CITY OF DELRAY BEACH

100 NW 1st AVENUE, DELRAY BEACH, FL 33444

RFP No. 2016-069L

Enterprise Resource Planning (ERP) Solution

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CITY OF DELRAY BEACH, FLORIDA
PURCHASING DEPARTMENT
REQUEST FOR PROPOSALS

RFP No. 2016-069L
Enterprise Resource Planning (ERP) Solution

Summary

ISSUE DATE: January 25, 2016 **DEPARTMENT: Information Technology**

DUE DATE: February 5, 2016 **TIME: 2:00 P.M.**

The City of Delray Beach, Florida ("City") is soliciting proposals from qualified companies to provide a comprehensive, fully integrated, public sector Enterprise Resource Planning (ERP) solution that includes: Community Development Management, Financial/Payroll Management, Human Resources Management, Utility Management, Facilities Management, and Customer Relationship Management (CRM). Any Proposer wishing to submit a proposal must comply with the requirements contained in the City's RFP.

NOTIFICATION: The City of Delray Beach (City) utilizes the following procedures for notification of solicitation opportunities:

Bidsync – www.bidsync.com
Request via email purchasing@mydelraybeach.com
City of Delray Beach – Hard copies are available at City Hall

These are the only forms of notification authorized by the City. The City shall not be responsible for receipt of notification and information from any source other than those listed. It shall be the proposer's responsibility to verify the validity of all information received by sources other than those listed.

REQUIRED INFORMATION: The City proposal packets contain various sections which require completion. The proposal packet must be completed prior to the date and time set for proposal opening or the proposer may be found non-responsive.

CORRESPONDENCE: The number of this solicitation packet must appear on all correspondence, or inquiries, pertaining to this solicitation.

NOTICE OF PUBLIC DOCUMENTS: Any and all materials initially or subsequently submitted as part of the proposal process shall become the property of the City, and shall be treated as City documents subject to typical practice and applicable laws for public records.

ADDENDA: Any interpretations, corrections or changes to this solicitation packet will be made by addenda. Sole issuing authority shall be vested in the City of Delray Beach Purchasing Department. Addenda will be posted and available through the City notifications methods.

ELECTRONIC RESPONSES: Electronic responses may be submitted through a secure mailbox at BidSync (www.bidsync.com) until the date and time as indicated in this Solicitation document. It is the sole responsibility of the Proposer to ensure their response reaches BidSync before the solicitation closing date and time. There is no cost to the Proposer to submit a response to a City of Delray Beach solicitation via BidSync. Electronic response submissions may require the uploading of electronic attachments. The submission of attachments containing embedded documents or proprietary file extensions is prohibited. All documents should be attached as separate files. Responses via email cannot be accepted.

PRESENTATION OF RESPONSES – PAPER SUBMISSION: Complete proposal packets may be presented to the Purchasing Department in a sealed envelope unless otherwise indicated. All paper submissions must be received on or before the due date and time (local time) at the City of Delray Beach, Purchasing Office,100 NW 1st Avenue, Delray Beach, Florida 33444. Normal City business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. The Proposer's name, return address, SOLICITATION number, SOLICITATION title, due date and time must be noted on the envelope. It is the sole responsibility of the proposer to utilize the forms provided in the proposal package and to ensure their proposal reaches the Purchasing Office on/or before solicitation due date and time (local time). Included in the envelope shall be ONE (1) unbound original, TWO (2) copies of all required information, and one (1) electronic copy of all submitted materials on CD. The original should be marked “ORIGINAL”. Each copy must be identical to the original and the file format on the CD should be in Portable Document Format (pdf).

LATE RESPONSES – PAPER SUBMISSION: Responses received in the Purchasing Office after submission deadline shall be returned unopened and will be considered void and unacceptable. The City of Delray Beach is not responsible for the lateness of mail carrier, weather conditions, etc.

RESPONSE OPENINGS: All proposals received shall be publicly opened at the Purchasing Office, located at 100 NW 1st Avenue, Delray Beach, FL or other designated City location as posted. The Purchasing Department will decrypt responses received in BidSync immediately following the designated response due date and time.

MINOR DEFECT: the City reserves the right to waive any minor defect, irregularity, or informality in any response. The City may also reject any or all responses without cause prior to award.

EVALUATION: Responses will be evaluated as outlined in the solicitation document.

AWARD: The City of Delray Beach reserves the right to accept any proposal or combination of proposal alternates which, in the City’s judgment will best serve the City’s interest, reject any and all proposals, to waive any and all informalities and/or irregularities, and to negotiate terms with the Successful Respondent, and the right to disregard all non-conforming, non-responsive, unbalanced or conditional responses. The City reserves the right to reject any or all responses, or any part of any response, to waive any informality in any response, and to award the purchase in the best interest of the City. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

DEFINITION: Bid shall mean a bid, proposal, or quotation.

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SECTION 1: SPECIAL TERMS AND CONDITIONS

A. INTRODUCTION AND INFORMATION

1. Purpose

The City of Delray Beach, Florida ("City") is soliciting proposals from qualified companies to provide a comprehensive, fully integrated, public sector Enterprise Resource Planning (ERP) solution that includes: Community Development Management, Financial/Payroll Management, Human Resources Management, Utility Management, Facilities Management, and Customer Relationship Management (CRM). Any Proposer wishing to submit a proposal must comply with the requirements contained in the City's RFP.

Section 1 of this RFP describes the terms and conditions that will apply to this RFP. Section 2 of this RFP describes the scope of services for any proposer wishing to submit a proposal in response to this RFP. Section 3 of this RFP provides forms and instructions for preparing a proposal in response to this RFP.

2. Submission Deadline

A summary schedule of the major activities associated with this RFP is presented in Table 1, below. The City, at its sole discretion, may modify the schedule as the City deems appropriate.

Table 1

ACTIVITY	DATE
Issue RFP	January 25, 2016
Deadline for Delivery of Written Questions and Objections	January 29, 2016
Deadline for Delivery of Proposals	February 5, 2016 at 2:00 PM
Institute Cone of Silence	February 5, 2016 at 2:00 PM

3. BidSync

The City of Delray Beach uses BidSync (www.bidsync.com) to administer the competitive solicitation process, including but not limited to soliciting proposals, issuing addenda, posting results and issuing notification of an intended decision. There is no charge to register and download the RFP from BidSync. Offerors are strongly encouraged to read the various vendor Guides and Tutorials available in BidSync well in advance of their intention of submitting a proposal to ensure familiarity with the use of BidSync. The City shall not be responsible for an Offeror's inability to submit a proposal by the end date and time for any reason, including issues arising from the use of BidSync.

4. Point of Contact

For information concerning procedures for responding to this solicitation, contact purchasing@mydelraybeach.com. Such contact shall be for clarification purposes only.

For information concerning technical specifications, please utilize the question / answer feature provided by BidSync at www.bidsync.com. Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum. Submission of a proposal will be considered evidence that the Proposer 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.

B. SPECIAL TERMS AND CONDITIONS

1. Addenda, Changes, and Interpretations

Firms may utilize the question / answer feature provided by BIDSYNC and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed. Questions and requests for information that would not materially affect the scope of services to be performed or the solicitation process will be answered within the question / answer feature provided by BIDSYNC and shall be for clarification purposes only. Material changes, if any, to the scope of services or the solicitation process will only be transmitted by official written addendum issued by the City and uploaded to BIDSYNC as a separate addendum to the RFP. Under no circumstances shall an oral explanation given by any City official, officer, staff, or agent be binding upon the City and should be disregarded. All addenda are a part of the competitive solicitation documents and each firm will be bound by such addenda. It is the responsibility of each to read and comprehend all addenda issued.

2. Evaluation of Proposals by Selection Committee

The City Manager will designate a Selection Committee to review and evaluate the proposals submitted in response to this RFP. The review process will be conducted in three phases. In Phase One, the Chief Purchasing Officer, or designee, shall determine whether each Proposer is responsive. For the purposes of this RFP, a responsive Proposer means a Person that has submitted a proposal that conforms in all material respects to the requirements in the RFP. Accordingly, in Phase One, the Chief Purchasing Officer will determine whether each Proposer correctly submitted and completed all of the necessary forms, documents, and information.

In Phase Two of the review process, the Selection Committee will determine whether each Proposer is responsible. For the purposes of this RFP, a responsible Proposer means a Person that has the capacity in all respects to fully perform the contract requirements and has the integrity and reliability that will ensure good faith performance.

In Phase Two, each proposal will be evaluated utilizing the following weighted criteria:

Evaluation Criteria

Qualifications – Executive summary, vendor background and qualifications (as described in Exhibit A, Sections 2.1 and 2.2)	**10%**
Functionality – as described in Exhibit A, Section 2.13	**30%**
Training – Training approach, documentation, users, network, desktop, and administrators (as described in Exhibit A, Sections 1.2.5 and 1.2.6)	**15%**
Support and Technical Documentation – Technology features, solution description, services and support (as described in Exhibit A, Sections 2.5, 2.5.2, 2.6, 2.8 and 2.9)	**15%**
Installation/Configuration/Set-up/Implementation – Project plan, proven success, provide team, match to business model, and implementation (As described in Exhibit A, Sections 1.2.1, 1.2.2, 1.2.3, 1.2.4 and 2.8)	**20%**
Data Conversion – Exhibit A, Sections12.19 and 12.20	**10%**
Total	**100%**

Each Selection Committee member will rank in order of preference the proposals for each of the six criteria based on the number of proposals submitted utilizing the responses in the noted sections of the RFP. The Selection Committee will short list the proposals to the top two firms.

In Phase Three of the review process, the short-listed proposers will provide updated cost proposals based on the functionality needs of the City and provide in-depth demonstrations. The Selection Committee shall then perform a final ranking of short-listed proposers utilizing the following evaluation criteria. The Selection Committee will present its recommendation to the City Commission.

In Phase Three, the short-listed proposals will be evaluated utilizing the following weighted criteria:

Evaluation Criteria

Qualifications	10%
Functionality	40%
Training, Support, and Technical Documentation	15%
Installation/Configuration/Set-up/Implementation	15%
Cost	20%
Total	100%

Each Selection Committee member will rank in order of preference the proposals for each of the five (5) criteria based on the number of short-listed firms.

At any time during the Selection process, the City may conduct any investigations it deems necessary to evaluate the proposals. Each Proposer shall promptly provide the City with any additional information reasonably requested by the City. The City shall have the right to make additional inquiries, interview some or all of the Proposers, visit the facilities of one or more of the Proposers, or take any other action the City deems necessary to fairly evaluate a proposal.

At any time during the Selection process, the City may reject a proposal if the City concludes the Proposer is not qualified -- i.e., the Proposer does not satisfy the minimum criteria set forth in this RFP.

Please note that the Selection Committee and/or the City Commission may select the Successful Proposer without allowing any presentations or interviews by any Proposer. For this reason, each Proposer must ensure that its proposal contains all of the information requested in this RFP.

3. Award of Contract by City Commission

The City of Delray Beach reserves the right to accept any Bid or whole or in part and/or any combination of Bid alternates which, in the City's judgment will best serve the City's interest, reject any and all Bids, to waive any and all informalities and/or irregularities, and to negotiate contract terms with the Successful Bidder, and the right to disregard all non-conforming, non-responsive, unbalanced or conditional Bids.

The City reserves the right to reject any or all Bids, or any part of any Bid, to waive any informality in any Bid, and to award the purchase in the best interest of the City. Discrepancies in the multiplication of units of Work and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

4. The City's Acceptance or Rejection of Proposals

The City reserves its exclusive right to:

- reject any and all proposals that fail to satisfy the requirements and specifications in this RFP;
- accept the proposal which is the best overall proposal, based on the selection criteria listed in Section 1.8, above;
- reject any and all non-responsive proposals;
- waive minor irregularities in any proposal;
- issue addenda or otherwise revise the requirements in this RFP;
- reject all proposals, with or without cause;
- issue requests for new proposals;
- and cancel this RFP.

The City shall decide, in its sole discretion, whether to reject a proposal as non-responsive. Among other things, a Proposal may be found to be non-responsive if the Proposer: failed to provide the information requested in the RFP; failed to utilize or complete the required forms; provided incomplete, indefinite, or ambiguous responses; failed to comply with the applicable deadlines; provided improper or undated signatures; or provided information that is false, misleading, or exaggerated.

The City may reject a proposal for any reason that the City deems sufficient. For example, the City may reject one or more proposals if: the Proposer misstates or conceals any material fact in their proposal; the proposal does not conform to the requirements of Applicable Law; the proposal is subject to conditions or qualifications; a change occurs that makes this RFP unnecessary for the City; any Person submits more than one proposal under the same or different names; a Proposer fails to perform satisfactorily or meet its financial obligations on previous contracts; the Proposer employs unauthorized aliens in violation of Section 274(A)(e) of the Immigration and Naturalization Act; or the Proposer is listed on the U.S. Comptroller General's List of Ineligible Companies for Federally Financed or Assisted Projects.

Any or all proposals may be rejected if the City concludes that collusion existed among two or more of the Proposers. Proposals received from the participants in such collusion will not be considered for the same work if this RFP is re-advertised.

The City may reject proposals if two (2) or more Proposers are planning a merger, or are in the process of merging with or acquiring other Proposers, and the City concludes that the Proposers are not submitting bona fide or uncompromised proposals. In such cases, the City may reject all proposals in which such Proposers are involved. Any and all compromised proposals will be rejected if there is reason to believe that collusion exists between Proposers.

5. Protest Procedures

As noted above, the Selection Committee will review each proposal in three (3) phases. During Phase One, the Selection Committee will determine whether each Proposer is responsive. During Phase Two, the Selection Committee will determine whether each Proposer is responsible. If the Selection Committee determines that a Proposer is not responsive or not responsible, the Chief Purchasing Officer shall post notice of the Selection Committee's determination in City Hall. The Chief Purchasing Officer also shall post notice after the Selection Committee provides a recommendation for award. Any Proposer who is aggrieved by the decisions of the Selection Committee or the City Commission may file a protest pursuant to Section 36.04 (entitled "Protest Procedures") of the Delray Beach Code of Ordinances. However, nothing contained in this RFP shall be deemed to limit the authority of the City Commission under special or general law.

Any bidder, proposers or responders filing a protest shall simultaneously provide a Protest Bond to the City in the amount of fifteen thousand dollars ($15,000). If the protest is decided, in the protester's favor the entire protest bond is returned. If the protest is not decided in the protester's favor the protest shall be forfeited to the City. The protest bond shall be in the form of a cashier's check.

6. Changes and Alterations

Consultant may change or withdraw a Proposal at any time prior to the Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Proposal deadline.

7. Proposer's Costs

The City shall not be liable for any costs incurred by proposers in responding to this RFP.

8. Pricing/Delivery

All pricing should be identified on the Cost Proposal pages provided in this RFP. No additional costs may be accepted, other than the costs stated on the Cost Proposal pages. Failure to use the City's Cost Proposal pages and provide costs as requested in this RFP, may deem your proposal non-responsive.

Proposer must quote a firm, fixed price for all services stated in the RFP. All costs including travel shall be included in your proposal. The City shall not accept any additional costs including any travel associated with coming to the City of Delray Beach.

All pricing must include delivery and installation and be quoted FOB: Destination.

9. Invoices/Payment

The City will accept invoices no more frequently than once per month. Each 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 with regard to 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 Proposer's work product, and agreement cannot be reached between the City and the

Proposer to resolve the problem to the City's satisfaction, the City shall negotiate with the Proposer on a payment for the work completed and usable to the City.

10. Acceptance of Proposals / Minor Irregularities

The City reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals which do not make the proposal conditional in nature, and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely impact the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The City also reserves the right to reissue a RFP.

The City reserves the right to disqualify proposer during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the proposer.

11. Modification of Services

While this contract is for services provided to the department referenced in this Request for Proposals, the City may require similar work for other City departments. Successful Proposer agrees to take on such work unless such work would not be considered reasonable or become an undue burden to the Successful Proposer.

The City reserves the right to delete any portion of the work 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 and approved by the City on any portion of a contract resulting from this RFP, the Successful Proposer shall be paid for the work completed on the basis of the estimated percentage of completion of such portion to the total project cost.

The City may require additional items or services of a similar nature, but not specifically listed in the contract. The Successful Proposer 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 their 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 Successful Proposer thirty (30) days written notice.

If the Successful Proposer 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 Successful Proposer will submit a revised budget to the City for approval prior to proceeding with the work.

12. No Exclusive Contract

Proposer 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.

13. Contract Agreement

A sample of the formal agreement template, which may be required to be executed by the awarded vendor will be provided, when available.

14. Responsiveness

In order to be considered responsive to the solicitation, the firm's proposal shall fully conform in all material respects to the solicitation and all of its requirements, including all form and substance.

15. Responsibility

In order to be considered as a responsible firm, firm shall be fully capable to meet all of the requirements of the solicitation and subsequent contract, must possess the full capability, including financial and technical, to perform as contractually required, and must be able to fully document the ability to provide good faith performance.

16. Subcontractors

If the Proposer proposes to use subcontractors in the course of providing these services to the City, this information shall be a part of the bid response. 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 its best interest and to require Proposer to replace subcontractor with one that meets City approval.

Proposer shall ensure that all of Proposer's subcontractors perform in accordance with the terms and conditions of this Contract. Proposer shall be fully responsible for all of Proposer's subcontractors' performance, and liable for any of Proposer's subcontractors' non-performance and all of Proposer's subcontractors' acts and omissions. Proposer shall defend, at Proposer's expense, counsel being subject to the City's approval or disapproval, and indemnify and hold harmless the City and the City's officers, employees, and agents from and against any claim, lawsuit, third-party action, or judgment, including any award of attorney fees and any award of costs, by or in favor of any Proposer's subcontractors for payment for work performed for the City.

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

17. Proposal Bond

Each proposal must be accompanied by a certified check, cashier's check, or a proposal bond in the amount of **fifteen thousand dollars ($15,000)**. The check or bond shall be made payable to the City of Delray Beach, Florida.

If the Successful Proposer fails or refuses to execute the Agreement or provide the necessary certificates of insurance, or Performance Bond following award, within the timeframes set forth herein, the City shall retain the entire proposal bond and disqualify the Proposer.

18. Performance Bond/Irrevocable Letter of Credit

The Proposer will execute and deliver to the City, within thirty (30) days after notification of award, a Cash Deposit, Performance Bond, or Unconditional Irrevocable Letter of Credit payable to the City, in the total amount of the Proposer's bid amount. If the bond is on an annual coverage basis, renewal of each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing bond. A surety company of recognized standing, authorized to do business in the State of Florida, and having a resident agent must execute the Performance Bond. If a letter of credit is chosen, it must be in a form acceptable to the City, drawn on a bank acceptable to the City, and issued in favor of the City. Acknowledgment and agreement is given by both parties that the amount herein above set is not intended to be or shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Proposer to the City in the event of a material breach of the Agreement by the Proposer.

The City shall monitor the performance of all proposers. If Proposer performance fails to meet the requirements specified within the contract, the City may without cause and without prejudice to any other right or remedy, terminate the contract whenever the City determines that such termination is in the best interest of the City.

19. Insurance Requirements

The Proposer shall supply proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Delray Beach Risk Manager.

Proposer shall carry the following minimum types of insurance:

a) Workers' Compensation. Proposer shall carry Worker's Compensation insurance with the statutory limits; Employers' Liability insurance with a limit of not less than $100,000 for each accident, $100,000 for each disease, and $500,000 for aggregate disease.
b) Comprehensive General Liability Insurance. Proposer shall carry Comprehensive General Liability Insurance with limits of not less than one million ($1,000,000) dollars per occurrence and two million ($2,000,000) in the aggregate for Bodily Injury and Property Damage. The insurance policy must include coverage that is not more restrictive than the latest edition of the Comprehensive General Liability Policy, without restrictive endorsements, as filed by the Insurance Services Offices, and the policy must include coverage's for premises and/or operations, independent contractors, products and/or completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, and personal injury. Personal injury coverage shall include coverage that has the Employee and Contractual Exclusions removed.

All insurance policies shall be issued by companies that (a) are authorized to do business in the State of Florida, (b) have agents upon whom service of process may be made in Palm Beach County, Florida, and (c) have a Best's rating of B+VIII or better. All insurance policies shall name the City of Delray Beach as an additional insured. The Proposer agrees to notify the City within (5) business days of coverage cancellation, lapse or material modification. All renewal or replacement certificates of insurance shall be forwarded to the City of Delray Beach Risk Management Division.

20. Award of Contract

A Contract may be awarded by the City Commission. The City reserves the right to execute or not execute, as applicable, a contract with the Proposer(s) that is determined to be in the City's best interests. The City reserves the right to award a contract to more than one Proposer, at the sole and absolute discretion of the in the City.

21. Unauthorized Work

The Successful Proposer(s) shall not begin work until a Contract has been awarded by the City Commission and a purchase order has been issued. Proposer(s) agree and understand that the issuance of a Purchase Order and/or Task Order shall be issued and provided to the Successful Proposer(s) following Commission award; however, receipt of a purchase order and/or task order shall not prevent the Successful Proposer(s) from commencing the work once the City Commission has awarded the contract.

22. Uncontrollable Circumstances ("Force Majeure")

The City and Proposer 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:

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;

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

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

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, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Proposer 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.

23. 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.

