

Sorry if I may not be available for our first weekly update call... I truly apologize.

Below are the additional questions:

We are trying to reconcile the most recent pricing submitted for the third party items. Specifically for the MHC Software listing and what is listed in the original and BAFO pricing forms. We are not able to find all of the charges listed from the MHC document included in the BAFO. Because of this It appears that the pricing has greatly increased. Please provide information on where in the BAFO all these costs are located or other explanation.

Also it appears that the one-time costs and the ongoing annual costs for MHC products for AP, Payroll and forms, as an example, are the same amount? Are the costs for the SW and the annual maintenance actually the same amount? Please elaborate on this as well.

There are also some differences for SymPro which now appear to include some interface charges as well as an increase in annual support.

Is training on Infinite Matters products included in the BAFO Pricing for the Budget Book and CAFR for staff?

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist

City of Fort Lauderdale | Procurement Services Division



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Monday, July 20, 2015 2:07 PM  
**To:** AnnDebra Diaz  
**Cc:** Snow, Michael R  
**Subject:** RE: ERP additional questions  
**Importance:** High

AnnDebra,

Attached you will find all of the 3<sup>rd</sup> party cost proposals that were included in our BAFO. MHC and Finite Matters updated their document with a more recent date with the original pricing. I have emails from each vendor (Finite Matters, PCI, MHC and Sympro) that states all pricing that was submitted at BAFO will not change in the future, up to a year.

Also attached is the master Depositor Escrow Service Agreement that was signed on May 29, 2008 between Infor and Iron Mountain.

I will start to forward you, over the next couple of days, word documents that we will have to work through.

Please let me know if you have any questions,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]  
**Sent:** Monday, July 13, 2015 11:19 AM  
**To:** Snow, Michael R  
**Subject:** ERP additional questions

Mike,  
The Committee has a few additional questions as it pertains to your last response submitted. Please respond by close of business on Monday, July 20, 2015.  
Thank you,

**Per the RFP PART III - SPECIAL CONDITIONS**

Referencing Item 26. Third Party Products/Optional Software, as well as the requirements of Tab 13 - License and Maintenance Agreements (Section 11), **please submit all related third party agreements for the City's review. Including SymPro, PCI, MHC and FML Patternstream and any others that may have been omitted.**

**Item 37. SOFTWARE CODE IN ESCROW**

Will all modules licensed by the City be placed in Escrow by Iron Mountain at a location within the United States? **Please submit a copy of the Master Depositor Escrow Service Agreement dated as of May 29, 2008 or the " Master Escrow Agreement" as referenced in the recent response for the City's review.**

**From the recent Responses**

**Page 10, Question 2 , Second paragraph:**

...."In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. ".... **And also** "In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

**Third Paragraph:**

"Each of the Third Party vendors had an opportunity to review the terms and condition in the RFP. Any exceptions would have been referenced in the RFP Response."

**This will be reviewed internally, but what guarantee does the City have that one of these required third party vendors will not increase pricing and/or ongoing costs, or demand changes to terms and conditions of the agreement in six months to one year in the future?**

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

## Shelley Gialluca

---

**From:** Shelley Gialluca  
**Sent:** Friday, September 25, 2015 7:58 AM  
**To:** AnnDebra Diaz  
**Subject:** RE: ERP additional questions

Tracking:	Recipient	Read
	AnnDebra Diaz	Read: 9/25/2015 8:01 AM

Absolutely!

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** AnnDebra Diaz  
**Sent:** Thursday, September 24, 2015 5:40 PM  
**To:** Shelley Gialluca  
**Subject:** FW: ERP additional questions

Exactly what I thought he intended, but good to have it in writing 😊

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist  
City of Fort Lauderdale | Procurement Services Division  
100 N. Andrews Ave. | Fort Lauderdale FL 33301  
P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Thursday, September 24, 2015 5:24 PM  
**To:** Shelley Gialluca; Lang, Chris  
**Cc:** AnnDebra Diaz; Kevin Keimel  
**Subject:** RE: ERP additional questions

Shelley,

What I meant by “We have to address this” is that Ciber will have to figure this out. I didn’t expect that you would ever increase the BAFO amount. We’ll take care of it.

Mike

---

**From:** Shelley Gialluca [<mailto:SGialluca@fortlauderdale.gov>]  
**Sent:** Thursday, September 24, 2015 4:05 PM  
**To:** Snow, Michael R; Lang, Chris  
**Cc:** AnnDebra Diaz; Kevin Keimel  
**Subject:** FW: ERP additional questions



Mike I am not so sure what to do about this one, but in gathering all but documents, responses, etc. I came across this one that I total overlooked since July. Please see your response below. Not sure what we are going to do about Per AnnDebra we cannot permit any updates to the BAFO .... Total missing amount is \$10,800 for something we needed ....? Your statement "We have to address this" what were you thinking?

Shelley

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** AnnDebra Diaz  
**Sent:** Thursday, September 24, 2015 2:30 PM  
**To:** Shelley Gialluca  
**Cc:** Kevin Keimel; Jay Stacy  
**Subject:** RE: ERP additional questions

The BAFO is the best and final, they cannot their pricing after the fact.

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division  
100 N. Andrews Ave. | Fort Lauderdale FL 33301  
P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Shelley Gialluca  
**Sent:** Thursday, September 24, 2015 10:09 AM  
**To:** AnnDebra Diaz  
**Cc:** Kevin Keimel; Jay Stacy  
**Subject:** FW: ERP additional questions

Please see below, Going through the massive amounts of documents and paper work, I have missed this one. I must admit it's a bit challenging to be all things to all tasks for what this project requires.

How do I handle this at this point? This effects the BAFO and CC Memo amount Do I ask Ciber to update the BAFO? Or do they deal with it?

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** AnnDebra Diaz  
**Sent:** Tuesday, July 28, 2015 1:10 PM  
**To:** Shelley Gialluca  
**Subject:** FW: ERP additional questions

Please see Ciber's response below:

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]

**Sent:** Tuesday, July 28, 2015 1:03 PM

**To:** AnnDebra Diaz

**Subject:** RE: ERP additional questions

AnnDebra,

I think the confusion stems from 2 sources which I can explain. I also have attached of the MHC reconciliation between the MHC Price Sheet, Original Pricing Form, and the BAFO Pricing Form.

1. The MHC pricing form contains all of the products in their portfolio. That is what they sent me so that is what I sent you for full disclosure. We did not bid every product on the MHC price sheet. In the reconciliation, we did not bid the Document Management System that is in the MHC Price List. The RFP states that the Migration Plan is to Interface to the City's Document Management System (Empower 360 ECMS – Document Management System) the RFP also states that the City is conducting a solicitation process to replace this system. The Original and the BAFO for the MHC proposed products are the same.
2. Regarding the MHC annual maintenance – MHC charges 18% annual maintenance on the software list price. I listed the total MHC annual on-going cost on the same line as the MHC Document Express AP so it does appear that the annual cost and the one-time cost are the same. I did not itemize the 18% annual cost for every product.
3. Sympro – the interface Conversion of Existing Debt Issues \$10,000 was included on the Original Pricing Document on the "Data Conversion Services" tab. In error, we failed to include this on the BAFO spreadsheet. We will have to address this.
4. Sympro – the annual maintenance on the pricing sheet of \$15,800 was rounded on the BAFO to \$15,000 online 22 of the "Other Software" tab on the BAFO spreadsheet.
5. Finite Matters – this is a publishing tool (like a print job). Typically, 2 people in any organization use this tool. We will train the two City staff members on how to configure and run the print job. Training will delivered as part of on the job training during the implementation.

Please let me know if you have any follow on questions. I know we are in the weeds and these pricing forms can be confusing.

I look forward to our meeting on Friday,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]

**Sent:** Thursday, July 23, 2015 6:01 PM

**To:** Snow, Michael R

**Subject:** RE: ERP additional questions

Good afternoon Mike,

We have some additional questions for you. Please respond no later than Thursday, July 30, 2015.

Also, we will be in the middle of some special security training tomorrow that will last all morning. I may or may not be able to accept your call and it may need to be rescheduled. Because this is security training, we are not made fully aware of what it will entail until we are in it.  
Sorry if I may not be available for our first weekly update call... I truly apologize.

Below are the additional questions:

We are trying to reconcile the most recent pricing submitted for the third party items. Specifically for the MHC Software listing and what is listed in the original and BAFO pricing forms. We are not able to find all of the charges listed from the MHC document included in the BAFO. Because of this It appears that the pricing has greatly increased. Please provide information on where in the BAFO all these costs are located or other explanation.

Also it appears that the one-time costs and the ongoing annual costs for MHC products for AP, Payroll and forms, as an example, are the same amount? Are the costs for the SW and the annual maintenance actually the same amount? Please elaborate on this as well.

There are also some differences for SymPro which now appear to include some interface charges as well as an increase in annual support.

Is training on Infinite Matters products included in the BAFO Pricing for the Budget Book and CAFR for staff?

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]

**Sent:** Monday, July 20, 2015 2:07 PM

**To:** AnnDebra Diaz

**Cc:** Snow, Michael R

**Subject:** RE: ERP additional questions

**Importance:** High

AnnDebra,

Attached you will find all of the 3<sup>rd</sup> party cost proposals that were included in our BAFO. MHC and Finite Matters updated their document with a more recent date with the original pricing. I have emails from each vendor (Finite Matters, PCI, MHC and Sympro) that states all pricing that was submitted at BAFO will not change in the future, up to a year.

Also attached is the master Depositor Escrow Service Agreement that was signed on May 29, 2008 between Infor and Iron Mountain.

I will start to forward you, over the next couple of days, word documents that we will have to work through.

Please let me know if you have any questions,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]  
**Sent:** Monday, July 13, 2015 11:19 AM  
**To:** Snow, Michael R  
**Subject:** ERP additional questions

Mike,

The Committee has a few additional questions as it pertains to your last response submitted. Please respond by close of business on Monday, July 20, 2015.

Thank you,

**Per the RFP PART III - SPECIAL CONDITIONS**

Referencing Item 26. Third Party Products/Optional Software, as well as the requirements of Tab 13 - License and Maintenance Agreements (Section 11), **please submit all related third party agreements for the City's review.**

**Including SymPro, PCI, MHC and FML Patternstream and any others that may have been omitted.**

**Item 37. SOFTWARE CODE IN ESCROW**

Will all modules licensed by the City be placed in Escrow by Iron Mountain at a location within the United States? **Please submit a copy of the Master Depositor Escrow Service Agreement dated as of May 29, 2008 or the "Master Escrow Agreement" as referenced in the recent response for the City's review.**

**From the recent Responses**

**Page 10, Question 2 , Second paragraph:**

...."In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. ".... **And also** "In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

**Third Paragraph:**

"Each of the Third Party vendors had an opportunity to review the terms and condition in the RFP. Any exceptions would have been referenced in the RFP Response."

**This will be reviewed internally, but what guarantee does the City have that one of these required third party vendors will not increase pricing and/or ongoing costs, or demand changes to terms and conditions of the agreement in six months to one year in the future?**

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

## EXHIBIT E ENROLLMENT FORM

Pursuant to the Master Depositor Escrow Service Agreement ("Agreement") that supports

**Deposit Account:** # \_\_\_\_\_ Depositor hereby enrolls **City of Fort Lauderdale** ("Beneficiary") as a beneficiary to such Deposit Account with respect to the Software Applications listed below.

Beneficiary Enrollment is effective as of the last date noted on the signature blocks of this Enrollment Form.

**Software Applications\*:** **Hansen**

\*Beneficiary is granted no rights hereunder with respect to third party software or third party source code. Such third party materials shall not be deposited in escrow or otherwise deemed to be Deposit Material, even if included with or in a Software Application.

**Annual Beneficiary Fee:** US \$235.

Fees are subject to payment terms in Section 5.

### **BENEFICIARY AUTHORIZED PERSON(S)/NOTICES TABLE**

Please provide the name(s) and contact information of the Authorized Person(s) under this Agreement. All Notices will be sent electronically or through regular mail to the appropriate address set forth below. Please complete all information as applicable. Incomplete information may result in a delay of processing. The contact information herein may be updated by written notice to Iron Mountain.

<b>PRINT NAME:</b>	
<b>TITLE:</b>	
<b>EMAIL ADDRESS</b>	
<b>ADDRESS 1</b>	
<b>ADDRESS 2</b>	
<b>TOWN/CITY</b>	
<b>POSTAL CODE</b>	
<b>PHONE NUMBER</b>	
<b>FAX NUMBER</b>	

**PAYING PARTY COMPANY NAME:** **CITY OF FORT LAUDERDALE**

### **BILLING CONTACT INFORMATION TABLE**

Please provide the name and contact information of the Billing Contact under this Agreement. All Invoices will be sent to this individual at the address set forth below. The contact information herein may be updated by written notice to Iron Mountain.

<b>PRINT NAME:</b>	
<b>TITLE:</b>	
<b>EMAIL ADDRESS</b>	
<b>ADDRESS 1</b>	
<b>ADDRESS 2</b>	
<b>TOWN/CITY</b>	
<b>POSTAL CODE</b>	

<b>PHONE NUMBER</b>	
<b>PURCHASE ORDER #</b>	

**DEPOSITOR**

<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	Christine Ingram
<b>TITLE:</b>	Legal Operations Coordinator
<b>DATE:</b>	
<b>EMAIL ADDRESS:</b>	Christine.Ingram@Infor.com

**IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.**

<b>SIGNATURE:</b>	
<b>PRINT NAME:</b>	
<b>TITLE:</b>	
<b>DATE:</b>	
<b>EMAIL ADDRESS:</b>	<a href="mailto:ipmclientservices@ironmountain.com">ipmclientservices@ironmountain.com</a>

All notices to **Iron Mountain Intellectual Property Management, Inc.** should be sent to [ipmclientservices@ironmountain.com](mailto:ipmclientservices@ironmountain.com) OR Iron Mountain Intellectual Property Management, Inc., Attn: Client Services, 2100 Norcross Parkway, Suite 150, Norcross, Georgia, 30071, USA.

**ESCROW ADDENDUM**  
**to the License Agreement**  
**between**  
**Infor (US), Inc. ("Infor")**  
**and**  
**City of Fort Lauderdale ("Licensee")**

The terms and conditions of the Software License Agreement dated \_\_\_\_\_, between Licensee and Infor (the "Agreement") shall be subject to the following additions, alterations and modifications. In the event of a conflict between the terms and conditions of the Agreement and the provisions of this Addendum, the provisions of this Addendum shall govern and control.

In consideration of a one-time fee of \$5,000, Infor will execute an Enrollment Form, in the form attached hereto as Exhibit E. For so long as Licensee is subject to an effective maintenance and support agreement with Infor and has paid the applicable fees thereunder, Licensee may gain access to the Source Code for the Component System(s) (excluding third party software) listed on said Enrollment Form (the "Software Applications"), solely in accordance with the terms of the Master Depositor Escrow Service Agreement dated as of May 29, 2008, entered into between Infor and Iron Mountain Intellectual Property Management, Inc. (the "Master Escrow Agreement"). Infor further agrees that, in the event that the Master Escrow Agreement terminates, Infor will promptly enter into a new escrow agreement with similar terms, under which Licensee may gain access to the Source Code for the Software Applications in accordance with the terms herein and in such escrow agreement. Any Source Code released hereunder shall be subject to the terms of the Agreement, including without limitation, any terms regarding use of Source Code.

Licensee acknowledges that there are annual fees associated with this service that will be billed and paid by Licensee directly to Iron Mountain. These fees are listed on the Enrollment Form and are subject to the terms of the Master Escrow Agreement.

This Addendum is an amendment to and an integral part of the Agreement. Licensee agrees that it has read this Addendum, understands it and agrees to be bound by it.

IN WITNESS WHEREOF, the parties hereto execute this Addendum on the date as set forth below.

**City of Fort Lauderdale**

**Infor (US), Inc.**

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

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

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

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

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

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



MASTER DEPOSIT ACCOUNT NUMBER: 34348

EFFECTIVE DATE: May 29, 2008

### MASTER DEPOSITOR ESCROW SERVICE AGREEMENT

This Master Depositor Escrow Service Agreement together with such exhibits as are completed in accordance with the terms hereof (hereinafter the "Agreement") is entered into by and between the following parties:

- (1) The Depositor (as defined below); and
- (2) Iron Mountain Intellectual Property Management, Inc. ("Iron Mountain").

Depositor and Iron Mountain may be referred to individually as a "Party" or collectively as the "Parties" throughout this Agreement.

#### **RECITALS**

- (A) The Depositor or its affiliate has granted a license to the Beneficiary to use the Software Application(s) upon the terms and conditions of a software license agreement (a "License Agreement" as defined below).
- (B) The Depositor has agreed to deposit the Deposit Material (as defined below) with Iron Mountain, as an independent third party, and has authorized Iron Mountain to release the Deposit Material to a Beneficiary upon the terms and conditions of this Agreement including the Enrollment Form to enable that Beneficiary to continue to exercise its rights under the License Agreement.

#### **1. Definitions.**

As used herein:

"Authorized Persons" means those individuals described as such in this Agreement, and identified by the Depositor upon execution of this Agreement and by each Beneficiary upon completion of the Enrollment Form and which may be modified by giving written notice to Iron Mountain;

"Beneficiary" means the entity specified in Exhibit E (the Enrollment Form) as a "Beneficiary";

"Confidential Information" means commercial, financial, marketing, technical information, know-how, trade secrets, Deposit Material, software (including both object code and source code), documentation related to the software and other information in any form or medium whether disclosed orally or in writing to the other party before or after the Effective Date, together with any reproductions of such information in any form or medium or any part(s) of this information whether or not such information has been marked as being "confidential";

"Deposit Account" means the deposit account maintained by Iron Mountain containing the Deposit Material and bearing such number as specified in the Enrollment Form or as otherwise specified in writing by Iron Mountain to Depositor and Beneficiary if such deposit account number changes.

"Deposit Material" means the Source Code for the Software Application deposited by the Depositor during the term of this Agreement as described from time to time in a form provided by Depositor to Iron Mountain substantially similar to Exhibit B;

"Depositor" means Infor Global Solutions (Michigan), Inc. or its affiliate, as identified in the Enrollment Form;

"Effective Date" means the date of this Agreement as specified above, however, if the date is not specified above then the Effective Date shall be the last date noted on the signature blocks on page 7 of this Agreement;

"Enrollment Form" means the form attached as Exhibit E to this Agreement by which an entity becomes a beneficiary hereunder;

"Intellectual Property Rights" means patents, registered designs, trade marks and service marks, emblems, domain names, copyright, database rights, moral rights, design right, and all other forms of intellectual property rights including, without limitation, those subsisting (in any part of the world) in inventions, designs, drawings, performances, computer programs, Confidential Information, business names, goodwill and the style of presentation



of goods or services and in applications for protection of any of the above rights whether or not the foregoing are capable of registration or not;

"Iron Mountain Website" means [www.ironmountainconnect.com](http://www.ironmountainconnect.com) together with any other website owned or controlled by Iron Mountain;

"Licence Agreement" means the software licence agreement entered into between the Depositor or its affiliate and a Beneficiary granting that Beneficiary a licence to use specified Software Application(s) for which Beneficiary is entitled to receive Source Code escrow services under this Agreement;

"Release Condition" means an event specified as such in Section 4(a) ("Release Conditions");

"Service Fees" means any fees payable by either the Depositor or a Beneficiary in respect of the Services;

"Services" means the Iron Mountain services that facilitate the creation and management of software or other technology escrow accounts or other services provided by Iron Mountain as described in a Work Request (Exhibit A);

"Software Application" means the general release version of the software licensed to Beneficiary pursuant to, and defined in, a valid License Agreement, and specified in the Enrollment Form, pursuant to which Beneficiary is entitled to receive Source Code escrow services under this Agreement.

"Source Code" means the computer programming code of the Software Application in human readable form;

"SOW" means a customised statement of work produced by Iron Mountain for customized services;

"Term" means the duration of this Agreement including the Initial Term and the any subsequent Renewal Term;

"Work Request" means a request for Services pursuant to this Agreement via written instruction or the online portal accessible through the Iron Mountain Website (some Services will require the preparation and signing of an SOW).

## **2. Depositor Responsibilities.**

- (a) The Depositor shall deposit with Iron Mountain the Deposit Material for the Software Application and updates to such Deposit Material on at least an annual basis in the event there is a new general release version of the Software Application.
- (b) At the time of each deposit, Depositor will provide a description of all Deposit Material sent to Iron Mountain using the form attached hereto as Exhibit B or a similar form via the Iron Mountain Website.
- (c) Depositor may enroll one or more Beneficiaries under this Agreement. To enroll a Beneficiary, Depositor will either (i) execute and submit to Iron Mountain an Enrollment Form (Exhibit E), identifying each Beneficiary to be enrolled under the Agreement or (ii) enroll the Beneficiary via the online portal maintained at the website located at [www.ironmountainconnect.com](http://www.ironmountainconnect.com). Depositor shall use commercially reasonable efforts to ensure that all Beneficiary information contained in Authorized Persons/Notices Table of each Exhibit E submitted to Iron Mountain is accurate. Unless otherwise provided in the License Agreement, Depositor may remove a Beneficiary from this Agreement by written notice to Iron Mountain.

## **3. Iron Mountain Responsibilities.**

- (a) Iron Mountain agrees to use commercially reasonable efforts to provide the Services requested by Authorized Person(s) (as identified in the "Authorized Person(s)/Notices Table" below) representing the Depositor in a Work Request and permitted requests from a Beneficiary. Iron Mountain may reject a Work Request (in whole or in part) that does not contain all required information at any time upon written notification to the Party originating the Work Request. Such notification shall include a written itemization of the required information that was omitted from the Work Request and the Party originating the Work Request shall have an opportunity to correct it.
- (b) Iron Mountain will conduct a visual inspection upon receipt of any Deposit Material and associated Exhibit B. If Iron Mountain determines that the Deposit Material does not match the description provided by Depositor represented in Exhibit B, Iron Mountain will notify Depositor in writing of such discrepancies and shall notate such discrepancy on the Exhibit B.
- (c) Iron Mountain will hold and protect all Deposit Material in physical or electronic vaults that are either owned or under the direct control of Iron Mountain within the United States, unless otherwise agreed to in a writing signed by the Parties.

4. Release of Deposit Material.

(a) Release Conditions. As used in this Agreement, "Release Condition" shall mean the existence of any one or more of the following circumstances, uncorrected for more than thirty (30) days:

- (i) Entry of an order with respect to Depositor for relief under Title 11 of the United States Bankruptcy Code;
- (ii) The making by Depositor of a general assignment for the benefit of creditors;
- (iii) The appointment of a general receiver or trustee in bankruptcy of Depositor's business or property; or
- (iv) Action by Depositor under any state or federal insolvency or similar law for the purpose of its bankruptcy or liquidation.

(b) Release of Deposit Upon Depositor's Instruction. Upon receipt by Iron Mountain of written instructions directly from Depositor, Depositor's trustee in bankruptcy or a court of competent jurisdiction, Iron Mountain will release a copy of the contents of the applicable Deposit Account to the Beneficiary identified in the instructions and pursuant to such Beneficiary's Enrollment Form. Iron Mountain is entitled to receive any fees due Iron Mountain before making the release. Beneficiary's enrollment will terminate upon the release of the Deposit Material held by Iron Mountain unless earlier terminated as provided in this Agreement.

(c) Filing For Release by Beneficiary.

Upon written request to Iron Mountain by Beneficiary for a release of Deposit Material following the occurrence of a Release Condition (defined above), Iron Mountain shall provide Depositor with a copy of Beneficiary request by commercial express mail to such person or persons Depositor identifies pursuant to Section 12(h) of this Agreement. A copy of Beneficiary's request shall also be sent via facsimile and overnight courier to: General Counsel, Infor, 13560 Morris Road, Alpharetta, GA 30004, USA; fax: 678-319-8949. From the date Depositor receives the notice requesting release of the Deposit Material, Depositor shall have forty-five (45) days to deliver to Iron Mountain contrary instructions ("Contrary Instructions"). Contrary Instructions shall mean the written representation by Depositor that a Release Condition has not occurred or has been cured. All notices hereunder shall be signed and on company letterhead. Upon receipt of Contrary Instructions, Iron Mountain shall not release a copy of the Deposit Material, but shall send a copy of the Contrary Instructions to Beneficiary by commercial express mail.

If no Contrary Instructions are given to Iron Mountain, Depositor agrees that Iron Mountain shall, unless prohibited by operation of law, deliver a copy of the contents of the applicable Deposit Account to the Beneficiary pursuant to such Beneficiary's Enrollment Form, provided that such Beneficiary has provided to Iron Mountain a statement, signed by an officer of the Beneficiary:

- (i) representing and warranting that the Beneficiary is entitled to release of the Deposit Material;
- (ii) requesting that a copy of the Deposit Material be released and delivered to Beneficiary;
- (iii) asserting that the copy of the Deposit Material being released to Beneficiary will only be used as permitted under this Agreement and any other agreement(s) between Depositor and Beneficiary controlling use of the Deposit Material; and
- (iv) stating specific delivery instructions along with any fees due Iron Mountain.

(d) Right to Use Following Release. Following a release of Deposit Material to Beneficiary in accordance with the provisions herein, Beneficiary shall have the right under this Agreement to use the Deposit Material subject to the terms of the License Agreement for the sole purpose of continuing the benefits afforded to Beneficiary by the License Agreement. Notwithstanding the preceding sentence, Beneficiary shall not have access to the Deposit Material unless there is an authorized release of the Deposit Material in accordance with the Agreement. Beneficiary shall be obligated to maintain the confidentiality of any materials released to it from the Deposit Account ("Released Materials") in perpetuity. Beneficiary shall return to Depositor any Released Materials for any software that it has not licensed under the License Agreement.

5. Payment.

The party responsible for payment as designated in Exhibit A or E or an SOW (the "Paying Party") shall pay to Iron Mountain all fees as set forth in the Work Request form attached hereto as Exhibit A ("Service Fees"). Except as set forth below, all Service Fees are due to Iron Mountain within forty-five (45) calendar days from the date of invoice in U.S. currency and are non-refundable. After the Initial Term, Iron Mountain may, on an annual basis, increase Service Fees at a rate that will not exceed 4% per year. A ninety (90) calendar day written notice of a rate increase will be provided to Depositor prior to the end of any Renewal Term. The Paying Party shall be liable for any taxes related to Services purchased under this Agreement or shall present to Iron Mountain an exemption certificate acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice, to the extent possible. Any Service Fees not

collected by Iron Mountain when due shall bear interest until paid at a rate of one percent .86% per month (10% per annum) or the maximum rate permitted by law, whichever is less. Depositor agrees that if this Agreement terminates during the Term for any reason other than for the fault of Iron Mountain, all prepaid fees shall be non-refundable. Notwithstanding the non-performance of any obligations of Depositor to deliver Deposit Material under the License Agreement or this Agreement, Iron Mountain is entitled to be paid all Service Fees that accrue during the Term of this Agreement.

#### 6. Term and Termination.

- (a) The "Term" of this Agreement is for a period of two (2) years from the Effective Date ("Initial Term") and will automatically renew for additional one (1) year terms ("Renewal Term") and continue in full force and effect until one of the following events occur: (i) Depositor provides sixty (60) days' prior written notice to Iron Mountain of its intent to terminate this Agreement; (ii) the Agreement terminates under another provision of this Agreement; or (iii) any time after the Initial Term, Iron Mountain provides one hundred and twenty (120) days' prior written notice to the Depositor of Iron Mountain's intent to terminate this Agreement.
- (b) Unless the express terms of this Agreement provide otherwise, upon termination of this Agreement, Iron Mountain shall return the Deposit Material to the Depositor, provided that the Deposit Material is not subject to any other agreement between Depositor (or its affiliates) and Iron Mountain. If commercially reasonable attempts to return the Deposit Material to Depositor are unsuccessful, Iron Mountain shall destroy the Deposit Material.
- (c) In the event of the nonpayment of Service Fees owed by Depositor to Iron Mountain, Iron Mountain may provide Depositor with written notice of Iron Mountain's intent to terminate this Agreement. If such nonpayment is not cured within thirty (30) business days following such written notice, Iron Mountain shall have the right to notify any and all Beneficiaries enrolled under this Agreement of nonpayment of Service Fees, in which case Depositor and any enrolled Beneficiary shall have the right to make the payment to Iron Mountain to cure the default. If the past due payment is not received in full by Iron Mountain within forty-five (45) business days of the date of such written notice, then Iron Mountain shall have the right to terminate this Agreement at any time thereafter for so long as such nonpayment remains uncured, by sending written notice of termination to Depositor and any enrolled Beneficiaries. Following termination of this Agreement, Iron Mountain shall have no obligation to perform the Services (except those obligations that survive termination of this Agreement).
- (d) In addition, this Agreement shall terminate with respect to a particular Beneficiary (and only with respect to such Beneficiary) as provided in this Agreement or at such time as any of the following events occur:
  - i. Iron Mountain releases the Deposit Material to such Beneficiary pursuant to a Release Condition (in which case termination of this Agreement in relation to such Beneficiary shall be automatic);
  - ii. such Beneficiary provides Iron Mountain and Depositor with sixty (60) days' prior written notice of its intention to terminate its enrollment under this Agreement;
  - iii. in the event of Beneficiary's nonpayment of Service Fees owed to Iron Mountain, if such nonpayment goes uncured for thirty (30) days following written notice of such nonpayment to Beneficiary.
  - iv. upon notice to Iron Mountain that Beneficiary's right to receive Source Code escrow services under the License Agreement expired or terminated for any reason.

#### 7. General Indemnity.

Subject to Section 10, Iron Mountain and Depositor shall defend, indemnify and hold harmless each other, and each other's corporate affiliates and their respective officers, directors, employees, and agents and their respective successors and assigns from and against any and all third party and/or beneficiary claims, losses, liabilities, damages, and expenses (including, without limitation, reasonable attorneys' fees), arising under this Agreement from the negligent or intentional acts or omissions of the indemnifying Party or its subcontractors, or the officers, directors, employees, agents, successors and assigns of any of them.

#### 8. Warranties.

- (a) Iron Mountain warrants that any and all services provided hereunder shall be performed in a professional and workmanlike manner. An aggrieved party must notify Iron Mountain promptly of any claimed breach of this warranty and such party's sole and exclusive remedy for breach of warranty shall be return of the portion of the fees paid to Iron Mountain by the Paying Party for such non-conforming services.
- (b) Depositor warrants that it is the owner or legal custodian of the Deposit Material and has full authority to store the Deposit Material and direct its disposition in accordance with the terms of this Agreement. Depositor warrants that

the Deposit Material provided to Iron Mountain under this Agreement is free of any liens or encumbrances that, as of the date of their deposit, would have a materially adverse effect on Depositor's ability to fulfill its obligations under the Agreement. Any Deposit Material liens or encumbrances made after their deposit will not prohibit, limit, or alter the rights and obligations of Iron Mountain under this Agreement in any material respect. Depositor warrants that with respect to the Deposit Material, Iron Mountain's proper administration of this Agreement will not violate the intellectual property rights of any third parties. Depositor shall reimburse Iron Mountain for any expenses reasonably incurred by Iron Mountain (including reasonable legal fees) by reason of Iron Mountain's compliance with the express instructions of an Authorized Person of the Depositor in the event of a third party claim concerning the ownership, custody or disposition of Deposit Material stored by Depositor with Iron Mountain.

- (c) EXCEPT AS SPECIFIED IN THIS SECTION, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, AGAINST INFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED BY BOTH PARTIES TO THE EXTENT ALLOWED BY APPLICABLE LAW. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH ABOVE FAILS OF ITS ESSENTIAL PURPOSE. THE WARRANTIES PROVIDED HEREIN ARE SUBJECT TO THE LIMITATION OF LIABILITY SET FORTH IN THIS AGREEMENT.

9. Confidential Information.

Iron Mountain has implemented and shall maintain reasonable safeguards designed to protect the confidentiality of any and all Deposit Material deposited under this Agreement. With respect to each deposit, Iron Mountain's obligation to maintain confidentiality will expire upon the release of the last copy of the Deposit Material held by Iron Mountain under this Agreement. Except as provided in this Agreement Iron Mountain shall not use, release or disclose the Deposit Material. Iron Mountain shall not disclose the terms of this Agreement to any third party. If Iron Mountain receives a subpoena or any other order from a court or other judicial tribunal pertaining to the disclosure or release of the Deposit Material, Iron Mountain will notify the Parties to this Agreement unless prohibited by law. After notifying the Parties, Iron Mountain may comply in good faith with such order. It shall be the responsibility of Depositor or Beneficiary to challenge any such order; provided, however, that Iron Mountain does not waive its rights to present its position with respect to any such order. Iron Mountain will cooperate with the Depositor or Beneficiary, as applicable, to support efforts to quash or limit any subpoena, at such party's expense. Any party requesting additional assistance shall pay Iron Mountain's standard charges or as quoted upon submission of a detailed request.

10. Limitation of Liability.

- (a) NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, OR AS OTHERWISE PROVIDED IN THIS SECTION, ALL LIABILITY, IF ANY, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, OF EACH OF DEPOSITOR OR IRON MOUNTAIN (INCLUDING THEIR RESPECTIVE AFFILIATES) SHALL BE LIMITED TO SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00 USD). IN THE CASE OF A NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN THAT RESULTS IN A RECIPIENT MISUSING OR MISAPPROPRIATING ANY DEPOSIT MATERIAL, THE TOTAL LIABILITY OF IRON MOUNTAIN SHALL NOT EXCEED ONE MILLION, FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00 USD). THE FOREGOING LIMITS SHALL NOT APPLY TO ANY PARTY FOR: (I) ANY CLAIMS OF INFRINGEMENT OF ANY PATENT, COPYRIGHT, OR TRADEMARK; (II) LIABILITY FOR DEATH OR BODILY INJURY; (III) PROVEN THEFT; OR (IV) PROVEN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.
- (b) EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, IN NO EVENT SHALL DEPOSITOR OR IRON MOUNTAIN OR THEIR RESPECTIVE AFFILIATES BE LIABLE FOR ANY INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, LOST PROFITS OR LOST DATA OR INFORMATION, ANY COSTS OR EXPENSES FOR THE PROCUREMENT OF SUBSTITUTE SERVICES, OR ANY OTHER INDIRECT DAMAGES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE EVEN IF THE POSSIBILITY THEREOF MAY BE KNOWN IN ADVANCE TO ONE OR MORE PARTIES.

- (c) NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, ANY LIABILITY OF DEPOSITOR (INCLUDING ITS AFFILIATES) TO A BENEFICIARY IS SUBJECT TO THE LIMITATION OF LIABILITY PROVISIONS SET FORTH IN THE LICENSE AGREEMENT.