24. Contract Period

The initial contract term shall commence upon date of award by the City and shall expire five years from that date. The City reserves the right to extend the contract for two additional one year terms, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Proposer 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 one year beyond the expiration date of the existing contract. The Proposer shall be compensated for the service at the rate in effect when this extension clause is invoked by the City.

25. Contract Coordinator

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

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

26. Substitution of Personnel

It is the intention of the City that the Proposer's personnel proposed for the contract will be available for the contract term. In the event the Proposer wishes to substitute personnel, he 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.

27. Travel Expenses

Any travel out of Palm Beach County shall be in accordance with the City's Travel Policy. Current policy may be viewed at the City website. 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 Contract Coordinator. Contractor shall provide documentation of all actual travel costs.

28. 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 Proposer and City unless otherwise agreed in writing by the City and the Proposer. A copy of all custom source code developed, but not included in the Proposer's core Product Set, shall be provided to City upon completion and acceptance.

29. Third-Party Products/Optional Software

The Proposer 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 Proposer 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.

30. Upgrades and enhancements

For as long as City continues to pay Software Support Fees for the Licensed Program(s), Proposer shall promptly provide to City, at no additional cost, any changed or enhanced versions of the Licensed Program(s) which are generally made available to Proposer's customers who have purchased Support Services within thirty days after the changed or enhanced versions are made generally available to Proposer's clients. For all custom software development done by Proposer on behalf of the City, Proposer 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. Proposer agrees that all upgrades and custom program modifications done by Proposer will continue to operate within the new upgrade.

31. 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.

A. The license granted pursuant to this section shall become exercisable if and when any of the following events occurs:
   (1) the Vendor ceases to do business for any reason;
   (2) 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;
   (3) 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;
   (4) the Vendor institutes or has instituted against it receivership, insolvency, reorganization, dissolution, liquidation, or other similar proceedings under any federal, state, or provincial laws;
   (5) the Vendor ceases supporting the licensed software; or
   (6) the Vendor undergoes a merger or is acquired and no longer supports the licensed software.
   (7) the Vendor ceases to exist as a legal entity or is administratively dissolved.

B. 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:
   (1) 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;
   (2) The Programmer shall proceed to carry out the steps necessary to correct any deficiencies in the existing Software utilizing the Source Code.

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

SECTION 2: SCOPE OF WORK

See Exhibit A

SECTION 3 – GENERAL TERMS AND CONDITIONS

See Exhibit D

SECTION 4: FORMS AND INSTRUCTIONS

A. AUTHORIZATION TO BIND PROPOSER

Each proposal must be signed by a Person who is legally authorized to bind the Proposer to the proposal. Each proposal shall remain valid for at least one hundred and twenty (120) days after it is submitted to the City.

Proposals by corporations must be executed in the corporate name by the President or Vice-President (or other corporate officer if accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested to by the company's Secretary or an Assistant Secretary. The corporate address and state of incorporation shall be shown below the signature.

Proposals by partnerships must be executed in the partnership name and signed by a partner. His or her title must appear under his or her signature and the official address of the partnership must be shown below the signature.

B. PROPOSAL FORMAT

Each proposal shall be include all the requested information. Proposals shall be organized in chapters, as indicated in Table 2. All pages are to be consecutively numbered. If a form is provided and there is insufficient space for a response on the form, the response may be continued on a blank page immediately following the form. The additional pages shall be numbered the same as the form, with the addition of the letter "a", "b", "c", etc. If a form is provided and additional copies of the form are needed, the form may be copied by the Proposer. The copied pages shall be numbered the same as the form, with the addition of the letter "a", "b", "c", etc.

Responses to this RFP must be complete and unequivocal. In instances where a response is not required or a question is not applicable to the proposal, a response such as "no response required" or "not applicable" shall be provided.

Table 2 - Proposal Format

Chapter 1	Letter of Intent and Submittal Form
Chapter 2	Proposer's Statement of Organization
Chapter 3	Qualifications
Chapter 4	Section 2 Response, Schedule of Pricing
Chapter 5	Public Entity Form, Drug Free Workplace Form, Conflict of Interest Form
Chapter 6	Acknowledgement of Addenda Form

EXHIBIT A

SECTION 2: SCOPE OF WORK

Table of Contents

EXHIBIT A

1. NATURE OF REQUEST

The City of Delray Beach invites qualified firms to submit a proposal for consideration to provide a comprehensive, fully integrated, public sector Enterprise Resource Planning (ERP) solution that includes: Community Development Management, Financial Management, Human Resources/Payroll Management, Utility Management, Facilities Management, and Customer Relationship Management (CRM). This Request for Proposal (RFP) states the overall scope of products and services desired, specific software functionality, technology foundation, and desired vendor qualifications.

1.1. BASIC SERVICES

The core software applications anticipated to meet the requirements of this RFP are:

Community Development Management (Neighborhood & Development Services, City Auditor and Clerk)

- Business Licensing
- Parcel Management
- Permits
- Right-of-Way Permits
- Municipal Inspections
- Code Compliance
- Development Review Processing
- Billable Fees (escrow accounts)
- Integrated Mobile solutions and connectivity for field officers
- Requests for Services Tracking
- GIS/GPS Integration
- Electronic (web based) Parcels
- Electronic (web based) Permits
- Electronic (web based) Licenses
- Electronic (web based) Code Compliance
- Customer Portals with Payment Features
- Business Analytics
- IVR System
- Integrated Mobile Solution and Connectivity – (Android and Apple)

Financial Management (Financial Administration)

- Asset Management
    - Bar coding system
- Project Accounting
- Miscellaneous Billing & Receivables
- Government (GASB) Reporting
- Data Views/Financial Report Writer
- Bank Reconciliation
- Work Orders
- Purchasing Base
- Requisition Processing
- Bid & Quote Management
- Contract Accounting
- Contract Management
- Inventory Management

EXHIBIT A

- Electronic (web based) Payments
- Cashiering in various locations with card swiping capabilities
- Capital Improvement Planning budget module
- Business Analytics
- Payment Card (P-card) management
- Citation Management
- Integrated Mobile solutions and connectivity – (Android and Apple)

<u>Human Resources/Payroll Management (Human Resources)</u>
- Employee Event Tracking
- Personnel Action Processing
- Benefits Administration
- Applicant Tracking
- Position Control
- Position Budgeting
- Time & Attendance Interface
- Electronic (web based) Employee Information
- Electronic (web based) Benefits Administration
- Electronic (web based) Recruit
- Work Orders
- Risk Management
- Customer Portals with Payment Features
- Business Analytics
- Integrated Mobile solutions and connectivity – (Android and Apple)

<u>Utilities Management (Utilities)</u>
- Water/Sewer/Refuse
- Meter Inventory
- Service Order Processing
- Utilities Billing Processing
- Sewer Operations
- Facilities Management
- Valve Maintenance
- GIS/GPS Integration
- Customer Portals with Payment Features
- Business Analytics
- IVR System
- Integrated Mobile solutions and connectivity – (Android and Apple)

<u>Facilities Management (Public Works)</u>
- Fleet Maintenance
- Building/Facilities Maintenance
- Work Orders
- Tree Maintenance
- Light Maintenance
- Parks Maintenance
- Pavement Management
- Signal Management
- Electronic (web based) CRM
- GIS/GPS Integration
- Customer Portals with Payment Features

- Business Analytics
- IVR System
- Customer Relation Management (CRM) (Citywide)
- Citizens Self Service
- IVR System
- Integrated Mobile solutions and connectivity – (Android and Apple)

1.2. CRITICAL FEATURES

This section does not require a response. It includes information regarding vendor/product expectations. Please use this section as a guide for the required responses in Section 2 of this RFP.

1.2.1. PHASED APPROACH/PROJECT PLAN

The City of Delray Beach expects a phased and parallel approach to the implementation of this solution. Critical elements or modules on which others rely should be implemented in such a way that the City of Delray Beach can validate success using measurable milestones. All respondents must provide a detailed implementation plan taking into account the deadline milestones as established between the selected vendor and the City of Delray Beach project manager.

1.2.2. PROVEN SUCCESS

All respondents must provide a list of successful implementations (Response required in Section 2). Examples must include the exact solution they are proposing for the City of Delray Beach in organizations similar in need and scope to the City of Delray Beach's business processes. Points of contact, project dates and timelines, and scopes of work will be reviewed. Highest preference will be given to solutions that can show consistent success with similar implementations. This (along with business model fit and ease of use) will likely be one of the key deciding factors in choosing the best solution for our operation.

1.2.3. PROVEN TEAM

The City of Delray Beach uses the PMI standard for project management. All respondents must provide a detailed description of their approach to project management. The description must include a list of team members who will be responsible for assuring the success of their implementation, a responsibilities matrix, a communication plan, and other elements critical to a successful implementation of a project. This list must include professionals who have direct and recent experience implementing this solution for an organization with similar needs to the City of Delray Beach. It is expected that the team members assigned to the project will remain for the duration of the project and that, unless mutually agreed upon, no changes in team members will occur. Exceptions to this expectation will be made when different phases of the project require a different level of expertise from the vendor's project team.

1.2.4. MATCH TO BUSINESS MODEL

The most important single factor in our deliberations will be the match of your proposed solution with our business model. Ease of use and process reengineering will be the other key factors.

Solutions that do not match our strategic goals, business line models, and process standards will not be considered; and those that offer the closest match will be most preferred. Solutions must especially be designed to allow administrators, managers, project managers, and others to support broad topics of the City of Delray Beach City Commission Priorities and Objectives. Vendors are encouraged to spend time in their response explaining how their solution would align with specific elements of our business processes (functional requirements) and how their solution could help streamline that process.

1.2.5. EASY TO USE/EASY TO LEARN

A wide variety of costs are associated with ease of use, from implementation issues to long-term training and employee retention. As such, ease of use will be one of the most important considerations for the City of Delray Beach. Specifically, solutions that are intuitive (using well-established precepts found in Windows and in Office [including MS Project and SharePoint] applications) and that a novice can “guess” at the proper course of action are far more likely to be chosen than those relying on an interface that requires considerable knowledge transfer and training prior to use.

1.2.6. TRAINING

The City of Delray Beach will require a mix of end-user training and “train-the-trainer” approaches. We expect the vendor to provide extensive, detailed training for our IT support team and tiered training for management, lead users, and line users with the lead users targeted as future trainers for new employees. Training manuals designed to align with the business rules created for processes and workflows is expected. The final documentation product should include reference manuals that can be housed in an electronic library. Setting up the library as a wiki in SharePoint is a very desirable feature.

1.2.7. IVR SYSTEM

The solution must include an IVR system or a seamless interface to a third-party IVR system that meets the needs of everyone involved – from customer service and IT administration to the end-users themselves.

The system must include technology that is fast and easy to deploy and make the end user’s call experience accurate and enjoyable.

Features and/or functionality of a well-designed IVR system should include:

- Features that include TTY capabilities.
- Easy and relevant menu items that accompany simple requests. Many of these extraneous options are the result of an incomplete knowledge of callers and the information they seek when they call your company.
- Ability to configure the system based on what callers actually seek to accomplish on the phone based on caller demographics. For example, younger users may be more likely to try a complex task with an automated system, while older callers may be more apt to “zero out” to a live agent at the first hint of confusion.
- A well-defined recovery strategy to keep users confident and engaged when misunderstandings occur.
- Ability to easily transition to a live agent to resolve issues.

- Ability to transfer information collected in the IVR to the live agent they are transferred to.
- Call whisper and screen pop-up functionality.
- Provide callers with an option to navigate the system using touch-tone (keypad) or speech recognition. Let callers choose the most effective option based on their general preferences, location or understanding of the system.
- Integration with customer databases and CRM systems. If callers know that the system recognizes their identity, they will be far more likely to stay in the IVR.
- Ability to identify and communicate a few universal commands that are recognized at any time during the call. Examples include "beginning" to go back to the start of the dialogue and "help" to get detailed information on the current request for input.

1.2.8. LANGUAGE TRANSLATOR- SPANISH AND CREOLE

The ability to communicate with citizens and business owners is of critical importance to the City. As such, not all of the City's customers are fluent in the English language. The City is interested in ensuring all reasonable means possible to communicate and connect with constituents to accomplish the business of the City. The ability to print instructions, forms, letters, reports, etc. in Spanish and/or Creole is considered a key element for the City to reach this goal.

1.2.9. EVENT TRIGGERS

The solution must allow the City of Delray Beach to establish event triggers that notify a user of potential problems or errors. For instance, a user must be notified of a Stop Work Order on a property before the creation of a permit or the opening of a utility account. There is a wide array of these triggers, and they change frequently as our legislative and regulatory environment changes. We must have the ability to change the trigger event, trigger conditions and trigger effects. Triggers should be enabled/set at the database level by system administrators (or others with similar rights).

1.2.10. DATA FILE, MULTI –MEDIA, AND IMAGE ATTACHMENTS MANAGEMENT

We must be able to attach files such as images, PDF documents, CAD drawings and others to records. Many field technicians use digital images, and an electronic plans submission application will be implemented as a part of this project. Vendors must be able to show that their solution seamlessly integrates with the plans submission application. In addition, SharePoint web sites are used for internal document management, and a solution must integrate with SharePoint.

1.2.11. ESTABLISHED "CANNED" REPORTS

The City of Delray Beach uses a number of reports or forms that will need to be migrated to the new system. The enterprise solution selected must have the capability to utilize "canned" reports but more importantly the ability to create reports and forms that meet the business needs of the enterprise.

1.2.12. DISASTER RECOVERY OPTIONS

The City of Delray Beach is committed to assuring the continuation of services after a hurricane or other disruptive event. An enterprise solution is a critical component of recovery for any event that damages structures or infrastructure within the City, so the persistence of our computer system is important to our success. Solutions that have a clear, comprehensive, and cost-effective way to assure continuation of service (or quick restoration of service) after a catastrophic are preferred. In the appropriate place in Section 2, please explain our options and your recommendations as part of your proposal.

1.2.13. LEGACY DATA

All proposed solutions must include the migration of data from the legacy system(s), allowing our staff to use the new solution's interface to research and verify historical data. As previously mentioned, the existing systems are built in RPG on a IBM AS400 iSeries.

1.2.14. GIS

The City currently has a GIS system (ESRI ArcGIS & ArcServer v10.1 in a SQL Database) with a parcel coverage that has approximately 18,000 polygons (condos have header records) and 26,000 total parcel records. We use the latest version ArcGIS & ArcServer to serve out all of our GIS Data. If the solution you are proposing would require changes to our GIS data structure, migration of that data to a new system, additional software or special interfaces, those costs and details must be included in your proposal.

Solutions that do not interface with the City of Delray Beach GIS systems will not be considered. The City of Delray Beach is committed to using GIS information to link the various business lines and allow accurate and effective sharing of information between City teams.

Any proposed solution's interface must allow our staff to use a map to select map points (parcels, infrastructure assets, work order geographic locations, etc.) when creating a permit application, code enforcement case, occupational license, signs, trees, valves, etc.. Maps must be easy to find and use, including major streets and parcel information. Users must be able to zoom in and out as needed to gain detail or perspective, and users must be able to enter an address and see nearby parcels. Maps must also be able to be used for reporting.

1.2.15. XML PROTOCOL

Solutions that use XML data transfer protocol will be preferred, since this allows us to modify data streams, exchanges and presentation as needed through the use of Web Services and style sheets. If other solutions will be used, please provide information in your proposal detailing what tools or procedures we will need to use to make modifications to data streams, add new data interactions, or change the presentation of the data available though remote systems.

1.2.16. WIRELESS CONNECTIVITY

Solutions that facilitate "store-forward" functionality or allow "drive-by" database updates using scattered Wi-Fi, intermittent WAN connectivity, and/or air card and VPN connectivity are preferred. This will lower the overall cost of implementing our solution by reducing the coverage requirements for Wi-Fi and lower bandwidth and coverage requirements for WAN providers. Please note that the City of Delray Beach will be considering the overall bandwidth requirements for any solution. Please include specific information about the bandwidth requirements of the mobile portions of your solution and note if different client devices have different bandwidth requirements (for instance, if the WAP interface requires significantly lower bandwidth than a notebook).

1.2.17. HANDHELD SOLUTIONS

The City of Delray Beach is interested in solutions running on handheld devices, tablet PC's, rugged devices, and Smart Phone units. Solutions running on the Palm OS are not preferred. Solutions that are platform-independent (i.e., those based in the .net architecture, using XML to transport data and XSL Style Sheets to render it) are especially favored, since they allow the City of Delray Beach to adapt as client hardware options expand.

1.2.18. BROWSER-BASED CLIENT

The project team expressed a clear preference for solutions that required no client install on the individual workstations. This included solutions that run using IE 10+ (browser-based solutions using HTML5, ASP, ASPx or JSP) or other "zero-footprint" techniques. In decreasing order of preference, the City will consider thin client and traditional client/server solutions.

1.2.19. DATA PERSISTENCE

We frequently refer to "old" records for customers or in connection with active cases, permits, licenses, escrow accounts, development review documents, escrow accounts, etc.. Systems that require us to archive the records after several years to maintain system performance are not as desirable to the City of Delray Beach as those that can continue to perform adequately while allowing complete access to all historical records.

1.2.20. DATA MIGRATION

Data conversion is a requirement of any solution. The solution must include a clear statement of work for converting data from the DB2 database on the AS400/I Series SunGard Public Sector (HTE), to SQL. The statement must be based on the vendor testing sample data from each of the current data platforms and confirming that both the data type and the volume of data can be converted to a SQL data format.

1.2.21. VIRTUALIZED ENVIRONMENT

The City utilizes VMware Vsphere v5.5 extensively in its production environment and will be migrating to Microsoft Hyper-V. Solutions that are supported within the Hyper-V environment are required.

1.3. UNDESIRABLE FEATURES

Following are features or elements of a solution that the project team clearly did not want included in a solution. While the inclusion of one or more of these features may not exclude a solution from consideration, it is highly unlikely that solutions that incorporate a number of them will be selected. It is **strongly** recommended that, if your solution includes one or more of these, you thoroughly explain why we would want the feature and clearly show the advantages of that feature over other choices.

1.3.1. REPETITIVE ENTRY

As mentioned above, the City of Delray Beach is committed to a "one touch" approach to data entry. Systems that require users to enter the same or similar information over and over in various parts of the application are unlikely to be selected. Similarly, the solution should have a wealth of information already connected to the people, properties, projects; and records in the system and it should leverage that information to reduce data entry workload. For instance, the City of Delray Beach is much more likely to select a system that automatically populates owner information from the parcel record (while allowing the user to modify that which may be incorrect) than one that either requires us to reenter the information or prevents us from entering updated information.

1.3.2. LIMITED SEARCH

We frequently get requests from customers who do not have the "expected" information to perform a search. We need to be able to find records using whatever criteria we have available. Solutions that come with a "boxed" search screen with a few criteria are unlikely to be selected.

1.3.3. CLUTTERED SCREENS

We need a balance of quantity of information and ease of access to the information presented. Cluttered, confusing or overpopulated screens were a significant complaint for a number of project team members when certain solutions were discussed. It is highly unlikely that the project team will change their view that clean, easy–to-understand screens are critical to the success of any new system.

1.3.4. RESOLUTION-DEPENDENT SCREENS

The enterprise solution should allow for adjustments in monitor resolution without compromising data viewing. Solutions that lock all users into a single resolution are unlikely to be selected.

1.3.5. PROPRIETARY DATA STRUCTURES

Databases or database structures that are not open to exploration and review through SQL and an ODBC connection are highly unlikely to be selected. Databases for which the vendor is unable or unwilling to provide clear and useful data maps or structural details will not be considered as that hinders our ability to use our data effectively. Availability of dynamic data for field technicians is a requirement.

1.3.6. SERVERS & OPERATING SYSTEMS

Solutions based on mainframe or AS/400 servers will not be considered. Those using UNIX (or any variants, including Linux) or any other non-Windows operating systems are unlikely to be selected.

1.3.7. NON-STANDARD PLATFORMS OR LANGUAGES

Solutions that are founded on platforms or programming languages that are not considered mainstream by the project team (or are considered niche or limited) will not be selected. Examples include Lotus/Domino, FoxPro, and MS Jet. As noted above, preference will be given to Microsoft technologies that are in common use, especially the .net framework and associated programming languages and platforms.

1.4 TECHNICAL REQUIREMENTS

The following technical requirements are provided for consideration by submitting parties. Respondents are required to address their support and utilization of the technology requirements listed in this section. Additionally, information is requested regarding the respondent's use of technology in the submission criteria of this RFP.

1.4.1. NETWORK PROTOCOL

Only solutions using TCP/IP protocol will be considered.

1.4.2. SQL SERVER

The City of Delray Beach is a Microsoft SQL database user. Only Microsoft SQL 2008 (or higher) servers will be considered. Solutions that require the use of Oracle or other database products will not be considered.

1.4.3. SERVER OPERATING SYSTEM

The City of Delray Beach is a Microsoft Windows Server operating system user. Only solutions that are supported on Windows Server 2008 R2 (or higher) will be considered.

1.4.4. DESKTOP OPERATING SYSTEM

The City of Delray Beach is a Windows 7 operating system user. Only solutions that are supported on Windows 7 (or higher) will be considered.

1.4.5. BROWSER

All City of Delray Beach client machines are equipped with Internet Explorer 10 (or higher). Solutions that require an additional browser or a different browser will not be considered.

1.4.6. WIRELESS CONNECTIVITY

The solution must allow both (a) wireless connectivity using VPN over a WAN provided by a third-party ISP and (b) wireless protocol 802.11a/b/g/n (Wi-Fi), depending on which option the City and County choose to implement. Solutions that will preclude one or both options will not be considered. Solutions that allow store-forward for drive-by Wi-Fi or intermittent WAN connectivity are preferred.

1.4.7. MICROSOFT ARCHITECTURE

The City of Delray Beach prefers solutions that are on Microsoft software solutions and architecture. These solutions include .net framework, SharePoint 2010, Project Server 2010, Active Directory 2003-2008. Integration with these platforms is fully expected.

1.4.8. VIRTUALIZATION

The City uses VMware Vsphere 5.5 extensively for its production and test servers and will be migrating to Microsoft Hyper-V. This solution offers the City the best solution for supporting testing, patching, change management, etc. on limited physical resources.

1.4.9. SECURITY

- Role-based security- Should allow for user permissions at the group and individual levels. When appropriate, should provide segregation of duties permissions (i.e. inventory management, user rights management, etc.).
- Auditing/log features- Audit trail should allow for logging of critical events such as table changes, security events, etc.. Reporting capability to determine users that have accessed/downloaded sensitive data stored in the system (SSNs, etc) is preferred. Limited access to delete transaction history is required.
- PCI compliance - Required
- Passwords- Solution must integrate with Microsoft Active Directory and/or be supported by Imprivata for single sign-on.

Strong security controls are an integral part of the City of Delray Beach's Information Technology framework. The solution chosen must facilitate and not hinder its desire to meet organizational, regulatory, and industry requirements with regards to the security of the solutions administration and the data it controls.

It is expected that the solution selected supports standard security frameworks and protocols such as IPSEC and SSL/HTTPS should the City determine that these frameworks are required to meet its security requirements. Availability of multiple strong encryption options is a requirement. The solution is expected to support a role-based security model. Solutions which support multiple levels of security based on roles are preferred. The ability to utilize stronger passwords, multiple user authentications, and two or more factor authentication for various roles should the City's needs dictate is desirable. Integration with Microsoft Active Directory is required and expected. Ability to integrate GPO settings for rights management and push methods for installation and updates are desirable. Solutions which make use of the Microsoft Windows Event Viewer and SQL logs are highly desirable. Solutions requiring the use of the Active Directory Administrator or SQL SA account for normal operations or those which require Administrative access to operate at the workstation or client level will not be considered.

The solution should provide management with the ability to accumulate and review detailed security and access logs. Logs should be created in a format which provides the City the ability to redirect them to a centralized logging implementation. Logging that supports the ability to record both user and device access on a transaction level is highly desirable. Detailed logging of changes to the solution's workflow and implementation is an important consideration for the City. The ability to monitor and limit the storage of data outside of the identified environment--on removable media for example--is highly desirable. The solution is expected to meet compliance needs with regards to all relevant public safety, governmental regulatory, and industry requirements such as, but not limited to PCI, HIPPA, Red Flag, etc.

Florida's "Sunshine" Law has certain requirements with regards to many records generated by local governments in the course of conducting the business of its citizens. Much of this information will be housed within the solution chosen. The solution should facilitate the City's ability to meet its obligations to securely provide access to the public with regards to records covered by the statute. It should also be noted that the City of Delray Beach has many interactions with various public safety, state, and federal agencies and may require security compliance meeting the standards established by various grants and programs.

1.4.10 INTERNET CONSIDERATIONS

As identified previously, the City utilizes the Microsoft network architecture and framework. As such, the City uses Microsoft's Internet Information Services (IIS) server, and other Microsoft Security solutions for web presentation. It is expected that the solution will support access through these frameworks. Access through remote solutions utilizing connections established with Cisco VPN solutions should not impact performance negatively.

Requirements for secure implementation and presentation of the chosen solution to external customers and citizens, including DMZ architecture requirements, SSL certificates, firewall considerations, and any other needs specific to the proposed solution should be identified in the response. Logging abilities should also be detailed.

1.4.11. THIRD PARTY APPLICATIONS

The City currently has a majority of standalone applications for all of its business functions. Any proposed solution may have to integrate with such applications. Listed below are recognized potential third party applications utilized by the City. Note: Some of these applications are a part of the project to migrate to an ERP solution and, therefore, will not be a part of the City's infrastructure after complete deployment of the ERP solution.

Application	Business Function
RecTrac	Parks & Recreation Management
LaserFiche	Document Imaging and Retention
Optiview	Document Imaging and Retention
Badger	Water Meter Management
SharePoint 2010	Intranet, Data file repository
Cartegraph	Engineering Operations Management
ESRI – ArcGIS	Geographic Information System
Telestaff	Fire Scheduling
SunGard OSSI	Police CAD

The City will entertain the notion of either upgrading existing applications to ensure ompatibility with any proposed solution or even replacement with preferred business partners of the selected respondent.

2. SUBMISSION CRITERIA

The proposal must be prepared in accordance with the structure provided below. This will ensure each respondent has had an opportunity to thoroughly review and prepare a detailed response. Responses should include explanations in line with the expectations expressed in Section 1 of this RFP.

EXHIBIT A

Responses must be provided on the numbered items, forms, and tables included in the RFP. Each item is listed on a separate page. Responses, however, are not limited to one page. Text responses can be in either narrative format or bullet statement form. Any attached report must be included in your response. If an item does not include a response, you must indicate that the item does not apply to your organization, and you must explain why it does not apply to your organization.

2.1. EXECUTIVE SUMMARY

Please provide a short summary of the solution you propose. This should explain in general terms the scope of your system, your approach to the project and implementation of your solution, and the advantages that make your solution unique.

2.2. VENDOR BACKGROUND AND QUALIFICATIONS

Provide narrative responses to the following questions, including any necessary documentation, for each item listed below.

The first section of your proposal should include all of the relevant information about your company. Please provide the following information (numbered and in the order presented below).

Primary contact within your organization that our staff should use if we have questions or need clarifications. If you have different points of contact for RFP issues versus technical issues, please make that distinction clear at in this section of your proposal and provide full contact information (e-mail address, web site login information, phone and physical address) for all persons listed.

Complete company profile. We would like to know where your primary place of business (your “home office”) is located, how long you have been in business, your organizational status (private or public) and the size of your company (number of employees, number of offices, annual revenues (optional for private companies).

Profile of the existing development and support team for the solution you are proposing. For instance, how many employees are dedicated to R&D for product enhancements on the system you propose for the City? How many technical support advisers do you employ and what are their specificities? Where are they located? What makes your development and support team uniquely qualified to support the City of Delray Beach’s needs?

List of all bids won by your organization in the last five years for solutions similar to the one you propose, whether or not the solution is currently in use by the organization that solicited the bid. Please provide the bid or RFP title and number (or other identifying information for non-bid, non-RFP procurement processes) and the primary contact’s information (name, address, phone and e-mail) from the original bid.

List of all successful implementations in the last five years for solutions similar to the one you propose. Please provide the timeframe for implementation.

List of all Municipaities utilizing your Public Sector solution in Florida. Is there currently a local user group for the Florida users?

EXHIBIT A

Information about those companies with whom you partner or from whom you license subsystems (if the proposed solution includes components or modules that were not developed by your company).

Relationship(s) and which part(s) of the solution will be provided by other vendors (if your proposal includes the expectation or option of using subcontractors to fulfill any of the requirements).

Location(s) and times of operation for outsourced operations (if your company outsources functions [especially customer service or technical support]).

Number of years the Vendor has been in the public sector software business. Provide public sector vs. private sector for number of clients, as well as revenue percentage comparisons.

Chronology of the company's growth, heritage, and staff size and ownership structure.

Whether the business is a parent or subsidiary in a group of companies.

Whether this company or product being proposed has ever been purchased by another company or acquired because of a merger or acquisition? *If yes*, provide details regarding the name of the companies involved, specific products affected, and when such merger or acquisition(s) took place.

Percentage of revenues this offered system versus other products/ services represent to your company.

Brief statement of the company's background demonstrating longevity and financial stability.

If the company incurred an annual operating loss in the last 5 years.

EXHIBIT A

If the company had a workforce reduction during the past 5 years. *If so*, provide details regarding workforce reductions: percentage or workforce, areas affected, senior management team changes, etc.

Details of all past or pending litigation, liens or claims filed against Vendor.

Seniority, tenure and background of the senior management team.

How your company measures customer satisfaction for software applications and customer service & support. Internal performance metrics used to quantify key customer support responsiveness, such as: Issues resolved on first call, average call duration, average time to reach issue resolution, etc.

Company's commitment to research & development for the specific public administration application being proposed; include development staff size and percentage of annual revenue invested in application development of solution proposed.

For each of the applications being proposed, please provide the following background information.

Note: If any of the proposed applications were not originally developed by the proposing vendor, please provide narrative details for the following subjects:

a. Date of product merger / acquisition

b. Name of the products and organizations involved

c. Description of how integration / interfacing were accomplished (batch vs. real time, consolidated or separate databases, etc.)

d. List of all customers using proposed applications and interfaces within the last three years that are similar in scope and size.

e. Description of the development technologies used for each product.

2.3. CUSTOMER REFERENCES

Please provide at least five (5) public sector customer references that are representative of the requested system and that agree to speak with City representatives regarding their experience with you as a vendor. This list will be used as a contact list and may include some of the same customers you listed in section 2.6.

Information on references must include: company name, company address, company web site address, contact person, contact title, contact telephone number, and contact email address.

2.4. RESPONSE TO UNDESIRABLE FEATURES

Respondents should directly address each of the undesirable features listed in section 1.3. to the extent that their solution does not have such undesirable features or if it does, how the respondent can or will mitigate such features. When applicable, examples of success should be illustrated. Responses should include any compensating or alternative approaches or solutions that are applicable to each undesirable feature if they feel it brings benefit to their submission.

2.5. RESPONSE TO TECHNOLOGY FEATURES

Respondents are required to address their support and utilization of the technology requirements listed in section 1.4. of this RFP. Additionally, information is requested regarding the respondent's use of technology in the submission criteria of this RFP.

2.5.1. ADDITIONAL TECHNOLOGY

Please discuss a number of technical, structural, and architectural issues that the City of Delray Beach feels are important. Please be sure to highlight those issues in your response. Also, please include all of the following information:

2.5.1.1. DEVELOPMENT ENVIRONMENT

List the platform(s) and language(s) used to develop and run the solution.

Describe the architecture of your solutions (browser-based/zero-footprint, thin client, client/server, fat client, dumb terminal, etc.). Describe the framework supporting the solution (XML with web services, XSL Style Sheets, etc.) Explain why this approach is the best choice for our City.

List all elements of hardware and infrastructure needed to use the solution. We strongly recommend detailed specifications for hardware items, as we will be determining acquisition costs based on your descriptions, and details will assure that we do not "overpower" the hardware, thus driving up the overall solution costs. A network diagram must also be included.

If your solution is modular, explain how the modules interrelate and interact and how information can be passed from one module to the next. If any module(s) cannot interact with others, please explicitly call this out in your response and explain what necessitates the isolation of that module or subsystem. Non-modular (monolithic, stratified or single-point ASP) solutions will not be considered.

a. Is .net used in all your applications or just your presentation layer?

b. Were your core applications developed in an environment other than .net. If so, how did you move to the .net architecture?

c. What .net language(s) are your core applications written in? (ASP,VB,C++,C#)

d. Do you run on the .net framework?
    a. If so, what version(s) of .net framework do you run on?

e. Widely accepted development environment (i.e. VisualStudio.net, J2EE, or WebSphere)

2.5.1.2. DATABASE ENVIRONMENT

Discuss in detail the data structure for your solution. Discuss how we as users can extract and exchange data as needed.

Please note whether your database structure supports null values (ISNULL), uses blanks ("" or ISBLANK), populates all fields with a values, or a mix of these protocols. If this varies by table, it is not necessary to list each table's use of blanks or nulls, but simply to state that your solution uses a mix.

a. Discuss your experience with data migration from the existing IBM iSeries SunGard (HTE).

2.5.1.3. COMMUNICATIONS ENVIRONMENT

For the WAN mobile part(s) of your solution, please quantify the bandwidth required. You can do this as a per-transaction amount, or a minimum/recommended/maximum per user or per unit amount. For 802.11a/b/g/n mobile part(s) of your solution, quantify per-unit/per user minimum bandwidth.

For the online part(s) of your solution, quantify the bandwidth and scaling requirements by number of concurrent users. Please specify how the City of Delray Beach will need to adjust existing systems to expand the communications “pipes” for your solution.

For the online part(s) of your solution, please specify every piece of software that the end-user will need to operate the solution. Include such tools as Flash, Acrobat Reader, or Media Player. Please specify whether the solution will require the use of cookies (and whether they are session-specific or persistent), if account creation is required and whether personally-identifiable information is collected. If your online solution does require account registration or collects personally-identifiable information, please include your privacy policy (or the privacy policy that you recommend we adopt in order to use the solution). Please include documentation that confirms PCI compliancy.

If your online solution requires the installation of software (even session-specific components such as ActiveX controls or JavaScript), please mention that in your response and explain what level of rights a Windows 7 client running IE10.0+ would need to operate your solution. For instance, will the solution operate correctly for a user with restricted rights and IE set to high-security?

a. Do you have standardized XML import/exports?

2.5.1.4. BACK-OFFICE ENVIRONMENT

The City utilizes various products and procedures to meet data backup, recovery, archiving, and disaster preparedness objectives. Describe the backup and restoration procedures. If the solution provides selective restore or incremental backup, explain those in detail, including what options are available. Describe any limitations that the solution would place on the City's options with regards to meeting its data integrity goals. Discuss any proprietary or specific hardware or software solutions required by the solution.

Describe the backup and restoration procedures. If the solution provides selective restore or incremental backup, explain those in detail, including what options are available.

Discuss the licensing implications of a test bed that the City can use to test new releases, updates and upgrades. If additional licenses are required, please include these costs in your proposal.

Explain the update/upgrade process. Are new releases always backward compatible? How often do you release updates and are such releases included in the support contract costs? What is the horizon for testing and installing new updates/upgrades before you end support for obsolete versions?

a. Explain your built-in performance measuring and monitoring of systems.

b. What mobile solution do you recommend?

2.5.1.5. RECORDS ENVIRONMENT

Please explain the process at the data level when records are deleted. Are records deleted immediately or are they flagged for a purge process? If so, is the purge process automated (purge each night or each week)? Can records be accessed between deletion and purge? Is deletion reversible between deletion and purge? Can a deleted record be recovered after the purge process is complete?

If your system requires archiving of old records to maintain system performance, please discuss your recommended sunset for archival, the method you recommend for archiving those records, and the procedure for reviewing an archived record in response to a customer request. Please note whether images or other file attachments are archived with the record, or must be archive separately, and the process we will use for this.

Discuss how the system helps maintain data integrity. Does it perform a search for similar records before the addition of a new record? Does it offer other tools to help assure that new records match data entry protocols?

Explain your system's disaster recovery options. Please provide details of each of the following considerations inherent in our COOP (Continuity of Operation Planning) development. Assume a minimum configuration that will allow our staff to research existing building permit data and to create, modify and process new and existing permit applications, permits and inspections:

What hardware is required to operate the solution in a minimum configuration? List all hardware components for both server and client machines.

What infrastructural or architectural elements are required to operate a minimum configuration? List all services (phone, internet, wireless, etc.), all platforms, and “helper apps” and other elements.

What components of your solution are required as a minimum configuration? Are there licensing implications to operating a “new” instance of these components during disaster recovery?

Please estimate the amount of storage required to create a “minimum configuration” data backup that can be used for Continuity of Operation Planning.

The City of Delray Beach has discussed entering into agreements with other communities using the same solution in different geographical areas. This ensures that both communities can continue operations after a localized event; essentially, these are “mutual hot-site” or “co-location” arrangements. Please discuss what licensing issues are inherent in the City of Delray Beach hosting another community’s solution and data, or their hosting of our solution during recovery from an event.

2.5.1.6. SECURITY AND REGULATORY

a. List any regulatory, performance or compliance certifications your solution meets such as PCI, HIPAA, ISO 9001, ISO 20000, etc.

b. List any specific features your solution offers to help the City meet its regulatory requirements for PCI, Red Flag, HIPAA, etc.

Explain in detail how system security and user rights are managed. Can access be restricted by group or by individual user? Can access be granted or denied based on record type? workflow process? Does your solution offer field-level and/or table-level security? Does the interface offer module-level, screen-level and/or field-level security? At what level(s) can we allow/deny addition or creation of records, modification of records, and deletion of records? Can the system trigger notification of supervisors or administrators when deletions or other actions occur?

Explain your system’s audit trail functions and features. What is tracked, and what can be rolled back and by whom?

2.5.1.7. CERTIFICATION

How quickly is your solution tested and certified on the following platforms once they are made available to the public?

a. Windows desktop operating systems
b. Windows server operating systems
c. Microsoft Active Directory

d. Microsoft SharePoint and Project Server
e. Browser – Internet Explorer, Mozilla, Chrome, Goggle etc.

2.5.1.8. FUTURE TECHNOLOGY

a. Cloud computing – Explain how your solution integrates with cloud computing or what definite plans for that integration are in place.
b. Virtualization of desktop applications--if your solution is not supported by browser based solutions, explain your approach to desktop virtualization.
c. Other ERP and standalone products (parks and recreation, fuel monitoring, electronic plans submission management system, etc. (please list)

2.5.2. ADDITIONAL DOCUMENTS

Please provide the following additional documentation. Please label each document with this section number (2.5.2).

- Network diagram to align hardware with current infrastructure
- Process maps and diagrams for integration among and between modules, transaction processing, notification trigger points, and other processes included in your solution's workflows.
- Vertical and/or horizontal integration of modules
- Data architectural structure

2.6. SOLUTION DESCRIPTION

Please organize your solution description by business line, focusing first on the parts of the system that are shared across business groups, then detailing the features for all modules.

Please discuss how your product would support or improve the business processes discussed in this RFP.

If you recommend that the City of Delray Beach hire one or more full-time administrators to maintain the system after implementation, please discuss that in this section as well, including their role, minimum education and experience, and other details that we can use to estimate the cost.

Please provide a list of customers who currently use the solution you propose. If possible, please note any that are similar in growth and demographics to the City of Delray Beach. We are a coastal community of approximately 65,000 citizens and 32,683 parcels with strong, vibrant growth. Please note that the City of Delray Beach is most interested in two general types of references--those that have recently implemented the proposed solution successfully and those who are currently implementing the proposed solution. This list will not be used as a contact list and may include some of the same customers you listed in section 2.3. Please separate your references as follows:

Those using exactly the same solution you propose for the City of Delray Beach and with a similar scope of work.

Those using other solutions that were implemented by the same team that you propose for the City of Delray Beach, or those using the same solution with dramatically different scopes of work.

Those who use other solutions and that were implemented by other teams.

Discuss the search feature and functionality in adequate detail. What fields can be used to search? Can we use multiple criteria? Can we search for like items or sound-like?

Discuss the reporting functions at adequate length. Include the ad-hoc reporting tool and a description of the process for creating a new report at the end-user level and at the administration level. Can user-created reports be used and run by others? Can reports be created using parameter prompts (for date ranges, records types, etc.)?

Describe the image store and image archive options that your solution will support. Can your system display images attached to a record within the application itself or must they be launched? If they can be displayed, what formats do you support?

Please discuss the level of modification possible at both the system and group level for the interface. Can we make certain fields or screen mandatory? Can that be adjusted by user or by workgroup? Can the interface be changed by the Administrator or by the end user? What features are manageable by the end-user and what GUI features are fixed?

2.7. LICENSE AGREEMENT

Provide a sample of the proposed license agreement. Please attach and refer to the document with this section number (2.6).

Provide a list of any third party licensing agreements necessary to implement your solution. Further, provide a detailed explanation of how the software is licensed. Of particular interest are any requirements that the City purchase such third-party software through the respondent's company and any impact that has on the license agreement the City would have with that software provider. Also, provide any alternative procurement processes the City can use to obtain any require third party software and any warranty, support, or challenges this would have on the installation and maintenance of the respondent's software.

2.8. IMPLEMENTION

Answer the following questions and provide the necessary documentation for each item listed below.

As discussed above, the City of Delray Beach feels that implementation is the key to the success of this project. Include extensive discussion of your proposed implementation plan and timelines.
Please include the name and background of the proposed team leader, along with a summary of team members and their specialties. We understand that committing to team leaders at this point in the process may require a change in resources if you are the chosen vendor. It should be noted that if the final list of team leader and/or members changes, it is expected that their specialties will be the same.

EXHIBIT A

Note the home location of the team as a whole and, if key members will be traveling to fulfill their roles on the team, the location from which they will be traveling.

Please discuss the migration of data from our existing DB2 database from the AS400iSeries to your system. Inclusion of this data is a critical requirement and we will not consider solutions that require us to maintain a legacy system.

Discuss the experience your team brings to the process, especially recent experience implementing the same solution in other communities within our area.

If your solution will require extensive modification, programming or reengineering, please discuss the process in some detail, including whether this will be done here, at the City facilities, or at your location(s).