11. General.

- (a) Incorporation of Work Requests. All authorized Work Requests are incorporated into this Agreement and are subject to its terms and conditions.
- (b) Purchase Orders. In the event that the Depositor or paying party issues a purchase order or other instrument used to pay Service Fees to Iron Mountain, any terms and conditions set forth in the purchase order which constitute terms and conditions which are in addition to those set forth in this Agreement or which establish conflicting terms and conditions to those set forth in this Agreement are expressly rejected by Iron Mountain.
- (c) Right to Make Copies. Iron Mountain shall have the right to make copies of all Deposit Material as reasonably necessary to perform the Services. Iron Mountain shall copy all copyright, nondisclosure, and other proprietary notices and titles contained on Deposit Material onto any copies made by Iron Mountain. Any copying expenses incurred by Iron Mountain as a result of a Work Request to copy will be borne by the Depositor or party requesting the copies. Iron Mountain may request Depositor's reasonable cooperation in promptly copying Deposit Material in order for Iron Mountain to perform this Agreement. Iron Mountain shall maintain an accurate and up to date list of the number of copies and the location of same and shall promptly produce that list to Depositor upon its reasonable written request.
- (d) Choice of Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the Commonwealth of Massachusetts, United States of America, as if performed wholly within the state and without giving effect to the principles of conflicts of laws.
- (e) Authorized Person(s). Depositor must authorize and designate one or more persons in writing whose actions will legally bind such party ("Authorized Person(s)" who shall be identified in the Authorized Person(s) Notices Table of this Agreement) and who may manage the Iron Mountain escrow account through the Iron Mountain Website or written instruction. The Depositor will maintain the accuracy of their name and contact information provided to Iron Mountain during the term of this Agreement.
- (f) Right to Rely on Instructions. Iron Mountain may act in reliance upon any instruction, instrument, or signature reasonably believed by Iron Mountain to be genuine and from an Authorized Person(s), officer, or other employee of a Party. Iron Mountain may assume that such representative of a Party to this Agreement who gives any written notice, request, or instruction has the authority to do so. Iron Mountain will not be required to inquire into the truth or evaluate the merit of any statement or representation contained in any notice or document reasonably believed to be from such representative. With respect to release and destruction of Deposit Materials, Iron Mountain shall rely on an Authorized Person(s) in accordance with the terms herein.
- (g) Force Majeure. No Party shall be liable for any delay or failure in performance due to events outside the defaulting Party's reasonable control, including without limitation acts of God, earthquake, labor disputes, shortages of supplies, riots, war, acts of terrorism, fire, epidemics, or delays of common carriers or other circumstances beyond its reasonable control. The obligations and rights of the excused Party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay. Notwithstanding anything to the contrary herein, Iron's Mountain's obligations shall only be excused in connection with a force majeure event if it took all reasonable precautions with respect to the possibility of such event.
- (h) Notices. All notices regarding release shall be sent by commercial express mail or other commercially appropriate means that provide prompt delivery and require proof of delivery. All other correspondence, including invoices, payments, and other documents and communications, may be sent electronically or via regular mail. Notices to Beneficiaries of Depositor under this Agreement shall be provided to such addresses as Depositor shall provide Iron Mountain. It shall be the responsibility of the Depositor and Iron Mountain to notify each other as provided in this Section in the event of a change of physical or e-mail addresses. For avoidance of doubt, Iron Mountain shall only accept contact data for Beneficiaries from Depositor. Iron Mountain and Depositor shall have the right to rely on the last known address provided by the other Party. Any correctly addressed notice or last known address that is relied on herein that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by electronic mail, the postal authorities by mail, through messenger or commercial express delivery services.
- (i) No Waiver. No waiver of rights under this Agreement by any Party shall constitute a subsequent waiver of this or any other right under this Agreement.
- (j) Assignment. No assignment of this Agreement by Depositor or any rights or obligations of Depositor under this Agreement is permitted without the written consent of Iron Mountain, which shall not be unreasonably withheld,

conditioned or delayed. Notwithstanding the foregoing, Depositor may assign and transfer this Agreement to a purchaser of all of the stock of the Depositor, a purchaser of all or substantially all of the assets of Depositor, or an acquirer of a controlling interest in Depositor by merger, plan of arrangement or otherwise, without obtaining consent of Iron Mountain, but Depositor shall notify Iron Mountain in writing of such assignment and transfer. Iron Mountain shall have no obligation in performing this Agreement to recognize any successor or assign of Depositor or Beneficiary unless Iron Mountain receives clear, authoritative and conclusive written evidence of the change of parties.

- (k) **Severability.** In the event any of the terms of this Agreement become or are declared to be illegal or otherwise unenforceable by any court of competent jurisdiction, such term(s) shall be null and void and shall be deemed deleted from this Agreement. All remaining terms of this Agreement shall remain in full force and effect. If this paragraph becomes applicable and, as a result, the value of this Agreement is materially impaired for either Party, as determined by such Party in its sole discretion, then the affected Party may terminate this Agreement by notice to the other.
- (l) **Independent Contractor Relationship.** Depositor understands, acknowledges, and agrees that Iron Mountain's relationship with Depositor will be that of an independent contractor and that nothing in this Agreement is intended to or should be construed to create a partnership, joint venture, or employment relationship.
- (m) **No Agency.** No Party has the right or authority to, and shall not, assume or create any obligation of any nature whatsoever on behalf of the other Party or bind the other Party in any respect whatsoever.
- (n) **Regulations.** All Parties are responsible for and warrant - to the extent of their individual actions or omissions - compliance with all applicable laws, rules and regulations, including but not limited to: customs laws; import; export and re-export laws; and government regulations of any country from or to which the Deposit Material may be delivered in accordance with the provisions of this Agreement.
- (o) **No Third Party Rights.** This Agreement is made solely for the benefit of enrolled Beneficiaries and the Parties to this Agreement and their respective permitted successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement unless otherwise agreed to in writing by the Parties hereto. Enrolled Beneficiaries shall be considered intended third-party beneficiaries of this Agreement and may claim under this Agreement, and shall be bound by all terms and conditions including but not limited to the Limitation of Liability and Consequential Damages Waiver herein.
- (p) **Entire Agreement.** The Parties agree that this Agreement, which includes all the Exhibits attached hereto and all valid Work Requests submitted by the Parties, is the complete agreement between the Parties hereto concerning the subject matter of this Agreement and replaces any prior or contemporaneous oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties, expressed or implied, which are not specified herein. Each of the Parties herein represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized and signed by a person who meets statutory or other binding approval to sign on behalf of its business organization as named in this Agreement. This Agreement may only be modified by mutual written agreement of the Parties.
- (r) **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- (s) **Survival.** Sections 6 (Term and Termination), 7 (General Indemnity), 8 (Warranties), 9 (Confidential Information), 10 (Limitation of Liability) and 11 (General) of this Agreement shall survive termination of this Agreement or any Exhibit attached hereto.

**DEPOSITOR**

SIGNATURE:	<i>Brad Steiner</i>
PRINT NAME:	Brad Steiner
TITLE:	VP and Deputy General Counsel
DATE:	May 20, 2008
EMAIL ADDRESS:	brad.steiner@imc.com

**IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.**

SIGNATURE:	<i>John F. McLaughlin Jr.</i>
PRINT NAME:	John F. McLaughlin Jr.
TITLE:	Manager, Quality Control
DATE:	5/29/08
EMAIL ADDRESS:	imcontracts@ironmountain.com

NOTE: AUTHORIZED PERSON NOTICES TABLE, BILLING CONTACT INFORMATION TABLE AND EXHIBITS FOLLOW



MASTER DEPOSIT ACCOUNT NUMBER: 34348

EFFECTIVE DATE: May 29, 2008

### MASTER DEPOSITOR ESCROW SERVICE AGREEMENT

This Master Depositor Escrow Service Agreement together with such exhibits as are completed in accordance with the terms hereof (hereinafter the "Agreement") is entered into by and between the following parties:

- (1) The Depositor (as defined below); and
- (2) Iron Mountain Intellectual Property Management, Inc. ("Iron Mountain").

Depositor and Iron Mountain may be referred to individually as a "Party" or collectively as the "Parties" throughout this Agreement.

#### **RECITALS**

- (A) The Depositor or its affiliate has granted a license to the Beneficiary to use the Software Application(s) upon the terms and conditions of a software license agreement (a "License Agreement" as defined below).
- (B) The Depositor has agreed to deposit the Deposit Material (as defined below) with Iron Mountain, as an independent third party, and has authorized Iron Mountain to release the Deposit Material to a Beneficiary upon the terms and conditions of this Agreement including the Enrollment Form to enable that Beneficiary to continue to exercise its rights under the License Agreement.

#### **1. Definitions.**

As used herein:

"Authorized Persons" means those individuals described as such in this Agreement, and identified by the Depositor upon execution of this Agreement and by each Beneficiary upon completion of the Enrollment Form and which may be modified by giving written notice to Iron Mountain;

"Beneficiary" means the entity specified in Exhibit E (the Enrollment Form) as a "Beneficiary";

"Confidential Information" means commercial, financial, marketing, technical information, know-how, trade secrets, Deposit Material, software (including both object code and source code), documentation related to the software and other information in any form or medium whether disclosed orally or in writing to the other party before or after the Effective Date, together with any reproductions of such information in any form or medium or any part(s) of this information whether or not such information has been marked as being "confidential";

"Deposit Account" means the deposit account maintained by Iron Mountain containing the Deposit Material and bearing such number as specified in the Enrollment Form or as otherwise specified in writing by Iron Mountain to Depositor and Beneficiary if such deposit account number changes.

"Deposit Material" means the Source Code for the Software Application deposited by the Depositor during the term of this Agreement as described from time to time in a form provided by Depositor to Iron Mountain substantially similar to Exhibit B;

"Depositor" means Infor Global Solutions (Michigan), Inc. or its affiliate, as identified in the Enrollment Form;

"Effective Date" means the date of this Agreement as specified above, however, if the date is not specified above then the Effective Date shall be the last date noted on the signature blocks on page 7 of this Agreement;

"Enrollment Form" means the form attached as Exhibit E to this Agreement by which an entity becomes a beneficiary hereunder;

"Intellectual Property Rights" means patents, registered designs, trade marks and service marks, emblems, domain names, copyright, database rights, moral rights, design right, and all other forms of intellectual property rights including, without limitation, those subsisting (in any part of the world) in inventions, designs, drawings, performances, computer programs, Confidential Information, business names, goodwill and the style of presentation

of goods or services and in applications for protection of any of the above rights whether or not the foregoing are capable of registration or not;

"Iron Mountain Website" means [www.ironmountainconnect.com](http://www.ironmountainconnect.com) together with any other website owned or controlled by Iron Mountain;

"Licence Agreement" means the software licence agreement entered into between the Depositor or its affiliate and a Beneficiary granting that Beneficiary a licence to use specified Software Application(s) for which Beneficiary is entitled to receive Source Code escrow services under this Agreement;

"Release Condition" means an event specified as such in Section 4(a) ("Release Conditions");

"Service Fees" means any fees payable by either the Depositor or a Beneficiary in respect of the Services;

"Services" means the Iron Mountain services that facilitate the creation and management of software or other technology escrow accounts or other services provided by Iron Mountain as described in a Work Request (Exhibit A);

"Software Application" means the general release version of the software licensed to Beneficiary pursuant to, and defined in, a valid License Agreement, and specified in the Enrollment Form, pursuant to which Beneficiary is entitled to receive Source Code escrow services under this Agreement.

"Source Code" means the computer programming code of the Software Application in human readable form;

"SOW" means a customised statement of work produced by Iron Mountain for customized services;

"Term" means the duration of this Agreement including the Initial Term and the any subsequent Renewal Term;

"Work Request" means a request for Services pursuant to this Agreement via written instruction or the online portal accessible through the Iron Mountain Website (some Services will require the preparation and signing of an SOW).

## **2. Depositor Responsibilities.**

- (a) The Depositor shall deposit with Iron Mountain the Deposit Material for the Software Application and updates to such Deposit Material on at least an annual basis in the event there is a new general release version of the Software Application.
- (b) At the time of each deposit, Depositor will provide a description of all Deposit Material sent to Iron Mountain using the form attached hereto as Exhibit B or a similar form via the Iron Mountain Website.
- (c) Depositor may enroll one or more Beneficiaries under this Agreement. To enroll a Beneficiary, Depositor will either (i) execute and submit to Iron Mountain an Enrollment Form (Exhibit E), identifying each Beneficiary to be enrolled under the Agreement or (ii) enroll the Beneficiary via the online portal maintained at the website located at [www.ironmountainconnect.com](http://www.ironmountainconnect.com). Depositor shall use commercially reasonable efforts to ensure that all Beneficiary information contained in Authorized Persons/Notices Table of each Exhibit E submitted to Iron Mountain is accurate. Unless otherwise provided in the License Agreement, Depositor may remove a Beneficiary from this Agreement by written notice to Iron Mountain.

## **3. Iron Mountain Responsibilities.**

- (a) Iron Mountain agrees to use commercially reasonable efforts to provide the Services requested by Authorized Person(s) (as identified in the "Authorized Person(s)/Notices Table" below) representing the Depositor in a Work Request and permitted requests from a Beneficiary. Iron Mountain may reject a Work Request (in whole or in part) that does not contain all required information at any time upon written notification to the Party originating the Work Request. Such notification shall include a written itemization of the required information that was omitted from the Work Request and the Party originating the Work Request shall have an opportunity to correct it.
- (b) Iron Mountain will conduct a visual inspection upon receipt of any Deposit Material and associated Exhibit B. If Iron Mountain determines that the Deposit Material does not match the description provided by Depositor represented in Exhibit B, Iron Mountain will notify Depositor in writing of such discrepancies and shall notate such discrepancy on the Exhibit B.
- (c) Iron Mountain will hold and protect all Deposit Material in physical or electronic vaults that are either owned or under the direct control of Iron Mountain within the United States, unless otherwise agreed to in a writing signed by the Parties.



4. Release of Deposit Material.

(a) Release Conditions. As used in this Agreement, "Release Condition" shall mean the existence of any one or more of the following circumstances, uncorrected for more than thirty (30) days:

- (i) Entry of an order with respect to Depositor for relief under Title 11 of the United States Bankruptcy Code;
- (ii) The making by Depositor of a general assignment for the benefit of creditors;
- (iii) The appointment of a general receiver or trustee in bankruptcy of Depositor's business or property; or
- (iv) Action by Depositor under any state or federal insolvency or similar law for the purpose of its bankruptcy or liquidation.

(b) Release of Deposit Upon Depositor's Instruction. Upon receipt by Iron Mountain of written instructions directly from Depositor, Depositor's trustee in bankruptcy or a court of competent jurisdiction, Iron Mountain will release a copy of the contents of the applicable Deposit Account to the Beneficiary identified in the instructions and pursuant to such Beneficiary's Enrollment Form. Iron Mountain is entitled to receive any fees due Iron Mountain before making the release. Beneficiary's enrollment will terminate upon the release of the Deposit Material held by Iron Mountain unless earlier terminated as provided in this Agreement.

(c) Filing For Release by Beneficiary.

Upon written request to Iron Mountain by Beneficiary for a release of Deposit Material following the occurrence of a Release Condition (defined above), Iron Mountain shall provide Depositor with a copy of Beneficiary request by commercial express mail to such person or persons Depositor identifies pursuant to Section 12(h) of this Agreement. A copy of Beneficiary's request shall also be sent via facsimile and overnight courier to: General Counsel, Infor, 13560 Morris Road, Alpharetta, GA 30004, USA; fax: 678-319-8949. From the date Depositor receives the notice requesting release of the Deposit Material, Depositor shall have forty-five (45) days to deliver to Iron Mountain contrary instructions ("Contrary Instructions"). Contrary Instructions shall mean the written representation by Depositor that a Release Condition has not occurred or has been cured. All notices hereunder shall be signed and on company letterhead. Upon receipt of Contrary Instructions, Iron Mountain shall not release a copy of the Deposit Material, but shall send a copy of the Contrary Instructions to Beneficiary by commercial express mail.

If no Contrary Instructions are given to Iron Mountain, Depositor agrees that Iron Mountain shall, unless prohibited by operation of law, deliver a copy of the contents of the applicable Deposit Account to the Beneficiary pursuant to such Beneficiary's Enrollment Form, provided that such Beneficiary has provided to Iron Mountain a statement, signed by an officer of the Beneficiary:

- (i) representing and warranting that the Beneficiary is entitled to release of the Deposit Material;
- (ii) requesting that a copy of the Deposit Material be released and delivered to Beneficiary;
- (iii) asserting that the copy of the Deposit Material being released to Beneficiary will only be used as permitted under this Agreement and any other agreement(s) between Depositor and Beneficiary controlling use of the Deposit Material; and
- (iv) stating specific delivery instructions along with any fees due Iron Mountain.

(d) Right to Use Following Release. Following a release of Deposit Material to Beneficiary in accordance with the provisions herein, Beneficiary shall have the right under this Agreement to use the Deposit Material subject to the terms of the License Agreement for the sole purpose of continuing the benefits afforded to Beneficiary by the License Agreement. Notwithstanding the preceding sentence, Beneficiary shall not have access to the Deposit Material unless there is an authorized release of the Deposit Material in accordance with the Agreement. Beneficiary shall be obligated to maintain the confidentiality of any materials released to it from the Deposit Account ("Released Materials") in perpetuity. Beneficiary shall return to Depositor any Released Materials for any software that it has not licensed under the License Agreement.

5. Payment.

The party responsible for payment as designated in Exhibit A or E or an SOW (the "Paying Party") shall pay to Iron Mountain all fees as set forth in the Work Request form attached hereto as Exhibit A ("Service Fees"). Except as set forth below, all Service Fees are due to Iron Mountain within forty-five (45) calendar days from the date of invoice in U.S. currency and are non-refundable. After the Initial Term, Iron Mountain may, on an annual basis, increase Service Fees at a rate that will not exceed 4% per year. A ninety (90) calendar day written notice of a rate increase will be provided to Depositor prior to the end of any Renewal Term. The Paying Party shall be liable for any taxes related to Services purchased under this Agreement or shall present to Iron Mountain an exemption certificate acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice, to the extent possible. Any Service Fees not

collected by Iron Mountain when due shall bear interest until paid at a rate of one percent .86% per month (10% per annum) or the maximum rate permitted by law, whichever is less. Depositor agrees that if this Agreement terminates during the Term for any reason other than for the fault of Iron Mountain, all prepaid fees shall be non-refundable. Notwithstanding the non-performance of any obligations of Depositor to deliver Deposit Material under the License Agreement or this Agreement, Iron Mountain is entitled to be paid all Service Fees that accrue during the Term of this Agreement.

#### 6. Term and Termination.

- (a) The "Term" of this Agreement is for a period of two (2) years from the Effective Date ("Initial Term") and will automatically renew for additional one (1) year terms ("Renewal Term") and continue in full force and effect until one of the following events occur: (i) Depositor provides sixty (60) days' prior written notice to Iron Mountain of its intent to terminate this Agreement; (ii) the Agreement terminates under another provision of this Agreement; or (iii) any time after the Initial Term, Iron Mountain provides one hundred and twenty (120) days' prior written notice to the Depositor of Iron Mountain's intent to terminate this Agreement.
- (b) Unless the express terms of this Agreement provide otherwise, upon termination of this Agreement, Iron Mountain shall return the Deposit Material to the Depositor, provided that the Deposit Material is not subject to any other agreement between Depositor (or its affiliates) and Iron Mountain. If commercially reasonable attempts to return the Deposit Material to Depositor are unsuccessful, Iron Mountain shall destroy the Deposit Material.
- (c) In the event of the nonpayment of Service Fees owed by Depositor to Iron Mountain, Iron Mountain may provide Depositor with written notice of Iron Mountain's intent to terminate this Agreement. If such nonpayment is not cured within thirty (30) business days following such written notice, Iron Mountain shall have the right to notify any and all Beneficiaries enrolled under this Agreement of nonpayment of Service Fees, in which case Depositor and any enrolled Beneficiary shall have the right to make the payment to Iron Mountain to cure the default. If the past due payment is not received in full by Iron Mountain within forty-five (45) business days of the date of such written notice, then Iron Mountain shall have the right to terminate this Agreement at any time thereafter for so long as such nonpayment remains uncured, by sending written notice of termination to Depositor and any enrolled Beneficiaries. Following termination of this Agreement, Iron Mountain shall have no obligation to perform the Services (except those obligations that survive termination of this Agreement).
- (d) In addition, this Agreement shall terminate with respect to a particular Beneficiary (and only with respect to such Beneficiary) as provided in this Agreement or at such time as any of the following events occur:
  - i. Iron Mountain releases the Deposit Material to such Beneficiary pursuant to a Release Condition (in which case termination of this Agreement in relation to such Beneficiary shall be automatic);
  - ii. such Beneficiary provides Iron Mountain and Depositor with sixty (60) days' prior written notice of its intention to terminate its enrollment under this Agreement;
  - iii. in the event of Beneficiary's nonpayment of Service Fees owed to Iron Mountain, if such nonpayment goes uncured for thirty (30) days following written notice of such nonpayment to Beneficiary.
  - iv. upon notice to Iron Mountain that Beneficiary's right to receive Source Code escrow services under the License Agreement expired or terminated for any reason.

#### 7. General Indemnity.

Subject to Section 10, Iron Mountain and Depositor shall defend, indemnify and hold harmless each other, and each other's corporate affiliates and their respective officers, directors, employees, and agents and their respective successors and assigns from and against any and all third party and/or beneficiary claims, losses, liabilities, damages, and expenses (including, without limitation, reasonable attorneys' fees), arising under this Agreement from the negligent or intentional acts or omissions of the indemnifying Party or its subcontractors, or the officers, directors, employees, agents, successors and assigns of any of them.

#### 8. Warranties.

- (a) Iron Mountain warrants that any and all services provided hereunder shall be performed in a professional and workmanlike manner. An aggrieved party must notify Iron Mountain promptly of any claimed breach of this warranty and such party's sole and exclusive remedy for breach of warranty shall be return of the portion of the fees paid to Iron Mountain by the Paying Party for such non-conforming services.
- (b) Depositor warrants that it is the owner or legal custodian of the Deposit Material and has full authority to store the Deposit Material and direct its disposition in accordance with the terms of this Agreement. Depositor warrants that

the Deposit Material provided to Iron Mountain under this Agreement is free of any liens or encumbrances that, as of the date of their deposit, would have a materially adverse effect on Depositor's ability to fulfill its obligations under the Agreement. Any Deposit Material liens or encumbrances made after their deposit will not prohibit, limit, or alter the rights and obligations of Iron Mountain under this Agreement in any material respect. Depositor warrants that with respect to the Deposit Material, Iron Mountain's proper administration of this Agreement will not violate the intellectual property rights of any third parties. Depositor shall reimburse Iron Mountain for any expenses reasonably incurred by Iron Mountain (including reasonable legal fees) by reason of Iron Mountain's compliance with the express instructions of an Authorized Person of the Depositor in the event of a third party claim concerning the ownership, custody or disposition of Deposit Material stored by Depositor with Iron Mountain.

- (c) EXCEPT AS SPECIFIED IN THIS SECTION, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, AGAINST INFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED BY BOTH PARTIES TO THE EXTENT ALLOWED BY APPLICABLE LAW. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH ABOVE FAILS OF ITS ESSENTIAL PURPOSE. THE WARRANTIES PROVIDED HEREIN ARE SUBJECT TO THE LIMITATION OF LIABILITY SET FORTH IN THIS AGREEMENT.

9. Confidential Information.

Iron Mountain has implemented and shall maintain reasonable safeguards designed to protect the confidentiality of any and all Deposit Material deposited under this Agreement. With respect to each deposit, Iron Mountain's obligation to maintain confidentiality will expire upon the release of the last copy of the Deposit Material held by Iron Mountain under this Agreement. Except as provided in this Agreement Iron Mountain shall not use, release or disclose the Deposit Material. Iron Mountain shall not disclose the terms of this Agreement to any third party. If Iron Mountain receives a subpoena or any other order from a court or other judicial tribunal pertaining to the disclosure or release of the Deposit Material, Iron Mountain will notify the Parties to this Agreement unless prohibited by law. After notifying the Parties, Iron Mountain may comply in good faith with such order. It shall be the responsibility of Depositor or Beneficiary to challenge any such order; provided, however, that Iron Mountain does not waive its rights to present its position with respect to any such order. Iron Mountain will cooperate with the Depositor or Beneficiary, as applicable, to support efforts to quash or limit any subpoena, at such party's expense. Any party requesting additional assistance shall pay Iron Mountain's standard charges or as quoted upon submission of a detailed request.

10. Limitation of Liability.

- (a) NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, OR AS OTHERWISE PROVIDED IN THIS SECTION, ALL LIABILITY, IF ANY, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, OF EACH OF DEPOSITOR OR IRON MOUNTAIN (INCLUDING THEIR RESPECTIVE AFFILIATES) SHALL BE LIMITED TO SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00 USD). IN THE CASE OF A NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN THAT RESULTS IN A RECIPIENT MISUSING OR MISAPPROPRIATING ANY DEPOSIT MATERIAL, THE TOTAL LIABILITY OF IRON MOUNTAIN SHALL NOT EXCEED ONE MILLION, FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00 USD). THE FOREGOING LIMITS SHALL NOT APPLY TO ANY PARTY FOR: (I) ANY CLAIMS OF INFRINGEMENT OF ANY PATENT, COPYRIGHT, OR TRADEMARK; (II) LIABILITY FOR DEATH OR BODILY INJURY; (III) PROVEN THEFT; OR (IV) PROVEN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.
- (b) EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, IN NO EVENT SHALL DEPOSITOR OR IRON MOUNTAIN OR THEIR RESPECTIVE AFFILIATES BE LIABLE FOR ANY INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, LOST PROFITS OR LOST DATA OR INFORMATION, ANY COSTS OR EXPENSES FOR THE PROCUREMENT OF SUBSTITUTE SERVICES, OR ANY OTHER INDIRECT DAMAGES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE EVEN IF THE POSSIBILITY THEREOF MAY BE KNOWN IN ADVANCE TO ONE OR MORE PARTIES.

- (c) NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, ANY LIABILITY OF DEPOSITOR (INCLUDING ITS AFFILIATES) TO A BENEFICIARY IS SUBJECT TO THE LIMITATION OF LIABILITY PROVISIONS SET FORTH IN THE LICENSE AGREEMENT.

11. General.

- (a) Incorporation of Work Requests. All authorized Work Requests are incorporated into this Agreement and are subject to its terms and conditions.
- (b) Purchase Orders. In the event that the Depositor or paying party issues a purchase order or other instrument used to pay Service Fees to Iron Mountain, any terms and conditions set forth in the purchase order which constitute terms and conditions which are in addition to those set forth in this Agreement or which establish conflicting terms and conditions to those set forth in this Agreement are expressly rejected by Iron Mountain.
- (c) Right to Make Copies. Iron Mountain shall have the right to make copies of all Deposit Material as reasonably necessary to perform the Services. Iron Mountain shall copy all copyright, nondisclosure, and other proprietary notices and titles contained on Deposit Material onto any copies made by Iron Mountain. Any copying expenses incurred by Iron Mountain as a result of a Work Request to copy will be borne by the Depositor or party requesting the copies. Iron Mountain may request Depositor's reasonable cooperation in promptly copying Deposit Material in order for Iron Mountain to perform this Agreement. Iron Mountain shall maintain an accurate and up to date list of the number of copies and the location of same and shall promptly produce that list to Depositor upon its reasonable written request.
- (d) Choice of Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the Commonwealth of Massachusetts, United States of America, as if performed wholly within the state and without giving effect to the principles of conflicts of laws.
- (e) Authorized Person(s). Depositor must authorize and designate one or more persons in writing whose actions will legally bind such party ("Authorized Person(s)" who shall be identified in the Authorized Person(s) Notices Table of this Agreement) and who may manage the Iron Mountain escrow account through the Iron Mountain Website or written instruction. The Depositor will maintain the accuracy of their name and contact information provided to Iron Mountain during the term of this Agreement.
- (f) Right to Rely on Instructions. Iron Mountain may act in reliance upon any instruction, instrument, or signature reasonably believed by Iron Mountain to be genuine and from an Authorized Person(s), officer, or other employee of a Party. Iron Mountain may assume that such representative of a Party to this Agreement who gives any written notice, request, or instruction has the authority to do so. Iron Mountain will not be required to inquire into the truth or evaluate the merit of any statement or representation contained in any notice or document reasonably believed to be from such representative. With respect to release and destruction of Deposit Materials, Iron Mountain shall rely on an Authorized Person(s) in accordance with the terms herein.
- (g) Force Majeure. No Party shall be liable for any delay or failure in performance due to events outside the defaulting Party's reasonable control, including without limitation acts of God, earthquake, labor disputes, shortages of supplies, riots, war, acts of terrorism, fire, epidemics, or delays of common carriers or other circumstances beyond its reasonable control. The obligations and rights of the excused Party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay. Notwithstanding anything to the contrary herein, Iron's Mountain's obligations shall only be excused in connection with a force majeure event if it took all reasonable precautions with respect to the possibility of such event.
- (h) Notices. All notices regarding release shall be sent by commercial express mail or other commercially appropriate means that provide prompt delivery and require proof of delivery. All other correspondence, including invoices, payments, and other documents and communications, may be sent electronically or via regular mail. Notices to Beneficiaries of Depositor under this Agreement shall be provided to such addresses as Depositor shall provide Iron Mountain. It shall be the responsibility of the Depositor and Iron Mountain to notify each other as provided in this Section in the event of a change of physical or e-mail addresses. For avoidance of doubt, Iron Mountain shall only accept contact data for Beneficiaries from Depositor. Iron Mountain and Depositor shall have the right to rely on the last known address provided by the other Party. Any correctly addressed notice or last known address that is relied on herein that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by electronic mail, the postal authorities by mail, through messenger or commercial express delivery services.
- (i) No Waiver. No waiver of rights under this Agreement by any Party shall constitute a subsequent waiver of this or any other right under this Agreement.
- (j) Assignment. No assignment of this Agreement by Depositor or any rights or obligations of Depositor under this Agreement is permitted without the written consent of Iron Mountain, which shall not be unreasonably withheld,

conditioned or delayed. Notwithstanding the foregoing, Depositor may assign and transfer this Agreement to a purchaser of all of the stock of the Depositor, a purchaser of all or substantially all of the assets of Depositor, or an acquirer of a controlling interest in Depositor by merger, plan of arrangement or otherwise, without obtaining consent of Iron Mountain, but Depositor shall notify Iron Mountain in writing of such assignment and transfer. Iron Mountain shall have no obligation in performing this Agreement to recognize any successor or assign of Depositor or Beneficiary unless Iron Mountain receives clear, authoritative and conclusive written evidence of the change of parties.

- (k) **Severability.** In the event any of the terms of this Agreement become or are declared to be illegal or otherwise unenforceable by any court of competent jurisdiction, such term(s) shall be null and void and shall be deemed deleted from this Agreement. All remaining terms of this Agreement shall remain in full force and effect. If this paragraph becomes applicable and, as a result, the value of this Agreement is materially impaired for either Party, as determined by such Party in its sole discretion, then the affected Party may terminate this Agreement by notice to the other.
- (l) **Independent Contractor Relationship.** Depositor understands, acknowledges, and agrees that Iron Mountain's relationship with Depositor will be that of an independent contractor and that nothing in this Agreement is intended to or should be construed to create a partnership, joint venture, or employment relationship.
- (n) **No Agency.** No Party has the right or authority to, and shall not, assume or create any obligation of any nature whatsoever on behalf of the other Party or bind the other Party in any respect whatsoever.
- (o) **Regulations.** All Parties are responsible for and warrant - to the extent of their individual actions or omissions - compliance with all applicable laws, rules and regulations, including but not limited to: customs laws; import; export and re-export laws; and government regulations of any country from or to which the Deposit Material may be delivered in accordance with the provisions of this Agreement.
- (p) **No Third Party Rights.** This Agreement is made solely for the benefit of enrolled Beneficiaries and the Parties to this Agreement and their respective permitted successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement unless otherwise agreed to in writing by the Parties hereto. Enrolled Beneficiaries shall be considered intended third-party beneficiaries of this Agreement and may claim under this Agreement, and shall be bound by all terms and conditions including but not limited to the Limitation of Liability and Consequential Damages Waiver herein.
- (q) **Entire Agreement.** The Parties agree that this Agreement, which includes all the Exhibits attached hereto and all valid Work Requests submitted by the Parties, is the complete agreement between the Parties hereto concerning the subject matter of this Agreement and replaces any prior or contemporaneous oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties, expressed or implied, which are not specified herein. Each of the Parties herein represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized and signed by a person who meets statutory or other binding approval to sign on behalf of its business organization as named in this Agreement. This Agreement may only be modified by mutual written agreement of the Parties.
- (r) **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- (s) **Survival.** Sections 6 (Term and Termination), 7 (General Indemnity), 8 (Warranties), 9 (Confidential Information), 10 (Limitation of Liability) and 11 (General) of this Agreement shall survive termination of this Agreement or any Exhibit attached hereto.

**DEPOSITOR**

SIGNATURE:	<i>Brad Steiner</i>
PRINT NAME:	Brad Steiner
TITLE:	VP and Deputy General Counsel
DATE:	May 20, 2008
EMAIL ADDRESS:	brad.steiner@imc.com

**IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.**

SIGNATURE:	<i>John F. McLaughlin Jr.</i>
PRINT NAME:	John F. McLaughlin Jr.
TITLE:	Manager, Quality Control
DATE:	5/29/08
EMAIL ADDRESS:	imcontracts@ironmountain.com

NOTE: AUTHORIZED PERSON NOTICES TABLE, BILLING CONTACT INFORMATION TABLE AND EXHIBITS FOLLOW



# Infor Cloud Disaster Recovery Overview

## Definitions

- I. **Recovery Time Objective:** The Recovery Time Objective (“RTO”) is the duration of time and a service level within which a [business process](#) must be restored after a disaster which is defined in the Hosting Services Handbook.
- II. **Recovery Point Objective:** The Recovery Point Objective (“RPO”) describes the acceptable amount of data loss measured in time and is the point in time to which data will be recovered which is defined in the Hosting Services Handbook.

## Responsibilities

**Customer:** The customer must maintain network connectivity that will allow interaction with the Infor provided environment. They are also required to provide a point of contact for communication with the Infor team throughout the recovery process.

**Infor:** Infor is responsible for fully recovering from the disaster and returning a functional environment that meets customer requirements (i.e., the same capabilities as was provided prior to the disaster).

## Declaration of Disaster

Customer will identify one person as the primary, and an additional person as a contingency, who may declare a disaster on behalf of Customer. The customer designated person(s) are listed as acting “Change Approvers”. The Customer designee will notify Infor that a disaster has occurred or Infor Managed Services may contact customer Change Approvers that a disaster has occurred and recommendation of restoration.

## Services Level Objectives

Customers enrolled in the Cloud Disaster Recovery program will have agreed upon RTO and RPO commitments defined in the Hosting Services Order Form. If the RTO and RPO are not defined, it is the standard configuration in use, which is a 24 hour RTO and RPO.

## Notification of Alerts

In the event of a disaster and there is a need for Disaster Recovery action, Infor Managed Services resources are alerted by our internal monitoring systems, [Amazon Web Services Health Dashboard](#) and AWS Management Console. An Infor CASE ticket will be opened, if not already initiated by the customer to track activity and management will be notified via escalation procedures defined in the Hosting Services Handbook.

## Disaster Recovery Approach

Infor Managed Services has identified three different methods for performing disaster recovery tests and performing recovery which cover the different methods of failure associated with the Amazon Web Services.

- I. **Geographical Failure:** Geographical failure would involve a specified zone within Amazon Web Services is experiencing issues associated with a failure of a datacenter on which the customer instances are running.

- II. Operating System Failure: Operating System Failure would involve a physical host on which the customer application instance is running.
- III. EBS Volume Failure: EBS Volume Failure would involve a volume or drive for a customer is either not existing or not reachable from the instance.

## Recovery Methods

Depending on the failure mode experienced, or the type of data to restore the recovery method can differ.

### Geographical Failure Recovery Method

In the event of a geographical failure all customer hosts defined within the AWS zone would be unreachable. In this this event, Infor Managed Services would take the most recent snapshot images from the Amazon Web Services S3 backplane and restore the instances, EBS volumes, security groups to another zone within that region US-EAST1 -> US-EAST2.

### Operating System Failure Recovery Method

In the event of an operating system failure all running instances would be stopped and started from the Amazon Web Services Console, when an instances is stopped, the affected physical failed hardware is returned to EC2, your EBS boot volumes (and other attached EBS volumes) are still preserved, though they are not tied to a physical or virtual server, but are still associated with the defined instance id. When the instance is started again, Amazon EC2 selects new hardware to run it on, attaches the EBS volume(s) and boots the instance. Things that change during the process include:

- I. New internal IP address
- II. New external IP address
- III. If an Elastic IP address was associated with the instance before it was stopped, it would need to be re-associated after the start. (Behavior differs with Amazon VPC instances.)
- IV. Any contents on the instance's former ephemeral storage are cleared

### Volume Failure Recovery Method

In the event of a volume failure would involve the associated volume is corrupted or data assigned to this volume needs to be restored. The process associated with a volume recovery would involve stopping the associated applications, removing the affected volume, attaching volume snapshot from Amazon S3 and restarting the instance.