Discuss training in detail, including methodology, documentation and quantity. Please base your estimates on the following: 80 front line users, 3 network support professionals, 4 desktop/application support professionals, 2 IT administrators, and 10 external reviewers.

Provide a list of the key risks and obstacles to a successful implementation and the measure that the City of Delray Beach can take to mitigate those risks.

Do you offer tiered support options for different audiences? Do end-users talk to the same technical support representatives as our IT team or our system administrators?

What is the turn-around time for critical outages? Do you offer any performance guarantees for your solutions and, if so, what are they?

What is your average response time for support questions? Please be specific.

Describe the user groups that meet for the proposed systems, and include information about the closest regional user group (if any) to the City of Delray Beach.

Who will an online end-user (a customer using our web site) turn to for support and how will that support be rendered? If your online system uses a third-party component, will you offer online users support for those as well?

Explain how responsibility for a problem is determined and how a problem is escalated if the problem is determined to be the vendor’s responsibility.

If the solution includes any “black box” hardware for which the City of Delray Beach staff will not be responsible, explain maintenance and support for those systems.

Describe the approach and resources needed to implement the proposed software. Attach a proposed implementation schedule with key activities and estimated milestones.

Describe your company’s service & support philosophy, how it is carried out, and how success is measured.

Describe how you will provide ongoing services and support, such as a toll-free customer service number, annual training classes, online customer service web site, and online software maintenance.

Provide a thorough description of help desk services including dial-in, web support and ongoing maintenance.

Describe how you service and troubleshoot problems for your current clients?

Describe how you provide software updates and enhancements on a regular basis. How do you communicate these updates and enhancements? Identify associated costs if there are any. Provide documentation of your change management process.

Describe the number of Microsoft Certified professionals on staff (MCSE, MCSD, MCDBA, MCT, MCTS, MCITP, MCDST, MCSA, MCDBA, etc.).

2.9. SUPPORT

List in as much detail as possible the levels of support available to the City. Details should include but not be limited to the number of help desk staffers available during normal business operations, time of response to work orders, the availability of escalated technical support, the different levels of support available, etc.

Respondent should address any technology support services distinct and separate from normal help desk functions. These services would address the City's IT Department's technical needs for subject-matter experts on complex support operations such as version upgrade procedures, file and/or directory restorations, corrupted backup and recovery processes, and the like.

Support websites and services available such as on-demand training videos, FAQ's, instant messaging to subject-matter expert, list services, blogs, community chat rooms, message boards, etc. and any involvement by the respondent to these services (do company employees respond to message boards, post blogs, etc.)

Respondents should provide any information they have on user groups, memberships, services, conferences, etc.

2.10. SUSTAINABILITY

Environmental sustainability is a top priority for the City. Please provide best practice solutions and preferred implementation solutions that minimize carbon output, minimize energy consumption, etc. Solutions should include the recovery and disposal of any recommended hardware.

Examples of such sustainable actions may include but do not have to be and are not limited to:

- Utilization of smart tracking for code enforcers
- Route tracking for inspectors
- Use of hand held devices in lieu of laptops or desktop computers for field workers
- Communications models that minimize travel or resource consumption (Internet meetings, training, problem resolution, etc.)

2.11. BUSINESS PARTNERS

Please provide a listing of all preferred business partners and solutions offered by them. Specifically, if there are cost savings options associated with integrating a business partner's solution to gain additional efficiencies, please provide detailed information on the integration. An additional TCO (Total Cost of Ownership) and ROI (Return On Investment) reports are required for each recommendation. Selection of a respondent's proposal does in no way indicate or guarantee any business partner business with the City.

In addition, please use this section to list third-party solution providers which have been included in your proposal.

2.12. COSTING

The following costs associated with these applications must be included in your response:

- Application software license fees
- Modification costs if denoted to satisfy a requirements
- Implementation, training and support services costs
- Data conversion costs
- Project management costs (including cost of onsite resource)
- Annual software maintenance costs for 5 years
- Continuous training costs (online, regional conferences, etc.)
- User group memberships
- Other anticipated costs (i.e., travel, process mapping, etc.)

2.12.1 COMPLETE AND DETAILED COSTING

Your proposal must include complete details of your solution and all costs associated with each option. If your proposal mentions a function or feature, the costs associated with that function or feature must be detailed. The City of Delray Beach may disqualify and reject any proposal that fulfills one or more requirements or requests with "options" whose costs are not detailed in the proposal and included in the final cost estimate.

You should clearly mark "optional" features or functions to differentiate them from your core system, but the costs for those options must be shown.

In addition to software acquisition and implementation costs, proposals must include cost estimates for any servers or other infrastructure hardware, business analysis, training, travel, conversion, consultation, project management, process mapping, and incidental costs that the City of Delray Beach can expect to pay in association with this project. You must also include specific hardware recommendations for such things as cash drawers, card swipes, registers, client hardware (i.e., mobile devices) and other "accessory" expenses you do not intend to provide as part of this project so our team and the City Commission can have a complete picture of the final project costs.

Please complete the forms on **Exhibit B**. Please include any other alternative pricing options or discounts available. (Financing, etc.)

2.13. FUNCTIONAL REQUIREMENTS

Vendors are instructed to complete the **Functionality Requirements** provided in this attachment, by placing an **X** in the correct column for each requirement as described below:

- **Fully Compliant** - Indicates that the vendor's standard software meets and/or exceeds the requirements as described in this RFP.

- **Modification/Custom Software** - Indicates that a software modification or custom software is required to meet and/or exceed this requirement. If there is a cost associated with this, list the dollar amount in Comments.

- **Third-party module** – Indicates that the vendor's standard software does not include this feature or module but that the vendor partners with a reputable third party company to provide the feature or module per the specifications provided. If an X is placed in this column for any feature/module, the third-party vendor information must be included in section 2.11. (Business Partners).

- **Not Available** - Indicates that the vendor's software (or a third-party partner vendor) does not and cannot meet this requirement.

Please complete the forms on the following pages.

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Information Technology -- GIS Integration				
1	System provides integrated export/import capabilities via batch for GIS applications.	☐	☐	☐	
2	Ability to interface with ArcIMS and/or ArcGIS and/or ArcGIS Server.	☐	☐	☐	
3	Application's map viewer interface must include a variety of buttons and tools including pan, zoom bar, hotlink tool (provides users a shortcut for linking to EDMS URLs associated with map layer objects), previous/next map views, zoom.	☐	☐	☐	
4	Ability to display parcel, permit, licensing, request for service, code enforcement and capital asset information	☐	☐	☐	
5	Ability to highlight GIS objects returned from a query.	☐	☐	☐	
6	Vendor must be an ESRI partner.	☐	☐	☐	
7	Ability to Zoom In & Out on map	☐	☐	☐	
8	Ability to Pan the map	☐	☐	☐	
9	Ability to "Identify" objects on the map	☐	☐	☐	
10	Ability to GeoCode	☐	☐	☐	
11	Ability to run on a relational database that use just one parcel table.	☐	☐	☐	
12	Ability to use any of the City's existing GIS data	☐	☐	☐	

	Information Technology -- Technical Specifications	**Fully Compliant**	**Modification/Custom Software**	**Not available**	**Third Party (include company name)**
1	TCP/IP protocol	☐	☐	☐	
2	Microsoft SQL 2008 (or higher)	☐	☐	☐	
3	Windows Server 2008 R2 operating system	☐	☐	☐	
4	Windows 7 (or Higher)	☐	☐	☐	
5	Internet Explorer 10 (or higher)	☐	☐	☐	
6	(a) wireless connectivity using VPN over a WAN provided by a third-party ISP and (b) wireless protocol 802.11a/b/g/n (Wi-Fi)	☐	☐	☐	
7	.net framework version 4.x or higher	☐	☐	☐	
8	SharePoint 2010 integration	☐	☐	☐	
9	Project Server 2010 integration	☐	☐	☐	
10	Login authentication via Active Directory 2008	☐	☐	☐	
11	VMware Vsphere 5.5	☐	☐	☐	
12	Role-based security (per section 1.4.9. of RFP)	☐	☐	☐	
13	Auditing/log features (per section 1.4.9. of RFP)	☐	☐	☐	
14	PCI compliance (per section 1.4.9. of RFP)	☐	☐	☐	
15	Passwords (per section 1.4.9. of RFP)	☐	☐	☐	
16	Microsoft's Internet Information Services (IIS) server	☐	☐	☐	
17	Microsoft's Information Security Acceleration (ISA) 2006 server	☐	☐	☐	
18	Forefront Security Threat Management Gateway 2010	☐	☐	☐	
19	SSL certificates	☐	☐	☐	
20	DMZ architecture requirements	☐	☐	☐	

Information Technology -- Technical Specifications		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
21	Integration with third-party applications (per section 1.4.11. of RFP)	☐	☐	☐	
22	Spanish language translator (per section 1.2.8. of RFP)	☐	☐	☐	
23	Aligns with the City's COOP	☐	☐	☐	
24	Automated electronic plan submission, review and tracking solution	☐	☐	☐	
25	Ability to convert data from AS400 iSeries to SQL	☐	☐	☐	
26	Solutions that use XML data transfer protocol	☐	☐	☐	
27	Solutions running on handheld devices, tablet PC's, rugged devices, and Smart Phone units	☐	☐	☐	
28	Browser-based solutions using HTML5, ASP, ASPx or JSP) or other "zero-footprint" techniques	☐	☐	☐	
29	Support SQL Reporting Services	☐	☐	☐	
30	Information Bridge Framework (IBF)	☐	☐	☐	
31	NetApp Manager for Exchange, SQL, SharePoint, etc.	☐	☐	☐	
32	Outlook Calendar integration	☐	☐	☐	
33	Outlook Contacts & Global Address Book integration	☐	☐	☐	
34	Desktop productivity tools such as Microsoft Office (including MS Project)	☐	☐	☐	

Citywide General Functional Requirements		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	**GENERAL REQUIREMENTS**				
	The system will provide the ability to electronically submit reports to outside agencies.	☐	☐	☐	
	Ability to access the data dictionary information on any field in the system for reporting and exporting data.	☐	☐	☐	
	Ability to hover over a data element on a panel and capture the table/field name as stored in the data dictionary for reporting purposes.	☐	☐	☐	
	Ability to sign documents electronically and with digital signatures	☐	☐	☐	
	Ability to modify & route documents electronically	☐	☐	☐	
	Ability to setup user defined fields	☐	☐	☐	
	Ability to setup screens per individual task	☐	☐	☐	
	Ability to attach documents (contracts, MS Word, Excel, including Images) to all transactions	☐	☐	☐	
	Ability to use graphic tools (charting) for data presentation	☐	☐	☐	
	Ability to use electronic workflow processing	☐	☐	☐	
	Automatically date/time stamp all detail transaction records with date and time of posting transactions as well as the user-id.	☐	☐	☐	
	Ability to copy, paste and spell check all information	☐	☐	☐	
	Ability to support the use of bar-coding and scanning technology	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Citywide General Functional Requirements				
	All modules will offer multiple user fields with custom labeling for screens and reports with text, numeric and date format options	☐	☐	☐	
2	**REPORTING/QUERYING**				
	The system will provide the ability to generate reports using "canned and user defined reports"	☐	☐	☐	
	The system must allow for imports/exports to/from the following external reporting tools: Crystal, Access, Excel	☐	☐	☐	
	The system will allow for summary and detail reporting	☐	☐	☐	
	The system will have the ability to specify report parameters (sort and filter criteria) based on data elements.	☐	☐	☐	
	The system shall provide the capability to electronically distribute reports, (including remote facilities) with sensitive data encrypted.	☐	☐	☐	
	The system shall provide the capability to schedule reports to run on a regular basis and be distributed to designated parties either electronically or via hardcopy.	☐	☐	☐	
	The system shall provide the ability to generate ad-hoc reports / queries on any field in the database.	☐	☐	☐	

Citywide General Functional Requirements		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	The system shall provide the capability to automatically create presentations, particularly for trend data and statistical analysis, including graphics.	☐	☐	☐	
	Ability to use wild card for reporting (*) and data extraction	☐	☐	☐	
	Ability to assign reporting permissions per individual / user group / level	☐	☐	☐	
	Ability to view (online) and /or print(hard-copy)any reports/queries.	☐	☐	☐	
	Ability to export queries to popular desktop applications (i.e., Microsoft Office)	☐	☐	☐	
	Ability to number pages on all reports / queries.	☐	☐	☐	
	All reports/queries shall have accurate report descriptions and captions	☐	☐	☐	
	Ability to easily alter line and column spacing on all reports / queries	☐	☐	☐	
	Ability to total and subtotal report information on user selected fields	☐	☐	☐	
	Ability to easily select report sequence and control breaks	☐	☐	☐	
	Ability to use an ODBC compliant SQL selection & generation tool to extract and report the data.	☐	☐	☐	
	Ability to display selection criteria on the report/query	☐	☐	☐	
	Provides user-defined shells for use by inexperienced users to quickly formulate queries.	☐	☐	☐	

	Citywide General Functional Requirements	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to relate and present data from multiple database tables.	☐	☐	☐	
3	**FORMS GENERATION/MANAGEMENT**				
	The system shall provide the ability to update and/or generate standard forms / letter templates.	☐	☐	☐	
	The system shall provide the ability to auto-populate defined standard forms / letters templates.	☐	☐	☐	
	The system shall provide the ability to store populated standard forms / letter templates	☐	☐	☐	
	The system shall provide the ability to forward (email, fax) completed forms/ letter templates to internal or external entities with encryption capabilities	☐	☐	☐	
4	**SYSTEM INTERFACES/INTEROPERABILITY**				
	The system will enable the automated inbound and outbound transfers of formatted data to the various systems. Data exchanges will be conducted in secure industry standard format.	☐	☐	☐	
	The system shall support inbound and outbound secure electronic communication	☐	☐	☐	
	The system shall provide the following interfaces with City internal systems:	☐	☐	☐	
	Attendance Enterprise (City Time Entry System)	☐	☐	☐	

	Citywide General Functional Requirements	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	City HR System	☐	☐	☐	
	City Financial Systems	☐	☐	☐	
	The system shall provide secure communication setup between the City and benefit providers	☐	☐	☐	
5	**CONFIDENTIALITY:**				
	The system shall provide the ability to audit the date/time and user of each instance a transaction has been modified.	☐	☐	☐	
	The system shall provide the ability to identify all users who have access to the system over a given period of time, including date/time of access	☐	☐	☐	
	The system shall provide the ability to identify certain information as confidential and only make that accessible by appropriately authorized users	☐	☐	☐	
6	**DATA RETENTION, AVAILABILITY and DESTRUCTION**				
	The system shall provide the ability to retain data until otherwise purged, deleted, archived or otherwise deliberately removed.	☐	☐	☐	
	The system shall provide a method for archiving data	☐	☐	☐	
	The system shall provide the ability to retrieve information that has been archived	☐	☐	☐	

	Citywide General Functional Requirements	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	The system shall provide a method for purging data after archive has been performed	☐	☐	☐	
7	**AUDIT TRAIL**				
	The system shall provide the ability to log outgoing information exchange in an auditable form.	☐	☐	☐	
	The system shall be able to log the receipt of documents in an auditable form	☐	☐	☐	
	The system will provide the ability to record the identity of the user, date and time, who added, modified, inactivated, or removed items from a record, current or history, before & after transactions on all files within the system.	☐	☐	☐	
	Provide adequate date/time tracking on transactions to accommodate process cycle metrics	☐	☐	☐	
8	**SYSTEM USABILITY**				
	The system shall provide drill down capability	☐	☐	☐	
	The system shall allow a user to select from pre-defined values in a drop-down list	☐	☐	☐	
	The system shall provide immediate data entry validation with immediate feedback	☐	☐	☐	
	The system shall provide meaningful error messages with corrective actions	☐	☐	☐	
	The system shall support "one point of data entry" and one point for data extraction.	☐	☐	☐	
		Fully Compliant			

Citywide General Functional Requirements				Modification/Custom Software	
				Not available	
					Third Party (include company name)
9	**SYSTEM FLEXIBILITY**				
	The system shall provide the ability to define & support multiple new fields and report, sort and filter on such fields	☐	☐	☐	
	The system shall be adoptable to handle changes in processes and information captured.	☐	☐	☐	
	The system shall have the ability to provide & save "what-if analysis" scenarios.	☐	☐	☐	
10	**CONCURRENT USE**				
	The system shall provide the ability for multiple users to interact concurrently within the application	☐	☐	☐	
	The system shall provide the capability for concurrent users to simultaneously view the same record	☐	☐	☐	
	The system shall provide protection to maintain the integrity of the data during concurrent access.	☐	☐	☐	
11	**USER SECURITY : IDENTITIES**				
	The system shall provide ability to maintain a directory of all personnel who have access to the system	☐	☐	☐	

	Citywide General Functional Requirements	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	The system shall provide the ability to maintain a directory that stores user attributes required to determine the system security level to be granted for each user.	☐	☐	☐	
	The system shall authorize users to update the directory	☐	☐	☐	
	The system shall allow restrictions to data by workgroup, individual, panel, and data element level	☐	☐	☐	
	Ability to set a user status : inactive/active	☐	☐	☐	
12	**USER AUTHENTICATION**				
	The system shall authenticate a user before any access is granted to protected resources, including when not connected to a network.	☐	☐	☐	
	When passwords are used, the system shall support password strength rules that allow for minimum number of characters, and inclusion of alpha-numeric complexity.	☐	☐	☐	
	The system upon detection of inactivity of an interactive session shall prevent further viewing and access to the system by terminating the session or by initiating a session lock that remains in effect until the user re-establishes access using appropriate identification and authentication procedures. The inactivity timeout shall be configurable.	☐	☐	☐	

	Citywide General Functional Requirements	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	The system shall enforce a limit (configurable) consecutive invalid access attempts by a user. The system shall protect against further, possibly malicious, user authentication attempts using an appropriate mechanism (e.g. locks the account until released by an administrator, locks the account for a configurable time period or delays the next login prompt according to a configurable delay algorithm.	☐	☐	☐	
	When passwords are used, user accounts that have been reset by an administrator shall require the user to change the password at the next successful logon	☐	☐	☐	
13	**DATA SECURITY**				
	The system shall provide the security for the data based upon the users assigned capabilities.	☐	☐	☐	
14	**SYSTEM AVAILABILITY**				
	The system shall be available 24x7; except for routine backup /recovery and maintenance	☐	☐	☐	
	The system shall be available remotely	☐	☐	☐	
	The system shall support the ability for a client to electronically retrieve their records through secured internet access. Authentications and security requirements defined above apply.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Citywide General Functional Requirements					Third Party (include company name)
15	**BACKUP/RECOVERY**				
	The system must be able to generate a backup copy of the application data, security credentials, and log/audit files	☐	☐	☐	
	The system restore functionality must result in a fully operational and secure state. This state shall include the restoration of the application data, security credentials, and log/audit files.	☐	☐	☐	
	If the system claims to be available 24x7, then the system must have the capability to run a backup concurrent with the operation of the application.	☐	☐	☐	
16	**DOCUMENTATION**				
	The system must include user-friendly documentation for administrator and end-user features and be written to include features specific to the City.	☐	☐	☐	
	The system shall include system/technician documentation written to include features specific to the City.	☐	☐	☐	
17	**WORKFLOW**				
	Workflow should be configurable to allow for the creation of business process rules for the entire organization or a specific fund, department or cost center.	☐	☐	☐	
	Ability for selected end users / system administrators to design and implement workflow solutions.	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Citywide General Functional Requirements				
18	**PREFERRED TECHNOLOGY DIRECTIONS**				
	The solution must integrate with MS Outlook for maintaining individual calendars, inbound/outbound communications.	☐	☐	☐	
	The solution must integrate with SharePoint.	☐	☐	☐	
	The City prefers the use of Active Directory Aware to improve productivity for implementation and upgrades	☐	☐	☐	
19	**Customer Relation Management (CRM)**				
	The solution must include a self service functionality that allows a visitor to submit a request, check on the status of a request, make inquiries regarding the request, and be communicated during the request resolution process.	☐	☐	☐	
	The solution must integrate with an IVR system	☐	☐	☐	
	The solution must include an integrated Mobile solutions with real-time connectivity for field officers	☐	☐	☐	
	The solution must integrate with asset management system	☐	☐	☐	
	The solution enable the user to select initiatives, target consumer groups, define and apply treatment strategies, measure results across multiple channels (online and off-line) and build results back into the planning process for future initiatives.	☐	☐	☐	
	The solution must include flexibility and customization to support the City's processes.	☐	☐	☐	

	Financial Administration -- General Ledger	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	**GENERAL REQUIREMENTS**				
	Financial applications meet Generally Accepted Accounting Principles (GAAP). Financial internal controls comply with Governmental Accounting, Auditing and Financial Reporting standards.	☐	☐	☐	
	Ability to support all GASB fund types and account groups utilizing full accrual, modified accrual, and cash basis accounting.	☐	☐	☐	
	Ability to accommodate real-time on-line inquiry capability for the following items:	☐	☐	☐	
	Beginning Budget Balance	☐	☐	☐	
	Year-to-Date Budget Activity	☐	☐	☐	
	Actual Budget Balance	☐	☐	☐	
	Encumbered Budget Balance	☐	☐	☐	
	Beginning Transaction Balance	☐	☐	☐	
	Year-to-Date Transaction Activity	☐	☐	☐	
	Actual Transaction Balance	☐	☐	☐	
	Beginning Encumbrance Balance	☐	☐	☐	
	Year-to-date Encumbrance Activity	☐	☐	☐	
	Actual Encumbrance Balance	☐	☐	☐	
	All Supporting Detail Transactions for the Above	☐	☐	☐	

	Citywide General Functional Requirements	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to require that all transactions are two-sided and balanced within an individual fund, even if multiple funds are involved.	☐	☐	☐	
	Ability to automatically create cash offsets when entries are made between funds.	☐	☐	☐	
	Ability to automatically create cash entries when recording cash receipts.	☐	☐	☐	
	Ability to drill down from summary account totals to the underlying detailed transactions.	☐	☐	☐	
	Ability to accommodate multiple fiscal year calendars, which can remain open simultaneously.	☐	☐	☐	
	Ability to have a descriptive error file where un-posted transactions are stored for research and editing.	☐	☐	☐	
	Must accommodate a single or multiple bank account system.	☐	☐	☐	
	Ability to provide for the maintenance of separate funds, each of which is a self-balancing set of accounts with all fund records being processed simultaneously by the common system.	☐	☐	☐	
	Ability to track debt schedules and amortization.	☐	☐	☐	
	Ability to accommodate the pooled cash method.	☐	☐	☐	
	Ability to use capabilities of encumbrance accounting, for transactions originating in another module, such as AP and PO.	☐	☐	☐	

	Ability to carry a system user identifier number on all transactions or multiple user identifiers.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- General Ledger				Third Party (include company name)
	Ability to limit access to general ledger data by any element in the chart of accounts based upon security set-up.	☐	☐	☐	
	Ability to easily identify the system user associated with a transaction while enforcing role based security.	☐	☐	☐	
	Prohibit deletion of a general ledger account combination that contains activity.	☐	☐	☐	
	Ability to accommodate any electronic document, including images, as an attachment to transactions.	☐	☐	☐	
	Ability to store financial transactions in a temporary hold status until approved for posting to the general ledger by accounting personnel.	☐	☐	☐	
	Ability to print information displayed on the screen.	☐	☐	☐	
	Must be fully integrated with other Modules:	☐	☐	☐	
	Payroll	☐	☐	☐	
	Payables	☐	☐	☐	
	Receivables	☐	☐	☐	
	Budget	☐	☐	☐	
	Purchasing	☐	☐	☐	
	Cash Management	☐	☐	☐	
	Contracts	☐	☐	☐	
	Benefits	☐	☐	☐	
	Position Control	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- General Ledger				Third Party (include company name)
	Grants/Projects	☐	☐	☐	
	Time Recording	☐	☐	☐	
	Fixed Assets	☐	☐	☐	
	CAFR	☐	☐	☐	
	Training	☐	☐	☐	
	Licensing/Permitting	☐	☐	☐	
	Cash Receipting	☐	☐	☐	
	Job Costing	☐	☐	☐	
	Ability to provide budget limit tracking at various levels of control (e.g. fund, department, GL attributes), including a warning mechanism that has various levels of warning based on user criteria.	☐	☐	☐	
2	**CHART OF ACCOUNTS**				
	Ability to allow elements of the account to be defined as either required or optional.	☐	☐	☐	
	Ability to share accounts across multiple years (i.e., project and grant accounts).	☐	☐	☐	
	Ability to set effective dates when adding or deleting accounts and to validate account transactions based upon the effective date.	☐	☐	☐	
	Ability to prevent deletion of an account with activity in any period.	☐	☐	☐	
	Ability to provide a flexible chart of accounts:	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- General Ledger				Third Party (include company name)
	Ability to create numeric or alphanumeric fields in the account structure. If characters are not used, no leading/ending blanks are required.	☐	☐	☐	
	Ability to create statistical accounts in the chart of account structure.	☐	☐	☐	
	Ability to allow users to access the chart of accounts on-line, and view all accounts or only their department accounts available.	☐	☐	☐	
	Ability to sort the chart of accounts on-line and export to desktop applications.	☐	☐	☐	
	Ability to allow on-line maintenance and to add or deactivate accounts at any time, utilizing effective dating.	☐	☐	☐	
	Ability to identify and prevent duplicate chart of account numbers and descriptions from being created.	☐	☐	☐	
	Ability to maintain multiple cash accounts.	☐	☐	☐	
	Ability to group accounts.	☐	☐	☐	
	Ability to allow batch maintenance and to add or deactivate accounts at any time, utilizing effective dating.	☐	☐	☐	
	Ability of the system to utilize account structure to validate the account coding, utilizing effective dating.	☐	☐	☐	
	Ability to maintain revenue and expense account balances (Actual/Budget/Encumbered) for Balance Sheet with the ability to drill down to Subsidiary Ledgers.	☐	☐	☐	
		Fully Compliant			

			Modification/Custom Software		
				Not available	
	Financial Administration -- General Ledger				**Third Party (include company name)**
	Ability to designate each GL account by the following account types, and apply default attributes for reporting purposes:	☐	☐	☐	
	Asset	☐	☐	☐	
	Liability	☐	☐	☐	
	Fund Equity	☐	☐	☐	
	Revenue	☐	☐	☐	
	Expense	☐	☐	☐	
	Statistical	☐	☐	☐	
	Budget	☐	☐	☐	
	Actual	☐	☐	☐	
	Encumbered	☐	☐	☐	
	Ability for segments of the Chart of Accounts to be grouped on a user-defined basis into multiple reporting hierarchies.	☐	☐	☐	
	Ability to provide the following minimum number of fields with the segment structure, including but not limited to:	☐	☐	☐	
	Fund	☐	☐	☐	
	Department	☐	☐	☐	
	Cost Center	☐	☐	☐	
	Object	☐	☐	☐	
	Project	☐	☐	☐	
	Account (includes short and long description)	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- General Ledger				Third Party (include company name)
	Ability to allow for filtering of the chart of accounts.	☐	☐	☐	
	Ability to add accounts in an active or inactive status at any time throughout the year.	☐	☐	☐	
	Ability to deactivate an existing account as long as there are no transactions in the current fiscal year.	☐	☐	☐	
	Ability to allow user, with appropriate security, to make mass deletions of accounts with no history.	☐	☐	☐	
	Ability to copy and/or mass create the general ledger accounts for any organizational level.	☐	☐	☐	
	Ability to sort, query, or view any element of the chart of accounts by its text description.	☐	☐	☐	
3	**JOURNAL ENTRY**				
	Ability to accommodate reversing journal entries.	☐	☐	☐	
	Ability to post journal entries through batch processing or real time transactions with work flow approval.	☐	☐	☐	
	Ability to provide for budget control by checking available funds before posting.	☐	☐	☐	
	Ability to make adjustments to budget, transaction, and encumbrance balances through the use of journal entries.	☐	☐	☐	
	Ability to have a description field of a user-defined length for each line in the journal entry.	☐	☐	☐	
	Ability to validate field values in the journal entry screen.	☐	☐	☐	
		Fully Compliant			

			Modification/Custom Software		
				Not available	
Financial Administration -- General Ledger					Third Party (include company name)
	Ability to accommodate inter-fund transactions in accordance with GAAP and maintain an audit trail.	☐	☐	☐	
	Ability to create accrual entries and provide for automatic reversals of the accrual entry in the ensuing period.	☐	☐	☐	
	Ability to set up and support recurring journal entries.	☐	☐	☐	
	Ability to import 3rd party journals from other systems, while maintaining capacity to drill back to the source detail.	☐	☐	☐	
	Ability to provide default data within journal fields (e.g., year, date).	☐	☐	☐	
	Ability to make global changes, such as zeroing the balance of specific funds.	☐	☐	☐	
	Ability to attach documents to the journal entry as supporting data including but not limited to: Word processing documents, spreadsheets, scanned images.	☐	☐	☐	
	Ability to input journal entries as a correction or adjustment to prior accounting periods, within security allowances.	☐	☐	☐	
	Ability to accommodate each of the following correction options, within security allowances, for journal entry errors, prior to posting (delete, change and edit).	☐	☐	☐	
	Ability to accommodate automatic intra-fund transactions, during the journal entry process.	☐	☐	☐	
	Ability to have a batch interface for journal entries.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- General Ledger				Third Party (include company name)
	Ability to post journal entries to GL, in summary or detail, or split.	☐	☐	☐	
	Ability to re-open a closed period.	☐	☐	☐	
	Provides a user-defined journal entry number .	☐	☐	☐	
	Prohibits acceptance of any journal entry found to be in error.	☐	☐	☐	
	Optionally generates an offsetting entry at the time interfacing transactions are received.	☐	☐	☐	
	Optionally balances to a control total input prior to entry of detail journal entry lines.	☐	☐	☐	
	Ability to allow the user to look up the chart of accounts on the screen as a reference during journal entry and to select the account.	☐	☐	☐	
	Ability to restrict the use of account keys within journal entries by user id.	☐	☐	☐	
	Automatically date and time stamps all detail transactions records with the system date and time of posting and entry as well as the person who entered it.	☐	☐	☐	
	Ability to have an unlimited number of lines in any part of the journal entry.	☐	☐	☐	
	Ability when entering journal voucher to view the multiple entries within the journal transaction on one screen.	☐	☐	☐	
	Ability to enter journal entries for multiple departments and funds under one journal header.	☐	☐	☐	

	Financial Administration -- General Ledger	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to highlight errors on the screen for immediate correction (online, immediate validity checks).	☐	☐	☐	
	Ability to view pending transactions before posting, with appropriate security.	☐	☐	☐	
	Ability to create a journal entry using a previously entered journal entry as a template (copy functionality) with option of reversing the amounts in the newly created journal.	☐	☐	☐	
		☐	☐	☐	
4	**COST ACCOUNTING/ALLOCATIONS**	☐	☐	☐	
	Ability to provide multiple cost allocation rules and scenarios.	☐	☐	☐	
	Ability to allocate fringe benefits to various user-defined organization cost accumulators.	☐	☐	☐	
	Ability to calculate and establish multiple overhead rates.	☐	☐	☐	
	Ability to provide cost allocation capabilities based on statistics (e.g., fringe benefits allocated by FT, PT and OT) or user-defined formulas.	☐	☐	☐	
	Ability to allocate amounts using variable and fixed percentages, as well as allocating remainders.	☐	☐	☐	
	Ability to allocate costs to various organizational structures including County wide, divisions, departments, project/grant, etc.	☐	☐	☐	
	Allocates amounts regardless of amount class (Forecast,		☐	☐	

	Budgeted, Actual).	☐			
		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- General Ledger					**Third Party (include company name)**
	Reports the results of memo allocations as though they had updated the master file, and includes them on reports.	☐	☐	☐	
	Ability to use memo allocations for Grant, Project, Contract and Program reporting.	☐	☐	☐	
	Ability to direct a cost allocation to General Ledger only.	☐	☐	☐	
	Allows the accumulation of amounts from multiple organizational units to be allocated as a single amount.	☐	☐	☐	
	Allocates amounts and/or percents on a period basis as well as a year-to-date basis.	☐	☐	☐	
	Provides complete audit trail reports detailing the buildup, bases and results of allocation.	☐	☐	☐	
	Allocates amounts across periods based on user defined ratios.	☐	☐	☐	
5	**ENCUMBRANCES**				
	Ability to adjust, supplement, or reduce existing pre-encumbrances and encumbrances, maintaining an audit trail of all adjustments.	☐	☐	☐	
	Ability to roll over encumbrances, reverse the rollover, and re-roll once the fiscal year has closed.	☐	☐	☐	
	Ability for encumbrances to bump up new year budget.	☐	☐	☐	
	Ability to encumber by purchase order and contract.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- General Ledger				Third Party (include company name)
	Ability to import encumbrance information from sub-systems.	☐	☐	☐	
	Ability to automatically reduce the encumbrance amount when purchase orders or contracts are modified or cancelled.	☐	☐	☐	
	Ability to support retainage amounts for Building and other types of contracts.	☐	☐	☐	
6	**CLOSING**				
	Ability to perform hard and soft (pseudo) period end closings.	☐	☐	☐	
	Ability to execute the soft close an unlimited number of times.	☐	☐	☐	
	Ability to reopen a soft-closed period multiple times.	☐	☐	☐	
	Ability to reopen a closed period for transaction processing with appropriate security.	☐	☐	☐	
	Ability to hold a period or fiscal year open indefinitely before closing.	☐	☐	☐	
	Ability to define security for users with varying levels of allowed transactions surrounding closing and to establish approval workflow closing.	☐	☐	☐	
	Ability to close GL interfaces for current period.	☐	☐	☐	
	Do not allow prior period changes after closing except during grace period.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- General Ledger				Third Party (include company name)
	Provide for a grace period for posting changes to the prior period.	☐	☐	☐	
	Allow changes to the prior period only by making adjustments within the current period if the grace period has expired.	☐	☐	☐	
	Ability to allow multiple periods or years open at one time.	☐	☐	☐	
	Ability to establish 13 or more accounting periods in a single fiscal year.	☐	☐	☐	
	Ability to initiate year-end processing at any point in time after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).	☐	☐	☐	
	Ability to make post-closing adjustments at any point during the closing period.	☐	☐	☐	
	Ability to prevent transactions from being processed in closed prior years and unopened future years.	☐	☐	☐	
	The software must support pre-closing and post-closing trial balances to allow the user to review account balances, including current period transactions, before posting and after posting.	☐	☐	☐	

	Financial Administration -- General Ledger	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
7	**REPORTING/QUERYING**				
	Ability to drill-down from any field within the journal entry screen.	☐	☐	☐	
	Ability to support online inquiry to account balances, available funds, and to detail posted transactions for all accounts or a range of accounts.	☐	☐	☐	
	Ability to run reports by various accounting methods (i.e., cash, accrual, modified accrual).	☐	☐	☐	
	Ability to create and generate custom reports.	☐	☐	☐	
	Ability to summarize individual line-item accounts into meaningful groups of accounts for use in financial reporting, based on user-defined criteria.	☐	☐	☐	
	Ability to comply with GASB 34 financial reporting.	☐	☐	☐	
	Ability to create account roll-ups that could cross divisional lines, for financial reporting.	☐	☐	☐	
	Ability to drill-down from any field to the originating transaction or source document from the general ledger.	☐	☐	☐	
	Ability to provide reports for all transactions processed as well as for rejected transactions.	☐	☐	☐	
	Ability to report on total GL segments or attributes history for an unlimited number of years.	☐	☐	☐	
	Ability to report on total transactional history of financial information (e.g., for reporting of historical CAFR statistics).	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- General Ledger					Third Party (include company name)
	Ability to sort, sum, and report at each level of the account fields, groups, etc. or in any combination.	☐	☐	☐	
	The software must provide comparative financial information, including comparisons of current information with the same period last year, YTD last year, financial position at the end of last year, current operating budget, and with an annual finance plan (budget allocations).	☐	☐	☐	
	Ability to print budget-to-actual comparison reports at any level of the account number for any user-defined date or accounting period range.	☐	☐	☐	
	Ability to export queries to popular desktop applications (i.e., Microsoft Office).	☐	☐	☐	
	Ability to maintain a history of all G/L entries and to produce detailed transaction reports to provide an appropriate audit trail.	☐	☐	☐	
	The software must accumulate and report financial information for a particular fund by department (specific function or service) and by defined service levels.	☐	☐	☐	
	The software must support wild card searches of G/L transaction descriptions. For example, find all records with an embedded *Phone*.	☐	☐	☐	
	Ability to view transactions posted both on-line and awaiting overnight batch processing throughout the processing day.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- General Ledger					Third Party (include company name)
	Ability to query a range of user-specified account numbers for any date and/or period range with appropriate security control.	☐	☐	☐	
	Ability to create reports on any randomly selected, user-specified account numbers for any date and/or period range, with appropriate security control.	☐	☐	☐	
	Ability to sort queries and reports based on any element (e.g., date range, period range, individual account number, account number range, etc.).	☐	☐	☐	
	Ability to produce combined financial statements by fund, a select group of funds, or in total for all funds.	☐	☐	☐	
	Ability to provide the following standard reports organization-wide, or by user-defined grouping:	☐	☐	☐	
	Chart of Account Listing	☐	☐	☐	
	Account History	☐	☐	☐	
	Detailed transaction journal	☐	☐	☐	
	Journal entry edit report prior to posting	☐	☐	☐	
	Trial Balance	☐	☐	☐	
	Statement of Expenses	☐	☐	☐	
	Statement of Revenue	☐	☐	☐	
	Statement of Operations	☐	☐	☐	
	Balance Sheet by Fund & Department units	☐	☐	☐	