- I. Create a new EBS volume
- II. Restore Snapshot of EBS volume

## Disaster Recovery Planning

Once a customer is selected or requested a Disaster Recovery Test, a meeting will be established between the customer Change Approvers and the Infor Managed Services staff to discuss timeline, readiness and overall process. This planning session will provide the customer with the different levels or recovery and the associated ramifications of different approaches. The session also prepares the customers internal team on the amount of validation required with performing the requested recovery option.

### Disaster Recovery Test

Infor Managed Services tests defined processes and procedure and updates annually. The results of the test are shared with the customers as well as procedures are updated to include any lessons learned for future tests. Tests are performed in two different request methods.

## **Customer Requested Annual Test**

Customers enrolled on the Cloud Disaster Recovery program have the option to perform one annual Disaster Recovery test.



## Shelley Gialluca

---

**From:** Shelley Gialluca  
**Sent:** Wednesday, September 23, 2015 2:01 PM  
**To:** Kevin Keimel; Jay Stacy  
**Cc:** Mike Maier  
**Subject:** ERP - Support Plan Proposed by Ciber Infor Brochure  
**Attachments:** [www.infor.com\\_content\\_brochures\\_xtreme-support-plan-features-en.pdf](#)

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, September 29, 2015 10:30 AM  
**Flag Status:** Flagged

FYI - We have been proposed [the Xtreme Premium Support Plan](#) (see attached and from the proposal below) just want to be sure this is satisfactory for the initial contract.

From the proposal pg. 113

Any bug fix or patches are released on an as-needed basis and are posted to the online support site.

Infor calculates response targets as the difference between the time an incident is appropriately logged into the Infor Xtreme Portal and the time of Infor's first value-added communication to Licensee.

For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within one (1) hour during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within two (2) business hours. A response target is not set for Severity E support incidents.

Infor customers who are covered by the Xtreme Elite support plan are provided a higher level of responsiveness. For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within thirty (30) minutes during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within one (1) business hour during scheduled business hours.

Business hours for Xtreme Support are generally Monday through Friday (excluding holidays) from 8 AM to 5 PM in Licensee's local time zone.

### **24x5 Critical Incident Support**

The Infor Xtreme Support plan covers 24x5 Critical Incident Support for most Component Systems. **Critical Incident Support** is defined as the delivery of support via telephone for Severity 1 (production down) situations, as defined in this document. When Licensee calls for technical assistance regarding a Severity 1 issue outside of Xtreme Support coverage hours or during locally observed holidays, the call will be routed to an open Infor Xtreme Support Center or to the on-call resource. Severity 1 incidents will be worked in accordance with Licensee's Xtreme Support plan terms, until the Component System(s) is operational, a commercially reasonable workaround is in place, or the incident severity can be lowered to Severity 2. Notwithstanding the foregoing, the Severity 1 Support incidents of Component Systems on an 8x5 Xtreme Support plan and all other

severity levels will be logged for response the next local business working day. 24x5 coverage begins at 12:00 AM Monday through 11:59 PM Friday local time in Licensee's time zone. For certain products Critical Incident Support is available only during standard Support hours.

Critical Incidents (Severity 1) that occur after standard Support hours must be reported by telephone. Critical Incident Support outside of standard Support hours may be delivered in English only and covers only the generally available, unmodified version of the Component System(s). Critical Incident Support requires access to Licensee's personnel and equipment both during and outside of standard Support hours.

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Thursday, September 10, 2015 3:02 PM  
**To:** Shelley Gialluca  
**Cc:** AnnDebra Diaz  
**Subject:** RE: Xtreme Support Plan  
**Importance:** High

Shelley,

There is not a separate agreement for Xtreme Support. In the zip file there are 5 Infor contractual documents that the City will need to finalize with Infor. You have some of these already but these are the five and they are bundled up for you in this zip file so they can be easily filed.

The Order form is where you indicate what level of support you agree to with Infor. There are three levels; Xtreme, Xtreme Premium and Xtreme Elite. We proposed Xtreme Premium and that is 24/7 365. That's the middle package and that is all you will ever need.

I think you have all of the 3<sup>rd</sup> part agreement documents. Just to be sure I am going to call each one and ask them if there is anything additional documentation required. I don't want any of them in the 11<sup>th</sup> hour introducing any additional documents. If you can give me until noon tomorrow I'll have this done.

Also, I want to schedule a meeting with you, and anyone else you want to include, to meet with Infor. The AE that was part of the sales cycle is no longer with Infor and I want to introduce you to the new AE that is located in Florida. I believe he is located in Tallahassee.

Mike

**From:** [Lang, Chris](#)  
**To:** [Shelley Gialluca](#); [Kevin Keimel](#)  
**Cc:** [Murrin, John P](#); [Dvoracek, Beth A](#); [Mike Maier](#); [Kirk Buffington](#); [Kevin Keimel](#)  
**Subject:** RE: SymPro - MHC  
**Date:** Friday, August 26, 2016 3:07:30 PM

---

Yes – the \$9600 will be billed through Ciber and should be included in our implementation services.

Chris

---

**Chris Lang**

Vice President of Sales

**Ciber – Infor Practice**

404.434.9026 | [clang@ciber.com](mailto:clang@ciber.com)

---

**From:** Shelley Gialluca [<mailto:SGialluca@fortlauderdale.gov>]  
**Sent:** Friday, August 26, 2016 2:25 PM  
**To:** Lang, Chris <[CLang@ciber.com](mailto:CLang@ciber.com)>; Kevin Keimel <[KKeimel@fortlauderdale.gov](mailto:KKeimel@fortlauderdale.gov)>  
**Cc:** Murrin, John P <[JMurrin@ciber.com](mailto:JMurrin@ciber.com)>; Dvoracek, Beth A <[BDvoracek@ciber.com](mailto:BDvoracek@ciber.com)>; Mike Maier <[MMaier@fortlauderdale.gov](mailto:MMaier@fortlauderdale.gov)>; Kirk Buffington <[KBuffington@fortlauderdale.gov](mailto:KBuffington@fortlauderdale.gov)>; Kevin Keimel <[KKeimel@fortlauderdale.gov](mailto:KKeimel@fortlauderdale.gov)>  
**Subject:** RE: SymPro - MHC

Hi Chris, I have one question, the \$9600 for the SymPro implementation charges should this be amount be shifted to Ciber Implementation Services charges?

Thanks

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** Shelley Gialluca  
**Sent:** Friday, August 26, 2016 7:42 AM  
**To:** 'Lang, Chris'; Kevin Keimel  
**Cc:** Murrin, John P; Dvoracek, Beth A; Mike Maier; Kirk Buffington; Kevin Keimel  
**Subject:** RE: SymPro - MHC

Great thank you !

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** Lang, Chris [<mailto:CLang@ciber.com>]

**Sent:** Thursday, August 25, 2016 5:09 PM  
**To:** Shelley Gialluca; Kevin Keimel  
**Cc:** Murrin, John P; Dvoracek, Beth A  
**Subject:** SymPro - MHC

Shelley / Kevin,

I have talked with both Sympro and MHC today. They are working to confirm the maintenance charges for their software as stated in the BAFO. I expect this to happen – as I have told them it has to happen.

For services:

We'll hold an agreement with Sympro for their services so you do not need a services agreement with them. It's understood that the \$10,000 for debt conversion will be absorbed by Ciber, not the City.

For MHC there is no need for a services agreement. Their installation/setup of the software is included in their software price.

I'll update you again once I connect with PatternStream.

Thanks –

Chris

---

**Chris Lang**

Vice President of Sales

**Ciber – Infor Practice**

404.434.9026 | [clang@ciber.com](mailto:clang@ciber.com)

## Shelley Gialluca

---

**From:** Shelley Gialluca  
**Sent:** Wednesday, September 23, 2015 2:01 PM  
**To:** Kevin Keimel; Jay Stacy  
**Cc:** Mike Maier  
**Subject:** ERP - Support Plan Proposed by Ciber Infor Brochure  
**Attachments:** [www.infor.com\\_content\\_brochures\\_xtreme-support-plan-features-en.pdf](#)

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, September 29, 2015 10:30 AM  
**Flag Status:** Flagged

FYI - We have been proposed [the Xtreme Premium Support Plan](#) (see attached and from the proposal below) just want to be sure this is satisfactory for the initial contract.

From the proposal pg. 113

Any bug fix or patches are released on an as-needed basis and are posted to the online support site.

Infor calculates response targets as the difference between the time an incident is appropriately logged into the Infor Xtreme Portal and the time of Infor's first value-added communication to Licensee.

For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within one (1) hour during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within two (2) business hours. A response target is not set for Severity E support incidents.

Infor customers who are covered by the Xtreme Elite support plan are provided a higher level of responsiveness. For Severity 1 incidents, Infor will make commercially reasonable efforts to respond within thirty (30) minutes during scheduled business hours; for Severity levels 2 to 4, Infor will make commercially reasonable efforts to respond within one (1) business hour during scheduled business hours.

Business hours for Xtreme Support are generally Monday through Friday (excluding holidays) from 8 AM to 5 PM in Licensee's local time zone.

### **24x5 Critical Incident Support**

The Infor Xtreme Support plan covers 24x5 Critical Incident Support for most Component Systems. **Critical Incident Support** is defined as the delivery of support via telephone for Severity 1 (production down) situations, as defined in this document. When Licensee calls for technical assistance regarding a Severity 1 issue outside of Xtreme Support coverage hours or during locally observed holidays, the call will be routed to an open Infor Xtreme Support Center or to the on-call resource. Severity 1 incidents will be worked in accordance with Licensee's Xtreme Support plan terms, until the Component System(s) is operational, a commercially reasonable workaround is in place, or the incident severity can be lowered to Severity 2. Notwithstanding the foregoing, the Severity 1 Support incidents of Component Systems on an 8x5 Xtreme Support plan and all other

severity levels will be logged for response the next local business working day. 24x5 coverage begins at 12:00 AM Monday through 11:59 PM Friday local time in Licensee's time zone. For certain products Critical Incident Support is available only during standard Support hours.

Critical Incidents (Severity 1) that occur after standard Support hours must be reported by telephone. Critical Incident Support outside of standard Support hours may be delivered in English only and covers only the generally available, unmodified version of the Component System(s). Critical Incident Support requires access to Licensee's personnel and equipment both during and outside of standard Support hours.

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Thursday, September 10, 2015 3:02 PM  
**To:** Shelley Gialluca  
**Cc:** AnnDebra Diaz  
**Subject:** RE: Xtreme Support Plan  
**Importance:** High

Shelley,

There is not a separate agreement for Xtreme Support. In the zip file there are 5 Infor contractual documents that the City will need to finalize with Infor. You have some of these already but these are the five and they are bundled up for you in this zip file so they can be easily filed.

The Order form is where you indicate what level of support you agree to with Infor. There are three levels; Xtreme, Xtreme Premium and Xtreme Elite. We proposed Xtreme Premium and that is 24/7 365. That's the middle package and that is all you will ever need.

I think you have all of the 3<sup>rd</sup> part agreement documents. Just to be sure I am going to call each one and ask them if there is anything additional documentation required. I don't want any of them in the 11<sup>th</sup> hour introducing any additional documents. If you can give me until noon tomorrow I'll have this done.

Also, I want to schedule a meeting with you, and anyone else you want to include, to meet with Infor. The AE that was part of the sales cycle is no longer with Infor and I want to introduce you to the new AE that is located in Florida. I believe he is located in Tallahassee.

Mike



# Infor Xtreme Support Plan Features



## Xtreme Support Plan Features

### Critical Solution Notification

We will proactively notify you when Solutions/Articles are available for critical issues. You may be required to pre-register in order to receive such notifications.

### Component System Updates and Feature Packs

You will have access to Component System enhancements, updated releases, documentation updates, and related release notes, which are provided by Infor to support customers in the normal course of its business.

### Component System Patches and Service Packs

You will have access to Component System patches and service packs, which are provided by Infor to support customers in the normal course of its business. These may include access to statutory and regulatory updates and any issue corrections.

### Unlimited Incidents

You are not limited to a certain number of incidents you may log with Infor.

### Continuous Online Support

The Xtreme Support portal is available to you 24x7 to log incidents, download products or patches, or find information within the knowledge base.

### Telephone Access

During your support plan coverage hours, you may contact our support team via phone.

## Plan Feature Comparison



See the full comparison between all three Infor Xtreme Support Plans on **page 3**.

### Remote Access

We can remotely access your system in order to help resolve complex issues or to provide a more timely response. You must fully authorize such access, provide the necessary connection, and be available to discuss the applicable support issue.

### Defined Incident Response

With Infor's defined incident response targets, you will know when we expect to respond to your support incident, based on incident severity, product, and the support plan you choose.

### Priority Incident Queuing

We will prioritize your support incidents based on severity.

### Critical Incident Support\*

Support for Severity 1 issues—after hours, 24x5.

### How to Assistance

We will help answer common procedural questions that you may have regarding your standard (unmodified) Infor Component Systems, which are covered by Support. These may relate to processes, product functionality, or product feature-related questions on generally available Component Systems. This assistance does not cover questions regarding installation/implementation—which must be addressed through Infor consulting services.



### **Access to Online Communities**

Communities are Infor's social networking tools that allow you to communicate with and ask questions of your peers, who may have the same Infor Component Systems, environment configuration, and industry challenges.

### **Recorded Briefings**

You will have access to recorded sessions featuring Infor support resources addressing common topics of interest. You can also request that Infor create Recorded Briefings on specific topics.

## **Xtreme Premium Support Plan Features**

Includes all of the above features of the Xtreme Support plan, plus the following:

### **Extended Critical Incident Support\***

Support for Severity 1 issues—after hours, 24x7.

### **Priority Plan Queuing**

We will prioritize your support incidents based on the support plan level within the severity.

### **Interactive Briefings**

We will offer WebEx delivered sessions where you will have the opportunity to interact and ask questions of support resources on particular topics of interest.

## **Xtreme Elite Support Plan Features**

Includes all of the above features of Xtreme Support and Xtreme Premium Support plans, plus the following:

### **Dedicated Customer Success Manager**

A Customer Success Manager (CSM) is assigned to you. The CSM interfaces with identified resources at both your company and at Infor to help ensure support issues are resolved.

### **Support Activity Reviews**

Regular review meetings with your assigned Customer Success Manager detailing your support incidents, including who logged each incident and a summary of all incidents opened and closed.

### **Early Adopter Program**

You will receive priority consideration to participate in Infor beta programs or early adopter programs if the timing fits, required effort is possible, and business and environment requirements are right, at Infor's sole discretion.

### **Access to Senior Level Support and Development Resources**

Where appropriate, your Customer Success Manager will coordinate meetings with senior Infor support and development resources.

### **Infor Education Incentives**

Elite customers to receive discount on Infor Campus Card.\*\*

### **Update Planning Assistance**

An Infor support resource and the assigned Customer Success Manager will conduct a pre-update planning call with you to discuss updates, review any known issues, and discuss any support considerations.


### **Special Events Support\***


You can request Support for all severity levels one weekend a year. You will be assigned a support resource dedicated to help with your support needs over the weekend. Two weeks' notice is required, and the resource is scheduled through the assigned Customer Success Manager. Special Events Support is for standard product only and delivered in English only. Special Events Support is not a substitute for consulting services when implementing Infor products. The Special Events Support must be used within the applicable annual Support period and does not carry over.





# Xtreme Support Plan Features

The following Xtreme Support explanations apply to all standard Xtreme Support plans Infor currently offers in the normal course of its business. All Xtreme Support features set forth below shall be provided in accordance with Infor's current policies and procedures.

 Updates	Xtreme	Xtreme Premium	Xtreme Elite
Critical Solution Notification	●	●	●
Component System Updates and Feature Packs	●	●	●
Component System Patches and Service Packs	●	●	●
Support Activity Reviews			●
Early Adopter Program			●

 Support	Xtreme	Xtreme Premium	Xtreme Elite
Unlimited Incidents	●	●	●
Continuous Online Support	●	●	●
Telephone Access	●	●	●
Remote Access	●	●	●
Dedicated Customer Success Manager			●
Access to Senior Level Support and Development Resources			●

 Responsiveness	Xtreme	Xtreme Premium	Xtreme Elite
Defined Incident Response	●	●	●
Priority Incident Queuing	●	●	●
Critical Incident Support*	●	●	●
Extended Critical Incident Support*		●	●
Priority Plan Queuing		●	●

 Knowledge Sharing	Xtreme	Xtreme Premium	Xtreme Elite
How-to Assistance	●	●	●
Online Communities	●	●	●
Recorded Briefings	●	●	●
Interactive Briefings		●	●
Infor Education Incentives**			●

 Resource Planning	Xtreme	Xtreme Premium	Xtreme Elite
Update Planning Assistance			●
Special Events Support*			●

\*not available for some products

\*\*as determined in Infor's sole discretion



641 Avenue of the Americas  
New York, NY 10011  
800-260-2640  
infor.com

Please note this list of questions may not be all inclusive and there could be additional questions presented for clarification purposes by the Committee.

- 1) **MCH Document express** - Document images are captured with indexes associated to Infor Lawson systems and then are immediately available for one click retrieval by authorized users via Infor Lawson screens or a standard web browser – Can this been done with Laserfiche Rio?

Ciber Response

Yes, integration with Laserfiche can be accomplished via configuration of Infor forms and calls to the LaserFiche API (SDK).

- 2) MCH - You have proposed MHC Document for Document Imaging and Attachments. The City is currently finalizing an agreement with MCCi for Laserfiche RIO, which will be hosted on premise. Have you interfaced, integrated or provided image enabling from your solution to documents which reside in Laserfiche Rio in the past?

Ciber Response

Yes. Ciber has developed configurations for clients to be able to view external attachments and images such as Invoices, Purchase Orders, Job Applications, Resumes, etc. from Laserfiche RIO and other such systems.

- 3) **Ciber Inc. Infor Lawson ERP and Infor Public Sector** -is this needed for the optional modules or only Infor Lawson ERP application Suite?

Ciber Response

Ciber Inc. Infor Lawson ERP and Infor Public Sector represent everything that was proposed in the services and software costs. This is a generic name for our solution.

- 4) In the proposal for Special conditions, you comply with the contract period, but your response to 5.2 Vendor Hosting Form, question 11 states “Most of our clients choose a 3 year term, but we are open to 5 years if that is more desirable. We have included a 3 year term in the proposed costs.” Do the costs on the pricing forms depict a 3 year term not the ten year term as requested? Could you please elaborate on this?

Ciber Response

Ciber’s cost proposal was for an on premise solution. Ciber has the ability to host but decided to include pricing for on premise. We included information around a hosting solution for informational purposes. Our typical hosting contract term is 3 years. We should have indicated this was an on premise estimate on the Vendor Checklist tab of Exhibit G. We apologize for the confusion.

- 5) You comply with Invoices/Payments special conditions however your signature page indicates net 30. Could you please explain this?

Ciber Response

Ciber will comply with the Invoices/Payments special conditions.

- 6) Ciber Company Background form, question 23, the response does not go with the question, would you like to clarify this?

Ciber Response

Lease or lease/purchase would be available form a third party only.

- 7) Infor, Company Background, response to question 12 – it is stated that Infor policy precludes the provision of specific product and client base numbers by location or version? Can you elaborate on this?

Ciber Response

Infor Lawson has over 4,000 customers worldwide with over a 100 located in the State of Florida, 3 are currently running on Lawson Version 10

- 8) Are you proposing a hosted or on premise solution? Do you have any references using the off premise Hosted solution?

Ciber Response

Ciber proposed an on premise solution. Ciber does have hosted clients that we do use as references. Roanoke County, VA is a hosted client that serves as a reference when we propose hosted solutions.

- 9) Close Management and Reconciliation Management (Recommended) on page 60, states it is recommended, is this not included in the proposed solution and pricing? (e.g., Mobile Financials and Assets?)

Ciber Response

Close Management and Reconciliation Management are included in our proposed solution and our associated pricing. Infor Mobile applications are available in the Apple App Store and Google iPlay for free, requiring only configuration to access the City's data. Therefore, all mobile applications, including Financials and Assets, are available to the City.

- 10) Reference the question, Bandwidth required per module per user and your response: The City will access the private cloud environment via a site-to-site VPN so there will be no impact to the City's network and bandwidth. Can you elaborate on your response above?

Ciber Response

Bandwidth per user is a difficult question to answer, because it depends on what the users are doing. Obviously users running reports or viewing screens that have large summaries of data on them are going to require more bandwidth than users that are performing heads-down data entry on a single screen. Concurrency is also a factor, because users only use bandwidth while they are executing transactions or navigating to new screens. Per user numbers are less important than overall bandwidth usage because overall use tends to average things out. The Cloud Operations team has benchmarked a few of their larger Infor Lawson customers, and has not seen bandwidth peak any higher than about 5 Mbps. For Public Sector clients, if they dedicate bandwidth between 2Mbps and 5Mbps to the Infor Lawson applications, they should be safe. Fortunately, bandwidth is relatively inexpensive in most locations and can be easily adjusted if needed. Another aspect to consider related to bandwidth is interface traffic, where large file uploads and downloads can benefit from increased bandwidth.

- 11) It is noted that the Vendor Forms contained within your proposal are not identical from the forms that were available on BidSync for Download for the City's RFP? Where did you obtain the Vendor Forms (Exhibit I)?

Ciber Response

The forms we supplied in error came from a similar Plante & Moran assisted proposal that Ciber was completing for a different state and local pursuit at the same time as the City of Ft. Lauderdale. The forms were similar and Ciber inadvertently cross referenced the forms in our response development. Ciber sincerely apologize for the confusion.

- 12) Your proposal references 'Frederick' Resources in several areas, please explain what this is?

Ciber Response

"Frederick" was a reference from a prior proposal and should have replaced with Ft Lauderdale during the final edit of the proposal. We sincerely apologize for this oversight.

- 13) What version of SQL Server are you proposing for your proposed solution version? When is the next version release planned for? What version of SQL Server?

Ciber Response

Infor would provision SQL Server 2012, and that will be the standard through the lifecycle of this version of the applications.

- 14) Is Ming.le part of the solution you are proposing for the portal? Expense Management and Mobile Device support?

Ciber Response

Yes, Infor Ming.le, our collaboration tool can be used as a portal to access all Infor and non-Infor applications via Single Sign-On. We have included pricing for Expense Management. Infor Mobile applications are available in the Apple App Store and Google iPlay for free, requiring only configuration to access the City's data. Therefore, all mobile applications are included in our bid.

- 15) Faxing and posting to the web faxing PO's. Is Hardware required? Optional workflow for approvals - is this included in the solution? What Workflows does this statement refer to? Purchase requisition/ purchase order approvals? Other workflows throughout the system? Please elaborate on this.

Ciber Response

We are not clear to which requirement this question refers. However, Infor Purchasing supports the ability to fax purchase orders, assuming the City has the hardware and infrastructure to support this capability. Purchase Orders are automatically available to vendors via self-service, where they can print a PDF version when needed. We deliver workflow templates for requisitions and purchase orders which are configured during implementation to meet City requirements. There are many workflow templates throughout the application that can be configured as part of implementation or by the City as needed on an ongoing basis.

- 16) The RFP indicates that the City has applications we wish to maintain, the Ciber team knows how to integrate these applications with your core Infor ERP system. The result will be dramatic improvements in efficiency and productivity. In addition, the Infor Lawson solution is scalable and flexible, one that can grow and evolve as the City needs grow and evolve. Have you interfaced similar applications or any of those listed in our RFP for other agencies?

Ciber Response

Yes, Ciber has integrated with many of the applications listed by the City, including Kronos, NeoGov, and SunGard solutions.

- 17) Page 60, 68, 69 – Reconciliation Management, Project Accounting Analytics, Financial Management Analytics' Ciber Gems, Close Management Infor Notifications—are items that appear to satisfy much of our requirements but are stated as (Recommended). Are these not included as part of the solution in your proposal and pricing? Is Microsoft Add-ins, Drill Around included? How many user licenses are being proposed per Module?

**City of Fort Lauderdale**  
**RFP 742-11378 Enterprise Resource Planning (ERP) System and Professional Services**  
**Ciber Inc. Proposal Questions**

Ciber response

We have included the following as part of our proposed solution: Infor Lawson Close & Reconciliation Management (10 users), Infor Financial and Project analytics (20 users), and Microsoft Office Add-Ins (25 users). Infor Smart Notifications are included in our Infor Business Intelligence suite and are therefore included in our solution for the City.

- 18) Infor's innovative Intelligent Open Network (ION) - is this included in the proposed solution and pricing?

Ciber Response

Yes, Infor ION is included in our proposed solution and pricing.

- 19) Do your responses to the specifications include any products that are not proposed as part of your solution? Such as Dashboards, others?

Ciber Response

All the products required for the solution have been included.

- 20) Cash Receipting and equipment is quoted at quantity one, would the pricing be the same if the City requires more?

Ciber Response

Yes, the software cost remains the same. The city will be responsible for additional hardware.

- 21) Is Infor Extreme Support Plan available for on premise or hosted only pg. 116?

Ciber Response

Yes, Infor Extreme support is available for on premise support.

- 22) Smart Notification pg. 145 - Is this included as part of the solution and pricing?

Ciber Response

Yes, Infor Smart Notifications are included in our Infor Business Intelligence suite and are therefore included in our solution for the City.

- 23) The complete Business Intelligence Suite Solution, Inform Portal – Is this included in the solution and pricing?

City of Fort Lauderdale  
RFP 742-11378 Enterprise Resource Planning (ERP) System and Professional Services  
Ciber Inc. Proposal Questions

Ciber Response

Yes, Infor Business Intelligence and Ming.le are included in our solution and associated pricing for the City.

- 24) How many user licenses are being proposed for each core module? Optional Modules? Please indicate which are concurrent, named users, other. What modules and licenses utilize Amazon EC2 Compute units? Is there an additional cost for this or is this included in your pricing?

Ciber Response

None of our solution licenses use Amazon EC2 compute units.

- 25) Is the redesign of chart of accounts for the City included as part of the service offering/pricing?

Ciber Response

The design of your chart of accounts will be one of the most important decisions that City will have to make during the course of your implementation. This redesign is included in our service offering price. Ciber will conduct a Chart of Accounts Workshop early in the design phase of the implementation. This is part of Ciber's standard service offering.

- 26) Is there a charge for the online learning Suite? What is the cost per user or site license?

Ciber Response

The online learning suite is an annual subscription based on the number of users. Since this was excluded from our pricing, Infor will offer this solution at no cost for one year.

- 27) Tab 8 - Are you proposing the Cloud hosted Model or on Premise Model? Are all modules core/optional Cloud hosted? Are any of them on premise? What desktop software is needed? There seems to be a lot of conflicting information as to whether the solution is hosted or on premise. Please clarify.

Ciber Response

Ciber is proposing an on premise model as our primary offering. However, we are fully capable of supporting cloud hosting and Managed Services as we currently do for many clients. The only desktop software required is a browser

- 28) Tab 11 - Go Live and Post production Support, Time and Material basis for post cutover, additional information will be delivered on this offering as requested – Please provide the additional information on the above noted offering. What is currently included for post cutover support?



Ciber Response

We have included 40 days of post go live support in each phase.

- 29) Ongoing support staff – if you are proposing a hosted solution what tasks are required for the resources listed? Will our DBA be backing up the hosted system? This is not clear in the proposal.

Ciber Response

An on premise is our primary offering. If we provide a hosted solution, Ciber would provide resources such as DBA for database admin and backup activities in a hosted environment.

- 30) Question 11 Software updates and Distribution – if hosted why would we be applying updates and release patches? Please note, the City does not utilize SUS, as this was not included in our questionnaire.

Ciber Response

If Ciber provides a hosted solution, Ciber would apply the patches and updates. Furthermore, if the City has an on premise solution, Ciber can still be retained to provide system maintenance and managed services

- 31) Vendor Hosted Option Section 5 – Responses to several of the questions were not answered or items provided. If you are proposing a hosted option, these questions should be answered and are only optional if you are NOT proposing a hosted option. Please clarify if you are proposing a hosted solution. If you are, you must provide responses to these questions.

Ciber Response

Ciber is proposing an on premise solution.

- 32) Vendor Hosting Form Exhibit I – Your form does not match ours, could you provide response to those questions that are in our Exhibit?

Ciber Response

Ciber proposed an on premise solution. Our Exhibit I has been submitted with this response.

33) Vendor forms - Project Management Approach Form - please answer question 4.

Ciber Response

Ciber's data migration strategy centers on repeatability. Over the course of an ERP implementation, master data as well as transactional data will require many conversions for validation, testing, training, and finally, production cutover. During data conversion and implementation, Ciber will utilize strict backup disciplines to ensure data integrity and preservation at each iteration.

34) Hardware, Software and Storage Design and Installation (section 6.3) – Your response beginning on page 142 is confusing and seems to conflict with a hosted solution being proposed. Can you please provide an explanation for this?

Ciber Response

Ciber's primary offering is an on premise solution. Ciber can provide hosting and managed services if the City desires.

35) Data Conversion 6.4, Last paragraph - "... Data mapping will be a joint activity and responsibility. Ciber consultants will help the City identify problem areas within the legacy system data; however, the City should complete this work prior to the implementation to save time and money" Can you please elaborate on this statement?

Ciber Response

Ciber typically recommends that clients get a head start on data cleansing activities if possible. Depending upon factors such as data quality and the amount of historical data being converted to the ERP, some example areas to focus on could be the Item Master, open Purchase Orders, HR (personnel action) History, General Ledger transactions, etc.

36) Report Development (Section 6.5) - Are all the items described included in the proposed solution including pricing?

Ciber Response

Yes, all of the report development tools are included.

37) Integration and Interfaces (Section 6.6) – Please provide an answer to: Have you ever interfaced with Granicus Legistar, NeoGov, SunGard's OneSolution Community Development Module, Kronos Time and Attendance Modules, or others?

Ciber Response

Yes, Ciber has integrated with many of the applications listed by the City, including Kronos, NeoGov, and SunGard solutions. Most state and local enterprises use these applications.

- 38) Performance Testing / Network testing - and bandwidth being consumed. Could you please elaborate on this statement as well as: "Ciber will license the IBM Product for the time period that is required to execute performance tests..." What IBM Product are you referring to and can you elaborate on this?

Ciber Response

Ciber has used the IBM Rational product to measure system performance. We can also use other available products if the City has a preference.

- 39) Staffing forms and ongoing support services Form also does not match the City's form. Question 5, figure 8.1 – Please elaborate and clarify why the identified City staff and skills are required for an off premise, hosted solution

Ciber Response

This would depend upon the associated managed services which accompany the hosting, but Ciber would typically provide system administration resources in a hosted environment. The City would want to have an assigned security administrator for granting access to the system to City resources.

- 40) The City's question 6 (your question 8) for Ongoing Support Services - Do you need remote access to the server to support/maintain it? If yes, describe the method(s) and security used. Could you please elaborate on this if you are in fact proposing a hosted solution?

Ciber Response

For on premise solutions, we typically request VPN access to the application servers.

- 41) Software updates and Distribution - Non matching forms/questions not all have been answered. Could you please provide the missing responses to our questions on our forms?

Ciber Response

This form has been completed and has been submitted with our response to this questionnaire.

- 42) If you are proposing a hosted solution could you please provide a copy of the vendor hosted agreement/information?

Ciber Response

Ciber is proposing an on premise solution.

- 43) If you are proposing a hosted solution can you please provide a copy of your Independent Service Auditor's Opinion Letter from your most recent SSAE 16 audit?

Ciber Response

Ciber is proposing an on premise solution.

- 44) What applications described in your proposal are NOT included in the solution and pricing proposed?

Ciber Response

All applications described in Ciber's proposal are included in the overall solution and pricing. On the Application Software tab of Exhibit G, there are modules listed below the line as optional. There is a footnote that indicates that these are required modules and the pricing is included in the section above as required. The reason they appear below the line is that Exhibit G was locked and we could not add any additional lines to the exhibit.

- 45) Can you provide local government or other references using the vendor hosted option of the solution similar to that you are proposing to the City?

Ciber Response

Ciber proposed an on premise solution. We do have hosted customers that are references. County of Roanoke, Virginia is a hosted customer that routinely serves as a reference.

- 46) After a new version release of the products proposed, what is the customary time period that the previous versions are supported?

Ciber Response

For Infor on-premises solutions, Infor's support policy is to provide technical support for all Infor applications for which customers have active annual maintenance contracts. Technical support is provided to you in a number of ways, including: Direct interaction with support specialists, Software updates, On-line services for incident management, On-line access to solution knowledge bases. Infor's product maintenance policy ensures that product quality is continually improved for an extended period of time. During the first three years (e.g. 2012 through 2014) of software release, Infor will provide software fixes on a regular basis, ranging from monthly in the first year to quarterly in the third year. After three years, any identified software defects will be addressed and provided on an as-needed basis. All active customers are eligible to upgrade

to enhanced software releases, which are typically provided every 12-18 months. In a Cloud environment, Infor is responsible for versions, which would be rolled out in a set rollout time frame for the new versions.

- 47) Many of the City's core functions are dependent on a successful ERP. Please explain how your company will deal with incorporating the necessary business changes that the City will surely need as our business needs change over the next ten years

Ciber Response

The software we are proposing is highly flexible and configurable; Ciber assists many clients in re-evaluating configuration during upgrade the upgrade process and at other times in the system's lifecycle. We utilize our Business Process Calibration (described in our proposal) approach to understand changing needs and effect appropriate reconfigurations due to mandates, organizational changes and other events.

- 48) You state that you have one of the highest client satisfaction ratings in the industry - what sets you apart from others?

Ciber Response

Ciber uses our best-practices methodology to verify that client satisfaction is excellent, problems are addressed quickly, and service level requirements are met. Metrics, measurements, and indicators are tracked, trended, and reported appropriate for the situation. Client satisfaction is measured regularly at agreed to intervals.

Over the years, clients have lauded Ciber's performance with public awards, such as *Vendor of the Year* certifications and *Preferred Quality Award*. Additionally, third-party client satisfaction surveys continually show that more than 90% of our clients would return to Ciber for additional services, and would recommend Ciber to colleagues.

- 49) It appears that you have a relatively low number of Local Government installations. Is this a new area for your company? If yes, what have you found to be the primary differences between local government and other installations that you have done and why do you feel that you would be successful with a complex system like the City of Fort Lauderdale's.

Ciber Response

Overall, Ciber has hundreds of government customers for all major ERP products, custom development, staffing, and other technical services. We have been working with State and Local government for more than 30 years. Just this month, January 2015 we successfully completed a large, complex implementation for a large Midwestern county. In prior years we have completed several large cities, school districts and even a state ERP implementation. Some of

the differences in government implementations include unanticipated mandates, changes in regulatory requirements, and changes in organization and administration. While perhaps more visible in the public sector; similar changes occur in the private sector as well.

- 50) Have you ever implemented a government ERP solution with the number of modules and complexities of the City of Fort Lauderdale? If yes, please provide the City and the modules/suites implemented.

Ciber Response

Ciber can provide a hosted solution. With a hosted solution Ciber would apply the patches and updates. Furthermore, if the city has an on premise solution, Ciber can still be retained to provide system maintenance and managed services

- 51) How will you assure the work and timeliness of your subcontractors? Will you be responsible for their performance?

Ciber Response

Ciber and Infor routinely work with our third party partners. Ciber will manage our proposed third party partners throughout the implementation. Our partners are regarded as an extension of Ciber and the project team. They will follow our IMPACT methodology and project management approach.

- 52) Have you worked with each of the proposed subcontractors for this project on prior projects? Please describe your experience and the timeline for the projects.

Ciber Response

Yes, Ciber has worked with all of these firms on prior projects. These companies are familiar with the Infor products and Ciber's methodology. They all provide the necessary products and services to achieve their respective portion of the implementation at the appropriate time in the project.

- 53) What are the advantages of not having every module?