Financial Administration -- General Ledger		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Budget Variance Report (consolidated and by department)	☐	☐	☐	
	Encumbrance listings by Department and Fund, showing liquidations and remaining balance.	☐	☐	☐	
	Cost Allocation Report	☐	☐	☐	
	Ability to report on historical data for agencies, funds, and accounts that have changed, in order to produce GAAP or other reports.	☐	☐	☐	
	Provide comprehensive inquiry option with drill down capabilities to the user to access summary information or detail information as needed.	☐	☐	☐	
	Ability to drill down from summary account totals to the underlying detailed transactions.	☐	☐	☐	
	The software must provide access to other modules from the General Ledger inquiry and to view the source information for each transaction.	☐	☐	☐	
	The software must allow for easy access to transaction inquiry, such as retrieval by check number, dollar amount, description or other variables.	☐	☐	☐	
	The software must allow authorized users to select certain information from the General Ledger to prepare special one-time or recurring financial analyses.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- General Ledger				Third Party (include company name)
	The system allows the user to select and save report profiles for repetitive use. The report profiles may be saved for the specific user or shared by all users.	☐	☐	☐	
	Reports and relates data from external files which have been defined to the system.	☐	☐	☐	
	Computes and reports amounts stated in terms of base percentages.	☐	☐	☐	
	Allows users to show unfavorable balances as either negative or positive amounts.	☐	☐	☐	
	Produces reports for all journal entries and maintenance transactions output to external interface systems.	☐	☐	☐	
	Ability for reports to be e-mailed in PDF format.	☐	☐	☐	
	Produces reports on various fiscal year basis.	☐	☐	☐	
	The system optionally reports amounts rounded to the nearest dollar, thousand, and million dollar.	☐	☐	☐	
8	**WORKFLOW**				
	Ability of the system to support workflow.	☐	☐	☐	
	Ability to ensure that journal entries have been approved through workflow process prior to posting.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- General Ledger					Third Party (include company name)
9	**SECURITY**				
	The software must have security to restrict a user to certain accounts in each application, which could vary by application.	☐	☐	☐	
	The software must have security to restrict a user to certain types of journals.	☐	☐	☐	
	The software must have security to restrict a user to certain types of journal functions.	☐	☐	☐	
	The software must have security to authorize a user to override the budget and where this can be done.	☐	☐	☐	
	The software must have authorization approvals by different levels of management and dollars.	☐	☐	☐	
	Ability to define security for users with varying levels of allowed transactions surrounding closing and to establish approval workflow for closing.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Payable					Third Party (include company name)
	ACCOUNTS PAYABLE FUNCTIONAL REQUIREMENTS				
1	**GENERAL REQUIREMENTS**				
	Ability of the system to accumulate year-to-date figures by calendar year, fiscal year, quarter or other user-defined period.	☐	☐	☐	
	Ability to age accounts payable.	☐	☐	☐	
	Ability to automatically balance encumbrances in expenditure accounts to control accounts and reserve for encumbrance accounts.	☐	☐	☐	
	Ability to reject transactions for insufficient appropriation and cash/fund balances (with override feature based upon security).	☐	☐	☐	
	Ability to set up soft and hard stops for processing transactions with insufficient funds appropriations.	☐	☐	☐	
	Ability to drill across from a purchase order to and from the invoice.	☐	☐	☐	
	Ability to alert user of potential duplicate payments based on vendor number, invoice number, dollar amount and date, with the ability to override with the appropriate user security.	☐	☐	☐	
	Ability to enter projects and other general ledger attributes	☐	☐	☐	
	Ability to integrate with other modules:	☐	☐	☐	
	General Ledger	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Accounts Payable				**Third Party (include company name)**
	Receivables/Collections	☐	☐	☐	
	Purchasing/Procurement	☐	☐	☐	
	Budget/Encumbrances	☐	☐	☐	
	Cash Receipting/Refunds	☐	☐	☐	
	Fixed Assets	☐	☐	☐	
	Cash management (treasurer/auditor)	☐	☐	☐	
	Ability to track intra company transfers.	☐	☐	☐	
	Ability to integrate with other systems that hold AP data.	☐	☐	☐	
	Provide an interface to the Inventory Purchase Order Reconciliation System for inventory price variance processing.	☐	☐	☐	
	Provide postings of payments by contract to the purchase order file. For annual purchase orders, the remaining contract balance should be calculated.	☐	☐	☐	
	Each period the system should provide GL distribution records for GL processing.	☐	☐	☐	
	Provide GL validations at the time that Invoices are entered.	☐	☐	☐	
	Year end processing:	☐	☐	☐	
	Provide the ability to roll Vendor master file totals from current year to prior year, and roll summary history totals back one year and clear the current fields for use in the coming year.	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	The system should provide file maintenance activity which would include the move of the oldest year on A/P History to some other source.	☐	☐	☐	
	Provide the ability to process subsequent period data before the current year is closed.	☐	☐	☐	
	Ability to do Vendor Correspondence tracking.	☐	☐	☐	
	The software must maintain an A/P open-item (unpaid invoice) file that contains detailed records of vendor invoices.	☐	☐	☐	
	The software must allow for a user to place a hold payment on any specific open invoice or for all invoices of a particular vendor.	☐	☐	☐	
	The software must accommodate processing of debit/credit memos and manual checks.	☐	☐	☐	
	The software must provide detailed audit trail reports to support payable items and liabilities reflected in the GL system.	☐	☐	☐	
	The software must automatically post GL from A/P.	☐	☐	☐	
	The software must support one-time vendors.	☐	☐	☐	
	The software must support multiple levels of online invoice approval.	☐	☐	☐	
	Ability to default information from the purchase order to the invoice entry screen to simplify data entry.	☐	☐	☐	
	Ability to support pre-encumbrances.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Payable					Third Party (include company name)
	Ability to manually or automatically relieve an encumbrance, either partially or completely, when an expenditure transaction is entered.	☐	☐	☐	
	Ability to close out / reverse encumbrances and purchase orders by user defined parameters.	☐	☐	☐	
	Ability to track anticipated cash requirements for disbursements.	☐	☐	☐	
	Ability to utilize customizable workflow options for payment process.	☐	☐	☐	
	Ability to accommodate electronic payments (e.g., EFT, ACH, etc.).	☐	☐	☐	
	Ability to accommodate payee positive pay.	☐	☐	☐	
	Ability to support electronic and digital signatures.	☐	☐	☐	
	Ability to store and retrieve text messages for each transaction.	☐	☐	☐	
	Ability to support the use of procurement cards.	☐	☐	☐	
	Ability to perform online checks against valid values for user and department prior to processing payment.	☐	☐	☐	
	Ability to allow for decentralized payment approval with centralized check printing.	☐	☐	☐	
	Ability to maintain multiple, user-defined multi-level approval routing tracks for invoice processing, which can vary by department and be dependent upon such things as dollar amount, commodity, and/or vendor.	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to process debit and credit memos by purchase order and/or line item.	☐	☐	☐	
	Ability to provide audit trails with the following information:	☐	☐	☐	
	Invoice number	☐	☐	☐	
	Disbursements	☐	☐	☐	
	Purchase order number	☐	☐	☐	
	Check number	☐	☐	☐	
	Date(s) (e.g., payment date, etc.)	☐	☐	☐	
	Payee	☐	☐	☐	
	Payee Address	☐	☐	☐	
	Approver and User ID	☐	☐	☐	
	Account number	☐	☐	☐	
		☐	☐	☐	
2	**VENDOR DATA**				
	Ability to retain prior year(s) data for comparative reporting.	☐	☐	☐	
	Ability to accommodate one time vendors and identify them as such.	☐	☐	☐	
	Ability to flag vendor, or certain invoices for a vendor, as 1099 or 1042 reportable.	☐	☐	☐	
	Ability to collect necessary information for generation of Federal 1099s or 1042s at year-end (both manually and per IRS approved file).	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to change a vendor's 1099 status at any time during the year and all existing activity will be automatically updated.	☐	☐	☐	
	Ability for individual invoices to be included or excluded from 1099 income for a vendor as appropriate.	☐	☐	☐	
	Ability for 1099 status for individual invoices to be changed after invoice has been posted.	☐	☐	☐	
	Ability to track vendors without a W-9 (Request for Taxpayer Identification and Certification) form.	☐	☐	☐	
	Ability to maintain multiple name & location addresses for each vendor.	☐	☐	☐	
	Allow for an unlimited number of work areas, or batches which contain groups of vendor invoices.	☐	☐	☐	
	Allow for unlimited invoice entry per control batch.	☐	☐	☐	
	Support multiple bank accounts.	☐	☐	☐	
	Individual fund balances maintained, regardless of which bank account is utilized.	☐	☐	☐	
	Ability to expense vendor invoices to multiple funds.	☐	☐	☐	
	Ability to handle an unlimited number of account distributions.	☐	☐	☐	
	Error checking to detect duplicate invoices and payments.	☐	☐	☐	
	Ability to schedule invoices for payment based on vendor terms.	☐	☐	☐	
	Allow user defined payment terms.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Accounts Payable				Third Party (include company name)
	Ability to default invoice date to current date.	☐	☐	☐	
	Ability to override invoice date.	☐	☐	☐	
	Ability to cancel invoices.	☐	☐	☐	
	Ability to centralize or decentralize invoice entry.	☐	☐	☐	
	Online invoice requisition.	☐	☐	☐	
	Online employee expense processing.	☐	☐	☐	
	Ability to attach scanned document to accounts payable record.	☐	☐	☐	
	Support the ability of the vendor to look online for payment status.	☐	☐	☐	
	Allow for debit/credit memo entry.	☐	☐	☐	
	Support predefined expense distributions.	☐	☐	☐	
	Ability to enter paid invoices and paid invoice details into the system.	☐	☐	☐	
	Support non-requisition and non-purchase order payments.	☐	☐	☐	
	Support non-invoice pay requests.	☐	☐	☐	
	Support two-way match.	☐	☐	☐	
	Support three-way match.	☐	☐	☐	
	The system should provide automatic document matching for (purchase order release, received report and Invoices).	☐	☐	☐	
	The system should allow for payment after all documents are matched and there are no claims outstanding.	☐	☐	☐	

Financial Administration -- Accounts Payable		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	These items should match between invoice and received report (commodity code or written description or vendor part number), Vendor, Purchase order/release number, description and quantity. The items to be matched between invoice and purchase order are Purchase order/release, terms, unit price and freight.	☐	☐	☐	
	The system should allow and track partial receipts.	☐	☐	☐	
	The 3-way match system should be integrated with AP, Purchasing and Receiving.	☐	☐	☐	
	The system should be able to handle unit of measure conversion.	☐	☐	☐	
	The system should provide an audit trail of 3-way match activities	☐	☐	☐	
	The system should allow the AP to inquiry on discrepancies.	☐	☐	☐	
	The system should track and accumulate individual payment amounts. This will ensure the fixed price bids maximum payment amount is not exceeded.	☐	☐	☐	
	The system should track and allow inquiry into late Invoices by vendor.	☐	☐	☐	
	The system should track and allow inquiry into price and quantity variance by vendor.	☐	☐	☐	
	Provide the AP personnel the proper authorization to change invoices. This feature gives AP the ability to do manual match "bypass" after claims are resolved.	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Provide user departments with Inquiry access to Invoices that affect their dept.	☐	☐	☐	
	Provide for invoice transactions to be validated against Purchase order file and Vendor file online at the time that invoices are entered.	☐	☐	☐	
	Provide the capability to match the receiving report, invoice, and purchase order to the extent that the contract's dollar amt is not exceeded and the date and other terms are provided. Purchase orders that are in this category are purchase orders w/o specific order quantities such as professional services.	☐	☐	☐	
	Ability to verify contract payments.	☐	☐	☐	
	Automatically generate recurring invoices.	☐	☐	☐	
	Vendor master should provide for contact name and phone, sales representative contact name and phone and billing representative contact name and phone.	☐	☐	☐	
	Required by year 2012 - ability to withhold income tax on vendors based on Internal Revenue code section 3402(t).	☐	☐	☐	
		☐	☐	☐	
3	**VENDOR MASTER FILE**				
	Vendor maintenance by vendor name or vendor number	☐	☐	☐	
	Maintain payment terms by vendor	☐	☐	☐	
	Support temporary vendors				
	Support multiple vendor remittance addresses				

Financial Administration -- Accounts Payable		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Allow for unlimited number of vendors	☐	☐	☐	
	Allow for 10 years of history	☐	☐	☐	
	Allow for user defined vendor classifications	☐	☐	☐	
	Ability to classify vendors as confidential	☐	☐	☐	
	Ability to enter vendor direct deposit information	☐	☐	☐	
	Ability to merge vendors	☐	☐	☐	
	Ability to designate vendor relationships (e.g. parent company, sub-company, etc.)	☐	☐	☐	
	Ability to store valid account codes for some vendors	☐	☐	☐	
	Ability to enter and maintain non-purchase order vendors	☐	☐	☐	
	Provide for vendor purges based on activity date	☐	☐	☐	
	Ability to track lost discounts	☐	☐	☐	
	Ability to change vendor history to follow a vendor name change	☐	☐	☐	
	Vendor history should contain date last paid, amount last paid, year-to-date discounts, last year's discounts and the 1099 or 1042 balance.	☐	☐	☐	
	Ability to merge P-card vendors with City of Delray Beach vendors	☐	☐	☐	
	The software must support unlimited vendor addresses.	☐	☐	☐	
	Ability to automatically assign sequential numeric vendor numbers.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Payable					Third Party (include company name)
	Ability to maintain multiple line items within one vendor and maintain separate history for each (for example, multiple departmental accounts under an electric company).	☐	☐	☐	
	Ability to accommodate one time vendors and identify them as such.	☐	☐	☐	
	Ability to flag vendor, or certain invoices for a vendor, as 1099 or 1042 reportable.	☐	☐	☐	
	Ability to accommodate user defined vendor categories (e.g., Disadvantaged Business Enterprises, Problem vendors, etc.).	☐	☐	☐	
	Ability to track vendors without a W-9 (Request for Taxpayer Identification and Certification) form.	☐	☐	☐	
	Ability to maintain multiple location addresses for each vendor. Please utilize the Comments column to notate the maximum number of addresses for each vendor.	☐	☐	☐	
	Ability to provide a vendor comment file that may contain a user-defined amount of information, viewable by any user but updateable only by users with authorized security.	☐	☐	☐	
	Ability to maintain and print out an audit trail for changes to the vendor master file.	☐	☐	☐	
	Ability for users with authorized security to add or change vendor master file records.	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to hide inactive vendors after a user-specified period of time without activity, with appropriate workflow approval.	☐	☐	☐	
	Ability to delete vendors after a user-specified period of time without activity, with appropriate workflow approval.	☐	☐	☐	
4	**INVOICE PROCESSING**				
	Ability to enter one-time comments on the check stub to a single vendor.	☐	☐	☐	
	Ability to include "broadcast messages" on all checks in a check run.	☐	☐	☐	
	Ability to enter an alternate payee for payments being distributed to a location other than the original one specified on the purchase order.	☐	☐	☐	
	Provide Purchase order inquiry for verifying an alternate payee for payment.	☐	☐	☐	
	Ability to handle these transaction types: regular Invoices, prepaid, debit/credit memos, contracts and void/void adjustments.	☐	☐	☐	
	Automated generation of voucher numbering.	☐	☐	☐	
	Online edit checking for reasonable dates.	☐	☐	☐	
	Provide controls to ensure that a proper vendor is being paid on an invoice.	☐	☐	☐	
	Ability to place invoices on Hold for invoice or vendor.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Payable					Third Party (include company name)
	Provide for an invoice to be assigned to an accounting period.	☐	☐	☐	
	Ability to delete vouchers that have not been paid and processed in period-end cycle generating reversing GL transactions.	☐	☐	☐	
	Provide the ability to monitor unresolved quantity discrepancies.	☐	☐	☐	
	Provide all items online with price discrepancies by buyer for inquiry and resolution. The buyer should be required to change a PO authorizing a new price.	☐	☐	☐	
	Provide the ability to monitor unresolved price discrepancies.	☐	☐	☐	
	Provide the capability to bypass a purchase order match for items where purchase orders are not generated such as employee expense accounts, reimbursements and utility bills.	☐	☐	☐	
	The software must distribute invoice payments by item or total into multiple GL funds, accounts, organization or program.	☐	☐	☐	
	The software must automatically liquidate encumbrances for invoiced, encumbered purchase orders.	☐	☐	☐	
	The software must provide the ability to input invoice due date and hold invoice payment until the due date occurs.	☐	☐	☐	
	The software must support recurring invoices.	☐	☐	☐	
	The software must support voiding an invoice.	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	The software must provide the ability to put vendor and all related invoices on hold.	☐	☐	☐	
	Ability to default vendor's remittance address from the vendor record when processing invoices, with override ability to another remittance address established on the vendor record.	☐	☐	☐	
	Ability to override default vendor discount terms.	☐	☐	☐	
	Ability to have an unlimited number of detail and description lines per individual invoice transaction.	☐	☐	☐	
	Ability to allow multiple invoices to be entered against the same purchase order reference, with validation of the total quantity and amount to be paid.	☐	☐	☐	
	Ability to accommodate account distributions by line item.	☐	☐	☐	
	Ability to change chart of account number distribution charges at the line item level on either requisition or PO, with appropriate user security restrictions.	☐	☐	☐	
	Ability for credit memos to be applied against an open invoice.	☐	☐	☐	
	Ability to record the credit memo on the vendor record and automatically apply it with the next invoice to be paid.	☐	☐	☐	
	Ability for changes or deletions to invoice information before generation of checks.	☐	☐	☐	
	Ability to schedule invoices for payment.	☐	☐	☐	
	Ability to process invoices for which no purchase order exists, with the appropriate security.				

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to allocate an invoice amount to various accounts according to a percentage of the invoice amount or by dollar amount.	☐	☐	☐	
	Ability to automatically calculate discounts when the check payment date is the same as, or prior to, the discount due date with override capabilities on discount due date.	☐	☐	☐	
5	**CASH DISBURSEMENTS**				
	Support the following cash disbursement functionality:	☐	☐	☐	
	Check	☐	☐	☐	
	ACH	☐	☐	☐	
	EFT	☐	☐	☐	
	Wire Transfer	☐	☐	☐	
	P-Card	☐	☐	☐	
	Card-based AP (Utilizing Purchasing Card)	☐	☐	☐	
	Flexibility to pay all or any portion of an invoice.	☐	☐	☐	
	Ability to pay multiple invoices on one check.	☐	☐	☐	
	Ability to force a separate check.	☐	☐	☐	
	Create payments based on multiple selection criteria.	☐	☐	☐	
	Create payment for a specific invoice.	☐	☐	☐	
	Create payments based on range of invoices.	☐	☐	☐	
	Create payments based on invoice date.	☐	☐	☐	
	Create payments based on past due dates.	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to cancel checks in the system.	☐	☐	☐	
	Ability to reprint/replace a range of checks.	☐	☐	☐	
	Ability to void checks.	☐	☐	☐	
	Ability to place hold on payment of invoice.	☐	☐	☐	
	Update positive pay file as checks are voided.	☐	☐	☐	
	Create a positive pay file for transmission to bank for check validation including payee.	☐	☐	☐	
	Support emergency or manual or on demand checks.	☐	☐	☐	
	Support blank stock forms printing and assign check numbers.	☐	☐	☐	
	Provide an interface from the bank for check reconciliation processing.	☐	☐	☐	
6	**CHECK/EFT PROCESSING**				
	Ability to generate accounts payable checks daily, weekly, monthly or on demand.	☐	☐	☐	
	Ability to generate checks in a single process from multiple bank accounts.	☐	☐	☐	
	Ability to designate checks for "special handling" (i.e., pick-up).	☐	☐	☐	
	Ability to provide for restart procedures for the check printing routine.	☐	☐	☐	
	Ability to print a check number on a check stub to ensure that checks have been properly aligned.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Payable					Third Party (include company name)
	The system should provide for 2 stubs over check format. The stubs should be able to include City of Delray Beach, check number, check date, Vendor name and address, Invoice number, Invoice date, a vendor description/comment field, gross amount, discount amount, check amount, grand totals. The check should include written check amount, payee check date, check number, check amount, vendor name, vendor address.	☐	☐	☐	
	Provide for both manual and automated scheduling of due dates.	☐	☐	☐	
	The system should allow for check sequencing which would allow checks to be sorted into 4 classifications: - regular checks, special handling, checks with amounts exceeding a user defined limit that may require a signature or additional review, checks with remittance stub printed. (attachments)	☐	☐	☐	
	Ability to print separate vendor checks.	☐	☐	☐	
	Ability to print a separate check for each invoice.	☐	☐	☐	
	Provide online entry for manual check issued.	☐	☐	☐	
	Ability to send an ACH file to the bank.	☐	☐	☐	
	Ability to send ACH emails to vendors when check or non-check has been issued.	☐	☐	☐	
	Ability to manage an ACH reversal.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Payable					Third Party (include company name)
	The software must prepare and process remittance advisements (summarized by invoice) online and hard copy, including checks as required with one-line description for each invoice.	☐	☐	☐	
	The software must control payments by due date, vendor and selected hold.	☐	☐	☐	
	The software must post manual checks and include them in the GL distribution.	☐	☐	☐	
	The software must consolidate vendor payments onto one check, detailing invoice numbers and dates or selectively produce individual checks.	☐	☐	☐	
	The software must allow an invoice to be re-established when a check is voided.	☐	☐	☐	
	Ability to generate accounts payable checks daily, weekly, monthly or on demand.	☐	☐	☐	
	Ability to generate checks based on pay dates established when invoices are entered and the range of dates selected for payment.	☐	☐	☐	
	Ability to create an invoice list and preliminary check register prior to check generation.	☐	☐	☐	
	Ability to accommodate MICR encoding.	☐	☐	☐	
	Ability to interface with popular MICR encoding software/hardware.	☐	☐	☐	
	Ability to generate individual checks that include payments from multiple funds.	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to compare control totals of invoices entered (amount) to total check run (amount) and permit correction before check production.	☐	☐	☐	
	Ability to automatically update the budget with changes/cancellations when a check is cancelled.	☐	☐	☐	
	Ability to automatically update the vendor file with changes/cancellations when a check is cancelled.	☐	☐	☐	
	Ability to automatically generate check numbers based on user-entered starting numbers.	☐	☐	☐	
	Ability to compute the number of checks written per check run.	☐	☐	☐	
	Ability to produce manual checks.	☐	☐	☐	
	Ability to produce, through secure printers, checks with MICR encoding and electronic signatures.	☐	☐	☐	
	Ability to ensure security on check writing signatures.	☐	☐	☐	
	Ability to support the use of multiple bank accounts within the same fund.	☐	☐	☐	
	Ability to consolidate (or choose not to consolidate) multiple invoices for the same vendor on one check, and itemize the invoices on the check stub.	☐	☐	☐	
	Ability to prevent the printing of blank, negative, or zero amount checks.	☐	☐	☐	
	Ability to void checks by check number or group of check numbers.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Accounts Payable				Third Party (include company name)
	Ability to post voided checks to system in exact same manner as original entry with reversing entry to GL having date of void, not original check date.	☐	☐	☐	
	Ability to provide for restart procedures for the check printing routine.	☐	☐	☐	
	Ability to place a "stop payment" on checks and generate the appropriate General Ledger transaction.	☐	☐	☐	
7	**CHECK RECONCILIATION**				
	Ability to place a “stop payment” on checks and generate a Void General Ledger transaction.	☐	☐	☐	
	The system should provide the capability to change check numbers of A/P History file and check reconciliation file, for individual checks or a range of checks.	☐	☐	☐	
	Automated payment reconciliation.	☐	☐	☐	
	Ability to manage the stale-dated check process.	☐	☐	☐	
	The software must reconcile bank accounts (outstanding check reconciliation).	☐	☐	☐	
	The software must allow checks to be reconciled manually or via magnetic media.	☐	☐	☐	
	Ability to accommodate automatic reconciliation of bank information (i.e., by uploading data from tape or file).	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to produce a file containing all rejected check reconciliation transactions which could be available for online corrections (i.e., exception file).	☐	☐	☐	
	Ability to cancel checks online and automatically generate General Ledger transactions to reverse all accounting distributions associated with that check.	☐	☐	☐	
	Ability to retain cleared checks in a check reconciliation database for inquiry and/or reporting purposes.	☐	☐	☐	
	Ability to identify all checks that are outstanding after a user-specified period of time.	☐	☐	☐	
8	**TAX MANAGEMENT AND REPORTING**				
	Ability to track 1099 vendors	☐	☐	☐	
	Automated 1099's	☐	☐	☐	
	Ability to generate form 1099 misc	☐	☐	☐	
	Ability to generate form 1099 S	☐	☐	☐	
	Ability to generate form 1099 I	☐	☐	☐	
	1099 summary and detail reports	☐	☐	☐	
	Ability to create 1099 file for electronic submission to Federal government	☐	☐	☐	
	Ability to track 1042 vendors	☐	☐	☐	
	Ability to generate form 1042	☐	☐	☐	
	Ability to generate form 1042-S	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Payable					Third Party (include company name)
	Ability to generate form 1042-T	☐	☐	☐	
	Ability to track any withholding of tax on nonresident aliens and foreign entities	☐	☐	☐	
	The software must separate different types of 1099's within system, and print year-end 1099's.	☐	☐	☐	
	The software must provide multiple types of 1099's.	☐	☐	☐	
	Ability to collect necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).	☐	☐	☐	
	Ability to correct 1099 information in the system, reprint the 1099 form(s), and produce a correction file for the IRS.	☐	☐	☐	
	Ability for individual invoices to be included or excluded from 1099 income for a vendor as appropriate.	☐	☐	☐	
	Ability for 1099 status for individual invoices to be changed after invoice has been posted.	☐	☐	☐	
	Ability to generate 1099 paper forms as well as on magnetic and electronic media.	☐	☐	☐	
	Ability to generate federal and state reporting requirements, such as W-9, Tax IDs, IRS Form 941, IRS Form 940, IRS Form 1099, Form 1042, backup withholding, Notice B.	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
9	**WORKFLOW**				
	Ability to workflow AP documents thru an approval process.	☐	☐	☐	
10	**REPORTING**				
	Ability to produce the following reports:	☐	☐	☐	
	1099 Electronic Media	☐	☐	☐	
	1042 Reporting	☐	☐	☐	
	1042 Payments Report	☐	☐	☐	
	1042 Withholding of Tax on Nonresident Aliens and Foreign Entities	☐	☐	☐	
	1099 Payments Report	☐	☐	☐	
	1099 MISC Reporting	☐	☐	☐	
	1099S Reporting	☐	☐	☐	
	1099I Reporting	☐	☐	☐	
	Account Analysis With Sub-Ledger Detail	☐	☐	☐	
	Accounts Payable Trial Balance	☐	☐	☐	
	Project Expense Distribution (AP) Detail Report	☐	☐	☐	
	Invoice Aging Report	☐	☐	☐	
	Payables Accounting Process	☐	☐	☐	
	Payables Transfer to General Ledger	☐	☐	☐	
	Unaccounted Transactions Report	☐	☐	☐	
	Suppliers Report	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Suppliers Payment Report	☐	☐	☐	
	Invoice Batch Report	☐	☐	☐	
	Invoices On Hold Report	☐	☐	☐	
	Void Payment Register	☐	☐	☐	
	Payment Register	☐	☐	☐	
	Check Register	☐	☐	☐	
	Cash Requirements Report	☐	☐	☐	
	Ability to report by vendor, split by cost center.	☐	☐	☐	
	Ability to report AP data for accrual (e.g. invoice date, general ledger date).	☐	☐	☐	
	Ability to produce Vendor/payment detail and summary information across multiple years (current, last and prior year history totals by period). The totals should represent net paid totals.	☐	☐	☐	
	Ability to produce check reconciliation activity report by period or date parameter.	☐	☐	☐	
	Ability to produce an outstanding check listing.	☐	☐	☐	
	Payment processing - provide a listing of unresolved items including the date each item was originally entered and the area of responsibility.	☐	☐	☐	
	Payment processing - Provide a listing of all receiving where there is a missing PO or Invoice by vendor, buyer and contract.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Accounts Payable				Third Party (include company name)
	Payment processing - Provide a listing of all invoices where there is a missing PO or receiving by vendor, buyer and contract.	☐	☐	☐	
	Payment Processing - all reports should include the following key information: User dept, contact person, invoice number, purchase order data, vendor, vendor contact person, and discrepancy description.	☐	☐	☐	
	Ability of the system to accumulate year-to-date figures by calendar year, fiscal year, quarter or other user-defined period for:	☐	☐	☐	
	Purchases by vendor (i.e., by invoice, purchase order/contract number, purchase item, budget unit).	☐	☐	☐	
	Purchases by service type and/or commodity code	☐	☐	☐	
	Payments to vendor	☐	☐	☐	
	Ability to age accounts payable.	☐	☐	☐	
	Ability to match items by the following:	☐	☐	☐	
	Invoice	☐	☐	☐	
	Purchase order	☐	☐	☐	
	Ability to retain prior year(s) data for comparative reporting.	☐	☐	☐	
	Ability to produce a daily report showing all activity in the system.	☐	☐	☐	
	Ability to produce the following reports:	☐	☐	☐	
	Vendor Master Listing (by any element in the file)	☐	☐	☐	

Financial Administration -- Accounts Payable		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Vendor Multiple Address listing	☐	☐	☐	
	Summary Payment Report by Vendor (for a user determined time period)	☐	☐	☐	
	Check Generation	☐	☐	☐	
	1099 MISC Reporting	☐	☐	☐	
	1042 Reporting	☐	☐	☐	
	Check register	☐	☐	☐	
	Bank report	☐	☐	☐	
	Cash Requirements Report	☐	☐	☐	
	General Ledger Interface Report	☐	☐	☐	
	Ledger Distribution Report	☐	☐	☐	
	Transfer Distribution Listing of amounts to be transferred between funds	☐	☐	☐	
	Expenditure Report	☐	☐	☐	
	Procurement Card Reports	☐	☐	☐	
	Ability to generate federal and state reporting requirements, such as W-9, Tax IDs, IRS Form 941, IRS Form 940, IRS Form 1042, IRS Form 1099, backup withholding, Notice B.	☐	☐	☐	
	Ability to identify all checks that are outstanding after a user-specified period of time.	☐	☐	☐	

	Financial Administration -- Accounts Payable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
11	**INQUIRIES**				
	Ability to Query Accounts Payable History by:	☐	☐	☐	
	Vendor maintenance by vendor name or vendor number	☐	☐	☐	
	Time Frame (Invoice Date)	☐	☐	☐	
	Invoice Type	☐	☐	☐	
	Invoice Number	☐	☐	☐	
	Invoice Amount	☐	☐	☐	
	Purchase Order Number, etc.	☐	☐	☐	
	User ID for performance statistics	☐	☐	☐	
	Receiver Report reference number	☐	☐	☐	
	Paid/Unpaid Status	☐	☐	☐	
	G/L Coding	☐	☐	☐	
	Invoice Batch number	☐	☐	☐	
	1042 code	☐	☐	☐	
	1099 code	☐	☐	☐	
	Payment Method	☐	☐	☐	
	Ability to Query Payment History by:	☐	☐	☐	
	Payment Number (Check Number)	☐	☐	☐	
	Payment Date	☐	☐	☐	
	Payment Type (ACH/Check, etc)	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Payable					Third Party (include company name)
	Ability to Query Vendors by:	☐	☐	☐	
	Vendor Name (with or without wild cards)	☐	☐	☐	
	Fed Tax ID/SSN	☐	☐	☐	
	Vendor Number	☐	☐	☐	
	Pay Group (e.g. employee) 1042 tax status (e.g. non-resident alien)	☐	☐	☐	
	1099 tax status (e.g. corporation)	☐	☐	☐	
	Ability to Query Check Status	☐	☐	☐	
	Outstanding	☐	☐	☐	
	Voided	☐	☐	☐	
	Cancelled	☐	☐	☐	
	Stale-dated	☐	☐	☐	
	Replacement	☐	☐	☐	
	Ability to Query Statistical Data	☐	☐	☐	
	Transaction Counts and other statistical data by department, fund	☐	☐	☐	
	Ability to extract and query data based on field criteria.	☐	☐	☐	
	The system should allow AP to view the matched status of documents.	☐	☐	☐	
	Provide an online inquiry of vendor status by vendor number and /or alpha name using a vendor search feature.	☐	☐	☐	
	Ability to drill across from a purchase order to and from the invoice.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Payable					Third Party (include company name)
	Ability to support inquiry by the following:	☐	☐	☐	
	Vendor (including history of commodities, departments, etc. as defined by user)	☐	☐	☐	
	Accounts Payable Status	☐	☐	☐	
	Purchase Order Number, Invoice Number, Receiver Document Number, or any other associated document	☐	☐	☐	
	Checks	☐	☐	☐	
	Credit and Debit memos	☐	☐	☐	
	Commodities	☐	☐	☐	
	History	☐	☐	☐	
	Ability to query for invoice information on any data element (e.g., invoice amount, invoice number, date, voucher number, etc.).	☐	☐	☐	
	Ability to check on the status of a check (e.g., outstanding, voided, cancelled, stale-dated, etc.).	☐	☐	☐	
	Ability to produce graphical representations in the form of a chart, graph, etc. from accounts payable data.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Accounts Payable				Third Party (include company name)
12	**P-CARD PROCESSING**				
	Interface to the payable module to support 1099 reporting.	☐	☐	☐	
	Interface to the general ledger to include all fields that are currently available from AP.	☐	☐	☐	
	Ability to merge vendor information and payment information to provide seamless reporting to the user.	☐	☐	☐	
	Ability to merge vendor information with the AP information.	☐	☐	☐	
	Support online procurement card detail.	☐	☐	☐	
	Import and parse procurement card detail.	☐	☐	☐	
	Populate requisition with detail by employee.	☐	☐	☐	
	Allow employees to scan and attach receipts to procurement card record.	☐	☐	☐	
	Route populated requisition to employee for account coding, including project data.	☐	☐	☐	
	Route coded requisition to supervisor for approval.	☐	☐	☐	
	Match requisition to master invoice.	☐	☐	☐	
	Scanning for filing, routing, and document management.	☐	☐	☐	
	Ability to produce procurement card edit listing to validate date.	☐	☐	☐	
	Ability to produce procurement card audit listing of invalid data and errors.	☐	☐	☐	
	Integration with banking system for procurement cards.	☐	☐	☐	
	Allow Tracking of purchase order to procurement card transaction if relevant.	☐	☐	☐	

Financial Administration -- Accounts Receivable		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	**GENERAL REQUIREMENTS**				
	Supports Cash Basis accounting methodology	☐	☐	☐	
	Supports Accrual Basis accounting methodology	☐	☐	☐	
	Ability to Integrate/Interface with related subsidiary systems	☐	☐	☐	
	Ability to accommodate electronic fund transfers.	☐	☐	☐	
	Ability to enter a cash receipt transaction on a decentralized (departmental) or centralized basis.	☐	☐	☐	
	Ability to attach scanned images to cash receipts entered	☐	☐	☐	
	Ability to fully integrate with other modules:	☐	☐	☐	
	General Ledger	☐	☐	☐	
	Cash Register	☐	☐	☐	
	Point of Sale (POS)	☐	☐	☐	
	Provide ability to open and close user definable AR periods	☐	☐	☐	
	Ability to establish default account distributions for each receivable type.	☐	☐	☐	
	Ability to automatically assign sequential customer and invoice numbers	☐	☐	☐	
	Ability to maintain sales tax rates	☐	☐	☐	
	Provides ability to create multiple user definable aging periods	☐	☐	☐	
	Ability to calculate and apply interest/late penalty at a customer classification by user defined tolerance	☐	☐	☐	

Financial Administration -- Accounts Receivable		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to provide aging analysis of outstanding accounts receivable on any grouping of user defined periods, using the original invoice date and current system date.	☐	☐	☐	
	Ability to generate delinquency notices (based on user defined delinquency periods) in user defined batches or as real time transactions, with appropriate work flow approval, based on receivable type.	☐	☐	☐	
	Ability to list receivables written off by categories or types	☐	☐	☐	
	Automatically dates detail transactions with system date of posting	☐	☐	☐	
	Optionally balances to control a total input prior to entry of transactions	☐	☐	☐	
	Accepts entry of transactions to two different periods simultaneously	☐	☐	☐	
	Allows user to define the calendar structure	☐	☐	☐	
	Assigns due dates to transactions based on customer criteria	☐	☐	☐	
	Provide for an electronic interface to a collection agency	☐	☐	☐	

	Financial Administration -- Accounts Receivable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
2	**CUSTOMER (CLIENT) MAINTENANCE**				
	Allow an unlimited number of customers (clients)	☐	☐	☐	
	Allows an unlimited number of billing locations per customer	☐	☐	☐	
	Validate new customer entry (duplicates)	☐	☐	☐	
	Allow user defined customer (client) classification types	☐	☐	☐	
	Ability to set customer (client) classification defaults for:	☐	☐	☐	
	Finance Charges/Interest Rate	☐	☐	☐	
	Payment terms including installment and discount terms	☐	☐	☐	
	Primary Billing Location	☐	☐	☐	
	Discounts/Unearned Discounts	☐	☐	☐	
	Invoice/Statement Printing	☐	☐	☐	
	Ability to mass apply changes in classification type settings for all customers who match that classification (e.g. change in payment terms for a classification type):	☐	☐	☐	
	Support installment payment terms	☐	☐	☐	
	Support discount payment terms	☐	☐	☐	
	Allows the ability to merge customer (client)	☐	☐	☐	
	Ability to prevent the deletion of customer (client) records	☐	☐	☐	
	Ability to purge inactive customers (clients) records	☐	☐	☐	
	Ability to inactivate individual billing locations	☐	☐	☐	
	Ability to view the following customer information:	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Accounts Receivable				Third Party (include company name)
	Customer contact information	☐	☐	☐	
	Last Payment Amount	☐	☐	☐	
	Last payment date	☐	☐	☐	
	YTD payment total	☐	☐	☐	
	Prior year payment total	☐	☐	☐	
	Number of invoices (billings) YTD	☐	☐	☐	
	Number of invoices (billings) prior year	☐	☐	☐	
	Average number of days to pay	☐	☐	☐	
	Balance due for open invoices/credits	☐	☐	☐	
	Ability to allow customers to review accounts online with security	☐	☐	☐	
	Ability to develop payment plan rules based on type of offense, type of receivable, or other user defined criteria, with the appropriate security.	☐	☐	☐	
	Allow comments to be attached to a customer record and the charges also	☐	☐	☐	
	Allow ability to hold payments from Accounts Payable	☐	☐	☐	

Financial Administration -- Accounts Receivable		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
3	**INVOICING (BILLING)**				
	Supports departmental configuration of AR invoicing (billing)	☐	☐	☐	
	Support entry of invoices (billings) in batches or real time	☐	☐	☐	
	Support entry of invoices (billings) in batches or real time by allowing search of customer (client) by:	☐	☐	☐	
	Customer (Client) name.	☐	☐	☐	
	Customer (Client) account number	☐	☐	☐	
	Taxpayer ID number	☐	☐	☐	
	Invoice (billing) date defaults to date of entry	☐	☐	☐	
	Ability to accommodate electronic fund transfers.	☐	☐	☐	
	Ability to split invoices between multiple funds.	☐	☐	☐	
	Ability for a cash receipt to be distributed & reported to multiple revenue accounts based on a user defined (e.g., percentage or flat amount) allocation.	☐	☐	☐	
	Ability to generate account statements.	☐	☐	☐	
	Supports users ability to manually change the transaction date/general ledger date	☐	☐	☐	
	Ability to set up invoice (billing) transaction types that will default coding to a user specified general ledger revenue account (e.g. Building permit fee type would always be coded to the same account)	☐	☐	☐	

	Financial Administration -- Accounts Receivable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to set up system sales agents (departments) that will default coding to user defined cost centers (service) by authorized users	☐	☐	☐	
	Ability to change payment terms during entry	☐	☐	☐	
	Ability to set up recurring entries	☐	☐	☐	
	Ability to copy edited transactions	☐	☐	☐	
	Ability to tag the invoice (billing) with detail notes that are:	☐	☐	☐	
	Printed on the invoice (billing) for the customer (client)	☐	☐	☐	
	For internal use only that do not print on the invoice (billing)	☐	☐	☐	
	Ability to tie an invoice (billing) to a purchase order	☐	☐	☐	
	Support unlimited lines per invoice (billing)	☐	☐	☐	
	Per invoice (billing) line, support the ability to:	☐	☐	☐	
	Manually change the general ledger coding	☐	☐	☐	
	Associate the line with a project number	☐	☐	☐	
	Associate the line with a project task number	☐	☐	☐	
	Allow free-form entry of line item details	☐	☐	☐	
	Supports the ability to choose line item details from a saved master item list that are billed on a recurring basis (e.g. Charges for copies)	☐	☐	☐	
	Chose a unit of measurement from a pre-defined list	☐	☐	☐	
	Automatically calculate the line item total due	☐	☐	☐	
	Flag the line as taxable and calculate	☐	☐	☐	
	Ability to print a duplicate invoice on request	☐	☐	☐	

	Financial Administration -- Accounts Receivable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Allow deletion of open invoices by authorized users	☐	☐	☐	
	Support credit memo creation in the following matter:	☐	☐	☐	
	Allow searches of existing invoices to be credited	☐	☐	☐	
	Ability to credit a specific line item on an invoice	☐	☐	☐	
	Ability to credit the entire invoice balance owed	☐	☐	☐	
	Allowing entry of credit memo that is not related to an existing invoice	☐	☐	☐	
	Ability to enter a reason code why the credit is needed	☐	☐	☐	
	Ability to deal with overpayments	☐	☐	☐	
	Ability to electronically submit invoices to customer (e.g. email, EDI)	☐	☐	☐	
4	**CASH PROCESSING/RECEIPTS**				
	Ability to load cash receipts from a bank lockbox	☐	☐	☐	
	Ability to accommodate deferred revenue receipts (e.g. escrow payments)/enter cash receipts without respect to an open receivable.	☐	☐	☐	
	Ability to receipt payments made via:	☐	☐	☐	
	Cash	☐	☐	☐	
	Check	☐	☐	☐	
	Electronic Funds Transfer	☐	☐	☐	
	Credit/Debit Card	☐	☐	☐	
	Money Order	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Accounts Receivable					Third Party (include company name)
	Direct Deposit	☐	☐	☐	
	Ability to generate a cash receipt on demand.	☐	☐	☐	
	Ability to automatically number receipts sequentially.	☐	☐	☐	
	Ability to accommodate split or mixed tendering situations	☐	☐	☐	
	Ability to create receipt batches	☐	☐	☐	
	Support reconciliation of receipt batches	☐	☐	☐	
	Support search for open receivable while receipting by:	☐	☐	☐	
	Customer (client) name	☐	☐	☐	
	Customer (client) account number	☐	☐	☐	
	Invoice (billing) number	☐	☐	☐	
	Tax Payer ID number	☐	☐	☐	
	Invoice amount	☐	☐	☐	
	Support review of open receivables prior to cash application by:	☐	☐	☐	
	All open customer (client) receivables	☐	☐	☐	
	Open customer (client) receivables by billing location	☐	☐	☐	
	Invoice type	☐	☐	☐	
	Range of invoice (billing) dates	☐	☐	☐	
	Range of invoice (billing) numbers	☐	☐	☐	
	Range of purchase order numbers	☐	☐	☐	
	Balance(s) due	☐	☐	☐	
	Ability to enter cash receipts to:	☐	☐	☐	
	Apply single payment against multiple invoices (billings)	☐	☐	☐	

Financial Administration -- Accounts Receivable		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Apply multiple payments against an invoice (billing)	☐	☐	☐	
	Ability to apply payment to line items according to user defined rules. (e.g. Receipts may be applied to interest first, invoice lines second)	☐	☐	☐	
	Ability to apply payments to individual invoice (billing) detail lines	☐	☐	☐	
	Support automatic receipt against oldest invoice first, etc.	☐	☐	☐	
	Ability to apply partial payments	☐	☐	☐	
	Allow free-form entry of receipt numbers	☐	☐	☐	
	Support automatic generation of receipt numbers	☐	☐	☐	
	Ability to tag cash receipt user notations (comments) (e.g. bank name check is drawn on)	☐	☐	☐	
	Ability to reverse cash receipts	☐	☐	☐	
	Support adjustment of cash receipts for NSF checks	☐	☐	☐	
	Ability to re-establish debt owed on customer (client) account due NSF	☐	☐	☐	
	Ability to reverse a receipt transaction if the initial receipt was posted to the wrong customer (client) or invoice (billing)	☐	☐	☐	
	Ability to make adjustments (write-offs) within user defined parameters	☐	☐	☐	
	Ability to enter reason code why the adjustment was made	☐	☐	☐	

	Financial Administration -- Accounts Receivable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to track adjustments (write-offs) and reasons supplied	☐	☐	☐	
	Automatically clears open items based on cash transactions or adjustments	☐	☐	☐	
	Post unapplied cash to a customer's account, reducing outstanding balance, but does not clear items.	☐	☐	☐	
		☐	☐	☐	
5	**CUSTOMER (CLIENT) INQUIRY**				
	System provides the ability to query customer (client) accounts by various criteria including but limited to:	☐	☐	☐	
	Name	☐	☐	☐	
	Account Number	☐	☐	☐	
	Billing Location	☐	☐	☐	
	Invoice Number	☐	☐	☐	
	Department (sales agent)	☐	☐	☐	
	Cost Center	☐	☐	☐	
	Classification Type (Profile)	☐	☐	☐	
	Customer-ID	☐	☐	☐	
	Supports the ability to query all customer (client) history	☐	☐	☐	
	Supports the ability to query select records (e.g. open/closed invoices, payments only, invoices only)	☐	☐	☐	
	Provides full drill back capability to show relationships among payments, invoices, credit memos	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Accounts Receivable				Third Party (include company name)
	Drill back capability to invoices (billings) and their general ledger distributions.	☐	☐	☐	
	Provides the ability to view:	☐	☐	☐	
	Dunning letter history	☐	☐	☐	
	Dispute history	☐	☐	☐	
	Customer Calls and Notes	☐	☐	☐	
	Statement History	☐	☐	☐	
	Account Status (e.g. Bankrupt, no valid address, etc.)	☐	☐	☐	
	Customer (client) aging	☐	☐	☐	
	Ability to see all collection/receivable activity for a customer in one place	☐	☐	☐	
6	**COLLECTIONS**				
	Ability to set statement printing cycles (E.G. monthly, quarterly) by customer and class	☐	☐	☐	
	Ability to generate customized account statements for the following:	☐	☐	☐	
	Specific Customer (client)	☐	☐	☐	
	Range of customers (clients)	☐	☐	☐	
	Specific customer classification types	☐	☐	☐	
	Only accounts which are past-due based on payment terms	☐	☐	☐	
	Ability to generate separate statements for customers with multiple billing locations	☐	☐	☐	