Ciber Response

Having all modules provides a very complete solution. However, some clients may prefer point solutions for particular functionality. Ciber has integrated with virtually all industry products

City of Fort Lauderdale  
RFP 742-11378 Enterprise Resource Planning (ERP) System and Professional Services  
Ciber Inc. Proposal Questions

In reference to the RFP 742-1137809 - Part I – Introduction/Information, Item 09. PROPOSAL COSTS indicates that pricing submitted should be firm for a minimum of one hundred fifty (150) working days from the date of the RFP opening. This date would be March 20, 2015.

Would you kindly extend your response, including proposed prices, until the city has successfully awarded and negotiated a contract with the successful vendor? Please indicate your approval by signing below and returning with your responses to the clarification questions.

Are you able to comply with this request?

☒ YES ☐ NO

Approval of extension of response, including prices



February 2, 2015

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

\_\_\_\_\_  
Date

ERP PROPOSER'S DEMONSTRATION DEBRIEF MEETING APRIL 17, 2015 &  
FOLLOW-UP ON-SITE DEMONSTRATIONS MAY 1, 2015  
CIBER (INFOR) OPEN QUESTIONS FROM COMMITTEE AND STAFF

## CIBER (INFOR) DEMO

1. To what extent will the Infor product specialists be involved in the design, implementation and support tasks during and after implementation?

### Response

Ciber and Infor have proposed a joint team of implementation consultants responsible for the design, implementation and support during and after the implementation. The Infor product specialists will be available, as necessary, to provide support to the combined Ciber-Infor team during the implementation. Ciber is a Premier Alliance Partner, with Infor, our partnership is collaborative across our organizations and with our clients

2. Please elaborate on how support will be handled during implementation and after? Are there two separate support teams?

### Response

There will be one support team which will be Infor's Extreme Support. Ciber will be responsible for the installation, system configuration and implementation for the City. Ciber will start to leverage the Extreme Support from day 1. During the implementation, Ciber will coordinate all support events with Infor as the appropriate City staff observe and become trained in the support process so that they can leverage Extreme Support once the implementation is complete.

3. If the City requires custom reports, will they be able to create these in-house? If not, what process will be used to request them and what cost methodology would be applied?

### Response

Ciber has hours included in the implementation estimate to address custom reporting requirements to meet the City's needs. Ciber will work with City team members to transfer knowledge and capability to utilize the reporting tool sets used to develop custom reports after the implementation is complete. In addition, Ciber has a library of reports that we have developed for other clients that we will provide to the City. If the City requires assistance post go live, we will work with you to develop report designs and assist with the development if necessary. Ciber will contract with the City at the rates that are included in our submitted Best and Final Offer Proposal Signature Page.



4. For specialized custom reports required during implementation, would the City need to procure services from Ciber or Infor? What about after implementation is completed? Would custom report development services be charged on a per hour basis?

Response

Ciber has hours built into our implementation estimate to accommodate requirements for specialized custom reports. Ciber will train City personnel in the use of the tool sets that will be available for developing custom reports. If the City requires additional support Ciber can contract with the City at the rates that were submitted in our Best and Final Offer Proposal Signature Page.

5. Online Customer Portal – Which bills / invoices can the public submit payment for on this site? Will customers be able to submit payments bills/invoices generate in other systems that may be interfaced (or not) such as Cayenta Utility Billing, or others as identified on Exhibit E – FAMIS application Data Flow, of the RFP?

Response

The proposed solution includes a full featured customer portal within the Hansen Public Sector module. Information on bill and invoice payments it supports is included below. The proposed cashiering solution (PCI) is able to receive payments for any receivable type, and apply that to the appropriate modules where the receivable was initiated, however it does not provide invoice or bill presentation online. Additional optional components could be explored to fulfill this requirement.

Infor Public Sector (Hansen) CDR is an enterprise solution for managing the operations of government. Pioneering a citizen-centric data model that provides a 360-degree view of a citizen's transactions across the entire government enterprise, IPS CDR's integrated data model of business applications, government best practices, and leading performance indicators, make it easy to capture and maintain permitting, code enforcement, and licensing fees with its fee library solution.

The fee library (Fee Management) solution is available in each IPS CDR module (Planning, Project, Permits, Use Permits, Code Enforcement, License, Trade License and Customer Service) and allows agencies to define fee types for those modules. The fee library solution also includes an intuitive grandfathering tool to ensure that fees are calculated correctly without losing historical data. Moreover, the solution provides built-in functionality for automatically establishing and using deposit accounts to pay review and inspection fees.

IPS CDR can integrate directly with your 3rd party payment processor currently in place for credit card online fee payments. In order to stay in compliance with PCI regulations, IPS does not store credit card information.

Via the Online Portal, when fees are due, contractors and citizens can pay online using a credit card for fees required prior to issuance or renewal.

**infor** Licenses & Inspections

3 items in My Cart \$1,160.00 [Check Out](#) [Sign Out](#)

DynamicPORTAL HOME  
Business License HOME

**MY ACCOUNT**  
Modify Account  
Sign Out

**APPLY FOR A BUSINESS LICENSE**  
My Saved Applications  
Apply

**BUSINESS LICENSE**  
My Licenses

**REVIEWS**  
My Reviews

**INSPECTIONS**  
My Inspections

**PAY FEES**  
My Fees  
Checkout

**My Fees**  
Fees information associated with Michael Rivera

Search Criteria **Lookup Result (5)**

License #	Type	Description	Amount	Status	Actions
12-GEN1199	General Business License	Renewal Fee	\$1,256,020.00	Unpaid	Add to Cart
GEN2010-1200	General Business License	Renewal Fee	\$1,000.00	Unpaid	In the Cart
GEN2010-1201	General Business License	Renewal Fee	\$10.00	Unpaid	In the Cart
GEN2010-1202	General Business License	Renewal Fee	\$250,090.00	Unpaid	Add to Cart
GEN2012-1280	General Business License	Application Fee	\$150.00	Unpaid	In the Cart

To create a printable report of the search result [Click here](#)

**APPLY FOR APPLICATION ONLINE**

Portal Fee summary & selection screen

3 items in My Cart \$1,160.00 [Check Out](#) [Sign Out](#)

DynamicPORTAL HOME  
Business License HOME

**MY ACCOUNT**  
Modify Account  
Sign Out

**APPLY FOR A BUSINESS LICENSE**  
My Saved Applications  
Apply

**BUSINESS LICENSE**  
My Licenses

**REVIEWS**  
My Reviews

**INSPECTIONS**  
My Inspections

**PAY FEES**  
My Fees  
Checkout

**LOOKUP LICENSE**  
License Number  
Applicant  
Address

**Pay By Credit Card**  
Enter the card holder's name, address, zip, and the credit card number and expiration date.  
Click "Pay".

Subtotal: **\$1,160.00**

**Method of Payment (Select one)**  
☒ Pay By Credit Card(Visa or MasterCard)

**Credit Card Information**

Credit Card (Visa or MasterCard)

Card Type:\*

Card Holder's First Name:\*

Card Holder's Last Name:\*

Card Holder's Address:\*

Card Holder's City:

Card Holder's State:

Card Holder's Zip:\*

Card Holder's Country:

Card Number:\*

Card Security Code:\*

Expiration Date:\*  /

[Cancel](#) [Pay](#)

IPS Dynamic Portal Payment window

For applicants that are not using the online portal or paying in person, once fees have been generated as part of the natural progression of the application, IPS can automatically invoice the primary applicant. With the use of the IPS CDR Billing module, fees that remain unpaid can progress to a collection process. A **hold or lock** can be placed on the application, essentially freezing it in the status it is in thus preventing it from being approved and issued until all fees are paid. Liens can even be placed on the property, which can put a hold on any desired activity for that property and the contact listed. Below is a screenshot showing an accounts history of delinquency from the Manage Account page.

The screenshot displays the 'Manage Account' interface. At the top, there's a navigation bar with 'Manage Account' and a toolbar. Below this, the 'INFORMATION - ACCOUNT# 00291-10124-Own-000000' section shows customer details: Customer 'Jeff R Vondell', Last 4 '8888', Service Address '305 FOX CR Las Vegas NV 89107'. Financial summary on the right shows Current Balance \$0.00, Past Due Balance \$430.50, and Total Balance \$430.50.

The 'DELINQUENCY' section is active, showing 'Account Delinquency' with a table of delinquency entries. Below this is the 'Delinquency History (3 records)' table.

Bill Type	Current L...	Milestone	Delinquent...	Entry Am...	Entry Bala...	Entered Delin...	Milestone E...	Milestone D...	Extension...	Hold	Comments
Fox	Shut-off	Shut-off...	430.50	278.25	278.25	11/17/2010	1/4/2011	1/4/2011	0	N	

Below the delinquency history is the 'COLLECTIONS' section, showing 'Account Collections' with a table of collection entries. The table is currently empty, showing 'No information'.

IPS Delinquency History Page

Transactions									
<div> <div>Account # 00117</div> <div>Customer Mack Oliver</div> <div>Address</div> </div>									
Primary Summary									
Transactions (109 records)									
Transaction #	Designation	Type	Date	Amount	Bill #	Bill Type	Line Item	Adj Type	Service Charge
4879	Principal	Charge	3/20/2012 14:13	\$25.00					
4878	Principal	Charge	3/20/2012 14:13	\$150.00					
4909	Principal	Charge	8/17/2011 10:01	\$75.00	2195	BILL	Retrospection Fee		
4332	Principal	Payment	5/10/2011 08:32	-\$4.34	2006	BILL	Building Permits-ELEC-Permit Fee		
4331	Principal	Payment	5/10/2011 08:32	-\$10.66	1903	NONPRV	Business License-NONPRV-GIR Shop License Fee		
4330	Principal	Payment	5/10/2011 08:32	-\$5.00	1903	NONPRV	Business License-NONPRV-GIR Shop License Fee		
4329	Principal	Charge	5/10/2011 08:30	\$15.00	1903	NONPRV	Business License-NONPRV-GIR Shop License Fee		
4328	Principal	Charge	5/10/2011 07:27	\$15.00	1902	NONPRV	Business License-NONPRV-GIR Shop License Fee		
4323	Principal	Payment	4/13/2011 10:45	-\$25.00	2006	BILL	Building Permits-ELEC-Application Fee		
4322	Principal	Payment	4/13/2011 10:45	-\$150.00	2006	BILL	Building Permits-ELEC-Permit Fee		
4321	Principal	Charge	4/13/2011 10:44	\$25.00	2006	BILL	Building Permits-ELEC-Application Fee		
4320	Principal	Charge	4/13/2011 10:44	\$150.00	2006	BILL	Building Permits-ELEC-Permit Fee		
4063	Principal	Charge	3/29/2011 10:31	\$15,000.00	1852	NONPRV	Business License-NONPRV-Room Tax		
4044	Principal	Payment	3/20/2011 13:55	-\$60.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Slots License Fee		
4043	Penalty	Payment	3/20/2011 13:55	-\$21.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Slots License Fee		
4042	Penalty	Payment	3/20/2011 13:55	-\$105.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Slot Operator		
4041	Principal	Payment	3/20/2011 13:55	-\$300.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Slot Operator		
4040	Principal	Payment	3/20/2011 13:55	-\$3,000.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Roulette License		
4039	Penalty	Payment	3/20/2011 13:55	-\$1,200.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Roulette License		
4038	Penalty	Payment	3/20/2011 13:55	-\$70.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Other Games		
4037	Principal	Payment	3/20/2011 13:55	-\$200.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Other Games		
4036	Principal	Payment	3/20/2011 13:55	-\$600.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Keno License Fee		
4035	Penalty	Payment	3/20/2011 13:55	-\$210.00	1858	NONPRV	Business License-NONPRV-Non-Restricted Gaming-Keno License Fee		

IPS Transaction Summary sorted By Customer

**Fee Versioning**—The version of a fee type contains the rules for calculating its charge, including the effective date for those rules (used for grandfathering), a value, and a quantity. The version also provides a way to set minimum and maximum caps on the charge.

The value of a fee type is a dollar amount used to arrive at the final charge. It can be based on a decimal, a rate code, or a formula. Decimal-based values are for fee types that charge a fixed amount. Rate-code-based values allow standard fee types to use a rate code from the rate table solution (which will be discussed later on). Formula-based values are for highly complex fee types that are not well suited as either a decimal or a rate code.

The quantity of a fee type is the number of times the value should be charged. Quantity can either be based on a decimal or a formula.

The Application InfoViewer includes a Fees tab that provides employees with critical information about fees. It lists every fee currently on the application that is loaded into the InfoViewer, indicating whether those fees have been paid, whether they have been penalized, and so forth. It also shows application balances to provide an at-glance-

information that can answer the most common customer questions about fees. The InfoViewer lists all of the payments that have affected the fees on the application along with a **complete history of all transactions** that have been recorded for the application.

**STANDARD**

Fee Code: BUILDING

Fee Description: Building Plan Review

Fee Group: 20800

Destination Budget #: 123456.99999.999999.999999.9.000

Source Budget #:

Effective Date: 4/2/2013

Expire Date: //

Order #: 0

☒ Refundable

☐ Surcharge

☒ Waivable

☐ Use in Job Estimation

Payment Methods Allowed

☒ Cash

☒ Check

☒ Escrow

☒ Credit

☐ Debit

☐ Miscellaneous

Comments: Flat Fee

Description for DynamicPORTAL:

**VERSIONING**

Version Date Monitor:

Property:

Versions (3 records)										
	Effective Date	Value Type	Value	Quantity Type	Quantity	Use Minimum	Minimum	Use Maximum	Maximum	
	1/1/2013	Decimal	250	Decimal	1	No	\$0.00	No	\$0.00	
	1/1/2010	Decimal	150	Decimal	1	No	\$0.00	No	\$0.00	
	1/1/2007	Decimal	125	Decimal	1	No	\$0.00	No	\$0.00	

Page 1 of 1

#### IPS Fee Version History with Effective Dates

6. How and to what degree have you configured an interface with NeoGov? Please describe. If the City were to keep NeoGov, and not use Infor for applicant tracking, would it be possible for the applicant tracking/selected candidate data be imported into the Infor system? If so, please describe how that would happen. If not, please describe what the City would need to do in order to bring that data over to avoid duplicating efforts.

#### Response

Ciber has integrated with 3rd party recruiting and applicant systems including NeoGov in Public Sector at many government organizations. The integration typically includes outbound interfaces for job/position requisitions (when originating in Infor) and inbound applicant information to the Infor HR/Personnel system to automate the new hire process. In most of these cases we have used Infor Process Automation to develop

workflow that automatically route approvals and notifications as appropriate to departments and central HR/Benefits. In some circumstances Ciber has developed batch interface applications to accommodate the integration.

7. Briefly explain what module is used to track non-capital assets and how they are tracked.

Response

The Infor Lawson Asset Management module tracks non-capital assets. Every asset can be flagged as either depreciable or non-depreciable, but the module supports asset management and tracking regardless.

8. Where does the FLSA calculation functionality reside, payroll or Timekeeping?

Response

In the proposed solution, payroll and timekeeping are fully integrated within the suite. FLSA compliant functionality will automatically calculate overtime, weighted overtime, and check against minimum wages as a part of the payroll process, based on time records entered.

9. Please provide an example of the Bid Tabulation which the System produces.

Response

Embedded below is a sample of the bid tabulation sheet that is produced by Infor:



Sample bid  
tabulation.pdf

10. In your proposal, on page 50 of the PDF file, TAB 6 and page 60 Expense Management is described as being proposed, which clearly gives the impression that it meets the requirements of our RFP. In response to the clarification questions from the committee, your response of February 3, 2015 indicated that this module is being proposed and included in the pricing. However, during the demonstrations during the week of March 9<sup>th</sup>, it was stated on a couple of occasions that this module was not proposed as part of the proposed solution. Please clarify as to whether this requirement is or is not included.

Response

Infor Expense Management is included in the implementation scope and software pricing matrix.



11. Are there limitations to the use of or licenses proposed for Smart Office, Infor Notifications, and Microsoft Add-ins, Ming.le, Infor GIS, MHC products including the use of Microsoft Word, Excel analytic cubes, App Studio, and Outlook? As well as the number of integrations provided by the ION product?

Response

The license limitations are based on the number of licenses purchased and the type of license. There are two license types assigned to the modules that are proposed in BAFO pricing form. The two license types are "NU", for Named Users, and "CU", Concurrent Users.

12. During the Demo on Friday May 1, 2015, the use of Adobe FrameMaker for Pattern Stream use was demonstrated and discussed. There is no direct mention of needing FrameMaker in the Proposal and we are unable to confirm if this software is being proposed and priced due to pricing forms (Exhibit G) not listing the Module/product name on the Application Software tab. Is FrameMaker included, and if so how many user licenses are proposed?

Response

In our original cost proposal submission, PatternStream was listed as a single line item on the Other Software tab. They are also included in our BAFO. Adobe FrameMaker is included in the price of the software with one user license. Our experience indicates that one user license should be appropriate to meet the City's requirements.

13. Microsoft Add-ins for inbox - Does a user need a license for this functionality? Is this required for receiving notifications? Will notifications be received in their normal Outlook inbox if they do not have this license?

Response

Employees will not require any license to receive system generated notifications in the Microsoft Outlook inbox. Microsoft Add-ins is a licensed component of the software. That solution queries data from the ERP system and exports it into Excel, and provides the capability to upload data into the ERP system from Excel, with the appropriate security.

14. Will the city be able to create their own Database Views for reporting purposes or will this have to be accomplished by Ciber (or Infor) for a charge? Would this charge be based on an hourly rate?

Response

Ciber will train City personnel on how to create their own Database Views for reporting. The Infor Database Views are intended to be configurable by end users. Ciber's experience with our other Infor V10 customers is that they have not required additional services for creating Database Views. If the City would like for Ciber to assist we would agree on a number of consulting hours, based on the requirements, at the rate provided in our Best and Final Offer Signature Page for Consulting.

15. Can the pre-defined data fields available for reporting be modified by an internal administrator?

Response

Yes, Ciber will train a City Internal Administrator on how to change the pre-defined data fields that are available for reporting.

16. When is your solution planned to be certified and available in production for use of MS SQL2014?

Response

The proposed ERP solution is certified on MS SQL2014 as of May 1st 2015.

17. To what level is the system configurable to department level to accommodate different business rules?

Response

Infor Process Automation (IPA) can be used to drive standardization across the organization. However, there are always some instances where business rules vary from one department to another. IPA allows the organization to define an unlimited number of "branches" within a business process, which can be based on any field in the transaction. For example, the department charged on a requisition can determine the number of approvals required—large departments may require multiple approvals, while smaller departments only require one. Not only does IPA facilitate this type of flexibility, it also includes an easy-to-use, drag-and-drop configuration tool so that the City will be able to maintain these rules as they change over time.



18. Will cash registers have to close in a specific order or can registers be closed as needed?

Response

During the demonstration of the PCI cashiering application there was a miscommunication. Cash registers DO NOT need to be closed in any specific order. They can be closed as needed based on the City's priority.

19. It was unclear where and how applicants submitted employment applications in the system; could you please describe the application process?

Response

Candidates can use social media, resume parsing, or manual entry to create their candidate profile. The screen shots below show these options:

The screenshot displays the Infor website's online application process. At the top, the Infor logo is on the left, and a navigation menu with links for NEWS, PRODUCTS, INDUSTRIES, EVENTS, SUPPORT, SERVICES, and COMPANY is on the right. Below the navigation bar, there are links for Job Listings, Login, and Language. The main content area begins with a welcome message: "Welcome to our online application process! You can now:" followed by a list of actions: "Apply to desired positions", "Save position searches for later review", and "Create a profile".

**Step 1: Basic Information**

This step contains a form with the following fields: Email Address, First Name, Last Name, Password, and Confirm Password. Each field has a red asterisk indicating it is required. Below the form, there is a link: "Don't have an email address? [Create one here](#)".

**Step 2: Create Profile**

This step informs the user: "You can choose to create your profile from the following." and presents three options, each with a "Begin" button:

- Social Media:** Includes a radio button for "Yes, access my profile" and text stating "You will choose from one of these:" with icons for LinkedIn, Facebook, and Google+. A "Begin" button is at the bottom.
- Upload Resume:** Includes a radio button for "Use Resume Content" and text: "Use Microsoft Word, PDF, text, or HTML files. This content will then get populated to your profile." A "Begin" button is at the bottom.
- Enter Manually:** Includes a radio button for "Fill in content by hand" and text: "You will be able to attach documents to your profile, such as: a resume, cover letters, etc." A "Begin" button is at the bottom.




## All Job Listings

All | Recent | **Hot Jobs**

Sorting: <span>Date Posted</span>	Page Size: <span>10</span>	
<b>Technology Specialist</b> Location: US:NV:Las Vegas    Category: Elementary Education	Posted: 05/07/2015	Keyword: <input type="text"/>
<b>Cryo Systems Operations Technician</b> Location: US:CA:Livermore    Category: Aerospace and Defense	Posted: 05/05/2015	Location: <input type="text"/>
<b>L1116 / Dual Language Advanced Math Teacher</b> Location: US:FL:Hillsboro    Category:	Posted: 04/07/2015	Work Type: <input type="text"/>
<b>HRIS Analyst</b> Location: US:IL:Wheaton    Category:	Posted: 04/01/2015	Category: <input type="text"/>
<b>Assistant Director IT</b> Location: US:FL:Land O' Lakes    Category:	Posted: 03/26/2015	Jobs Posted From: <input type="text"/>
<b>Senior Grant Manager</b> Location: US:WA:Tacoma    Category: Executive and Management	Posted: 03/12/2015	Job ID: <input type="text"/>
<b>Senior Grant Manager</b> Location: US:WA:Tacoma    Category: Executive and Management	Posted: 03/10/2015	
<b>Senior Manager</b> Location: US:GA:Atlanta    Category: Executive and Management	Posted: 03/05/2015	<input type="button" value="Search Jobs"/>
<b>Admin Analyst HR Benefits I</b> Location: US:CA:Government Center    Category: Administrative, Support, Clerical	Posted: 03/04/2015	<input type="button" value="Create Notification"/>
<b>Assistant Principal</b> Location: US:OH:Forever Young    Category:	Posted: 02/23/2015	We'll email you new jobs that match this search

Displaying: 1 - 10 of 36    Page 1 of 4


View open positions and apply, forward to friend, or save in job cart for future evaluation



[NEWS](#) | [PRODUCTS](#) | [INDUSTRIES](#) | [EVENTS](#) | [SUPPORT](#) | [SERVICES](#) | [COMPANY](#)

[Job Listings](#)
[Login](#)
[Language](#)
[?](#)

[Back to your Search Results](#)
[Save](#)
[Apply for this Job](#)


[Save as PDF](#)

### HRIS ANALYST (JOB ID: 114)

Come and join our organization!

**Summary:**

Facilitates and supports key processes and accountabilities within Human Resources, primarily in the area of Human Resources Information Management. Provides technical expertise to develop and implement technology-related projects throughout the organization.

Facilitates and supports key processes and accountabilities within Human Resources, primarily in the area of Human Resources Information Management. Provides technical expertise to develop and implement technology-related projects.

**Responsibilities:**

1. Works on problems of various scopes where analysis of situations or data requires a review of identifiable factors; exercises judgment within defined procedures and practices to determine appropriate action; may recommend changes to existing procedures and practices based on analysis of data.
2. Oversees technology projects include ensuring quality, timeliness and proper use of HR information retrieved from systems, reviewing and prioritizing system maintenance and creating enhancement requests for HR module, ensuring security of HR information through established security protocol, leading project teams for integrations, upgrades, modifications, enhancements, etc., and participating in issue tracking and resolution formulating for all HR systems.
3. Oversees the Lawson Software HR module data tables, structures, files and interface requirements. Insures the integrity of the HR data system.
4. Develops data integrity protocols between HR, Payroll and Budget, departments internal to the HR module.
5. Designs and develops communication strategies. Participates on IT teams, interdepartmental committees/subcommittees, focus groups and meetings.
6. Prepares and submits the annual Staff Information Report.

### Job Summary

**Position**  
HRIS Analyst

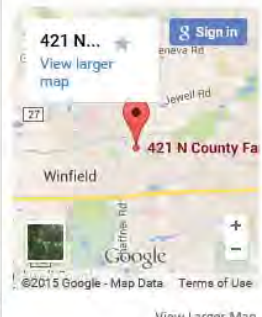
**Category**  
IT-ALL

**Employment Type**

**Post Date**  
04/01/2015

**Close Date**


**Location**  
US:IL:Wheaton



[View Larger Map](#)

[Back to your Search Results](#)
[Save](#)
[Apply for this Job](#)

Applying for a job brings all of your information over for you to review and add. This includes items such as work experience, credentials, competencies, skills, education etc. Can add attachment's throughout. Then it walks you through your required steps including consent agreement, questions including automatic screen-out questions, Acknowledgement, further information, and then submits.



[NEWS](#) | [PRODUCTS](#) | [INDUSTRIES](#) | [EVENTS](#) | [SUPPORT](#) | [SERVICES](#) | [COMPANY](#)

[Job Listings](#) | [My Profile](#) | [My Job Cart](#) | [My Applications](#)

[John Williams](#) | [Language](#) | [?](#)

## Application

Job applying to:

HRIS Analyst

Contact info

Consent

Contact Information

Alternative Information

### General Information

Title

First Name

John

Middle Name

Last Name

Williams

Suffix

Professional Designation

Preferred First Name

John

Preferred Last Name

Williams

Home Country

Preferred Mailing Address

Preferred Contact Method

Preferred Contact Time

### Address and Email

Country

United States of America

Address Line 1

120 Vyse Street

Address Line 2

City

Anywhere

State / Province

Wisconsin

Zip Code

53511

County

Primary Email

john@123.com

Resume Email

john@123.com

### Phone Numbers

Home Phone

(224)555-1234

Ext.

☐ Preferred

Work Phone

Prefix

Phone Number

Ext.

☐ Preferred

Mobile Phone

Prefix

Phone Number

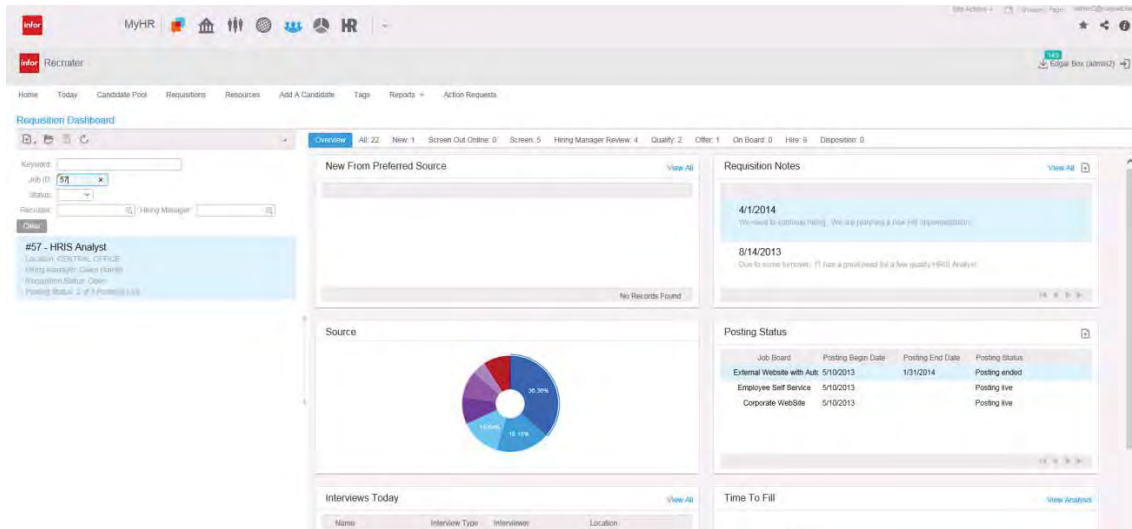
☐ Preferred

Fax

Prefix

Phone Number

The recruiter then uses their web-based dashboard to manage the vetting process



View of all applicants, both internal and external, that have applied for a specific job requisition. The recruiter can then manage the process – moving them from step to step based on your business process. Each step can generate a communication to the applicant. Steps can generate work flow integrations with 3rd parties such as moving to Screening can automatically send the applicant info to your background check provider. Then you can receive the results back into the applicant record.

Another example is moving to On Boarding which can trigger a workflow that generates notifications to other departments asking for deliverables for a new employee such as notice to IT for an email account then when IT responds with complete and includes the email address, this is used in the employee profile and other workflows are sent automatically with the new information such as to Facilities for a badge, Asset Management for computers etc.

Ultimately the applicant is provided an offer letter through the system, and then hired in which all of the information from the applicant, position, and any new information from On Boarding is automatically included in the new employee record.

The screenshot shows the Infor Recruiter Requestion Dashboard. On the left, there's a sidebar with navigation links like Home, Today, Candidate Pool, Requisitions, Resources, Add A Candidate, Tags, Reports, and Action Requests. The main area displays a 'Requestion Dashboard' for a specific requisition. It includes search filters for keywords, job ID, status, and hiring manager. Below the filters, a table lists candidates with their names, qualifications fit percentages, ranks, application dates, selection processes, types, sources, application counts, and resume links.

Name	Qualifications Fit	Rank	Application Date	Selection Process	Type	Source	Application Count	Resume
Susan Johnston	78.81 %		7/16/2013	Screen	Internal	Employee Transfer	2	<a href="#">Resume</a>
Gerry Generalist	73.31 %		7/16/2013	Hire	External	Walk In	1	<a href="#">Resume</a>
Eleanor Walsh	55.57 %		9/1/2013	Hire	External	Employee Referral	1	<a href="#">Resume</a>
Chrystal Campbell	55.00 %		9/1/2013	Hire	External	Walk In	1	<a href="#">Resume</a>
Robyne Cuppett	44.67 %		9/1/2013	Hire	External	Company Website	2	<a href="#">Resume</a>
Matthew Lincoln	44.67 %		9/1/2013	Offer	Internal	Job Fair	2	<a href="#">Resume</a>
Lauren Fanning	39.68 %		12/12/2013	Hiring Manager Review	External	Agency	1	<a href="#">Resume</a>
Rob Builder	39.68 %		1/1/2014	Quality	External	Company Website	2	<a href="#">Resume</a>
Olga Alexander	35.07 %		1/1/2014	Hire	External	Walk In	1	<a href="#">Resume</a>
Jane Hungerford	28.67 %		1/1/2014	Screen	External	Third Party Job Boards	1	<a href="#">Resume</a>

20. Applicant testing – Can the system be configured to upload scores from a Scantron file?

#### Response

Yes, this capability can be configured. The recruiter dashboard has the ability to display a variety of information about the candidate pools, including test scores from various sources.

21. Would staff be able to drill down into the details of the Cash receipt transactions?

#### Response

Yes, any data interfaced from the cashiering module is available within the Infor solution for drill around inquiry.

22. What processes /functionality can currently be performed on android devices? What other ones are planned for the future and when are they planned to be available?

#### Response

Core ERP (Lawson) functional mobile apps (including Requisitions, System Monitor, Employee, Financials, Assets, Inventory, Projects, and Grants) work on Android as well as Apple iOS devices. The planned 10.7 release of Infor BI Mobile Dashboards solution is planned to support Android as well.

The Infor Public Sector (Hansen) solution offers the Infor Field Inspector app on Android.

23. Are there security rules for attachments in place, such as replacing, deleting, or configuring to allow or not to allow such actions?

Response

Yes. Security rules will be established that will determine the job roles that will be able to replace, delete or add an attachment. Ciber will configure your security rules to meet the City's requirements.

24. An additional question is being presented from the Committee as it relates to proposed or suggested hardware for PCI revenue and other Accounts Receivable collections needs. No specific hardware or costs were included. Would specific equipment, models be required? Could you please provide this information? Would the City be responsible for procuring these outside of this project Scope of Work if Awarded?

Response

Attached are the hardware components, and pricing, recommended to support PCI's cashiering solution. If awarded, Ciber would request additional discovery, with the City, to determine what will be required for purchase. Once determined, the City can procure the additional hardware direct from PCI or Ciber can facilitate this purchase on behalf of the City. Ciber may be able to negotiate discounts on behalf of the City.



Hardware pricing.doc





## Tabulation Of Bids

**Event # :** 34-0

**Name:** Brandon dump body

**Description:** Furnish the City of Baton Rouge with a Brandon 16 foot dump body with connections for attaching to a Cat CT-660 chassis

Supplier	Bid Amount
Computer Solutions 150 Main Street Dallas, TX 75029	42,300.00
Scott's Stuff 5035 Ridgetop Trl Charlotte, NC 28215	39,225.00
T.E. Roberts, Inc 1131 East Main Tustin, CA 92780	52,400.00

## Items

### Item: BRA-16-14

**Description:** Brandon dump bed

**UOM:** EA

**Quantity:** 1.0000

	Quantity	Unit Price	Extended Amount
Computer Solutions	1.0000	42,300.00000	42,300.00
Scott's Stuff	1.0000	39,225.00000	39,225.00



Tabulation Of Bids For Event # 34-0: Brandon dump body
--

	Quantity	Unit Price	Extended Amount
T.E. Roberts, Inc	1.0000	52,400.00000	52,400.00

CITY FOLLOW-UP TO CIBER INC. RESPONSES RECEIVED JUNE 25, 2015

RFP 742-11378 CIBER RESPONSE

---

**PAGE 3 – Question 3 - Proposal - Special Conditions Compliance Checklist– Exceptions to Sample Contract Agreement**

**Response:**

The Exception Riders A, B and C were not submitted with Ciber's Original Response by mistake. The Riders are included as a separate document as part of this response.

We also just noted that ON Tab 14 of your original proposal, this information is outlined, our apologies, we assumed they were three additional documents.

---

**\*PAGE 4 – Question 3 - Patternstream Automated Document System, for budget building**

**Exhibit G – Pricing Forms Original Proposal - Other Software Tab**

From the original proposal: Patternstream Budget Publisher 1 @ \$16,300, \$3,000 ongoing costs Finite Matters is listed and included.

The last paragraph in the response for Question 3, states the product was not available at the time of the original pricing.

Are you stating that the pricing has changed from the original proposal at a cost of \$16, 300 to \$68,028? Please clarify this statement.

Response

No, Patternstream has an additional optional module that Ciber, and Infor, would like to call to the attention of the City. This product was recently developed and is not required. The original pricing of \$16,300, \$3,000 ongoing, is all that the City requires in meeting the requirements from the RFP.

---

**PAGE 5 - Other**

- **ION Grid – replaced with ION Business Vault with no cost impact**

**Can you please provide the reasons and detail for the above replacement from what was originally proposed? Please include description and functionality of each item.**

Response

ION Process with Business vault is meant for a standalone ION server. You can use as many cores of ION Process with Business vault as needed on a single server. ION Process Grid is a fully scalable version of ION Process (with all the same features including Business Vault) that also includes the ability to cluster multiple cores of ION for increased capacity and fault tolerance.

Both licenses, Grid and Business Vault allow the same number of transactions per hour – up to 15,000 per hour per core (2). As stated – there is no impact to pricing should the City opt for the initial configuration with either ION Grid and ION Business Vault.

**PAGE 5 – Last paragraph**

Infor made the necessary changes above with the intention that overall 10 year cost would not increase on the BAFO from the original response. Please see Schedule G, Proposal Summary Tab, the initial 10 year costs for core, and optional modules, totaled \$2,564,423 vs. \$2,564,623 (typo?) quoted in the BAFO.

Please explain or provide additional detail regarding this statement? Attached is a side by side comparison of the Original and BAFO Proposal Summary Tabs.

Original Proposal	Core software \$2,264,467	BAFO \$2,564,423
	Optional \$110,985	\$279, 737

Ongoing costs increased from \$236,929	to BAFO \$240,557
Optional costs increased from \$19, 980	to BAFO \$49, 639

Is this the result of the Patternstream for Budget Building price increase? (See \*PAGE 4 – Question 3 above) [No, See question 3](#)

Response

The comparison of BAFO Infor Core software costs of \$2,264,467 to - Original \$2,564,423 – The BAFO Ten Year Costs is comprised of the \$2,264,467 for the Application Software plus the \$300,156 for the Hansen modules that were moved to the Optional Components

$$\$2,264,467 + \$300,156 = \$2,564,623$$

Optional One Time Costs of the Original \$110,985 to BAFO \$279,737 – this difference consists of moving the Hansen modules (\$100,724) to optional and the introduction of a new Patterstream module (\$68,020).

Comparison of Ongoing Cost for Core Components of \$236,929 to BAFO \$240,557 – the difference of \$3,628 is a combination of removing the on-going cost of Hansen, from the original \$22,151 (moving that to optional) and further reducing the existing license structure and adding in, the previously omitted, SaaS ongoing subscription cost, with a net increase of \$25,773.

$$\$236,929 - \$22,151 + \$25,773 = \$240,551^*$$

\*Rounding makes up the six dollar variance

Comparison of Optional Ongoing Costs from \$19,980 to BAFO \$49,639 – The increase is comprised of the Hansen ongoing annual costs of \$22,159 that was moved from Core to Optional and the introduction of the optional Patterstream module's ongoing cost of \$7,500.

## PAGE 6 – Infor Notifications

It is understood that there is no charge for additional licenses for additional users, however, to further clarify, if notifications are required for items such as employee Benefits notifications, Payroll notifications or Applications received, etc. Is Infor Notifications the product that is used for all notifications throughout the system?

### Response

No, Infor Process Automation will be the tool that will be used for the majority of the notifications, alerts and approvals. Infor Notifications is a mobile app that allows users to securely review and take action on work items on mobile devices.

---

## PAGE 9 - Infor Expense Management Reports, Payment requests – is the 9000 limit a per annual basis?

### Response

Yes, 9000 documents annually.

Does this included vendor invoices and all payables? What is the cost if the City processes more than 9000 payment requests per year?

### Response

The 9,000 documents are inclusive of any payment request processed through the Expense Management Report Payment Request module. Upon further discovery, we are of the opinion that the City's requirements can be met with the functionality existing in the Accounts Payable module.

---

## PAGE 10 – Referencing Microsoft Add-ins

Microsoft add-ins is included on the Module Summary Tab, but not the Application Tab under the productivity Platform. If the City requires more than the 25 licenses proposed. What is the Licensing Structure and Cost?

### Response

Additional Microsoft Add-in licenses are named user based with a purchase minimum of 20 licenses at \$178 per license.

---

**PAGE 10 - Question 2, referencing MHC and the MHC Software Pricing Summary for the City of Fort Lauderdale Florida document.**

**Response: The forms that will be part of the MHC Solution were not itemized. We have attached their Pricing sheet as additional information to this response.**

**Is the City expected to enter into an agreement with MHC as a third party vendor? Or is this a subcontractor that will be managed and overseen by Ciber/Infor? Is this the same expectation for the other Subcontractors Listed? Do they all agree to the terms and conditions in the RFP?**

Response

Ciber recommends that the City enter into separate contractual agreements with all of the software vendors proposed. The City's agreement with each software vendor will remain intact after the contract with Ciber has been fulfilled. Your contract with each of the software vendor will be necessary to outline the terms of your maintenance and support, as well as, any future products.

Ciber will manage the implementation services for each of the proposed vendors. Ciber will also assist with the contract negotiation for each of the vendors. In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. For example, MHC will not be required until six months after the implementation has started and Patterstream would fall in at the end of the implementation of Finance. In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

Each of the Third Party vendors had an opportunity to review the terms and conditions in the RFP. Any exceptions would have been referenced in the RFP response.

**MISCELANNEOUS:**

**RFP Tab 13: MISC: Please submit a sample copy of the Escrow Agreement begin used.**

Response

A sample of the Escrow agreements is separate attachments with this response.

**Is Xtreme Support Plan considered part of Infor support or is this in addition to the current annual maintenance costs?**

Response

The price quoted for annual maintenance includes Xtreme Support.

## Shelley Gialluca

---

**From:** Snow, Michael R <MRSnow@ciber.com>  
**Sent:** Monday, July 20, 2015 2:07 PM  
**To:** AnnDebra Diaz  
**Cc:** Snow, Michael R  
**Subject:** RE: ERP additional questions  
**Attachments:** 1714\_Quote\_Ciber-Ft-Lauderdale Finite Matters.pdf; City of Ft Lauderdale, FL - Inv & Debt pricing - Sympro.doc; PCI Fort Lauderdale with INFOR Cashiering Pricing Quote 141003.xlsx; MHC Software Pricing Summary for City of Fort Lauderdale Florida 7\_16\_15.doc; IMMA\_US.pdf

**Importance:** High

AnnDebra,

Attached you will find all of the 3<sup>rd</sup> party cost proposals that were included in our BAFO. MHC and Finite Matters updated their document with a more recent date with the original pricing. I have emails from each vendor (Finite Matters, PCI, MHC and Sympro) that states all pricing that was submitted at BAFO will not change in the future, up to a year.

Also attached is the master Depositor Escrow Service Agreement that was signed on May 29, 2008 between Infor and Iron Mountain.

I will start to forward you, over the next couple of days, word documents that we will have to work through.

Please let me know if you have any questions,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]  
**Sent:** Monday, July 13, 2015 11:19 AM  
**To:** Snow, Michael R  
**Subject:** ERP additional questions

Mike,  
The Committee has a few additional questions as it pertains to your last response submitted. Please respond by close of business on Monday, July 20, 2015.  
Thank you,

**Per the RFP PART III - SPECIAL CONDITIONS**

Referencing Item 26. Third Party Products/Optional Software, as well as the requirements of Tab 13 - License and Maintenance Agreements (Section 11), **please submit all related third party agreements for the City's review. Including SymPro, PCI, MHC and FML Patternstream and any others that may have been omitted.**

**Item 37. SOFTWARE CODE IN ESCROW**

Will all modules licensed by the City be placed in Escrow by Iron Mountain at a location within the United States? **Please submit a copy of the Master Depositor Escrow Service Agreement dated as of May 29, 2008 or the "Master Escrow Agreement" as referenced in the recent response for the City's review.**

**From the recent Responses**

**Page 10, Question 2 , Second paragraph:**

...."In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. ".... **And also** "In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

**Third Paragraph:**

"Each of the Third Party vendors had an opportunity to review the terms and condition in the RFP. Any exceptions would have been referenced in the RFP Response."

**This will be reviewed internally, but what guarantee does the City have that one of these required third party vendors will not increase pricing and/or ongoing costs, or demand changes to terms and conditions of the agreement in six months to one year in the future?**

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency



**Finite Matters Ltd.**

3064 River Road West  
PO Box 759  
Goochland, Virginia 23063  
(804) 556-1180  
info@fml.com

**Quote**

Date: 7/16/2015  
Quote # 1714

**Ciber**  
6363 South Fiddler's Green Circle  
Suite 1400  
Greenwood Village CO 80111

Project: City of Ft. Lauderdale

Item	Part Number	Rate/Unit Price	Hours/Qty	Amount
PatternStream Budget Publisher License	PBP	\$14,995.00	1	\$14,995.00
PatternStream Software License Maintenance (1yr)	PSM	\$3,000.00	1	\$3,000.00
FrameScript 6.0 License	FS6	\$179.95	1	\$179.95
Adobe FrameMaker 2015 Desktop License	FMD15	\$967.42	1	\$967.42
Adobe FrameMaker Desktop Upgrade Plan (1yr)	FMDUGP	\$147.96	1	\$147.96
Adobe FrameMaker Desktop DVD Media	FMDDVD	\$20.00	1	\$20.00

\*Payment terms for all software orders are due upon receipt.

<b>SUBTOTAL</b>	<b>\$19,310.33</b>
<b>TAX</b>	<b>\$0.00</b>
<b>GRAND TOTAL</b>	<b>\$19,310.33</b>

The PatternStream Software License and Software Maintenance prices are valid for 90 days. FrameScript License, Adobe FrameMaker license and Upgrade Plan prices are valid for 30 days.  
Quote does not include any applicable taxes that may be incurred. A 5% processing fee will be charged for credit card payments.

**City of Fort Lauderdale, FL**  
**SymPro Treasury Management Software Proposal**

**Debt Management**

Debt Module	25,000
General Ledger Module	
Creation of Journal Entries	5,000
Interface to GL	5,000

**Investment Portfolio Management:**

Fixed Income / Extended Investment	22,000
Earning Allocation Module	10,000
General Ledger Module	
Creation of Journal Entries	5,000
Interface to GL	5,000
Market Pricing**	<u>2,000</u>

**Total Software License** **\$79,000**

**Annual Maintenance and Support:** **\$15,800**

**Consulting/Training/Implementation:**

Six days on-site training & implementation (Travel Expenses not included)	<b>\$9,600</b>
--	----------------

**Conversion of Existing Debt Issues** **\$ 10,000\***

**Total** **\$114,400**

\*Comprehensive conversion of existing debt data (approximately 30 Issues) from legacy platform(s) to SymPro Debt Manager. Service Includes:

- Adding all existing and prior debt to pre-1986 including CUSIPs
- Review of legal structures and inclusion in Debt Manager
- Analysis of Debt Manager data to Comprehensive Annual Financial Report to insure continuity and accuracy
- Storage of all available bond documents in PDF format

\*\*Market Pricing Module interfaces to 3<sup>rd</sup> party pricing service, FT Interactive Data. FT Interactive Data pricing requires an independent service agreement and charges a minimum fee of \$85/mo for any month in which you price. This fee will price approximately 250 positions.



MASTER DEPOSIT ACCOUNT NUMBER: 34348

EFFECTIVE DATE: May 29, 2008

### MASTER DEPOSITOR ESCROW SERVICE AGREEMENT

This Master Depositor Escrow Service Agreement together with such exhibits as are completed in accordance with the terms hereof (hereinafter the "Agreement") is entered into by and between the following parties:

- (1) The Depositor (as defined below); and
- (2) Iron Mountain Intellectual Property Management, Inc. ("Iron Mountain").

Depositor and Iron Mountain may be referred to individually as a "Party" or collectively as the "Parties" throughout this Agreement.

#### RECITALS

- (A) The Depositor or its affiliate has granted a license to the Beneficiary to use the Software Application(s) upon the terms and conditions of a software license agreement (a "License Agreement" as defined below).
- (B) The Depositor has agreed to deposit the Deposit Material (as defined below) with Iron Mountain, as an independent third party, and has authorized Iron Mountain to release the Deposit Material to a Beneficiary upon the terms and conditions of this Agreement including the Enrollment Form to enable that Beneficiary to continue to exercise its rights under the License Agreement.

#### 1. Definitions.

As used herein:

"Authorized Persons" means those individuals described as such in this Agreement, and identified by the Depositor upon execution of this Agreement and by each Beneficiary upon completion of the Enrollment Form and which may be modified by giving written notice to Iron Mountain;

"Beneficiary" means the entity specified in Exhibit E (the Enrollment Form) as a "Beneficiary";

"Confidential Information" means commercial, financial, marketing, technical information, know-how, trade secrets, Deposit Material, software (including both object code and source code), documentation related to the software and other information in any form or medium whether disclosed orally or in writing to the other party before or after the Effective Date, together with any reproductions of such information in any form or medium or any part(s) of this information whether or not such information has been marked as being "confidential";

"Deposit Account" means the deposit account maintained by Iron Mountain containing the Deposit Material and bearing such number as specified in the Enrollment Form or as otherwise specified in writing by Iron Mountain to Depositor and Beneficiary if such deposit account number changes.

"Deposit Material" means the Source Code for the Software Application deposited by the Depositor during the term of this Agreement as described from time to time in a form provided by Depositor to Iron Mountain substantially similar to Exhibit B;

"Depositor" means Infor Global Solutions (Michigan), Inc. or its affiliate, as identified in the Enrollment Form;

"Effective Date" means the date of this Agreement as specified above, however, if the date is not specified above then the Effective Date shall be the last date noted on the signature blocks on page 7 of this Agreement;

"Enrollment Form" means the form attached as Exhibit E to this Agreement by which an entity becomes a beneficiary hereunder;

"Intellectual Property Rights" means patents, registered designs, trade marks and service marks, emblems, domain names, copyright, database rights, moral rights, design right, and all other forms of intellectual property rights including, without limitation, those subsisting (in any part of the world) in inventions, designs, drawings, performances, computer programs, Confidential Information, business names, goodwill and the style of presentation

of goods or services and in applications for protection of any of the above rights whether or not the foregoing are capable of registration or not;

"Iron Mountain Website" means [www.ironmountainconnect.com](http://www.ironmountainconnect.com) together with any other website owned or controlled by Iron Mountain;

"Licence Agreement" means the software licence agreement entered into between the Depositor or its affiliate and a Beneficiary granting that Beneficiary a licence to use specified Software Application(s) for which Beneficiary is entitled to receive Source Code escrow services under this Agreement;

"Release Condition" means an event specified as such in Section 4(a) ("Release Conditions");

"Service Fees" means any fees payable by either the Depositor or a Beneficiary in respect of the Services;

"Services" means the Iron Mountain services that facilitate the creation and management of software or other technology escrow accounts or other services provided by Iron Mountain as described in a Work Request (Exhibit A);

"Software Application" means the general release version of the software licensed to Beneficiary pursuant to, and defined in, a valid License Agreement, and specified in the Enrollment Form, pursuant to which Beneficiary is entitled to receive Source Code escrow services under this Agreement.

"Source Code" means the computer programming code of the Software Application in human readable form;

"SOW" means a customised statement of work produced by Iron Mountain for customized services;

"Term" means the duration of this Agreement including the Initial Term and the any subsequent Renewal Term;

"Work Request" means a request for Services pursuant to this Agreement via written instruction or the online portal accessible through the Iron Mountain Website (some Services will require the preparation and signing of an SOW).

## **2. Depositor Responsibilities.**

- (a) The Depositor shall deposit with Iron Mountain the Deposit Material for the Software Application and updates to such Deposit Material on at least an annual basis in the event there is a new general release version of the Software Application.
- (b) At the time of each deposit, Depositor will provide a description of all Deposit Material sent to Iron Mountain using the form attached hereto as Exhibit B or a similar form via the Iron Mountain Website.
- (c) Depositor may enroll one or more Beneficiaries under this Agreement. To enroll a Beneficiary, Depositor will either (i) execute and submit to Iron Mountain an Enrollment Form (Exhibit E), identifying each Beneficiary to be enrolled under the Agreement or (ii) enroll the Beneficiary via the online portal maintained at the website located at [www.ironmountainconnect.com](http://www.ironmountainconnect.com). Depositor shall use commercially reasonable efforts to ensure that all Beneficiary information contained in Authorized Persons/Notices Table of each Exhibit E submitted to Iron Mountain is accurate. Unless otherwise provided in the License Agreement, Depositor may remove a Beneficiary from this Agreement by written notice to Iron Mountain.

## **3. Iron Mountain Responsibilities.**

- (a) Iron Mountain agrees to use commercially reasonable efforts to provide the Services requested by Authorized Person(s) (as identified in the "Authorized Person(s)/Notices Table" below) representing the Depositor in a Work Request and permitted requests from a Beneficiary. Iron Mountain may reject a Work Request (in whole or in part) that does not contain all required information at any time upon written notification to the Party originating the Work Request. Such notification shall include a written itemization of the required information that was omitted from the Work Request and the Party originating the Work Request shall have an opportunity to correct it.
- (b) Iron Mountain will conduct a visual inspection upon receipt of any Deposit Material and associated Exhibit B. If Iron Mountain determines that the Deposit Material does not match the description provided by Depositor represented in Exhibit B, Iron Mountain will notify Depositor in writing of such discrepancies and shall notate such discrepancy on the Exhibit B.
- (c) Iron Mountain will hold and protect all Deposit Material in physical or electronic vaults that are either owned or under the direct control of Iron Mountain within the United States, unless otherwise agreed to in a writing signed by the Parties.



4. Release of Deposit Material.

(a) Release Conditions. As used in this Agreement, "Release Condition" shall mean the existence of any one or more of the following circumstances, uncorrected for more than thirty (30) days:

- (i) Entry of an order with respect to Depositor for relief under Title 11 of the United States Bankruptcy Code;
- (ii) The making by Depositor of a general assignment for the benefit of creditors;
- (iii) The appointment of a general receiver or trustee in bankruptcy of Depositor's business or property; or
- (iv) Action by Depositor under any state or federal insolvency or similar law for the purpose of its bankruptcy or liquidation.

(b) Release of Deposit Upon Depositor's Instruction. Upon receipt by Iron Mountain of written instructions directly from Depositor, Depositor's trustee in bankruptcy or a court of competent jurisdiction, Iron Mountain will release a copy of the contents of the applicable Deposit Account to the Beneficiary identified in the instructions and pursuant to such Beneficiary's Enrollment Form. Iron Mountain is entitled to receive any fees due Iron Mountain before making the release. Beneficiary's enrollment will terminate upon the release of the Deposit Material held by Iron Mountain unless earlier terminated as provided in this Agreement.

(c) Filing For Release by Beneficiary.

Upon written request to Iron Mountain by Beneficiary for a release of Deposit Material following the occurrence of a Release Condition (defined above), Iron Mountain shall provide Depositor with a copy of Beneficiary request by commercial express mail to such person or persons Depositor identifies pursuant to Section 12(h) of this Agreement. A copy of Beneficiary's request shall also be sent via facsimile and overnight courier to: General Counsel, Infor, 13560 Morris Road, Alpharetta, GA 30004, USA; fax: 678-319-8949. From the date Depositor receives the notice requesting release of the Deposit Material, Depositor shall have forty-five (45) days to deliver to Iron Mountain contrary instructions ("Contrary Instructions"). Contrary Instructions shall mean the written representation by Depositor that a Release Condition has not occurred or has been cured. All notices hereunder shall be signed and on company letterhead. Upon receipt of Contrary Instructions, Iron Mountain shall not release a copy of the Deposit Material, but shall send a copy of the Contrary Instructions to Beneficiary by commercial express mail.

If no Contrary Instructions are given to Iron Mountain, Depositor agrees that Iron Mountain shall, unless prohibited by operation of law, deliver a copy of the contents of the applicable Deposit Account to the Beneficiary pursuant to such Beneficiary's Enrollment Form, provided that such Beneficiary has provided to Iron Mountain a statement, signed by an officer of the Beneficiary:

- (i) representing and warranting that the Beneficiary is entitled to release of the Deposit Material;
- (ii) requesting that a copy of the Deposit Material be released and delivered to Beneficiary;
- (iii) asserting that the copy of the Deposit Material being released to Beneficiary will only be used as permitted under this Agreement and any other agreement(s) between Depositor and Beneficiary controlling use of the Deposit Material; and
- (iv) stating specific delivery instructions along with any fees due Iron Mountain.

(d) Right to Use Following Release. Following a release of Deposit Material to Beneficiary in accordance with the provisions herein, Beneficiary shall have the right under this Agreement to use the Deposit Material subject to the terms of the License Agreement for the sole purpose of continuing the benefits afforded to Beneficiary by the License Agreement. Notwithstanding the preceding sentence, Beneficiary shall not have access to the Deposit Material unless there is an authorized release of the Deposit Material in accordance with the Agreement. Beneficiary shall be obligated to maintain the confidentiality of any materials released to it from the Deposit Account ("Released Materials") in perpetuity. Beneficiary shall return to Depositor any Released Materials for any software that it has not licensed under the License Agreement.

5. Payment.

The party responsible for payment as designated in Exhibit A or E or an SOW (the "Paying Party") shall pay to Iron Mountain all fees as set forth in the Work Request form attached hereto as Exhibit A ("Service Fees"). Except as set forth below, all Service Fees are due to Iron Mountain within forty-five (45) calendar days from the date of invoice in U.S. currency and are non-refundable. After the Initial Term, Iron Mountain may, on an annual basis, increase Service Fees at a rate that will not exceed 4% per year. A ninety (90) calendar day written notice of a rate increase will be provided to Depositor prior to the end of any Renewal Term. The Paying Party shall be liable for any taxes related to Services purchased under this Agreement or shall present to Iron Mountain an exemption certificate acceptable to the taxing authorities. Applicable taxes shall be billed as a separate item on the invoice, to the extent possible. Any Service Fees not



collected by Iron Mountain when due shall bear interest until paid at a rate of one percent .86% per month (10% per annum) or the maximum rate permitted by law, whichever is less. Depositor agrees that if this Agreement terminates during the Term for any reason other than for the fault of Iron Mountain, all prepaid fees shall be non-refundable. Notwithstanding the non-performance of any obligations of Depositor to deliver Deposit Material under the License Agreement or this Agreement, Iron Mountain is entitled to be paid all Service Fees that accrue during the Term of this Agreement.

**6. Term and Termination.**

- (a) The "Term" of this Agreement is for a period of two (2) years from the Effective Date ("Initial Term") and will automatically renew for additional one (1) year terms ("Renewal Term") and continue in full force and effect until one of the following events occur: (i) Depositor provides sixty (60) days' prior written notice to Iron Mountain of its intent to terminate this Agreement; (ii) the Agreement terminates under another provision of this Agreement; or (iii) any time after the Initial Term, Iron Mountain provides one hundred and twenty (120) days' prior written notice to the Depositor of Iron Mountain's intent to terminate this Agreement.
- (b) Unless the express terms of this Agreement provide otherwise, upon termination of this Agreement, Iron Mountain shall return the Deposit Material to the Depositor, provided that the Deposit Material is not subject to any other agreement between Depositor (or its affiliates) and Iron Mountain. If commercially reasonable attempts to return the Deposit Material to Depositor are unsuccessful, Iron Mountain shall destroy the Deposit Material.
- (c) In the event of the nonpayment of Service Fees owed by Depositor to Iron Mountain, Iron Mountain may provide Depositor with written notice of Iron Mountain's intent to terminate this Agreement. If such nonpayment is not cured within thirty (30) business days following such written notice, Iron Mountain shall have the right to notify any and all Beneficiaries enrolled under this Agreement of nonpayment of Service Fees, in which case Depositor and any enrolled Beneficiary shall have the right to make the payment to Iron Mountain to cure the default. If the past due payment is not received in full by Iron Mountain within forty-five (45) business days of the date of such written notice, then Iron Mountain shall have the right to terminate this Agreement at any time thereafter for so long as such nonpayment remains uncured, by sending written notice of termination to Depositor and any enrolled Beneficiaries. Following termination of this Agreement, Iron Mountain shall have no obligation to perform the Services (except those obligations that survive termination of this Agreement).
- (d) In addition, this Agreement shall terminate with respect to a particular Beneficiary (and only with respect to such Beneficiary) as provided in this Agreement or at such time as any of the following events occur:
  - i. Iron Mountain releases the Deposit Material to such Beneficiary pursuant to a Release Condition (in which case termination of this Agreement in relation to such Beneficiary shall be automatic);
  - ii. such Beneficiary provides Iron Mountain and Depositor with sixty (60) days' prior written notice of its intention to terminate its enrollment under this Agreement;
  - iii. in the event of Beneficiary's nonpayment of Service Fees owed to Iron Mountain, if such nonpayment goes uncured for thirty (30) days following written notice of such nonpayment to Beneficiary.
  - iv. upon notice to Iron Mountain that Beneficiary's right to receive Source Code escrow services under the License Agreement expired or terminated for any reason.

**7. General Indemnity.**

Subject to Section 10, Iron Mountain and Depositor shall defend, indemnify and hold harmless each other, and each other's corporate affiliates and their respective officers, directors, employees, and agents and their respective successors and assigns from and against any and all third party and/or beneficiary claims, losses, liabilities, damages, and expenses (including, without limitation, reasonable attorneys' fees), arising under this Agreement from the negligent or intentional acts or omissions of the indemnifying Party or its subcontractors, or the officers, directors, employees, agents, successors and assigns of any of them.

**8. Warranties.**

- (a) Iron Mountain warrants that any and all services provided hereunder shall be performed in a professional and workmanlike manner. An aggrieved party must notify Iron Mountain promptly of any claimed breach of this warranty and such party's sole and exclusive remedy for breach of warranty shall be return of the portion of the fees paid to Iron Mountain by the Paying Party for such non-conforming services.
- (b) Depositor warrants that it is the owner or legal custodian of the Deposit Material and has full authority to store the Deposit Material and direct its disposition in accordance with the terms of this Agreement. Depositor warrants that



the Deposit Material provided to Iron Mountain under this Agreement is free of any liens or encumbrances that, as of the date of their deposit, would have a materially adverse effect on Depositor's ability to fulfill its obligations under the Agreement. Any Deposit Material liens or encumbrances made after their deposit will not prohibit, limit, or alter the rights and obligations of Iron Mountain under this Agreement in any material respect. Depositor warrants that with respect to the Deposit Material, Iron Mountain's proper administration of this Agreement will not violate the intellectual property rights of any third parties. Depositor shall reimburse Iron Mountain for any expenses reasonably incurred by Iron Mountain (including reasonable legal fees) by reason of Iron Mountain's compliance with the express instructions of an Authorized Person of the Depositor in the event of a third party claim concerning the ownership, custody or disposition of Deposit Material stored by Depositor with Iron Mountain.

- (c) EXCEPT AS SPECIFIED IN THIS SECTION, ALL EXPRESS OR IMPLIED CONDITIONS, REPRESENTATIONS, AND WARRANTIES INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, AGAINST INFRINGEMENT OR ARISING FROM A COURSE OF DEALING, USAGE, OR TRADE PRACTICE, ARE HEREBY EXCLUDED BY BOTH PARTIES TO THE EXTENT ALLOWED BY APPLICABLE LAW. THIS DISCLAIMER AND EXCLUSION SHALL APPLY EVEN IF THE EXPRESS WARRANTY AND LIMITED REMEDY SET FORTH ABOVE FAILS OF ITS ESSENTIAL PURPOSE. THE WARRANTIES PROVIDED HEREIN ARE SUBJECT TO THE LIMITATION OF LIABILITY SET FORTH IN THIS AGREEMENT.

9. Confidential Information.

Iron Mountain has implemented and shall maintain reasonable safeguards designed to protect the confidentiality of any and all Deposit Material deposited under this Agreement. With respect to each deposit, Iron Mountain's obligation to maintain confidentiality will expire upon the release of the last copy of the Deposit Material held by Iron Mountain under this Agreement. Except as provided in this Agreement Iron Mountain shall not use, release or disclose the Deposit Material. Iron Mountain shall not disclose the terms of this Agreement to any third party. If Iron Mountain receives a subpoena or any other order from a court or other judicial tribunal pertaining to the disclosure or release of the Deposit Material, Iron Mountain will notify the Parties to this Agreement unless prohibited by law. After notifying the Parties, Iron Mountain may comply in good faith with such order. It shall be the responsibility of Depositor or Beneficiary to challenge any such order; provided, however, that Iron Mountain does not waive its rights to present its position with respect to any such order. Iron Mountain will cooperate with the Depositor or Beneficiary, as applicable, to support efforts to quash or limit any subpoena, at such party's expense. Any party requesting additional assistance shall pay Iron Mountain's standard charges or as quoted upon submission of a detailed request.

10. Limitation of Liability.

- (a) NOTWITHSTANDING ANYTHING ELSE IN THIS AGREEMENT, EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, OR AS OTHERWISE PROVIDED IN THIS SECTION, ALL LIABILITY, IF ANY, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, OF EACH OF DEPOSITOR OR IRON MOUNTAIN (INCLUDING THEIR RESPECTIVE AFFILIATES) SHALL BE LIMITED TO SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$750,000.00 USD). IN THE CASE OF A NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN THAT RESULTS IN A RECIPIENT MISUSING OR MISAPPROPRIATING ANY DEPOSIT MATERIAL, THE TOTAL LIABILITY OF IRON MOUNTAIN SHALL NOT EXCEED ONE MILLION, FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000.00 USD). THE FOREGOING LIMITS SHALL NOT APPLY TO ANY PARTY FOR: (I) ANY CLAIMS OF INFRINGEMENT OF ANY PATENT, COPYRIGHT, OR TRADEMARK; (II) LIABILITY FOR DEATH OR BODILY INJURY; (III) PROVEN THEFT; OR (IV) PROVEN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.
- (b) EXCEPT WITH RESPECT TO AN INTENTIONAL, DELIBERATE OR GROSSLY NEGLIGENT BREACH OF THE CONFIDENTIALITY OBLIGATIONS OF IRON MOUNTAIN SET FORTH ABOVE, IN NO EVENT SHALL DEPOSITOR OR IRON MOUNTAIN OR THEIR RESPECTIVE AFFILIATES BE LIABLE FOR ANY INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, LOST PROFITS OR LOST DATA OR INFORMATION, ANY COSTS OR EXPENSES FOR THE PROCUREMENT OF SUBSTITUTE SERVICES, OR ANY OTHER INDIRECT DAMAGES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE EVEN IF THE POSSIBILITY THEREOF MAY BE KNOWN IN ADVANCE TO ONE OR MORE PARTIES.



- (c) NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, ANY LIABILITY OF DEPOSITOR (INCLUDING ITS AFFILIATES) TO A BENEFICIARY IS SUBJECT TO THE LIMITATION OF LIABILITY PROVISIONS SET FORTH IN THE LICENSE AGREEMENT.

11. General.

- (a) Incorporation of Work Requests. All authorized Work Requests are incorporated into this Agreement and are subject to its terms and conditions.
- (b) Purchase Orders. In the event that the Depositor or paying party issues a purchase order or other instrument used to pay Service Fees to Iron Mountain, any terms and conditions set forth in the purchase order which constitute terms and conditions which are in addition to those set forth in this Agreement or which establish conflicting terms and conditions to those set forth in this Agreement are expressly rejected by Iron Mountain.
- (c) Right to Make Copies. Iron Mountain shall have the right to make copies of all Deposit Material as reasonably necessary to perform the Services. Iron Mountain shall copy all copyright, nondisclosure, and other proprietary notices and titles contained on Deposit Material onto any copies made by Iron Mountain. Any copying expenses incurred by Iron Mountain as a result of a Work Request to copy will be borne by the Depositor or party requesting the copies. Iron Mountain may request Depositor's reasonable cooperation in promptly copying Deposit Material in order for Iron Mountain to perform this Agreement. Iron Mountain shall maintain an accurate and up to date list of the number of copies and the location of same and shall promptly produce that list to Depositor upon its reasonable written request.
- (d) Choice of Law. The validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the Commonwealth of Massachusetts, United States of America, as if performed wholly within the state and without giving effect to the principles of conflicts of laws.
- (e) Authorized Person(s). Depositor must authorize and designate one or more persons in writing whose actions will legally bind such party ("Authorized Person(s)" who shall be identified in the Authorized Person(s) Notices Table of this Agreement) and who may manage the Iron Mountain escrow account through the Iron Mountain Website or written instruction. The Depositor will maintain the accuracy of their name and contact information provided to Iron Mountain during the term of this Agreement.
- (f) Right to Rely on Instructions. Iron Mountain may act in reliance upon any instruction, instrument, or signature reasonably believed by Iron Mountain to be genuine and from an Authorized Person(s), officer, or other employee of a Party. Iron Mountain may assume that such representative of a Party to this Agreement who gives any written notice, request, or instruction has the authority to do so. Iron Mountain will not be required to inquire into the truth or evaluate the merit of any statement or representation contained in any notice or document reasonably believed to be from such representative. With respect to release and destruction of Deposit Materials, Iron Mountain shall rely on an Authorized Person(s) in accordance with the terms herein.
- (g) Force Majeure. No Party shall be liable for any delay or failure in performance due to events outside the defaulting Party's reasonable control, including without limitation acts of God, earthquake, labor disputes, shortages of supplies, riots, war, acts of terrorism, fire, epidemics, or delays of common carriers or other circumstances beyond its reasonable control. The obligations and rights of the excused Party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay. Notwithstanding anything to the contrary herein, Iron's Mountain's obligations shall only be excused in connection with a force majeure event if it took all reasonable precautions with respect to the possibility of such event.
- (h) Notices. All notices regarding release shall be sent by commercial express mail or other commercially appropriate means that provide prompt delivery and require proof of delivery. All other correspondence, including invoices, payments, and other documents and communications, may be sent electronically or via regular mail. Notices to Beneficiaries of Depositor under this Agreement shall be provided to such addresses as Depositor shall provide Iron Mountain. It shall be the responsibility of the Depositor and Iron Mountain to notify each other as provided in this Section in the event of a change of physical or e-mail addresses. For avoidance of doubt, Iron Mountain shall only accept contact data for Beneficiaries from Depositor. Iron Mountain and Depositor shall have the right to rely on the last known address provided by the other Party. Any correctly addressed notice or last known address that is relied on herein that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified as provided herein shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by electronic mail, the postal authorities by mail, through messenger or commercial express delivery services.
- (i) No Waiver. No waiver of rights under this Agreement by any Party shall constitute a subsequent waiver of this or any other right under this Agreement.
- (j) Assignment. No assignment of this Agreement by Depositor or any rights or obligations of Depositor under this Agreement is permitted without the written consent of Iron Mountain, which shall not be unreasonably withheld,



conditioned or delayed. Notwithstanding the foregoing, Depositor may assign and transfer this Agreement to a purchaser of all of the stock of the Depositor, a purchaser of all or substantially all of the assets of Depositor, or an acquirer of a controlling interest in Depositor by merger, plan of arrangement or otherwise, without obtaining consent of Iron Mountain, but Depositor shall notify Iron Mountain in writing of such assignment and transfer. Iron Mountain shall have no obligation in performing this Agreement to recognize any successor or assign of Depositor or Beneficiary unless Iron Mountain receives clear, authoritative and conclusive written evidence of the change of parties.

- (k) **Severability.** In the event any of the terms of this Agreement become or are declared to be illegal or otherwise unenforceable by any court of competent jurisdiction, such term(s) shall be null and void and shall be deemed deleted from this Agreement. All remaining terms of this Agreement shall remain in full force and effect. If this paragraph becomes applicable and, as a result, the value of this Agreement is materially impaired for either Party, as determined by such Party in its sole discretion, then the affected Party may terminate this Agreement by notice to the other.
- (l) **Independent Contractor Relationship.** Depositor understands, acknowledges, and agrees that Iron Mountain's relationship with Depositor will be that of an independent contractor and that nothing in this Agreement is intended to or should be construed to create a partnership, joint venture, or employment relationship.
- (m) **No Agency.** No Party has the right or authority to, and shall not, assume or create any obligation of any nature whatsoever on behalf of the other Party or bind the other Party in any respect whatsoever.
- (n) **Regulations.** All Parties are responsible for and warrant - to the extent of their individual actions or omissions - compliance with all applicable laws, rules and regulations, including but not limited to: customs laws; import; export and re-export laws; and government regulations of any country from or to which the Deposit Material may be delivered in accordance with the provisions of this Agreement.
- (o) **No Third Party Rights.** This Agreement is made solely for the benefit of enrolled Beneficiaries and the Parties to this Agreement and their respective permitted successors and assigns, and no other person or entity shall have or acquire any right by virtue of this Agreement unless otherwise agreed to in writing by the Parties hereto. Enrolled Beneficiaries shall be considered intended third-party beneficiaries of this Agreement and may claim under this Agreement, and shall be bound by all terms and conditions including but not limited to the Limitation of Liability and Consequential Damages Waiver herein.
- (p) **Entire Agreement.** The Parties agree that this Agreement, which includes all the Exhibits attached hereto and all valid Work Requests submitted by the Parties, is the complete agreement between the Parties hereto concerning the subject matter of this Agreement and replaces any prior or contemporaneous oral or written communications between the Parties. There are no conditions, understandings, agreements, representations, or warranties, expressed or implied, which are not specified herein. Each of the Parties herein represents and warrants that the execution, delivery, and performance of this Agreement has been duly authorized and signed by a person who meets statutory or other binding approval to sign on behalf of its business organization as named in this Agreement. This Agreement may only be modified by mutual written agreement of the Parties.
- (r) **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
- (s) **Survival.** Sections 6 (Term and Termination), 7 (General Indemnity), 8 (Warranties), 9 (Confidential Information), 10 (Limitation of Liability) and 11 (General) of this Agreement shall survive termination of this Agreement or any Exhibit attached hereto.

**DEPOSITOR**

SIGNATURE:	<i>Brad Steiner</i>
PRINT NAME:	Brad Steiner
TITLE:	VP and Deputy General Counsel
DATE:	May 20, 2008
EMAIL ADDRESS:	brad.steiner@imc.com

**IRON MOUNTAIN INTELLECTUAL PROPERTY MANAGEMENT, INC.**

SIGNATURE:	<i>John F. McLaughlin Jr.</i>
PRINT NAME:	John F. McLaughlin Jr.
TITLE:	Manager, Quality Control
DATE:	5/29/08
EMAIL ADDRESS:	imcontracts@ironmountain.com

NOTE: AUTHORIZED PERSON NOTICES TABLE, BILLING CONTACT INFORMATION TABLE AND EXHIBITS FOLLOW

## MHC Software Pricing Summary for the City of Fort Lauderdale, Florida

### Summary

MHC Software's Document Express™ is used by more Infor Lawson customers for document output than any other solution. Document Express™ provides customized output and advanced document distribution functionality, including self-service document access via Document Self-Service – delivered with no hidden costs and typically within 30 days.

- MHC Software is the **only Infor Partner offering Lawson-integrated document output (Document Express™) and document imaging (Image Express™) software.**
- MHC Software is the **most utilized and preferred Infor Lawson Partner** - over 800 successful Lawson customer implementations due to MHC's Lawson expertise and dedication to superior customer service.
- Document Express is **highly integrated with Infor Lawson**, yet MHC Software's unique proprietary technology requires no customizations to the Lawson code base while delivering customized output to customers using Document Express™.
- Document Express **utilizes industry-standard components** and is able to seamlessly integrate with your existing infrastructure resulting in a 30 day implementation requiring very few IT resources.
- MHC's offering is designed to allow customers to select only the functionality they need to have a high-value, cost-effective **solution geared toward an organization's unique business needs.**
- Document Express is **integrated with MHC's complementary document processing solutions**, including **Document Self-Service™** to distribute documents to employees via a self-service website and **Image Express™** to manage the storage, retrieval and workflow processing of documents.
- MHC guarantees **delivery of a turnkey document output solution with fixed pricing**, backed by a commitment from MHC to provide excellent customer service.



### Document Express™ Overview

Document Express™ interfaces to ERP data to create business-facing documents complete with graphics that can be printed, emailed, faxed or posted to a Web site. The Document Express™ solution is highly configurable to meet the specific needs of each customer.

#### Functionality Supported:

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>• ERP-integrated document customization to support: <ul style="list-style-type: none"> <li>○ Accounts Payable</li> <li>○ Accounts Receivable</li> <li>○ Payroll</li> <li>○ Human Resources</li> <li>○ And beyond</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Advanced document distribution, including email, fax, web posting, secure printing and support for traditional print options as well</li> <li>• Bank reconciliation, electronic payments, positive pay</li> </ul> | <ul style="list-style-type: none"> <li>• Document Self-Service delivery of employee-specific documents, such as Pay Stubs, Employee Documents, W-2s and more</li> </ul> |
|--|--|---|

### Proposed Software

Proposed Software	Key Standard Features	Inclusions	Price
MHC Document Express Accounts Payable™	<ul style="list-style-type: none"> <li>• Core module required for AP payment creation</li> <li>• Ability to add unlimited accounts</li> <li>• Full Document History with filtering, sorting and column management</li> <li>• Complete audit trail of all user actions</li> <li>• Original Register for audit of all printing</li> <li>• User Manager with detailed user reports</li> <li>• Archiving and copying functions</li> <li>• Signature Logic</li> <li>• Ability to print copies manually or automatically</li> <li>• Report Generator for ad hoc reporting</li> <li>• Embedded tool for changing document logos, messaging, and other variable items</li> <li>• Ability to set up multiple printers based on spool setting, document type, or overflow</li> <li>• Requires interface and forms design</li> <li>• Provides \$2,000 discount on second package</li> <li>• See additional module options for electronic payment functionality</li> </ul>	<ul style="list-style-type: none"> <li>• One Site, One Seat and One Backup Seat</li> <li>• Utilizes Customer's existing SQL or Oracle Database</li> <li>• Document Express accesses the database using ODBC</li> <li>• AP155/AP161 Interface</li> <li>• One Forms Design for AP Checks and Overflow</li> </ul>	\$13,495
1099 Module	<ul style="list-style-type: none"> <li>• Interface to Lawson AP145 Output</li> <li>• Forms design for laser cut sheet or pressure seal designs</li> <li>• Manual 1099 Capabilities</li> <li>• Full Document History</li> <li>• 1099 Corrections</li> <li>• Ability to create PDFs of the 1099s</li> </ul>	<ul style="list-style-type: none"> <li>• One Site, One Seat and One Backup Seat</li> <li>• Provides totals and document counts</li> <li>• Creates the 1099M, I, and D forms as supported by Lawson Financials</li> </ul>	\$1,495  (Lawson users receive \$1,000 discount off list price of \$2,495)

Proposed Software	Key Standard Features	Inclusions	Price
e-Remit Module	<ul style="list-style-type: none"> <li>• Interfaces to Lawson AP161 or AP160 remittance file</li> <li>• Creates the ACH remittance advice in the Customer's desired layout</li> <li>• Generates a PDF of the remittance advice and sends it to payee's email address</li> <li>• May also generate a CSV based on customer-defined business rules</li> <li>• Allows Customer to designate sender email</li> <li>• Allows globally customizable message and subject line pulling defined values from the document (i.e. payment date)</li> </ul>	<ul style="list-style-type: none"> <li>• Fully integrated Document Express Module</li> <li>• Retrieves the vendor email address from the AP10 in Lawson</li> <li>• Correctly retrieves multiple "remit to" addresses</li> <li>• As an alternative, allows customer to store emails in the Document Express Database</li> </ul>	\$5,995
MHC Document Express Payroll™	<ul style="list-style-type: none"> <li>• Core module required for Payroll payment and direct deposit advice processing</li> <li>• Ability to add unlimited accounts</li> <li>• Full Document History with filtering, sorting and column management</li> <li>• Complete audit trail of all user actions</li> <li>• Original Register for audit of all printing</li> <li>• User Manager with detailed user reports</li> <li>• Archiving and copying functions</li> <li>• Signature Logic</li> <li>• Ability to print copies manually or automatically</li> <li>• Report Generator for ad hoc reporting</li> <li>• Embedded tool for changing document logos, messaging, and other variable items</li> <li>• Ability to set up multiple printers based on spool setting or document type</li> <li>• Requires interface and forms design</li> <li>• See additional module options for electronic payment functionality</li> </ul>	<ul style="list-style-type: none"> <li>• One Site, One Seat and One Backup Seat</li> <li>• Utilizes Customer's existing SQL or Oracle Database</li> <li>• Document Express accesses the database using ODBC</li> <li>• PR160 Interface</li> <li>• One Forms Design for Payroll Check and Direct Deposit Advice</li> <li>• \$2,000 multi-module discount (assumes licensing of Document Express Accounts Payable)</li> </ul>	\$11,495
1099R Module	<ul style="list-style-type: none"> <li>• Interface to Lawson PR250 Output</li> <li>• Forms design for laser cut sheet or pressure seal designs</li> <li>• Manual 1099 Capabilities</li> <li>• Full Document History</li> <li>• Ability to create PDFs of the 1099s</li> </ul>	<ul style="list-style-type: none"> <li>• One Site, One Seat and One Backup Seat</li> <li>• Provides totals and document counts</li> <li>• Creates the 1099R supported by Lawson Payroll</li> </ul>	\$1,495  (Lawson users receive \$1,000 discount off list price of \$2,495)

Proposed Software	Key Standard Features	Inclusions	Price
Document Self-Service Electronic Pay Stubs	<ul style="list-style-type: none"> <li>A link to Document Self-Service (DSS) is created on your Infor Lawson Employee Self-Service (ESS) website or another Intranet site. To access the documents in Document Self-Service, employees either click a link embedded in an employee portal or access the system directly via the URL. Employees enter their login credentials to Active Directory (AD) or Lawson to access the system (unless Single Sign-On criteria are met). Once logged in, each employee only has access to his/her own documents and document delivery settings (authorized administrators will have additional access).</li> <li>The Document Self-Service web pages mirror the Lawson Self-Service look and feel for a transparent flow.</li> <li>Employees are able to view Statement of Earnings (SOE) history and a reformatted SOE.</li> <li>Provides the ability to post all advices without providing any posting-related business rules</li> <li>Ability to co-brand the web page</li> <li>Provides a detailed audit history and audit reports</li> <li>Ability to email notifications of document posts</li> <li>Ability to set up messaging for the website and email messages using text formatting features</li> </ul>	<ul style="list-style-type: none"> <li>Web server component, Administrative Tool, and required updates to licensed Document Express Pay Stubs Module</li> <li>Unlimited number of retrieval users and document volumes</li> </ul>	\$8,495
Employee Options for Web Delivery	<ul style="list-style-type: none"> <li>Allows employees to Opt in <u>or</u> Opt out of payroll document delivery via the web</li> <li>Options for Opt in or Opt out can be controlled by the employer</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes business rules to determine printing and posting of documents</li> </ul>	\$3,995
Employee Options for Email Delivery	<ul style="list-style-type: none"> <li>Allows employees to Opt in <u>or</u> Opt out of payroll document delivery via email</li> <li>Employee maintains secondary email and password</li> <li>All documents are sent as encrypted PDFs</li> <li>Ability to set up email messages using text formatting features</li> </ul>	<ul style="list-style-type: none"> <li>Utilizes business rules to determine emailing of documents</li> </ul>	\$3,995



Proposed Software	Key Standard Features	Inclusions	Price
Document Self-Service Electronic W-2 with Delivery Options	<ul style="list-style-type: none"> <li>A link to Document Self-Service (DSS) is created on your Infor Lawson Employee Self-Service (ESS) website or another Intranet site. To access the documents in Document Self-Service, employees either click a link embedded in an employee portal or access the system directly via the URL. Employees enter their login credentials to Active Directory (AD) or Lawson to access the system (unless Single Sign-On criteria are met). Once logged in, each employee only has access to his/her own documents and document delivery settings (authorized administrators will have additional access). The Document Self-Service web pages mirror the Lawson Self-Service look and feel for a transparent flow</li> <li>The IRS requires employee consent and notification to distribute the initial W-2s electronically. Electronic W-2 Module is IRS-compliant and performs the tracking of consent, revocation of consent, provides the necessary notices to employees, and a full audit trail of all activity (visible only to authorized administrative end users).</li> <li>Supports W-2C options and posting of W-2 history</li> <li>Supports email notifications of all posts and employee actions (authorization, revocation, and change in email information)</li> <li>Inactive employee documents may be printed</li> <li>Supports ability to set up messaging for the website using text formatting features</li> </ul>	<ul style="list-style-type: none"> <li>Includes the DSS Web Server, DSS Administrative Tool, and required functionality in Document Express W-2 Print Module</li> <li>Interface to Lawson PR297 and laser forms design, provides W-2C capabilities, Document History and State, Local or Employer copies</li> <li>Electronic W-2s with IRS Compliance</li> <li>Unlimited number of retrieval users and document volumes</li> </ul>	\$7,995
eTax Delivery Option	<ul style="list-style-type: none"> <li>Creates file in format required by Turbo Tax</li> <li>An additional Document Express account is then used to create and securely transmit the file to Turbo Tax which only includes the employees who have opted-in</li> <li>Employees will opt-in from Document Self-Service (same location where they can sign up for and receive their W-2 online).</li> </ul>	<ul style="list-style-type: none"> <li>Fully integrated with Document Express W-2 and Document Self-Service Electronic W-2 modules</li> <li>Coordination with Intuit Turbo Tax</li> <li>Secure file transfer</li> </ul>	\$2,495

Proposed Software	Key Standard Features	Inclusions	Price
MHC Document Express Forms™	<ul style="list-style-type: none"> <li>Core module for Forms (purchase orders, invoices, statements, dunning letters, etc...) processing</li> <li>Ability to add unlimited companies</li> <li>Full Document History with filtering, sorting and column management</li> <li>Complete audit trail of all user actions</li> <li>Original Register for audit of all printing</li> <li>User Manager with detailed user reports</li> <li>Archiving and copying functions</li> <li>Ability to print copies manually or automatically</li> <li>Signature Logic</li> <li>Report Generator for ad hoc reporting</li> <li>Embedded tool for changing document logos, messaging, and other variable items</li> <li>Ability to set up multiple printers based on spool setting or document type</li> <li>Ability to add additional forms with interface and forms design setup charges</li> <li>Requires interface and forms design</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited Users in Customer's Site</li> <li>Utilizes Customer's existing SQL or Oracle Database</li> <li>Document Express accesses the database using ODBC</li> <li>Three Interfaces (PO/Invoice/Statement)</li> <li>Three Forms Designs (PO/Invoice/Statement)</li> <li>\$2,000 multi-module discount (assumes licensing of Document Express Accounts Payable and/or Payroll software)</li> </ul>	\$14,495
Auto Document Express™	<ul style="list-style-type: none"> <li>Optional component which automates the Document Express functions of FTP, import, and distribution of documents (print, fax, email, or web post)</li> <li>Installed as a service or standalone application – customer determined</li> </ul>	<ul style="list-style-type: none"> <li>Runs on a server and can service all designated Lawson Users</li> <li>Includes a scheduler – may run on a time interval or on a schedule</li> </ul>	Included
Email Forms	<ul style="list-style-type: none"> <li>Distributes reformatted documents via email as a PDF</li> <li>Interfaces to Customer's SMTP Mail Server</li> <li>Allows for global email setup of subject and message line</li> <li>Incorporates predefined data from the form into the email or subject area (e.g. invoice number)</li> </ul>	<ul style="list-style-type: none"> <li>Interface is incorporated into the Customer's customized print routine</li> <li>Retrieves email address from Lawson Tables or stores them within the Document Express Database (determined by customer)</li> </ul>	\$3,995

Proposed Software	Key Standard Features	Inclusions	Price
MHC Image Express™	<ul style="list-style-type: none"> <li>Ability to add Image Groups and document types within minutes for maximum flexibility and scalability</li> <li>Ability to easily link related documents for one-click retrieval (e.g., Contract to Purchase Order to Invoice to Check)</li> <li>Supports highly configurable and extensive multi-level security setup to manage sensitive data</li> <li>Comprehensive audit trail history is available tracking each action taken on each document</li> <li>Simple Image Group archival and purging functionality</li> <li>Supplement document content with notes and attachments - annotate images or attach any document type</li> <li>Dynamic Image Drill™ allows authenticated Lawson Portal/Smart Office (and select Ming.le) users to retrieve document images via Lawson Portal/SO/Ming.le* forms, Process Flow and Lawson's Drill Around (for LSF9 Portal users only)</li> </ul> <p>*Ming.le image retrieval and data capture integration with MHC Image Express is dependent on Infor contextual messaging enablement for each Infor Lawson form; image integration is only supported for forms in which Infor has deployed the business context entity contextual messaging. Check with your MHC Account representative for integration availability for Ming.le users.</p>	<ul style="list-style-type: none"> <li>ixQueryEngine for one production server, one test server, and one backup server</li> <li>ixManager includes unlimited users and unlimited Image Groups at customer-owned locations</li> <li>ixEntry includes unlimited users at customer-owned locations</li> <li>ixViewer includes unlimited users</li> <li>Includes Dynamic Image Drill™ Capability for up to 10 Lawson Portal/Ming.le or Smart Office forms (unlimited Dynamic Image Drill™ users)</li> <li>Document Express connector for AP payments, POs, Invoices, Statements and 1099s</li> </ul>	\$82,500
AP Capture Interface	<ul style="list-style-type: none"> <li>For non-OCR AP Invoice processing, interface captures pre-determined lookup indexes directly from the AP20 Invoice Entry forms (Portal, Smart Office or Ming.le) as invoices are entered into Lawson</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited document capture volume</li> </ul>	\$3,000
HR Capture Interface	<ul style="list-style-type: none"> <li>Interface captures pre-determined lookup indexes directly from your HR database by simply entering a unique employee identifier, such as employee number</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited document capture volume</li> </ul>	\$3,000
Vendor Documents Capture Interface	<ul style="list-style-type: none"> <li>Automatically capture lookup indexes from Lawson AP10 for vendor documents (i.e., W-9s, agreements, etc...)</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited document capture volume</li> </ul>	\$3,000



Proposed Software	Key Standard Features	Inclusions	Price
GL Capture & Upload	<ul style="list-style-type: none"> <li>Adds a link called "Upload or View Image" to the GL40.1 form to allow users to attach supporting documents to Journal Entries. These supporting documents do not have to be indexed by the user; the Image Express integration will automatically index the documents based on the data values tied to the Journal Entry (e.g., Company, Fiscal Year, Period, System, Journal Entry #). Users can attach any type of digital document (Word Doc, PDF, Excel File, etc...) to the PDF document generated by Image Express (or the PDF that replaced the original fabricated PDF).</li> <li>Lawson Portal users requiring the ability to upload or view an image via the Lawson GL40.1 form require the ixDrill application</li> <li>The source document and supporting documents will then be available for retrieval by authorized users from licensed Lawson forms or the ixViewer web browser</li> </ul>	<ul style="list-style-type: none"> <li>Full integration with the base Image Express product</li> <li>Unlimited upload and retrieval users</li> <li>Unlimited document volumes</li> </ul>	\$3,000
HR Onboarding eForm	<ul style="list-style-type: none"> <li>HTML setup of one form based on customer mockup and requirements (e.g., HR Onboarding form, Online Check Request form, Online Capital Requisition Request form, etc.)</li> <li>Converts the user-populated or submitted eForm into a PDF</li> <li>Extracts index fields out of eForm contents and automatically loads index values and PDF document into associated Image Group in Image Express or into a single Image Express Workflow route</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited eForm document submissions by end users</li> <li>One eForm layout</li> </ul>	\$1,500

Proposed Software	Key Standard Features	Inclusions	Price
Requisition Center/RQC Integration Component  (for LSF9 Lawson Portal Users only)	<ul style="list-style-type: none"> <li>The Image Express RQC Integration Component adds a link in Lawson Portal RQC so that requesters can attach supporting documents during requisition/order entry. These supporting documents do not have to be indexed by the user; the Image Express integration will automatically index the documents based on the data values tied to the requisition (i.e. Requisition #, Req Location, Requester ID, Requisition Date). Users can attach any type of document (Word Doc, PDF, Excel File, etc...) to the PDF requisition document generated by Image Express.</li> <li>The requisition approvers in Lawson Process Flow accessed via Portal will see a link next to the requisition # information in their Inbasket workunit description labeled "Image." When the requisition approvers click on the Image link, it will pull up a PDF image of the requisition (generated by Image Express during requisition entry or chosen by the user) and they will also see any supporting documents that were attached to the requisition.</li> </ul>	<ul style="list-style-type: none"> <li>Full integration with the base Image Express product</li> <li>Unlimited upload and retrieval users</li> <li>One upload form in Lawson Portal RQC during order entry (i.e. Shopping)</li> <li>Two retrieval forms in Lawson Portal (i.e., Lawson Process Flow Approval Workunit page and RQC Inquiry page)</li> </ul>	\$9,000
External Image Drill Enablement	<ul style="list-style-type: none"> <li>MHC to provide functionality (via an extension to the Image Express database or alternately, exposure to a web service) to enable customer to submit data parameters that would produce an appropriate URL to return document images for a given document group type (e.g., AP Invoices, Purchase Orders, Journal Entries, etc.), for use in producing links to documents via Crystal Reports, Lawson forms, Lawson Process Automation or another external system</li> <li>MHC will support customer questions on leveraging external image drill link functionality; all development and modification to customer reports and forms is the customer's responsibility and is restricted to the document group types enabled via this component</li> </ul>	<ul style="list-style-type: none"> <li>Unlimited ability to embed links to document images into reports, external systems, or customized web forms for authorized document group types</li> <li>Document group type examples include: AP Invoices, Purchase Orders, Journal Entries, etc.</li> </ul>	\$3,000

Proposed Software	Key Standard Features	Inclusions	Price
		Software List Price	\$193,440
		Discounts	(\$6,000)
		*Software License Fee	\$187,440
		Annual Maintenance (18% of software list price)	\$34,819.2

\*The software license fee includes implementation and training services from MHC Software via phone/web.

### Software Customization Services

Service	Description	Price
Signature Digitization and Encryption	<ul style="list-style-type: none"> <li>Signature is encrypted with proprietary encryption method and mapped through the software.</li> </ul>	\$295 per signature
Logo Digitization	<ul style="list-style-type: none"> <li>Certain MHC functionality requires a digitized logo. MHC expects the logo to be provided by the customer as a black and white TIFF or BMP file.</li> <li>If a digitized logo is not available, MHC can create a digitized logo for \$295.</li> </ul>	No charge (when customer supplies logo per MHC specifications)
Interface	<ul style="list-style-type: none"> <li>Interface to new data file</li> </ul>	\$1,000 per file layout
Forms Design	<ul style="list-style-type: none"> <li>Layout of single new document form design</li> </ul>	\$500 per form
Custom Programming Services	<ul style="list-style-type: none"> <li>MHC will gather customization requirements and provide a quote for such services. Typical requests include querying the ERP System for information not contained in standard output.</li> <li>MHC will provide a fixed bid or not-to-exceed quote for all well-defined projects.</li> </ul>	\$125 per hour

### Software Installation & Maintenance Services

Service	Description	Price
Software Installation	<ul style="list-style-type: none"> <li>Telephone or Web meeting installation</li> </ul>	Included
Software Maintenance	<p>Software maintenance entitles the customer to:</p> <p>(1) Document Express™, Document Self-Service™ and Image Express™ software upgrades</p>	18% of the software list price, annually (software



	(2) Software support via toll-free phone number and web meetings (3) Continuing compatibility with Infor Lawson applications (i.e., as customers upgrade Lawson functionality, they can work with MHC Software to plan and maintain compatible Document Express™, Document Self-Service™ and Image Express™ software upgrades functionality with each Infor Lawson upgrade)	maintenance goes into effect 90 days after installation)
--	--	--

### About MHC Software, Inc.

Since its establishment in 1980, MHC Software has helped organizations across all industries streamline their document processing and financial transactions. MHC Software is privately held and has been an Infor Lawson partner since 1994. Our turnkey document output, document imaging and workflow automation software solutions allow organizations to better manage information – data, documents and more – straight from their Infor Lawson or other enterprise resource planning systems. Backed by world-class customer service, all MHC Software solutions include seamless integration with Infor Lawson and other business systems, configuration to meet each customer’s unique requirements and hands-on support and training. Over the years, we have earned a fiercely loyal customer base by focusing on exceeding expectations, one customer at a time. In addition to software, MHC also offers check stock and envelopes, a complete line of MICR toners and a secure processing center providing disaster recovery and outsourced processing services. By purchasing all products from MHC, you are guaranteed a single-source vendor with accountability on all solution components.

PROPOSAL PREPARATION:	
Date:	7/16/15 <i>Note: Pricing is valid for one year from proposal date.</i>
By:	Kyle Hartung, Account Executive
Phone:	(800) 588-3676 ext. 297
Email:	kyleh@mhccom.com

**City of Fort Lauderdale, FL**

**Investment Summary**

**Population 165,520**

**INFOR**

**PCI LLC, Tampa, Florida**

**myRevenueCollector**

**Prices effective thru June 30, 2015**

myRevenueCollector(RCS) Centralized Cashiering Software	\$6,000 per workstation (note, small city exception to minimum number of workstation licenses, four (4))	\$6,000	Ten (10) seat licenses	\$60,000
myRevenueCollector(RCS) Interface with G/L, A/R, A/P and Utilities	Interface License, INFOR Included	\$ 6,000 fixed fee	Two (2) to four (4) Included	\$6,000
Interfaces, additional Interface Software, - Estimate Minimum Interfaces w/ Other City Systems - Two (2) interfaces with City systems, also see Functional Requirements	Interface License, Batch; Near Real Time and/or Real Time Can be Quoted.	\$3,000	Two (2)	\$6,000
<b>SOFTWARE SUBTOTAL</b>			<b>SOFTWARE</b>	<b>\$72,000</b>
<b>PROFESSIONAL SERVICES</b>				
System Definition, including GAP Analysis and Configuration, of myRevenueCollector(RCS)	Estimated 6 days @ \$ 1,700 / day	1700	6	\$10,200
System Training, Professional Services	Estimated 6 Days @ \$1,700 / day	1700	6	\$10,200
Interface Software, Standard Setup of INFOR Interfaces, Professional Services, 2 to 4 interfaces	Estimated 1 to 5 Days Each, Average = 3 interfaces @ 2 each days @ \$1,700/day	1700	3 Interfaces * 2 Days each = 6 days	\$10,200
Interface with Other Systems, Professional Services. Quoted as two (2) interfaces from Functional Requirements Matrix. Web services and Check-21.	Estimated zero additional Days, Each @ \$1,700/day, included in Customizations, below.	1700	0	\$0
Implementation Support Professional Services	Estimated 4 days @ \$1,700 / day	1700	4	\$6,800
Customization from Functional Requirements Matrix	Estimated 21 days @ \$1,700 / day + \$300 direct expense	1700	21	\$36,000
Project Management / Implementation Support	Estimated 8 days @ \$1,700 / day	1700	8	\$13,600
<b>PROFESSIONAL SERVICES SUBTOTAL</b>			<b>SERVICES</b>	<b>\$87,000</b>
Travel, billed at cost	Estimated two (2) trips		<b>TRAVEL</b>	<b>\$5,000</b>
<b>TOTAL, SOFTWARE &amp; PROFESSIONAL SERVICES</b>			<b>TOTAL</b>	<b>\$164,000</b>
<b>ANNUAL SUPPORT, UPGRADES &amp; MAINTENANCE</b>			<b>ANNUAL FEES</b>	<b>\$15,840</b>

**From:** [Shelley Gialluca](#)  
**To:** [Shelley Gialluca](#)  
**Subject:** FW: ERP additional questions  
**Date:** Thursday, September 01, 2016 2:17:57 PM  
**Attachments:** [image001.png](#)  
[City of Fort Lauderdale MHC Reconciliation.xlsx](#)

---

**Shelley Gialluca/Senior Technology Strategist**  
**City of Fort Lauderdale/Information Technology Services Department**  
**100 North Andrews Avenue/Fort Lauderdale, FL 33301**  
**PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)**

---

**From:** AnnDebra Diaz  
**Sent:** Tuesday, July 28, 2015 1:10 PM  
**To:** Shelley Gialluca  
**Subject:** FW: ERP additional questions

Please see Ciber's response below:

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division  
100 N. Andrews Ave. | Fort Lauderdale FL 33301  
P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Tuesday, July 28, 2015 1:03 PM  
**To:** AnnDebra Diaz  
**Subject:** RE: ERP additional questions

AnnDebra,

I think the confusion stems from 2 sources which I can explain. I also have attached of the MHC reconciliation between the MHC Price Sheet, Original Pricing Form, and the BAFO Pricing Form.

1. The MHC pricing form contains all of the products in their portfolio. That is what they sent me so that is what I sent you for full disclosure. We did not bid every product on the MHC price sheet. In the reconciliation, we did not bid the Document Management System that is in the MHC Price List. The RFP states that the Migration Plan is to Interface to the City's Document Management System (Empower 360 ECMS – Document Management System) the RFP also states that the City is conducting a solicitation process to replace this system. The Original and the BAFO for the MHC proposed products are the same.
2. Regarding the MHC annual maintenance – MHC charges 18% annual maintenance on the software list price. I listed the total MHC annual on-going cost on the same line as the MHC

Document Express AP so it does appear that the annual cost and the one-time cost are the same. I did not itemize the 18% annual cost for every product.

3. Sympro – the interface Conversion of Existing Debt Issues \$10,000 was included on the Original Pricing Document on the “Data Conversion Services” tab. In error, we failed to include this on the BAFO spreadsheet. We will have to address this.
4. Sympro – the annual maintenance on the pricing sheet of \$15,800 was rounded on the BAFO to \$15,000 online 22 of the “Other Software” tab on the BAFO spreadsheet.
5. Finite Matters – this is a publishing tool (like a print job). Typically, 2 people in any organization use this tool. We will train the two City staff members on how to configure and run the print job. Training will delivered as part of on the job training during the implementation.

Please let me know if you have any follow on questions. I know we are in the weeds and these pricing forms can be confusing.

I look forward to our meeting on Friday,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]

**Sent:** Thursday, July 23, 2015 6:01 PM

**To:** Snow, Michael R

**Subject:** RE: ERP additional questions

Good afternoon Mike,

We have some additional questions for you. Please respond no later than Thursday, July 30, 2015.

Also, we will be in the middle of some special security training tomorrow that will last all morning. I may or may not be able to accept your call and it may need to be rescheduled. Because this is security training, we are not made fully aware of what it will entail until we are in it.

Sorry if I may not be available for our first weekly update call... I truly apologize.

Below are the additional questions:

We are trying to reconcile the most recent pricing submitted for the third party items. Specifically for the MHC Software listing and what is listed in the original and BAFO pricing forms. We are not able to find all of the charges listed from the MHC document included in the BAFO. Because of this It appears that the pricing has greatly increased. Please provide information on where in the BAFO all these costs are located or other explanation.

Also it appears that the one-time costs and the ongoing annual costs for MHC products for AP, Payroll and forms, as an example, are the same amount? Are the costs for the SW and the annual maintenance actually the same amount? Please elaborate on this as well.

There are also some differences for SymPro which now appear to include some interface charges as well as an increase in annual support.

Is training on Infinite Matters products included in the BAFO Pricing for the Budget Book and CAFR

for staff?

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]

**Sent:** Monday, July 20, 2015 2:07 PM

**To:** AnnDebra Diaz

**Cc:** Snow, Michael R

**Subject:** RE: ERP additional questions

**Importance:** High

AnnDebra,

Attached you will find all of the 3<sup>rd</sup> party cost proposals that were included in our BAFO. MHC and Finite Matters updated their document with a more recent date with the original pricing. I have emails from each vendor (Finite Matters, PCI, MHC and Sympro) that states all pricing that was submitted at BAFO will not change in the future, up to a year.

Also attached is the master Depositor Escrow Service Agreement that was signed on May 29, 2008 between Infor and Iron Mountain.

I will start to forward you, over the next couple of days, word documents that we will have to work through.

Please let me know if you have any questions,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]

**Sent:** Monday, July 13, 2015 11:19 AM

**To:** Snow, Michael R

**Subject:** ERP additional questions

Mike,

The Committee has a few additional questions as it pertains to your last response submitted. Please respond by close of business on Monday, July 20, 2015.

Thank you,

**Per the RFP PART III - SPECIAL CONDITIONS**

Referencing Item 26. Third Party Products/Optional Software, as well as the requirements of Tab 13

- License and Maintenance Agreements (Section 11), **please submit all related third party**



agreements for the City's review. Including SymPro, PCI, MHC and FML Patternstream and any others that may have been omitted.

**Item 37. SOFTWARE CODE IN ESCROW**

Will all modules licensed by the City be placed in Escrow by Iron Mountain at a location within the United States? **Please submit a copy of the Master Depositor Escrow Service Agreement dated as of May 29, 2008 or the " Master Escrow Agreement" as referenced in the recent response for the City's review.**

**From the recent Responses**

**Page 10, Question 2 , Second paragraph:**

..."In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. ".... **And also** "In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

**Third Paragraph:**

"Each of the Third Party vendors had an opportunity to review the terms and condition in the RFP. Any exceptions would have been referenced in the RFP Response."

**This will be reviewed internally, but what guarantee does the City have that one of these required third party vendors will not increase pricing and/or ongoing costs, or demand changes to terms and conditions of the agreement in six months to one year in the future?**

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

## Shelley Gialluca

---

**From:** AnnDebra Diaz  
**Sent:** Tuesday, July 28, 2015 1:10 PM  
**To:** Shelley Gialluca  
**Subject:** FW: ERP additional questions  
**Attachments:** City of Fort Lauderdale MHC Reconciliation.xlsx

Please see Ciber's response below:

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Snow, Michael R [mailto:MRSnow@ciber.com]  
**Sent:** Tuesday, July 28, 2015 1:03 PM  
**To:** AnnDebra Diaz  
**Subject:** RE: ERP additional questions

AnnDebra,

I think the confusion stems from 2 sources which I can explain. I also have attached of the MHC reconciliation between the MHC Price Sheet, Original Pricing Form, and the BAFO Pricing Form.

1. The MHC pricing form contains all of the products in their portfolio. That is what they sent me so that is what I sent you for full disclosure. We did not bid every product on the MHC price sheet. In the reconciliation, we did not bid the Document Management System that is in the MHC Price List. The RFP states that the Migration Plan is to Interface to the City's Document Management System (Empower 360 ECMS – Document Management System) the RFP also states that the City is conducting a solicitation process to replace this system. The Original and the BAFO for the MHC proposed products are the same.
2. Regarding the MHC annual maintenance – MHC charges 18% annual maintenance on the software list price. I listed the total MHC annual on-going cost on the same line as the MHC Document Express AP so it does appear that the annual cost and the one-time cost are the same. I did not itemize the 18% annual cost for every product.

3. Sympro – the interface Conversion of Existing Debt Issues \$10,000 was included on the Original Pricing Document on the “Data Conversion Services” tab. In error, we failed to include this on the BAFO spreadsheet. We will have to address this.
4. Sympro – the annual maintenance on the pricing sheet of \$15,800 was rounded on the BAFO to \$15,000 online 22 of the “Other Software” tab on the BAFO spreadsheet.
5. Finite Matters – this is a publishing tool (like a print job). Typically, 2 people in any organization use this tool. We will train the two City staff members on how to configure and run the print job. Training will delivered as part of on the job training during the implementation.

Please let me know if you have any follow on questions. I know we are in the weeds and these pricing forms can be confusing.

I look forward to our meeting on Friday,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]

**Sent:** Thursday, July 23, 2015 6:01 PM

**To:** Snow, Michael R

**Subject:** RE: ERP additional questions

Good afternoon Mike,

We have some additional questions for you. Please respond no later than Thursday, July 30, 2015.

Also, we will be in the middle of some special security training tomorrow that will last all morning. I may or may not be able to accept your call and it may need to be rescheduled. Because this is security training, we are not made fully aware of what it will entail until we are in it.

Sorry if I may not be available for our first weekly update call... I truly apologize.

Below are the additional questions:

We are trying to reconcile the most recent pricing submitted for the third party items. Specifically for the MHC Software listing and what is listed in the original and BAFO pricing forms. We are not able to find all of the charges listed from the MHC document included in the BAFO. Because of this It appears that the pricing has greatly increased. Please provide information on where in the BAFO all these costs are located or other explanation.

Also it appears that the one-time costs and the ongoing annual costs for MHC products for AP, Payroll and forms, as an example, are the same amount? Are the costs for the SW and the annual maintenance actually the same amount? Please elaborate on this as well.

There are also some differences for SymPro which now appear to include some interface charges as well as an increase in annual support.

Is training on Infinite Matters products included in the BAFO Pricing for the Budget Book and CAFR for staff?

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301  
P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Monday, July 20, 2015 2:07 PM  
**To:** AnnDebra Diaz  
**Cc:** Snow, Michael R  
**Subject:** RE: ERP additional questions  
**Importance:** High

AnnDebra,

Attached you will find all of the 3<sup>rd</sup> party cost proposals that were included in our BAFO. MHC and Finite Matters updated their document with a more recent date with the original pricing. I have emails from each vendor (Finite Matters, PCI, MHC and Sympro) that states all pricing that was submitted at BAFO will not change in the future, up to a year.

Also attached is the master Depositor Escrow Service Agreement that was signed on May 29, 2008 between Infor and Iron Mountain.

I will start to forward you, over the next couple of days, word documents that we will have to work through.

Please let me know if you have any questions,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]  
**Sent:** Monday, July 13, 2015 11:19 AM  
**To:** Snow, Michael R  
**Subject:** ERP additional questions

Mike,  
The Committee has a few additional questions as it pertains to your last response submitted. Please respond by close of business on Monday, July 20, 2015.  
Thank you,

**Per the RFP PART III - SPECIAL CONDITIONS**

Referencing Item 26. Third Party Products/Optional Software, as well as the requirements of Tab 13 - License and Maintenance Agreements (Section 11), **please submit all related third party agreements for the City's review. Including SymPro, PCI, MHC and FML Patternstream and any others that may have been omitted.**

**Item 37. SOFTWARE CODE IN ESCROW**

Will all modules licensed by the City be placed in Escrow by Iron Mountain at a location within the United States? **Please submit a copy of the Master Depositor Escrow Service Agreement dated as of May 29, 2008 or the "Master Escrow Agreement" as referenced in the recent response for the City's review.**

**From the recent Responses**

**Page 10, Question 2 , Second paragraph:**

...."In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. ".... **And also** "In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

**Third Paragraph:**

"Each of the Third Party vendors had an opportunity to review the terms and condition in the RFP. Any exceptions would have been referenced in the RFP Response."

**This will be reviewed internally, but what guarantee does the City have that one of these required third party vendors will not increase pricing and/or ongoing costs, or demand changes to terms and conditions of the agreement in six months to one year in the future?**

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

## Shelley Gialluca

---

**From:** Shelley Gialluca  
**Sent:** Friday, September 25, 2015 7:58 AM  
**To:** AnnDebra Diaz  
**Subject:** RE: ERP additional questions

Tracking:	Recipient	Read
	AnnDebra Diaz	Read: 9/25/2015 8:01 AM

Absolutely!

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** AnnDebra Diaz  
**Sent:** Thursday, September 24, 2015 5:40 PM  
**To:** Shelley Gialluca  
**Subject:** FW: ERP additional questions

Exactly what I thought he intended, but good to have it in writing 😊

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist  
City of Fort Lauderdale | Procurement Services Division  
100 N. Andrews Ave. | Fort Lauderdale FL 33301  
P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]  
**Sent:** Thursday, September 24, 2015 5:24 PM  
**To:** Shelley Gialluca; Lang, Chris  
**Cc:** AnnDebra Diaz; Kevin Keimel  
**Subject:** RE: ERP additional questions

Shelley,

What I meant by "We have to address this" is that Ciber will have to figure this out. I didn't expect that you would ever increase the BAFO amount. We'll take care of it.

Mike

---

**From:** Shelley Gialluca [<mailto:SGialluca@fortlauderdale.gov>]  
**Sent:** Thursday, September 24, 2015 4:05 PM  
**To:** Snow, Michael R; Lang, Chris  
**Cc:** AnnDebra Diaz; Kevin Keimel  
**Subject:** FW: ERP additional questions

Mike I am not so sure what to do about this one, but in gathering all but documents, responses, etc. I came across this one that I total overlooked since July. Please see your response below. Not sure what we are going to do about Per AnnDebra we cannot permit any updates to the BAFO .... Total missing amount is \$10,800 for something we needed ....? Your statement "We have to address this" what were you thinking?

Shelley

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** AnnDebra Diaz  
**Sent:** Thursday, September 24, 2015 2:30 PM  
**To:** Shelley Gialluca  
**Cc:** Kevin Keimel; Jay Stacy  
**Subject:** RE: ERP additional questions

The BAFO is the best and final, they cannot their pricing after the fact.

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division  
100 N. Andrews Ave. | Fort Lauderdale FL 33301  
P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Shelley Gialluca  
**Sent:** Thursday, September 24, 2015 10:09 AM  
**To:** AnnDebra Diaz  
**Cc:** Kevin Keimel; Jay Stacy  
**Subject:** FW: ERP additional questions

Please see below, Going through the massive amounts of documents and paper work, I have missed this one. I must admit it's a bit challenging to be all things to all tasks for what this project requires.

How do I handle this at this point? This effects the BAFO and CC Memo amount Do I ask Ciber to update the BAFO? Or do they deal with it?

Shelley Gialluca/Senior Technology Strategist  
City of Fort Lauderdale/Information Technology Services Department  
100 North Andrews Avenue/Fort Lauderdale, FL 33301  
PH: 954-828-5096; E: [SGialluca@fortlauderdale.gov](mailto:SGialluca@fortlauderdale.gov)

---

**From:** AnnDebra Diaz  
**Sent:** Tuesday, July 28, 2015 1:10 PM  
**To:** Shelley Gialluca  
**Subject:** FW: ERP additional questions

Please see Ciber's response below:

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]

**Sent:** Tuesday, July 28, 2015 1:03 PM

**To:** AnnDebra Diaz

**Subject:** RE: ERP additional questions

AnnDebra,

I think the confusion stems from 2 sources which I can explain. I also have attached of the MHC reconciliation between the MHC Price Sheet, Original Pricing Form, and the BAFO Pricing Form.

1. The MHC pricing form contains all of the products in their portfolio. That is what they sent me so that is what I sent you for full disclosure. We did not bid every product on the MHC price sheet. In the reconciliation, we did not bid the Document Management System that is in the MHC Price List. The RFP states that the Migration Plan is to Interface to the City's Document Management System (Empower 360 ECMS – Document Management System) the RFP also states that the City is conducting a solicitation process to replace this system. The Original and the BAFO for the MHC proposed products are the same.
2. Regarding the MHC annual maintenance – MHC charges 18% annual maintenance on the software list price. I listed the total MHC annual on-going cost on the same line as the MHC Document Express AP so it does appear that the annual cost and the one-time cost are the same. I did not itemize the 18% annual cost for every product.
3. Sympro – the interface Conversion of Existing Debt Issues \$10,000 was included on the Original Pricing Document on the "Data Conversion Services" tab. In error, we failed to include this on the BAFO spreadsheet. We will have to address this.
4. Sympro – the annual maintenance on the pricing sheet of \$15,800 was rounded on the BAFO to \$15,000 online 22 of the "Other Software" tab on the BAFO spreadsheet.
5. Finite Matters – this is a publishing tool (like a print job). Typically, 2 people in any organization use this tool. We will train the two City staff members on how to configure and run the print job. Training will delivered as part of on the job training during the implementation.

Please let me know if you have any follow on questions. I know we are in the weeds and these pricing forms can be confusing.

I look forward to our meeting on Friday,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]

**Sent:** Thursday, July 23, 2015 6:01 PM

**To:** Snow, Michael R

**Subject:** RE: ERP additional questions

Good afternoon Mike,

We have some additional questions for you. Please respond no later than Thursday, July 30, 2015.



Also, we will be in the middle of some special security training tomorrow that will last all morning. I may or may not be able to accept your call and it may need to be rescheduled. Because this is security training, we are not made fully aware of what it will entail until we are in it.

Sorry if I may not be available for our first weekly update call... I truly apologize.

Below are the additional questions:

We are trying to reconcile the most recent pricing submitted for the third party items. Specifically for the MHC Software listing and what is listed in the original and BAFO pricing forms. We are not able to find all of the charges listed from the MHC document included in the BAFO. Because of this It appears that the pricing has greatly increased. Please provide information on where in the BAFO all these costs are located or other explanation.

Also it appears that the one-time costs and the ongoing annual costs for MHC products for AP, Payroll and forms, as an example, are the same amount? Are the costs for the SW and the annual maintenance actually the same amount? Please elaborate on this as well.

There are also some differences for SymPro which now appear to include some interface charges as well as an increase in annual support.

Is training on Infinite Matters products included in the BAFO Pricing for the Budget Book and CAFR for staff?

**AnnDebra Diaz, CPPB** | Acting Senior Procurement Specialist

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics – Impartiality – Professionalism – Service – Transparency

---

**From:** Snow, Michael R [<mailto:MRSnow@ciber.com>]

**Sent:** Monday, July 20, 2015 2:07 PM

**To:** AnnDebra Diaz

**Cc:** Snow, Michael R

**Subject:** RE: ERP additional questions

**Importance:** High

AnnDebra,

Attached you will find all of the 3<sup>rd</sup> party cost proposals that were included in our BAFO. MHC and Finite Matters updated their document with a more recent date with the original pricing. I have emails from each vendor (Finite Matters, PCI, MHC and Sympro) that states all pricing that was submitted at BAFO will not change in the future, up to a year.

Also attached is the master Depositor Escrow Service Agreement that was signed on May 29, 2008 between Infor and Iron Mountain.

I will start to forward you, over the next couple of days, word documents that we will have to work through.

Please let me know if you have any questions,

Mike

---

**From:** AnnDebra Diaz [<mailto:ADiaz@fortlauderdale.gov>]  
**Sent:** Monday, July 13, 2015 11:19 AM  
**To:** Snow, Michael R  
**Subject:** ERP additional questions

Mike,

The Committee has a few additional questions as it pertains to your last response submitted. Please respond by close of business on Monday, July 20, 2015.

Thank you,

**Per the RFP PART III - SPECIAL CONDITIONS**

Referencing Item 26. Third Party Products/Optional Software, as well as the requirements of Tab 13 - License and Maintenance Agreements (Section 11), **please submit all related third party agreements for the City's review. Including SymPro, PCI, MHC and FML Patternstream and any others that may have been omitted.**

**Item 37. SOFTWARE CODE IN ESCROW**

Will all modules licensed by the City be placed in Escrow by Iron Mountain at a location within the United States? **Please submit a copy of the Master Depositor Escrow Service Agreement dated as of May 29, 2008 or the "Master Escrow Agreement" as referenced in the recent response for the City's review.**

**From the recent Responses**

**Page 10, Question 2 , Second paragraph:**

...."In addition, the Third Party contracts do not have to be finalized until which time they are required in the implementation timeline. ".... **And also** "In short, the only contracts that we require, to start, are between the City and Ciber and Infor.

**Third Paragraph:**

"Each of the Third Party vendors had an opportunity to review the terms and condition in the RFP. Any exceptions would have been referenced in the RFP Response."

**This will be reviewed internally, but what guarantee does the City have that one of these required third party vendors will not increase pricing and/or ongoing costs, or demand changes to terms and conditions of the agreement in six months to one year in the future?**

**AnnDebra Diaz, CPPB | Acting Senior Procurement Specialist**

City of Fort Lauderdale | Procurement Services Division

100 N. Andrews Ave. | Fort Lauderdale FL 33301

P 954-828-5949 | F 954-828-5576 | [adiaz@fortlauderdale.gov](mailto:adiaz@fortlauderdale.gov)



Accountability - Ethics - Impartiality - Professionalism - Service - Transparency

CIBER, INC. CERTIFICATION OF THIRD PARTY SOFTWARE SUPPLIERS  
LICENSING TERMS AND CONDITIONS

Ciber, Inc. (“Ciber”) hereby certifies that it will secure the agreement of the third party software suppliers required by the Request for Proposals No. 742-11378, Enterprise Resource Planning (ERP) System Solution and Professional Services (“RFP”) and Ciber’s Response to the RFP, to licensing terms and conditions substantially in the form as set forth in Attachment 1 hereto.

## ATTACHMENT 1

### LICENSING TERMS AND CONDITIONS

**1. License.** Subject to the terms and conditions of the attached Agreement (“this Agreement”) and any applicable Order Form (including, without limitation, with respect to termination), Vendor grants Licensee (including any then-current Licensee employees or contractors of Licensee having a need, as determined by the Licensee, to use the Vendor system(s) set out in the attached Agreement, or Order Form, (“Vendor System”) and who are under strict confidentiality and non-disclosure requirements pertaining to such use) a perpetual (unless otherwise specified on any applicable Order Form), non-exclusive, non-transferable license (without the right to sublease or sublicense) to use the Vendor System (including any updates, enhancements or modifications to such Vendor System that Vendor provides under its support services agreement) on the mutually agreed equipment for Licensee’s own, internal computing operations. The computer readable media containing the Vendor System may also contain software programs for which Licensee is not granted a license for use. Licensee may not make any use of any such software programs for which Licensee is not expressly obtaining a license for use under this Agreement. Any rights not expressly granted in this Agreement are expressly reserved.

(a) Copies. Licensee may make a reasonable number of copies of the Vendor System documentation for each Vendor System for its internal use in accordance with the terms of this Agreement. Licensee may also make copies of the Vendor System for back-up and archival purposes. All such copies shall retain the owner’s copyright and proprietary rights notices in the same form as on the original. All materials reproduced shall be maintained by Licensee and are not subject to disclosure for commercial purposes.

(b) Additional Restrictions on Use of the Vendor System. Licensee’s use of the Vendor System is subject to any User Restrictions specified in the applicable Order Form. Except to the extent contrary to applicable law, Licensee is prohibited from causing or permitting the reverse engineering, disassembly or de-compilation of the Vendor System. Licensee is prohibited from using the Vendor System to provide service bureau data processing services or to otherwise provide data processing services to third parties, except to the extent provided in this Agreement. Licensee will not allow the Vendor System to be used by, or to the extent they are trade secrets pursuant to Florida law, disclose all or any part of the Vendor System to, any person except Licensee employees or contractors of Licensee having a need, as determined by the Licensee, to use the Vendor System. Licensee acknowledges and agrees that U.S. export control laws and other applicable export and import laws govern its use of the Vendor System and Licensee will neither export or re-export, directly or indirectly, the Vendor System, nor any direct product thereof in violation of such laws, or use the Vendor System for any purpose prohibited by such laws. Licensee acknowledges that a special security program or code (“Key”) may be required to operate the Vendor System. Any such Key may prevent the Vendor System from operating (i) on any configuration other than the mutually agreed equipment or (ii) for more than the maximum number of users specified in an Order Form.

(c) Intellectual Property Rights Notices. Licensee is prohibited from removing or altering any of the Intellectual Property Rights notice(s) embedded in or that Vendor otherwise provides with the Vendor System. Licensee must reproduce the unaltered Intellectual Property Rights notice(s) in any full or partial copies that Licensee makes of the Vendor System.

(d) Notice. To use any of the Vendor System, Licensee may also need to obtain, install and maintain Vendor-supported versions of certain software products, database software products and certain software/hardware peripherals. By this notice, Vendor is advising Licensee that Licensee should request information about such necessary software products, database software products and software/hardware peripherals.

(e) Source Code. Unless otherwise explicitly provided in an Order Form, Licensee has no license to access or use, or any other rights in or to, the source code for any part of the Vendor System. If the Order Form grants Licensee a license to use source code for any part of the Vendor System, then Licensee has the limited right to use such source code to modify the Vendor System for its own, internal computing operations. Subject to the foregoing, Licensee will not disclose all or any part of the source code for the Vendor System to any person except Licensee employees or contractors of Licensee having a need, as determined by the Licensee, to use the Vendor System who, before obtaining access to the source code, have been informed by Licensee in writing of the non-disclosure obligations imposed on both Licensee and such Licensee employees or contractors of Licensee having a need, as determined by the Licensee, to use the Vendor system under this Agreement. Vendor will own all right, title and interest to all derivative works of the Vendor System ("**Derivative Works**"), even if solely created by Licensee pursuant to a license to use source code hereunder. Except as otherwise provided by the Florida public records law, Licensee hereby assigns to Vendor absolutely all of its rights, title and interest in and to any Derivative Works created by the Licensee together with all Intellectual Property Rights therein. Subject to the terms and conditions of this Agreement, Vendor grants Licensee (if licensed to use source code hereunder) a perpetual (unless otherwise specified in the Order Form), non-exclusive, non-transferable license (without the right to sublease or sublicense) to use and copy for use the Derivative Works created by Licensee or created by Vendor at Licensee's request and payment, for Licensee's own, internal computing operations. Upon Vendor's request, Licensee will provide Infor with a copy (including all documentation related thereto) of all Derivative Works created by Licensee and will execute and deliver to Infor any documents reasonably necessary to vest in Vendor all right, title and interest therein.

(f) Machines. Licensee may transfer the Vendor System to other Licensee servers and computers as needed for Licensee's internal business purposes and provided Licensee is in compliance with this Agreement.

(g) Mandated Changes. So long as Licensee is current under Vendor's applicable support agreement, Licensee will receive any updates, upgrades and enhancements to the Vendor System that are mandated by federal law or regulation, and are the then-current, general release version of such Vendor System that are not separately priced or licensed as new products, at no additional charge.

(h) Source Code Escrow. Vendor hereby agrees to escrow the source code for the Vendor System on behalf of Licensee under mutually agreeable terms and conditions.

**AGREEMENT  
FOR  
PROFESSIONAL SERVICES  
RFP 742-11378 ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM SOLUTION**

**THIS AGREEMENT**, made this \_\_\_\_ day of \_\_\_\_\_ 2016 (“Effective Date”), is by and between the City of Fort Lauderdale, a Florida municipality, (“City” or “Client”), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and Ciber, Inc., (“Contractor”) a Delaware corporation authorized to transact business in the State of Florida, whose address and phone number are 6312 S Fiddler’s Green Circle Suite 600E, Greenwood Village, Colorado, 80111, Phone: (303)220-0100, (800)242-3799, Fax: (303) 224-4125.

**Definitions**

**Acceptance Criteria** means the criteria based upon which City accepts or rejects each Deliverable, which Acceptance Criteria will be mutually agreed as set out in the applicable Task Order.

**Acceptance Testing** means conducting of the series of tests and protocols, as mutually agreed as set out in this Agreement, utilizing Acceptance Criteria, for Deliverables.

**Application Software** means the application component or product and technology software and specific modules that City has licensed from the Application Software providers which will be used for the project.

**BAFO** means the Contractor’s **Best and Final Offer** and all addenda thereto prepared, and agreed to, by Contractor and City as attached hereto and made a part hereof as Exhibit B.

**Business Day** means Monday through Friday of each week except for holidays observed by the City.

**Change Order** is as defined in Section 2-127 of the Code of Ordinances of the City of Fort Lauderdale, FL.

**City Manager** means the City Manager of the City of Fort Lauderdale, FL or his/her designee.

**City’s Facilities** means City’s own equipment, systems, network, facilities, premises, operations and/or data environment.

**City’s Project Manager** means the City’s staff member who serves as the primary contact responsible for coordination with Contractor. The primary responsibilities of the City’s Project Manager are to coordinate and communicate with Contractor and to manage and supervise execution and completion of the Task Order and the other terms and conditions of the Agreement.

**City’s Security Procedures** means all appropriate security procedures as required by prudent business practices for its operations, consistent with industry standards, designed to avoid any security incident and any other unauthorized use or disclosure or the like.

**Conditional Acceptance** means the City's acceptance of Deliverables or Services that: (1) the parties agree not to subject to Acceptance Testing; or (2) do not successfully complete Acceptance Testing under the condition that Contractor will rectify the situation within an agreed or reasonable period.

**Contract Documents** means the RFP, the BAFO, Contractor's Response and all Task Orders.

**Contractor's Project Manager** means the person who serves as Contractor's primary contact responsible for coordination with the City.

**Contractor's Response** means Contractor's response to the RFP, dated October 17, 2014, including Contractor's responses to the City's addendum to the RFP. The Contractor's Response is attached hereto and made a part hereof as Exhibit C.

**Core Project Team** means a team consisting of the City's functional business and technical leads. Functional business leads shall include key personnel responsible for decision making and process design, and system configuration in business areas such as General Ledger, Accounts Payable, Financial Budgeting, Cash Management, Procurement, Contract Management, Human Resources, Payroll, and Benefits. The Core Project Team will participate in product training, current and future state business process design, system design, integrated system testing, user acceptance testing, courseware development, and project activation (Go-Live).

**Customizations** means additional modifications, interfaces, conversion, report writing, and other similar services requested by City from Contractor.

**Defect** means a failure of any Deliverable to conform to the Acceptance Criteria or to perform in material accordance with the Documentation and requirements of the applicable Task Orders. In the event of a conflict between the Acceptance Criteria and the Documentation, the Acceptance Criteria shall prevail. The term "Defect" expressly excludes any defect arising solely from a defect or malfunction of the Application Software, other than such that arises as the result of a customization or interface to the Application Software provided by Contractor or a functionality specifically stated in the Specifications in the Request for Proposal or Contractor's response to the RFP dated October 17, 2014, ("Exhibit C") including Contractor's responses to the City's addendum to the RFP.

**Deliverable(s)** means all "Deliverables" as such are defined and set out in a Task Order to be delivered by Contractor and all Services to be performed for and provided to City by Contractor in accordance with this Agreement and the applicable Task Orders.

**Delivery** means that the applicable Deliverable has been provided or has taken place as follows:

A. In case of items to be delivered in tangible form, upon the transfer of possession of the item to the control of the respective City personnel designated to receive such possession at the designated time and place, or, if no place is designated, at such person's regular business office;

B. In the case of items to be delivered by electronic transmission, upon successful completion of such transmission to the designated City computer and verification by the City of the accuracy of such transmission;



C. In the case of items subject to the completion of Acceptance Testing, upon successful completion of such Acceptance Testing; and

D. In all other cases, upon completion of the Services encompassed by such Deliverable as set forth in the applicable Task Order.

**Designated Staff** means all Contractor subcontractors, Contractor's Project Manager, and staff assigned to City by Contractor as may be identified in individual Task Orders.

**Documentation** means such documentation as described in the RFP and as further clarified in any Task Order. City is authorized to reproduce any such documentation or other materials in a sufficient number to provide training to City staff. All such copies shall retain the owner's copyright and proprietary rights notices in the same form as on the original. All materials reproduced shall be maintained by the City and are not subject to disclosure for commercial purposes.

**Effective Date** means the date identified as such as first set out above.

**Event** means an incident whereby the System is either not working or its operation is inconsistent with the Documentation or the agreed upon Task Orders during Acceptance Testing. Events are divided into categories as below. City shall determine Priority levels pursuant to the following definitions. The categories are Priority 1, 2, 3, or 4 in accordance with the definitions below.

**PRIORITY 1 - CRITICAL BUSINESS IMPACT EVENT** means the production System or the database is inoperable, a critical application failure has occurred, business processes are halted and there is no workaround available. Priority 1 issues that occur after standard support hours must be reported by telephone.

**PRIORITY 2 - SIGNIFICANT BUSINESS IMPACT EVENT** means important features of the System are not working in accordance with the applicable warranty set out in this Agreement. While other areas of the System may not be impacted, the reported Defect has created a significant, negative impact on City's productivity or service level.

**PRIORITY 3 - SOME BUSINESS IMPACT EVENT** means important features of the System are not working in accordance with the applicable warranty set out in this Agreement. City impact is minimal loss of operational functionality.

**PRIORITY 4 - MINIMAL BUSINESS IMPACT EVENT** means a City clarification or information request which has no operational impact. The implementation or use of the System by City is continuing and there is no negative impact on productivity.

**Final System Acceptance** means the acceptance of the System /Solution in its totality by City as provided in this Agreement.

**Fixed Cost** means the cost specified in Exhibit B and attached hereto.

**Go-Live** means an application is being used in a production status.

**Go-Live Date** means the date that Contractor and City agree in writing that an application or Roll-Out is “production-ready” and is being used in a production status.

**Initial Agreement Term** means the period beginning upon the Effective Date and expiring ten (10) years from Final System Acceptance, unless otherwise terminated pursuant to the terms of this Agreement.

**Licensed Program(s)** means any software product separately licensed by the City.

**Milestone(s)** means certain events regarding Deliverables as such Milestone(s) are described in a Task Order.

**Parallel Testing** is the process that is performed to make sure that critical processes, such as payroll, are being accurately calculated by the new system. During parallel testing, the old or “legacy” system is run parallel to new software and the results are compared and verified. Parallel testing will be used at a minimum to test and validate processes, verify data conversion mapping, and data cleanup, prior to cutover. Parallel testing will be used for those critical processes in the applicable Task Orders.

**Project Coordinator** means the person(s) identified by the City who works across groups, aligning internal team members and external stakeholders. The Project Coordinator(s) may coordinate project phases and schedules, arrange support services, order supplies, and track progress. The Project Coordinator typically reports to the City’s Project Manager.

**Project Plan** means the plan mutually agreed by the City and Contractor which will act as a guideline for a project.

**Project Planning** means activities undertaken by the City and Contractor to derive a Project Plan.

**Proposed Acceptance Criteria** means the preliminary criteria submitted by Contractor, which are subject to reasonable approval by City, which would (if approved by City) determine the criteria by which City would undertake Acceptance Testing.

**RFP** means the Request for Proposals No. 742-11378, Enterprise Resource Planning (ERP) System Solution and Professional Services, including any and all addenda, prepared by the City, and attached thereto. The RFP is attached hereto and made a part hereof as Exhibit A.

**Roll-Out** means one of the major phases of the Services as identified in each of the Task Orders.

**Services** means the work, duties, and obligations to be carried out and performed by Contractor under this Agreement and each Task Order provided pursuant to this Agreement.

**Specifications** means functional specifications mutually agreed by the City and Contractor and identified in a Task Order.

**System/Solution** means all of the services, work products and third party application software components and services, including but not limited to project plans, design documents, configured software, interfaces, conversions, status reports, test results, user guides, training, training materials, process documentation, workflows, custom reports, project management

reports and other such work products that comprise the “Solution” as specified in the RFP and proposed by Contractor.

**Task Order** is as defined in Section 2-127 of the Code or Ordinances of the City of Fort Lauderdale, Florida.

NOW THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

**WITNESSETH:**

**I. CONTRACT DOCUMENTS ORDER OF PRECEDENCE**

In the event of any conflict between or among the Contract Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. First, this Agreement for Professional Services, including definitions and Sections I. through XXIII. of this Agreement, dated \_\_\_\_\_, 2016, and any attachments;
- B. Second, the RFP;
- C. Third, the BAFO; and
- D. Fourth, Contractor’s Response.

**II. SCOPE OF SERVICES**

The Contractor shall perform the Services under the general direction of the City as set forth in the Contract Documents and the Task Orders.

Unless otherwise specified herein, the Contractor shall perform all Services identified in this Agreement. The parties agree that the scope of Services is a description of Contractor’s obligations and responsibilities, and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks which are such an inseparable part of the Services that exclusion would render performance by Contractor impractical, illogical, or unconscionable.

Contractor acknowledges and agrees that the Project Coordinator has no authority to make changes that would increase, decrease, or otherwise modify the Services to be provided under this Agreement.

By signing this Agreement, the Contractor represents that it has thoroughly reviewed this Agreement and the Contract Documents and that it accepts the description of the Services and the conditions under which the Services are to be performed.

**III. AGREEMENT TERM**

The initial term of this Agreement shall be for ten (10) years (Initial Agreement Term). The City and the Contractor may each extend the Initial Agreement Term for two (2) additional one (1)-year terms (for an aggregate of two [2] additional years after the Initial Agreement Term) providing all terms, conditions, and specifications remain the same.

The Contractor will ensure that all of Contractor's subcontractors adhere to the terms and conditions of this Agreement.

Contractor agrees and understands that this Agreement 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 this Agreement. The Contractor agrees to provide such items or services, and City shall compensate Contractor for such additional services using the out of scope hourly rates as provided by the Contractor in Exhibit B hereto (subject to adjustment as set out in Section XXII below. 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 this Agreement upon giving the Contractor thirty (30) days' written notice.

In the event Services are scheduled to end because of the expiration of this Agreement, the Contractor shall continue the Services upon the request of the City as authorized by the awarding authority under the then-current terms of this Agreement. The extension period shall not extend for more than ninety (90) days beyond the expiration date of this Agreement. The Contractor shall be compensated for any Services then being provided at the rate in effect when this extension clause is invoked by the City.

#### **IV. CONTRACTOR SUPPORT DURING AND POST IMPLEMENTATION**

- A. During implementation the Contractor will act as the prime contractor and overall project manager and the main contact for the implementation and support coordinator of the System, including but not limited to reporting issues regarding integrations and configurations, until complete Final System Acceptance has occurred.

The Contractor or its subcontractors will not access any Licensed Program(s) remotely without prior authorization from the City, with such authorization to include access time/date and duration. The City will not unreasonably withhold any such authorization so as to prevent Contractor, or any of Contractor's subcontractors, from being able to perform the Services.

Contractor shall maintain staff or have access to staff that is appropriately trained to be familiar with the Licensed Program(s) Contractor is implementing as a part of this project in order to render assistance, should it be required.

- B. POST GO-LIVE AND POST IMPLEMENTATION PERIOD SUPPORT

Contractor will provide functional application and environment support for a period of three (3) months beyond the Go-Live Date as follows: month end, quarter end and fiscal year end for financials (GL and A/P) and quarter end and fiscal year end for payroll

processing. Contractor has included in the Fixed Cost costs for an eight hundred (800) hour allotment to achieve this functional application and environment support. Should such support not require all of this eight hundred (800)-hour allotment, the City shall be allowed to utilize any unused hours for other services as requested by the City. Should additional hours be required to achieve such support, such additional hours shall be provided at the hourly rates set out in the BAFO for out-of-scope services, such rates being subject to adjustment as set out in Section XXII. below.

#### C. REMOTE ACCESS

Contractor will provide functional application and environment support for a period of three (3) months beyond the Go-Live Date as follows: month end, quarter end and fiscal year end for financials (GL and A/P) and quarter end and fiscal year end for payroll processing. Contractor has included in the Fixed Cost costs for an eight hundred (800) hour allotment to achieve this functional application and environment support. Should such support not require all of this eight hundred (800)-hour allotment, the City shall be allowed to utilize any unused hours for other services as requested by the City. Should additional hours be required to achieve such support, such additional hours shall be provided at the hourly rates set out in the BAFO for out-of-scope services, such rates being subject to adjustment as set out in Section XXII. below. The parties envision that Services regarding City's production, development and/or test environments may be provided by remote electronic means (remote access). The manner, including any security restrictions, method, equipment, software and other considerations for remote access shall be provided on a request by request basis subject to City's internal security requirements. City, at its own expense, shall provide the equipment and software at its location to permit remote access by Contractor. Contractor, at its own expense, shall provide any equipment and software at its location required to permit remote access by Contractor to City. Physical access for Contractor personnel to the System as necessary to allow Contractor to perform Services shall be provided by City.

In addition, City shall provide, within City's premises, adequate space for Services to be performed on-site. Contractor will assume its respective telephone access costs incurred to perform Services on the System by remote access. Contractor represents and warrants that while performing Services by remote access it will use all reasonably commercially available methods not to transmit any type of undocumented software routines or other elements which are designed to, or capable of, permitting, allowing, or causing: (a) unauthorized access to or intrusion upon; (b) disabling of; (c) erasure of; or (d) interference with any hardware, software, data or peripheral equipment whether directly or by transference. In the event of a breach of this representation and warranty, Contractor, to the extent caused by Contractor, shall be responsible for, and pay City for, any and all actual harm, injury, damages, costs and expenses incurred by City by reason of the breach within thirty (30) calendar days after Contract Coordinator's written demand for same. City will be responsible for creating a secure platform for remote access. At a minimum this will consist of: (i) the maximum allowed encryption supported by both City and Contractor for a VPN tunnel; and (ii) a terminal services environment secured and controlled by City with remote access granted to Contractor. At no time will City grant unencrypted remote access to Contractor. Contractor will follow City's documented access control procedures to gain access to City's Facilities. City is responsible for developing and implementing all City's Security Procedures. As part of City's Security Procedures, City will provide VPN and terminal services tools, and the

necessary network and environment logins to ensure that Contractor will never have access to any information in City's Facilities except through those tools and logins. Contractor Associate will use those tools and logins for remote access.

## **V. DELETION OR MODIFICATION OF SERVICES**

The City reserves the right to change the scope of Services or modify any portion of thereof upon no less than a thirty (30)-calendar day written notice, without cause, and if such right is exercised by the City, the Fixed Cost shall be reduced by the costs included in the Fixed Cost for such terminated Services. If Services have already been accomplished on the portion of the Agreement 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 Deliverables after the City has approved Services to begin on a particular Deliverable, and a budget has been established for that task or project, the Contractor will submit a revised budget or written Change Order, whichever is applicable, to the City for approval prior to proceeding with the modified/revised Services.

## **VI. PROJECT PLANNING AND MANAGEMENT**

Contractor's Project Manager, in collaboration with the City's Project Manager will conduct Project Planning activities to develop detailed Task Orders and Project Plans guided by Contractor's IMPACT methodology as described in the applicable Task Order, for each Roll-Out as agreed to by the City, that details at a minimum, both Contractor and City's responsibilities, timeline for project activities, phases, Milestones, Deliverables, associated costs and other details as required, in connection with Contractor's performance of the Services. The Task Order must be in sufficient detail to specify the planning timelines and tasks, such as all required Deliverables, conversion, training, Acceptance Testing, Acceptance Criteria, configuration, modification, integration, and Go-Live operational activities and costs for each. Both Contractor and City agree that a mutually agreeable initial Task Order and Project Plan will be submitted by Contractor and approved by City within ninety (90) Business Days of the Effective Date.

## **VII. TESTING AND ACCEPTANCE**

### **A. Verification/Validation System Acceptance Testing**

The City and Contractor will jointly develop Task Orders that include Acceptance Testing of each Deliverable contained in that Task Order, as proposed in Contractor's Response. The Task Order will also include Acceptance Criteria, as mutually agreed by the parties, for the Deliverables included in such Task Order. In addition, the City and Contractor shall schedule verification acceptance testing of the Licensed Program(s) on a module-by-module basis. Verification acceptance testing shall be the process whereby the City verifies that all modules of each Licensed Program have been delivered. Should City require assistance in verification acceptance testing, such assistance will be provided as part of the testing support activities. Each Deliverable which comprises software shall undergo Acceptance Testing and such Deliverable shall be deemed as formally verified and accepted when used in a future production environment for forty-five (45) consecutive calendar days with no Priority 1 or Priority 2 Events occurring, such to be achieved no later than two hundred seventy (270) days following delivery of the Deliverable, at which point the City will either confirm in writing that it has accepted the Deliverable, or the parties will enter in the dispute resolution process set out in

Section XVI. below to resolve any issues. Acceptance Testing will be based on mutually agreed Acceptance Criteria or other conditions mutually agreed to by both parties. Should the Deliverable fail Acceptance Testing, City shall give Contractor notice of such failure describing in reasonable detailed the material failure. Contractor shall be granted thirty (30) calendar days to cure such failed condition(s) and, if the failure involved a Priority 1 Event, the forty-five (45)-calendar day Acceptance Testing shall then be re-scheduled. Should the failure have involved a Priority 2 Event, the re-testing shall only be subject to a further thirty (30)-calendar day Acceptance Testing period. All such re-testing shall only include the portion of the Deliverable which involved the respective Priority 1 or 2 Event. Notwithstanding the foregoing, the Project Coordinator and Contractor's Project Manager shall be allowed to override the cure period and decide to either restart the Acceptance Testing periods once the issue is resolved, or, at their mutual agreement, extend the original Acceptance Testing period by a mutually agreeable additional number of days, if needed. This procedure may be repeated should City decide to do so. Note that all modifications, interfaces, report writer files, etc., programmed by Contractor are subject to individual Acceptance Testing as documented in the Project Plan. Should a given module fail two (2) tests, City reserves the right to schedule additional tests. Acceptance or failure of Acceptance Testing will be determined jointly by City's officially designated Project Manager and the Contractor's Project Manager. Should any Priority 3 or 4 Event occur during Acceptance Testing, and such Priority 3 or 4 Event cannot be remedied during the forty-five (45)-day period Acceptance Testing Period, any such Event shall not cause the Acceptance Testing period to be re-started, but the Project Coordinator shall have the option to extend the forty-five (45)-day Acceptance Testing period for ten (10) calendar days for a Priority 3 Event and five (5) calendar days for a Priority 4 Event to ensure any such Priority 3 or 4 Event, only, does not reoccur. If there is a reoccurrence of the same Priority 3 or 4 Event, the ten (10) and (5) calendar periods shall continue until such periods run without any such Priority 3 or 4 Event.

B. Final System Acceptance.

Final System Acceptance will be achieved when the System has been operated in Go-Live mode for a period of sixty (60) Business Days, including use of the Deliverables, Roll-Outs and/or the System as previously accepted or having achieved Conditional Acceptance in writing by City. If after sixty (60) Business Days the System performs without any Priority 1 or 2 Event which is solely caused by Contractor, or any of Contractor's subcontractors, and meets all applicable Acceptance Criteria, the Project Coordinator and the Contractor's Project Manager will both issue and execute a written Final System Acceptance of the System. The sixty (60)-Business Day time frame for Final System Acceptance will stop if any Priority 1 or 2 Event which is solely caused by Contractor, or any of Contractor's subcontractors, are found during Go-Live use. The Final System Acceptance process will restart on the date any Priority 1 or 2 Event which is solely caused by Contractor, or any of Contractor's subcontractors, is confirmed in writing by Contractor and will continue for another full sixty (60)-Business Day time frame if the issue constitutes a Priority 1 Event, and forty-five (45) Business Days if the issue constitutes a Priority 2 Event. Notwithstanding the foregoing, the Project Coordinator and Contractor's Project Manager shall be allowed to override the cure period and decide to either restart the sixty (60)/forty-five (45)-Business Day period once the issue is resolved, or, at the mutual agreement of the Project Coordinator and Contractor's Project Manager, extend the original sixty (60)/forty-five (45)-Business Day

period by adding a mutually agreed additional number of days, if needed. In no case whatsoever will Final System Acceptance testing exceed two hundred seventy (270) calendar days of the City's running the System in a live environment at which point the City will either confirm in writing that it has accepted the System, or the parties will enter in the dispute resolution process set out in Section XVI. below to resolve any issues.

## **VIII. TASK ORDERS**

The Task Orders, which will set out the specific Services to be performed and Deliverables to be delivered hereunder, derived from the services and products listed in Contractor's Response and the BAFO (Exhibits C and B hereto), will be per a phased implementation approach, including both Contractor and City roles and responsibilities. All Task Orders will be collaboratively developed and agreed upon between the City and Contractor for implementation of successive project phases as approved by the City, and will be attached and incorporated into this Agreement as Exhibits D (Exhibit "D1","D2"," D3", etc.) as such Task Order are compiled and agreed. Any Task Orders executed between the parties beyond the initial Task Order referred to in Section VI. above which include total fees payable by the City of less than Twenty-Five Thousand Dollars (\$25,000.00), and, in the aggregate, One Hundred Thousand Dollars (\$100,000.00) for all such Task Orders, shall take precedence over all Contract Documents in the case there should be any conflict between the terms of any such Task Orders and any of the Contract Documents.

## **IX. CONTROL OF SUB-CONTRACTOR, PROJECT TEAM AND PROJECTMANAGER DESIGNATION**

The Contractor understands that the successful installation, testing, and operation of the Solution shall be accomplished by a cooperative effort. To most effectively manage this process, the Contractor shall designate a single representative to act as Contractor's Project Manager who shall also act as an ex-officio member of the City's project management team and who shall have the authority to act on behalf of the Contractor on all matters pertaining to this Agreement.

City shall have the right to approve all Designated Staff. In the event that one or more Designated Staff is, in the opinion of the City, uncooperative, inept, incompetent, or otherwise unacceptable, the Contractor agrees to remove such person or subcontractor from the project. In the event of such a removal, the Contractor shall, within ten (10) Business Days, fill this representative vacancy as described above. Regardless of whom the Contractor has designated to fill this representative vacancy, the Contractor organization remains the ultimate responsible party for performing the tasks and responsibilities presented in this Agreement.

Contractor shall be 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, such approval not to be unreasonably withheld or delayed, 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 this Agreement shall be subject to City's prior written approval, which approval City may revoke at any time.



## **X. SUBSTITUTION OF PERSONNEL**

It is the intention of the City that the Contractor's personnel proposed for this Agreement will be available for the Services proposed. In the event the Contractor wishes to substitute trained and qualified personnel for those previously agreed by the City, the Contractor shall provide the City prior notification at least fifteen (15) Business 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's 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 terminate this Agreement for cause.

## **XI. CHANGE ORDERS OR OUT OF SCOPE SERVICES**

The City's Project Manager and Contractor's Project Manager appointed pursuant to this Agreement will meet periodically to review the Project Plan and status for each implementation phase. Any material changes to scope or any changes that would increase the total compensation due to the Contractor must be made in accordance with the provision of the Change Order process in this Section. Changes to the Project Plan including those involving a change in scope of the project such as those involving additional software and services may be proposed by either party, and if accepted by the parties, the proposed changes shall be reduced to a Change Order, inclusive of any applicable pricing changes. Each Change Order shall be reviewed and be subject to approval by City pursuant to Code of Ordinance section 2-127.

Notwithstanding the foregoing, any pricing changes will be established using Contractor's hourly rate as specified in Exhibit B for the term of this Agreement. Such hourly rates are subject to adjustment as set out in Section XXII. below. Written approval signed by a duly authorized representative of each of the parties of such Change Order must be obtained prior to the provision of any products or services related to such Change Order.

## **XII. CUSTOMIZATION SERVICES**

City may during the implementation period or thereafter require Customizations from Contractor. Contractor agrees to provide a written Change Order describing the work to be performed to provide such Customizations and providing the estimated costs using the out of scope hourly rates as provided by the Contractor in the (BAFO for City approval before any work is initiated by Contractor. Such hourly rates are subject to adjustment pursuant to Section XXII. below. Contractor will not exceed the costs set forth in the mutually agreed to Change Orders absent a duly approved and executed amended Change Order. No costs in excess of the estimates will be paid by City unless approved in writing in advance of fee incurrence. All Customizations shall be subject to Acceptance Testing before payment is released by the City.

## **XIII. TRAINING DOCUMENTATION AND MANUALS**

Contractor shall provide to the City as Deliverables under the applicable Task Order, end-user training courseware development templates, application design documents, business process step-by-steps through CRP scripts and Core Project Team training materials from the Licensed Programs vendors (as such are provided by such Licensed Programs vendors, generally, to their customers) . The City will use these Deliverables to create end-user courseware that describe in detail the operation of the Solution, during, and upon Final System Acceptance. Contractor shall

ensure that documentation generally provided by the vendors of the Licensed Programs will be provided to the City upon installation of the respective Licensed Program(s). Contractor agrees City may make such additional copies of such training manuals documentation as first described above in this Section XIII. as needed for use by City employees.

#### **XIV. INEFFECTIVE TRAINING**

Contractor will submit to City a written training plan and agenda (a written Deliverable) in advance of any training sessions to be covered with the key materials to be provided during the course of the training. Further, Contractor will provide to City detailed client computer requirements as well as all associated media necessary to deliver the course. City will conduct a rating of the course after its completion and communicate the results of this rating to Contractor for future class improvements. In the event that City asserts in good faith that any Contractor training consultant lacks the skill or capacity to adequately train City's staff or that the Solution is not properly configured for such training, Contractor shall replace such training consultant as soon as reasonably possible. If City notifies Contractor within ten (10) Business Days of the completion of said training, that in City's reasonable judgment the training sessions provided by such training consultant were inadequate or ineffective, then Contractor shall provide remedial training sessions to City for all such training sessions.

#### **XV. THIS SECTION INTENTIONALLY NOT USED**

#### **XVI. DISPUTE RESOLUTION**

The 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.

City shall have the right to approve or accept part of any Deliverable, in accordance with the Task Order. Any such approval shall be regarded as partial and conditional upon City's approval or acceptance of all aspects of the Deliverable. Contractor must correct any deficiencies of any Deliverable within the time the parties determine is required for such correction in City's notice concerning a partial approval (including approvals subject to correction of minor deficiencies) or, if no time has been determined, promptly. If City does not subsequently approve or accept all aspects of the Deliverable, the earlier conditional acceptance or approval may, in accordance with the requirements of the Task Order(s) and Acceptance Criteria, be regarded as void and of no effect by City, and which shall be accepted by Contractor

The parties agree to first try to resolve any dispute informally with the help of a mutually agreed upon mediator. If it proves impossible to arrive at a mutually agreed upon solution through mediation, the parties agree to submit their dispute to binding arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association. All arbitration hearings shall be held in Broward County, Florida. Each party shall pay its own costs and expenses, including attorney's fees. Findings of facts and a statement of reasons for the decisions shall accompany the award of the arbitrator.

All parties agree to be bound by the results of this arbitration judgment upon the award and such award as so rendered may be entered and enforced in the State of Florida.

#### **XVII. WARRANTY**

The Contractor warrants that it will perform all Services in a professional and workmanlike manner and provide Deliverables that conform in all material respects to the specifications set forth in the Task Orders. To receive warranty remedies, the City must report any deficiencies to the Contractor in writing within ninety (90) Business Days from the date of the City's acceptance of the Services or Deliverable. The City's exclusive remedy and the Contractor's entire liability are to provide services to correct the deficiencies. If the Contractor is unable to correct the deficiencies, the Contractor shall refund forthwith to the City the fees paid to the Contractor for the deficient portion of the Services or Deliverables. **THE CONTRACTOR DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE.**

#### **XVIII. WARRANTY AS TO SPECIFICATIONS AND FUNCTIONALITY**

Contractor warrants that each Roll-Out (upon each respective Go-Live) and the entire Solution/System (upon Final System Acceptance) shall conform to and function in accordance with the Task Orders and shall meet or exceed the functionality and interoperability requirements as defined in the Specifications. In addition, Contractor warrants that its performance of the Task Order shall be in accordance with the general methodology proposed by Contractor in the Contractor's Response, unless otherwise stated in the Task Orders.

#### **XIX. COMPENSATION**

Contractor and its subcontractors, as outlined in the RFP (Exhibit A hereto) and the Contractor's Response (Exhibit C hereto), as further clarified in the BAFO (Exhibit B hereto), will provide Services as described in this Agreement and in Task Orders to deliver an Enterprise Resource Planning System Solution comprising of third party software products for the City in multiple phases as described in this Agreement and Exhibits attached hereto and Task Orders at the Fixed Cost for those items in scope.

The total Fixed Cost compensation to Contractor for Services is \$2,762,820.00.

The Services as proposed is detailed as follows:

Contractor Infor Implementation Services	\$999,880.00
Other Services	1,011,650.00
Contractor SymPro Services	9,600.00
Interface Development	247,240.00
Train-the-Trainer Training	72,670.00
Data Conversion	59,280.00*
Travel and Lodging Budget	<u>362,500.00</u>
	<u>\$2,762,820.00</u>

\*Includes \$10,000 SymPro of Debt Conversion Cost by Contractor

Payment shall be made only for Services actually provided in accordance with the terms of this Agreement and Task Orders and shall be made in accordance with the applicable payment schedule which is set out in the Task Order, which payment shall be accepted by Contractor as full compensation for all Services. Contractor acknowledges that the amounts set forth herein are the maximum amounts payable for the respective terms and constitute a limitation upon City's obligation to compensate Contractor for its Services under this Agreement.

Payment shall be made for certain Deliverables preliminarily accepted in connection with the Services as described in the respective Task Order.

The Fixed Cost amount, however, do not constitute a limitation of any sort upon Contractor's obligation to perform its Services under this Agreement. An estimate of all travel and living expense costs are included in the Fixed Cost as provided under Travel & Lodging of the BAFO (Exhibit B). Contractor shall be reimbursed for all travel and living expenses it incurs under this Agreement with the prior approval of the City. Per Force Majeure, City shall not be liable for additional travel costs incurred due to any Force Majeure situation.

Contractor acknowledges and agrees that the Debt Management Conversion Services (\$10,000) is included as part of the project Deliverables and shall have no effect on the BAFO pricing (Exhibit B hereto).

Contractor will be responsible for identifying all required software required for each Roll-Out of the Services during the implementation period. The City will accept and make payment for the services and software licenses and support to the appropriate contractors as provided in each respective third-party vendor agreement.

## **XX. METHOD OF BILLING AND PAYMENT**

Invoices. Contractor may submit invoices only in accordance with the payment schedules in the Task Orders and as follows:

Unless otherwise stated, an electronic invoice must be submitted within fifteen (15) days after the end of the month for which Services were rendered, except the final invoice must be submitted no later than sixty (60) days after all applicable Services are completed.

A payment schedule shall be developed and included in each phased Task Order based upon an agreed schedule of Services, Deliverables, and Milestones for each Roll-Out of the project and such payment schedule shall be as set forth therein in accordance with this Agreement.

For Services, Contractor shall not submit any invoice for payment until City has agreed to preliminary acceptance of the particular Deliverable(s).

The invoice will 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 term of this Agreement, the City shall not approve or accept the Contractor's work product, the parties shall undertake the dispute resolution process set forth in Section XVI above.

Invoices and backup materials may be emailed to [Acctspayable@fortlauderdale.gov](mailto:Acctspayable@fortlauderdale.gov) with a copy of such to the City's Project Coordinator/Project Manager.

To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted pursuant to instructions prescribed by the Project Coordinator. Payment may be withheld for failure of Contractor to comply with a term, condition, or requirement of this Agreement.

Notwithstanding any provision of this Agreement to the contrary, City may dispute in good faith, any amount on any invoice and the parties will attempt to resolve any such disputed amounts in good faith. City's dispute of any amounts will not delay its payment of undisputed charges.

City has thirty (30) calendar days after receipt of an invoice to provide written notice of a dispute of that invoice to the Contractor's Chief Financial Officer at the address listed on the cover of this Agreement. Contractor will provide a written response to City that either provides a justification of the invoice or an explanation of an adjustment to the invoice and an action plan that will outline the reasonable steps needed to be taken by Contractor and City to resolve any remaining issues in the City's dispute. City may withhold payment of the amount in actual dispute until Contractor provides the required written response and has completed all material steps in the action plan to be taken by Contractor. Invoices disputed as provided herein will not be assessed interest or late fees. If Contractor is unable to complete all material steps in the action plan because City has not completed its part of the action plan, City will remit the full payment of the invoice.

Any invoice not disputed as described above shall be deemed accepted by the City. If payment of any invoice that is not disputed as described above is not made within sixty (60) calendar days, Contractor reserves the right to suspend performance of all Services required under this Agreement.

## **XXI. ADDITIONAL PAYMENT TERMS –**

- A. Upon preliminary acceptance of a Deliverable under a Task Order for which payment is indicated in the payment schedule per the applicable Task Order, City shall pay Contractor ninety-five percent (95%) of the total shown to be due on the invoice for the applicable Deliverable in the Task Order and payment schedule. Such five percent (5%) holdback shall constitute "5% Retainage". Upon Contractor's having delivered fifty percent (50%) of all Deliverables required under the respective Task Order, and the City's acceptance, or Conditional Acceptance, of all such Deliverables,, Contractor may invoice the City for all of the 5% Retainage held for that Task Order which the City shall pay in accordance with Section XX above, and the City shall then begin paying Contractor ninety-seven and 1/2 percent (97.5%) of the total shown to be due on the invoice for the then-remaining Deliverables in the applicable Task Order and payment schedule. The remaining two and 1/2 percent (2.5%) due for the respective Deliverables, shall constitute 2 1/2% Retainage"). Upon the City's acceptance, or Conditional Acceptance, of the respective Task Order, Contractor may invoice City for all of the 2 1/2 % Retainage held for that Task Order, which City shall pay to Contractor in accordance with Section XX. above

- (1) Training fees will be invoiced as incurred. Contractor will only invoice City for the actual number of training days received.

- (2) In the event a Go-Live Date (as such Go-Live Date is agreed in the Task Orders) is postponed due to the sole action or inaction of the Contractor or its subcontractors, the associated payment will be postponed the corresponding number of days. Otherwise, the associated payment will be due on the date(s) indicated in the applicable Task Order.
- (3) Travel and Lodging – 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. The 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.

Contractor shall incur no travel or related expenses chargeable to the City without prior approval by the City's travel officer and the Project Coordinator. Contractor shall provide, if required by the City, documentation of all actual travel and related costs.

- B. Service Credits – Commencing at the Go Live Date, if an Event occurs which constitutes a Priority 1, and such Priority 1 is the result of Contractor's, or its subcontractors', sole fault or sole inaction, then for each twenty-four (24) consecutive hours that the Priority 1 continues as the result of Contractor's, or its subcontractors' sole fault or sole inaction, Contractor shall issue a credit against any fees then payable by City under this Agreement equal to Three Hundred Dollars (\$300.00), with such aggregate credits under this Agreement not to exceed One Hundred Twenty Thousand Dollars (\$120,000.00). Such credits shall be calculated and agreed no later than the end of the first month after the subject calendar quarter, during the term of this Agreement, and shall be credited against fees then payable by the City. Should the credits exceed fees payable at that time, Contractor shall issue payment for any such excess credits no later than sixty (60) days after the end of the subject calendar quarter.

## **XXII. COST ADJUSTMENTS**

The fees charged by Contractor for additional services under Sections III. and XI. above, and for Customizations, under Section XII. above, and for all other services provided by Contractor which are outside the scope of the Fixed Cost shall be charged at the hourly rates set out in the BAFO, and, after the third (3<sup>rd</sup>) year of the Initial Agreement Term shall be subject to the following:

Costs for any increase or extension terms shall be subject to an adjustment equal to two percent (2%) per year

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

## **XXIII. GENERAL CONDITIONS**

### **A. Indemnification**

Contractor shall protect and defend at Contractor's expense, counsel being at the discretion of the Contractor, subject to the City's approval, and indemnify and hold harmless the City and the City's officers, employees, volunteers, and agents ("Indemnitees") from and against any and all losses, penalties, fines, damages, settlements, judgments, claims, costs, charges, expenses, or liabilities, including any award of attorney fees and any award of costs, in connection with or arising directly or indirectly out of any act or omission by the Contractor or by any officer, employee, agent, invitee, subcontractor, or sub licensee of the Contractor. The provisions and obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the City Manager, any sums due Contractor under this Agreement may be retained by City until all of City's claims for indemnification pursuant to this Agreement have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by City.

### **B. Intellectual Property**

Contractor shall defend, and pay any damages and costs awarded in final judgment or made in settlement of, any claim or suit against City by a third party alleging that a Service or Deliverable provided by Contractor, when used in conformity with Contractor's instructions and documentation, infringes a U.S. patent, copyright or trade secret. If any Service or Deliverable is determined by a court of competent jurisdiction to be infringing, or in Contractor's opinion is likely to become the subject of a claim of infringement or violation, Contractor may, at its option, procure for City the right to continue using the Service or Deliverable, or replace or modify the Service or Deliverable so it is not infringing. If Contractor cannot secure these remedies on a reasonable basis and if City must discontinue use of any Service or Deliverable, Contractor will refund the unamortized portion of the fees paid for the infringing Service or Deliverable based on an expected life of five (5) years of the Service or Deliverable.

The foregoing indemnity shall not apply to any infringement claim arising from: (i) a Service or Deliverable that has been modified by any party other than Contractor; (ii) City's use of a Service or Deliverable in conjunction with the products or services of parties other than Contractor where such use gives rise to the infringement claim; (iii) City's use of a Service or Deliverable after written notice to City to cease such use; (iv) a Service or Deliverable not used in accordance with Contractor's instructions and specifications; (v) City's use of other than the current release of a Service or Deliverable if such claim would have been avoided by the use of the current release provided by Contractor; or (vi) Contractor's compliance with any design, specification or instruction of City.

This Section sets forth City's sole and exclusive remedies for infringement or misappropriation of third party rights. Services and Deliverable do not include any third party services, products or materials, whether or not supplied by Contractor.

### **C. Termination**

#### **1) Termination for Cause**

The aggrieved party may terminate this Agreement for cause if the party in breach has not corrected the breach within thirty (30) days after written notice from the aggrieved party identifying the breach. The City Manager may also terminate this Agreement upon such notice as the City Manager deems appropriate under the circumstances in the event the City Manager determines that termination is necessary to protect the public health or safety. The parties agree that if the City erroneously, improperly or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

This Agreement may be terminated for cause for reasons including, but not limited to, Contractor's repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to perform the Services to the City's satisfaction; or failure to continuously perform the Services in a manner calculated to meet or accomplish the objectives as set forth in this Agreement.

## **2. Termination for Convenience**

The City reserves the right, in its best interest as determined by the City, to cancel this Agreement for convenience by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. In the event this Agreement is terminated for convenience, Contractor shall be paid for any services performed to the City's satisfaction pursuant to the Agreement through the termination date specified in the written notice of termination. Contractor acknowledges and agrees that it he/she/it has received good, valuable and sufficient consideration from City, the receipt and adequacy of which are hereby acknowledged by Contractor, for City's right to terminate this Agreement for convenience.

## **3. Cancellation for Unappropriated Funds**

The City reserves the right, in its best interest as determined by the City, to cancel this Agreement for unappropriated funds or unavailability of funds by giving written notice to the Contractor at least thirty (30) days prior to the effective date of such cancellation. 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 this Agreement into a subsequent fiscal period is subject to appropriation of funds, unless otherwise provided by law.

## **D. Insurance**

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the term of this Agreement. The following minimum insurance coverage is required. The commercial general liability insurance policy shall name the City of Fort Lauderdale, a Florida municipality, as an "additional insured." This MUST be written in the description section of the insurance certificate, even if there is a check-off box on the insurance certificate. Any costs for adding the City as "additional insured" shall be at the Contractor's expense.

The City shall be given notice thirty (30) days prior to cancellation or modification of any required insurance. 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 City's 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 excludes coverage for work contemplated in this solicitation shall be deemed unacceptable, and shall be considered breach of contract.

### **Workers' Compensation and Employers' Liability Insurance**

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

Any firm performing Work on behalf of the City 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](http://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 this Agreement.
- 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/Contractors

Limits: \$2,000,000 per occurrence

Certificate holder should be addressed as follows:

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

#### **E. Environmental, Health and Safety**

Contractor shall place the highest priority on health and safety and shall maintain a safe working environment during performance of the Services. Contractor shall comply, and shall secure compliance by its employees, agents, and subcontractors, with all applicable environmental, health, safety and security laws and regulations, and performance conditions in this Agreement. Compliance with such requirements shall represent the minimum standard required of Contractor. Contractor shall be responsible for examining all requirements and determine whether additional or more stringent environmental, health, safety and security provisions are required for the Services. Contractor agrees to utilize protective devices as required by applicable laws, regulations, and any Contractor's health and safety plans and regulations, and to pay the costs and expenses thereof, and warrants that all such persons shall be fit and qualified to carry out the Services.

#### **F. Standard of Care**

Contractor agrees at all times to maintain an adequate staff of experienced and qualified employees for efficient performance of the Services, represents that he/she/it is qualified to perform the Services, that Contractor and his/her/its subcontractors possess current, valid state and/or local licenses to perform the Services, and that their services shall be performed in a proper, workmanlike and dignified manner consistent with that level of care and skill ordinarily exercised by other qualified contractors under similar circumstances.

Contractor agrees that all persons working for or on behalf of Contractor whose duties bring them upon the City's premises shall obey the rules and regulations that are established by the City and shall comply with the reasonable directions of the City's officers. The City may, at any time, require the removal and replacement of any of Contractor's employees for good cause.

Contractor shall be responsible for the acts of its employees and agents while on the City's premises. Accordingly, Contractor agrees to take all necessary measures to prevent injury and loss to persons or property located on the City's premises. Contractor shall be responsible for all damages to persons or property caused by Contractor or any of its agents or employees. Contractor shall promptly repair, or cause to repair, to the mutually agreed specifications of the City, any damage that it, or its employees or agents, may cause to the City's premises or equipment; on Contractor's failure to do so, the City may repair such damage and Contractor shall reimburse the City promptly for the cost of repair.

Contractor agrees that, in the event of an accident of any kind, Contractor will immediately notify the City's contact person and thereafter, if requested, furnish a full written report of such accident.

Contractor shall perform the services contemplated in the Agreement without interfering in any way with the activities of the City's staff or visitors.

Contractor and its employees or agents shall have the right to use only those facilities of the City that are necessary to perform services under this Agreement and shall have no right to access any other facilities of the City. The City shall also extend parking privileges to properly identified members of Contractor's full-time staff on the same basis as they are extended to the City's staff.

The City shall have no responsibility for the loss, theft, mysterious disappearance of, or damage to equipment, tools, materials, supplies, and other personal property of Contractor or its employees or subcontractors.

#### **G. Rights in Documents and Work**

Any and all reports, photographs, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of City; and Contractor disclaims any copyright in such materials. In the event of and upon termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by Contractor in connection with this Agreement, whether finished or unfinished, shall become the property of City and shall be delivered by Contractor to the Project Coordinator within seven (7) days of termination of this Agreement by either party. Any compensation due to Contractor shall be withheld until Contractor delivers all documents to the City as provided herein. City acknowledges that Contractor is in the business of providing information technology consulting and implementation services and has accumulated expertise in this field and agrees that Contractor will retain all right, title, and interest in and to all Contractor Materials. "Contractor Materials" means all inventions, discoveries, concepts, and ideas, including, without limitation, patents, copyrights, trademarks, trade secrets, processes, methods, formulae, techniques, tools, solutions, programs, data, and documentation, and related modifications, improvements, and know how, that Contractor, alone, or jointly with others, its agents or employees, conceives, makes, develops, acquires, or obtains knowledge of at any time before, after, or during the term of this Agreement without breach of Contractor's duty of confidentiality to City. To the extent Contractor Materials are included in any Deliverable, Contractor will grant City a personal, perpetual, irrevocable, nonexclusive, worldwide, royalty free license to use, execute, reproduce, and modify such Contractor Materials, but only for Customer's internal use in conjunction with the Deliverable or as otherwise provided by Florida law. Contractor's grant to City of any interest in the Services and Deliverables is effective only upon City's payment of all fees and charges invoiced by Contractor.

#### **H. Audit Right and Retention of Records**

City shall have the right to audit the books, records, and accounts of Contractor and Contractor's subcontractors that are related to this Agreement. Contractor shall keep, and Contractor shall cause Contractor's subcontractors to keep, such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement. All books, records, and accounts of Contractor and Contractor's subcontractors shall be kept in written form, or in a form capable of conversion into written form within a reasonable time, and upon request to do so, Contractor or Contractor's subcontractor, as applicable, shall make same available at no cost to City in written form.

Contractor and Contractor's subcontractors shall preserve and make available, at reasonable times for examination and audit by City in Broward County, Florida, all financial records, supporting documents, statistical records, and any other documents

pertinent to this Agreement for the required retention period of the Florida public records law, Chapter 119, Florida Statutes, as may be amended from time to time, if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida public records law is determined by City to be applicable to Contractor and Contractor's subcontractors' records, Contractor and Contractor's subcontractors shall comply with all requirements thereof; however, Contractor and Contractor's subcontractors shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for City's disallowance and recovery of any payment upon such entry.

Contractor shall, by written contract, require Contractor's subcontractors to agree to the requirements and obligations of this Section.

The Contractor shall maintain during the term of this Agreement all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this Agreement.

#### **I. Public Entity Crime Act**

Contractor represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, as may be amended from time to time, which essentially provides that a person or affiliate who is a contractor, consultant, or other provider and who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to City, may not submit a bid on a contract with City for the construction or repair of a public building or public work, may not submit bids on leases of real property to City, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with City, and may not transact any business with City in excess of the threshold amount provided in Section 287.017, Florida Statutes, as may be amended from time to time, for category two purchases for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid by City pursuant to this Agreement, and may result in debarment from City's competitive procurement activities.

#### **J. Independent Contractor**

Contractor is an independent contractor under this Agreement. Services provided by Contractor pursuant to this Agreement shall be subject to the supervision of the Contractor. In providing such services, neither Contractor nor Contractor's agents shall act as officers, employees, or agents of City. No partnership, joint venture, or other joint relationship is created hereby. City does not extend to Contractor or Contractor's agents any authority of any kind to bind City in any respect whatsoever. It is expressly agreed that the Contractor is an independent contractor and not an agent of City. The Contractor shall not pledge or attempt to pledge the credit of City or in any other way attempt to bind the City.

#### **K. Inspection and Non-Waiver**

Contractor shall permit the representatives of City to inspect and observe the Services at all times. The City shall not undertake any/all such inspections and observations in a way so as to unduly disrupt the Contractor's operations to all extent possible.

The failure of the parties to insist upon strict performance of any terms of this Agreement or to exercise any rights conferred by this Agreement shall not be construed by the other party as a waiver of the insisting party's right to assert or rely on any such terms or rights on any future occasion or as a waiver of any other terms or rights.

#### **L. Assignment and Performance**

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered by either party without the written consent of the other party. In addition, Contractor shall not subcontract any portion of the Services required by this Agreement, except as provided in the Contractor's response to the RFP (Exhibit C hereto) and Task Orders. The parties may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, which is not allowed by this Agreement, without the non-assigning party's prior written consent.

#### **M. Conflicts**

Neither Contractor nor any of Contractor's employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with Contractor's loyal and conscientious exercise of judgment and care related to Contractor's performance under this Agreement.

Contractor further agrees that none of Contractor's officers or employees shall, during the term of this Agreement, serve as an expert witness against City in any legal or administrative proceeding in which he, she, or Contractor is not a party, unless compelled by court process. Further, Contractor agrees that such persons shall not give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of City in connection with any such pending or threatened legal or administrative proceeding unless compelled by court process. The limitations of this section shall not preclude Contractor or any persons in any way from representing themselves, including giving expert testimony in support thereof, in any action or in any administrative or legal proceeding.

In the event Contractor is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, Contractor agrees to require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as Contractor.

#### **N. Schedule and Delays**

Time is of the essence in this Agreement. By signing, Contractor affirms that it believes the Project Plan Deliverables to be reasonable; provided, the City meets its obligations in a timely manner, as such obligations are set out in all Task Orders; however, the parties acknowledge that the Project Plan(s) which are to be included in each Task Order might be modified as the parties may mutually agree.

**O. Materiality and Waiver of Breach**

City and Contractor agree that each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the parties in exchange for *quid pro quo*, that each is substantial and important to the formation of this Agreement and that each is, therefore, a material term hereof.

Either party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

**P. Compliance With Laws**

Contractor shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing Contractor's duties, responsibilities, and obligations pursuant to this Agreement.

**Q. Severance**

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the provisions not having been found by a court of competent jurisdiction to be invalid or unenforceable shall continue to be effective.

**R. Limitation of Liability**

NEITHER PARTY WILL BE LIABLE TO THE OTHER PARTY FOR ANY LOST DATA, LOST PROFITS, OR INCIDENTAL, CONSEQUENTIAL, PUNITIVE, SPECIAL, OR OTHER INDIRECT DAMAGES OF ANY KIND FOR ANY REASON WHATSOEVER INCLUDING, BUT NOT LIMITED TO, DAMAGES BASED UPON, CONTRACT, WARRANTY, TORT, NEGLIGENCE, STRICT LIABILITY, OR ANY OTHER THEORY EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. Each party agrees that the other party's liability hereunder for damages, regardless of the form of action, will not exceed the total amount actually paid for Services and Deliverables under the Task Order giving rise to the damages. Notwithstanding the above, the liability of both parties may be increased to include the prevailing party's costs in litigation regarding collection of Services fees, including without limitation, reasonable attorneys' fees and court costs, following any and all appeals. The parties agree that amounts stated herein are fair under the circumstances and that the charges reflect this limitation of liability.

**S. Jurisdiction, Venue, Waiver, Waiver of Jury Trial**

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for any lawsuit by either party against the other party or otherwise arising out of this Agreement, and for any other legal proceeding, shall be in the Seventeenth Judicial Circuit in and for Broward County, Florida, or in the event of federal jurisdiction, in the Southern District of Florida, Fort Lauderdale Division.

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.

**T. Amendments**

No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the Mayor-Commissioner and/or City Manager, as determined by City Charter and Ordinances, and Contractor or others delegated authority to or otherwise authorized to execute same on their behalf.

**U. Prior Agreements**

This document represents the final and complete understanding of the parties and incorporates or supersedes all prior negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained herein. The parties agree that there is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

**V. Payable Interest**

Except as required and provided for by the Florida Local Government Prompt Payment Act, City shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Contractor waives, rejects, disclaims and surrenders any and all entitlement it has or may have to receive interest in connection with a dispute or claim based on or related to this Agreement.

**W. Representation of Authority**

Each individual executing this Agreement on behalf of a party hereto hereby represents and warrants that he or she is, on the date he or she signs this Agreement, duly authorized by all necessary and appropriate action to execute this Agreement on behalf of such party and does so with full legal authority.

**X. 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:

1. 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;
2. The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
3. 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

4. The non-performing party uses its commercially reasonable 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 Solution 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 this Agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

#### **Y. Scrutinized Companies**

Subject to *Odebrecht Construction, Inc., v. Prasad*, 876 F.Supp.2d 1305 (S.D. Fla. 2012), *affirmed*, *Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation*, 715 F.3d 1268 (11th Cir. 2013), with regard to the "Cuba Amendment," 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 or the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2016), that it is not engaged in a boycott of Israel, and that it does not have business operations in Cuba or Syria, as provided in section 287.135, Florida Statutes (2016), as may be amended or revised. The City may terminate this Agreement 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 (2016), 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 the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes (2016), or is engaged in a boycott of Israel or has been engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2016), as may be amended or revised.

#### **Z. Public Records**

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (telephone number, e-mail address, and mailing address).**

Contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
2. Upon request from the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes (2016), as may be amended or revised, or as otherwise provided by law.



3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of this Agreement if the Contractor does not transfer the records to the City.

4. Upon completion of this Agreement, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

**AA. Agreement Extension**

If Contractor anticipates missing a Milestone date identified in the Task Order and its Project Plan, then Contractor must notify City immediately so that a mutually acceptable revised Milestone date can be agreed to.

**BB. Contractor Merger or Acquisition**

In the event that the Contractor is merged or acquired, Ciber will use all commercially reasonable efforts to ensure that the acquiring entity shall honor all of the terms of the existing Agreement for the then-remaining term of the Agreement as set out in Section III. above.

**CC. Video and Audio Recording**

City reserves the right to record video and/or audio of any and all end-user training sessions, whether held at City site, Contractor site, or via teleconference. Use of such recordings shall be strictly for City staff training purposes.

**DD. Performance Bond**

The Contractor shall within fifteen (15) business 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 phased Task Orders as agreed upon, as surety for faithful performance under the terms and conditions of this Agreement. If the bond is on an annual coverage basis, renewal for each succeeding year or 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 of 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.

**EE. Data and Privacy**

1. All data supplied by the City related to the performance of a service remains the City's property.

2. Privacy Laws

The City and the Contractor are each responsible for complying with any obligations applying respectively to items under the applicable data protection and personal information protection laws ("Privacy Laws") governing the City's data.

If there is a security breach involving protected City data, the Contractor will notify the City promptly upon discovery and provide the City with the information needed about the breach necessary to meet the Contractor's and City's responsibilities and business needs.

3. Handling of Protected Data after Termination

Upon termination of this Agreement or at the City's request, the Contractor shall return or destroy protected information in accordance with Subsection XXIII.Z and in accordance with Florida law.

**FF. National Conference**

Contractor will provide four (4) annual no cost passes for admission to any national conference hosted by Contractor or Infor Public Sector, Inc. for the first three (3) years following the Effective Date.

By executing this Agreement, the Contractor represents that it thoroughly reviewed the Contract Documents incorporated into this Agreement by reference and that it accepts the description of the work and the conditions under which the Services are to be performed.

[Remainder of Page Left Blank]

IN WITNESS WHEREOF, the City and the Contractor execute this Agreement as follows:

ATTEST:

\_\_\_\_\_  
Jeffrey A. Modarelli, City Clerk

CITY OF FORT LAUDERDALE

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

John P. "Jack" Seiler, Mayor

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

Lee R. Feldman, City Manager

Approved as to form:

Cynthia A. Everett, City Attorney

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

Assistant City Attorney

ATTEST:

CIBER, INC.

\_\_\_\_\_  
Michael Sean Radcliffe  
Secretary

By: \_\_\_\_\_  
Michael Boustridge, President

(CORPORATE SEAL)

STATE OF \_\_\_\_\_:  
COUNTY OF \_\_\_\_\_:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by Michael Boustridge as President for Ciber, Inc.

(SEAL)

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
(Signature of Notary Public)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of  
Notary Public)

Personally Known \_\_\_\_OR Produced Identification \_\_\_\_  
Type of Identification Produced \_\_\_\_\_

EXHIBIT A

RFP TO BE INCORPORATED

EXHIBIT B

BAFO TO BE INCORPORATED

EXHIBIT C

CONTRACTOR'S RESPONSE TO BE INCORPORATED

EXHIBIT D1, D2, etc.

TASK ORDERS