Financial Administration -- Accounts Receivable		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Statements show aging of open receivables	☐	☐	☐	
	Ability to print statements with user defined notes	☐	☐	☐	
	Ability to reprint statements	☐	☐	☐	
	Ability to automatically remove customer (client) from receiving a statement if the account status is set to a defined parameter (e.g. No valid address)	☐	☐	☐	
	Ability to automatically generate dunning letters based on user defined criteria (milestones)	☐	☐	☐	
	Ability to customize dunning letters	☐	☐	☐	
	Generate a duplicate invoice to accompany each dunning letter	☐	☐	☐	
	Ability to generate unlimited levels of dunning letters (e.g. first notice, second notice, etc.)	☐	☐	☐	
	Maintain a history of dunning letters sent, on an invoice by invoice basis for each customer	☐	☐	☐	
	Ability to generate dunning letters by specific customer classification type	☐	☐	☐	
	Ability to enter customer (client) call detail	☐	☐	☐	
	Ability to enter call information at an invoice (billing) detail level	☐	☐	☐	
	Ability to tag unlimited notes per customer (client) call	☐	☐	☐	
	Ability to set user defined reason codes for nonpayment	☐	☐	☐	

	Financial Administration -- Accounts Receivable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to set up user defined actions that should result from the customer (client) call (e.g. Follow up call on specified date)	☐	☐	☐	
	Ability to charge a NSF fee	☐	☐	☐	
	Ability to perform fee capping	☐	☐	☐	
	Allows a customer record to indicate if a lien has been attached as a result of past due amounts	☐	☐	☐	
	Offer best-of-breed collection tools	☐	☐	☐	
7	**REPORTING**				
	Provide a variety of customer (client) account reports including:	☐	☐	☐	
	Customer (client) listing by classification type	☐	☐	☐	
	Duplicate customer (client) listing	☐	☐	☐	
	Billing/Transaction History	☐	☐	☐	
	Billing & Receipt History	☐	☐	☐	
	Provide a variety of collections reports including but not limited to:	☐	☐	☐	
	Aging report by fund	☐	☐	☐	
	Aging report by customer (client) profile	☐	☐	☐	
	Aging report by department	☐	☐	☐	
	Aging report all open items	☐	☐	☐	
	Past-due invoice (billing) reports	☐	☐	☐	
	Collections Call History reports	☐	☐	☐	

	Financial Administration -- Accounts Receivable	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Collections Call Actions reports	☐	☐	☐	
	Denial history/reason for non-payment report	☐	☐	☐	
	Provide a variety of cash processing/revenue reports including but not limited to:	☐	☐	☐	
	Bank Deposit Report	☐	☐	☐	
	Receipt Registers/journals	☐	☐	☐	
	Unapplied receipts report (escrow)	☐	☐	☐	
	Reversed receipt reports	☐	☐	☐	
	Detailed journal entry report by general ledger account	☐	☐	☐	
	Flexible year end revenue accrual analysis & reporting	☐	☐	☐	
	Produces a detailed listing of all unidentified & unapplied cash applications by user defined fields	☐	☐	☐	
	Provide a lockbox transmission report	☐	☐	☐	
	Chargeback notices should be produced for customers that partially pay Invoice balance due	☐	☐	☐	
8	**WORKFLOW**				
	Email alert based on user defined events (e.g. collections notified when a promised payment is received)	☐	☐	☐	
	Workflow based on user defined events:	☐	☐	☐	
	NSF check workflow	☐	☐	☐	
	Collection notification at pre-defined aging	☐	☐	☐	

Financial Administration -- Accounts Receivable		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
		☐	☐	☐	
	Collection notification based on collections follow-up actions	☐	☐	☐	
	Dunning letter workflow	☐	☐	☐	
	Receivables write-off approval workflow	☐	☐	☐	
	Credit memo request approval workflow	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
Financial Administration -- Asset Management					
1	**GENERAL REQUIREMENTS**				
	Ability to create a record for each fixed asset acquired.	☐	☐	☐	
	Ability to attached document files to asset records.	☐	☐	☐	
	Ability to meet GASB 34 standards for asset valuation.	☐	☐	☐	
	Ability to copy asset record for multiple purchases.	☐	☐	☐	
	Ability to track shared ownership agreements.	☐	☐	☐	
	Ability to establish parent/child asset relationships.	☐	☐	☐	
	Ability to track Construction in Progress	☐	☐	☐	
	Ability to track cost adjustments.	☐	☐	☐	
	Ability to track component assets.	☐	☐	☐	
	Ability to track retirements.	☐	☐	☐	
	Ability to determine how general ledger entries for each department's assets will close to the P&L (governmental vs enterprise)	☐	☐	☐	
	Ability to create financial transactions related to cost adjustments, retirements, betterments, depreciation, sale or disposal.	☐	☐	☐	
	Ability to delete an asset entered incorrectly; with corresponding general ledger batch to reverse entries	☐	☐	☐	
	Ability to transfer single asset or groups of assets by location, custodian, employee, department.	☐	☐	☐	
	Ability to track an asset through transfers should the asset's usage or ownership change.	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Financial Administration -- Asset Management				
	Ability for purchasing module to automatically trigger fixed asset entry process according to user-defined criteria (e.g., price, account number, and user-defined commodity code table).	☐	☐	☐	
	Ability to include highly attractive items (items highly subject to theft or home use, such as digital cameras) and employee-issued items in the fixed asset module, even though they are not included in GASB fixed asset reporting.	☐	☐	☐	
	Ability to calculate depreciation by both IRS and generally acceptable accounting principles (GASB).	☐	☐	☐	
	Ability to generate bar coded asset tags with systematically-generated numbers.	☐	☐	☐	
	Ability to manually assign asset tags, if necessary, and generate with or without the bar code.	☐	☐	☐	
	Ability to reprint bar coded asset tags, if necessary, with the appropriate audit trail.	☐	☐	☐	
	Ability to flag assets with disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government).	☐	☐	☐	
	Ability to record insurance information for assets.	☐	☐	☐	
	Ability to store complete valuation data, including purchase, replacement, disposal, renewal, book, other user-defined attributes.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Asset Management					Third Party (include company name)
	Ability to track all transactions affecting the value of an asset by original source document number and date, and the module and application in which the transaction originated.	☐	☐	☐	
	Ability to automate assignment of expected useful life for use in depreciation calculation based on classification/commodity/type	☐	☐	☐	
	Ability to purge active assets based on original or depreciated current value or other user selected parameters.	☐	☐	☐	
	Ability to allow the useful life of an asset to change, with an audit trail of all changes.	☐	☐	☐	
	Ability to delete a status "pending" asset if asset ordered is never received or is not retained(if refused/returned, or vendor cannot actually deliver)	☐	☐	☐	
	Ability to purge retired assets by user selected parameters.	☐	☐	☐	
	Ability to override selected assets from automated purge by commodity/type or user entered coding	☐	☐	☐	
	Ability to generate an optional automatic unique asset number.	☐	☐	☐	
	Ability to allow user based comments regarding each asset.	☐	☐	☐	
	Ability to roll up asset components such as individual buildings to buildings.	☐	☐	☐	
	Ability to associate the asset with multiple funding sources, with all applicable general ledger entries.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Asset Management				Third Party (include company name)
	Ability to include or exclude assets in various GAAP financial reports based on classification code.	☐	☐	☐	
	Ability to work in two fiscal years.	☐	☐	☐	
	Ability to provide for mass changes (online and batch)	☐	☐	☐	
	Retirements	☐	☐	☐	
	Write-offs	☐	☐	☐	
	Ability to attach photos of assets to items and apply document management properties to the photos	☐	☐	☐	
2	**ASSET ATTRIBUTES/FIELDS**				
	Asset Number	☐	☐	☐	
	Tag Number	☐	☐	☐	
	Description	☐	☐	☐	
	Asset status (IN, DISPOSED, TRANSFERRED, DONATED, SCRAPED, AUCTION)	☐	☐	☐	
	Category/Classification	☐	☐	☐	
	Sub-Category	☐	☐	☐	
	Parent or Child Asset Number	☐	☐	☐	
	Vendor Name	☐	☐	☐	
	Serial Number	☐	☐	☐	
	Model Number	☐	☐	☐	
	Tax Location	☐	☐	☐	
	Delete Description				

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Asset Management				Third Party (include company name)
	Acquisition Method	☐	☐	☐	
	Acquisition Date	☐	☐	☐	
	Purchase Order Number	☐	☐	☐	
	Invoice(s)	☐	☐	☐	
	Payment(s) date.	☐	☐	☐	
	AP Check Number	☐	☐	☐	
	Date Placed in Service	☐	☐	☐	
	Original Cost	☐	☐	☐	
	Cost Adjustments	☐	☐	☐	
	Cost	☐	☐	☐	
	Accumulated Depreciation	☐	☐	☐	
	NBV - Net Book value	☐	☐	☐	
	Residual Value	☐	☐	☐	
	Useful Life	☐	☐	☐	
	Cost Account	☐	☐	☐	
	Project Number	☐	☐	☐	
	Grant Number	☐	☐	☐	
	CIP Number	☐	☐	☐	
	Depreciation Method	☐	☐	☐	
	Partial Year Convention	☐	☐	☐	
	Depreciation Expense Account	☐	☐	☐	
	Accumulated Depreciation Account	☐	☐	☐	
	Maintenance Contract	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Asset Management					Third Party (include company name)
	Warranty Date	☐	☐	☐	
	Insurance class	☐	☐	☐	
	Insurance company	☐	☐	☐	
	Contact	☐	☐	☐	
	Phone	☐	☐	☐	
	Policy number	☐	☐	☐	
	Policy period	☐	☐	☐	
	Insured Value	☐	☐	☐	
	Deductible	☐	☐	☐	
	Agency Code	☐	☐	☐	
	Building Code	☐	☐	☐	
	Department Code and Name	☐	☐	☐	
	Room Code/Number	☐	☐	☐	
	Custodian Name	☐	☐	☐	
	Assignment/Employee	☐	☐	☐	
	Last Inventory Date	☐	☐	☐	
	Physical Location	☐	☐	☐	
	Asset Condition	☐	☐	☐	
	Retirement date	☐	☐	☐	
	Retirement reason	☐	☐	☐	
	Proceeds	☐	☐	☐	
	Ability to generate gain and loss on disposals.	☐	☐	☐	
	Funding source - table driven	☐	☐	☐	

	Financial Administration -- Asset Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to see individual asset cost for base asset plus total for asset after adding all improvements to that base asset.	☐	☐	☐	
3	**DEPRECIATION**				
	Calculate accumulated depreciation monthly, quarterly, annually or other user defined period.	☐	☐	☐	
	Ability for multiple sets of depreciation books.	☐	☐	☐	
	Ability to calculate depreciation by project, grant, cost center.	☐	☐	☐	
	Ability to adjust depreciation with all changes (i.e. cost adj, transfers, useful life)	☐	☐	☐	
	Ability to depreciate using cost splits, or other funding ratios.	☐	☐	☐	
	Ability to allocate depreciation based on user defined criteria.	☐	☐	☐	
	Ability to calculate depreciation by physical location, building, department.	☐	☐	☐	
	Create and interface depreciation entries to GL for financial reporting.	☐	☐	☐	
	Ability to allow some assets to be designated as non-depreciable (i.e. land).	☐	☐	☐	

	Financial Administration -- Asset Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
4	**REPORTING/QUERYING**				
	Report on assets by category, sub-category.	☐	☐	☐	
	Report on assets by project, grant, cost center.	☐	☐	☐	
	Report on assets by physical location, building, department.	☐	☐	☐	
	Report on assets by insurance details.	☐	☐	☐	
	Report on asset additions, transfers or disposals.	☐	☐	☐	
	Report on asset cost adjustments, transfers, retirements.	☐	☐	☐	
	Report on gain or loss on retirements.	☐	☐	☐	
	Ability to generate reports based on "activity" (e.g., beginning balance, year's depreciation, ending current value).	☐	☐	☐	
	Ability to produce inventory worksheets by physical location, building, department, custodian, assignment.	☐	☐	☐	
	Ability to utilize user defined query tool to customize reporting.	☐	☐	☐	
	Report on Construction in Progress.	☐	☐	☐	
	Detailed reports of insurance plans, maintenance contracts, warranties, lease programs/financing, repair history, depreciation projections, asset improvements	☐	☐	☐	
	Ability to query the Fixed Asset database by any or all fields including user defined fields	☐	☐	☐	
	Ability to forecast depreciation by department, project, grant, cost center.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Asset Management				Third Party (include company name)
	Ability to forecast depreciation by physical location, building, department.	☐	☐	☐	
5	**INTERFACES**				
	Ability to Interface with Purchasing	☐	☐	☐	
	Ability to Interface with Accounts Payable	☐	☐	☐	
	Ability to interface with Contracts	☐	☐	☐	
	Ability to interface with Accounts Receivables	☐	☐	☐	
	Ability to interface with Grant/Tracking	☐	☐	☐	
	Ability to interface with General Ledger	☐	☐	☐	
	Ability to interface with Fleet Management System	☐	☐	☐	
	Ability to interface with HRIS (employee assignments)	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Project Accounting					Third Party (include company name)
1	**GENERAL REQUIREMENTS**				
	Ability to provide a hierarchical structure that groups projects across departments for Organization - wide reporting purposes.	☐	☐	☐	
	Ability to maintain historical data for all capital and operating projects independent of G/L data (across multiple fiscal years).	☐	☐	☐	
	Ability to customize workflow options for all project accounting processes.	☐	☐	☐	
	Ability to record timesheet information against a project.	☐	☐	☐	
	Ability to add projects in or change projects to an active or inactive status.	☐	☐	☐	
	Ability to enter text or comments on-line to a specific project. (Please specify in the Comments column how many characters are allowed.)	☐	☐	☐	
	Ability to accommodate multiple change orders and multiple transfers of funds within projects.	☐	☐	☐	
	Ability to enter line-item data for future expenditures to reserve funds.	☐	☐	☐	
	Ability to maintain data across multiple fiscal years for as long as the project is open and for a user-specified period after project close.	☐	☐	☐	
	Ability to restrict access by various levels of security.	☐	☐	☐	
	Ability to establish project budgets (balanced) across funds.	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Financial Administration -- Project Accounting				
	Ability to establish project accounts to record project budgets, encumbrances and expenditures.	☐	☐	☐	
	Ability to record project activity over multiple years.	☐	☐	☐	
	Ability to record project activity over multiple departments.	☐	☐	☐	
	Ability to accommodate a variety of projects such as:	☐	☐	☐	
	Small capital expenses (e.g., remodeling)	☐	☐	☐	
	Large capital projects (e.g., buildings, infrastructure)	☐	☐	☐	
	Miscellaneous projects, such as elections	☐	☐	☐	
	Routine work order(s) for non-capital expenditures	☐	☐	☐	
	Ability to classify the project by:	☐	☐	☐	
	Type of project (paving, building, etc.)	☐	☐	☐	
	Location (enterprise zone, geographical area, etc.)	☐	☐	☐	
	Administering department	☐	☐	☐	
	User-defined category indicating CAFR or GASB 34 categories (General Government, Public Works, Public Welfare, Public Safety, Parks)	☐	☐	☐	
	Ability to track the following dates:	☐	☐	☐	
	Planned start date	☐	☐	☐	
	Actual start date	☐	☐	☐	
	Planned completion date	☐	☐	☐	
	Project completion date	☐	☐	☐	
	Ability to classify project costs according to task (i.e., inspection, design).	☐	☐	☐	

Financial Administration -- Project Accounting		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to prevent charges from being allocated to a closed project, sub-project, or phase with the ability to override with the proper security.	☐	☐	☐	
	Ability to prevent entry to closed projects.	☐	☐	☐	
	Ability to search project titles on-line, primarily to assist in proper identification for data entry.	☐	☐	☐	
	Ability to perform flexible budgeting for projects while adhering to the level of budgetary controls established in the General Ledger.	☐	☐	☐	
	Ability to reflect funds that are redirected from and to another project through a budget amendment.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Grants				Third Party (include company name)
1	**GENERAL REQUIREMENTS**	☐	☐	☐	
	System allows for City to perform the following roles:	☐	☐	☐	
	Grantor	☐	☐	☐	
	Grantee	☐	☐	☐	
	Pass-Through	☐	☐	☐	
	Fiscal Agent for multiple grantors or grantees (e.g., multi-county activities such as Met Council)	☐	☐	☐	
	Ability to track grant applications.	☐	☐	☐	
	Ability to maintain data about grantors.	☐	☐	☐	
	Ability to track grant expenditure activity.	☐	☐	☐	
	Ability to track grant activity over multiple years.	☐	☐	☐	
	Ability to account for grant revenues and expenditures for:	☐	☐	☐	
	Fiscal year	☐	☐	☐	
	Grant year	☐	☐	☐	
	State fiscal year	☐	☐	☐	
	Federal fiscal year	☐	☐	☐	
	Life of the grant (signed contract to final report)	☐	☐	☐	
	Ability to track all grant activity across modules (projects, grants, purchasing, time entry, AR, AP, Payroll, Contracts)	☐	☐	☐	
	Ability to capture all grant activity in the general ledger within a single view with a drill back to source data	☐	☐	☐	

	Financial Administration -- Grants	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to maintain historical financial data for projects and grants independent of G/L data (across multiple fiscal years).	☐	☐	☐	
	Ability to assign indirect cost codes.	☐	☐	☐	
	Ability to associate multiple funding sources and track the application of funding to actual expenditure.	☐	☐	☐	
	Ability to establish accounts to record budgets, encumbrances and expenditures.	☐	☐	☐	
	Ability to generate revenue/receivable transactions from grants expenditure data.	☐	☐	☐	
	Ability to establish and adjust budgets for each grant, with budget amendment.	☐	☐	☐	
	Ability to add or modify grant information online with audit trail of all changes.	☐	☐	☐	
	Ability to provide for grant summary history online.	☐	☐	☐	
	Ability to archive expired grants or non-awarded grants after user-specified period of time, with proper security.	☐	☐	☐	
	Ability to prevent entry to closed projects and grants	☐	☐	☐	
2	**GRANT ADMISSION**				
	Ability to calculate and track on a user-defined basis matching fund requirements associated with any grant.	☐	☐	☐	
	Ability to track in-kind services to a grant.	☐	☐	☐	
	Ability to allocate administrative/indirect costs to a grant.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Grants					Third Party (include company name)
	Ability to establish and adjust budgets for each grant.	☐	☐	☐	
	Ability to duplicate pre-existing grants to establish templates for new or recurring grants.	☐	☐	☐	
	Ability to integrate with AR to generate customized invoices based on grant requirements	☐	☐	☐	
	Ability to maintain detailed transaction history for life of grant.	☐	☐	☐	
	Ability to budget across multiple fiscal years	☐	☐	☐	
	Unlimited grant attributes based on project type, or other user defined data.	☐	☐	☐	
	Ability to track non-financial (statistical) data including but not limited to:	☐	☐	☐	
	Board Approved date	☐	☐	☐	
	Final Acceptance	☐	☐	☐	
	Clients	☐	☐	☐	
	Staff hired	☐	☐	☐	
	Milestones, metrics	☐	☐	☐	
	Ability to create alphanumeric grant numbers and tasks	☐	☐	☐	
	Ability to track matching funds from outside sources	☐	☐	☐	
	Ability to associate multiple projects to multiple grants	☐	☐	☐	
	Ability to create a grant corrections within grant module, if correction does not affect GL codes.	☐	☐	☐	
	Ability to handle accrual as well as cash accounting	☐	☐	☐	

	Financial Administration -- Grants	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to attach documentation (e.g., RFP, Application, Contracts) to a grant record	☐	☐	☐	
	Ability to mass update project record, based on user defined criteria:	☐	☐	☐	
	Update grant manager, across grant type	☐	☐	☐	
	Update grant "Owning Organization", across grant type (Owner is the department that owns grant)	☐	☐	☐	
	Update task, subtask or group of tasks, across grant type	☐	☐	☐	
3	**GRANT ATTRIBUTES**				
	Ability to track the following grant record information including but not limited to:	☐	☐	☐	
	Grant number	☐	☐	☐	
	Grant type	☐	☐	☐	
	Grant name	☐	☐	☐	
	Grant description	☐	☐	☐	
	City Contact information (fund/dept, name, email, phone)	☐	☐	☐	
	Execution date	☐	☐	☐	
	Original grant approval amount	☐	☐	☐	
	Grant budget	☐	☐	☐	
	Grant amendments	☐	☐	☐	
	Grant carryovers	☐	☐	☐	
	Grant fiscal calendar	☐	☐	☐	
		Fully Compliant			

			Modification/Custom Software		
				Not available	
	Financial Administration -- Grants				Third Party (include company name)
	Grant beginning date	☐	☐	☐	
	Grant expiration date	☐	☐	☐	
	Amounts of matching funds	☐	☐	☐	
	CFDA number	☐	☐	☐	
	State department	☐	☐	☐	
	Projects	☐	☐	☐	
	Tasks	☐	☐	☐	
	Reimbursement schedule	☐	☐	☐	
	City Matching Funds	☐	☐	☐	
	In-kind Matching Funds	☐	☐	☐	
		☐	☐	☐	
4	**GRANTEE ROLE**				
	In addition to general grant attributes above, ability to track the following grant application information:	☐	☐	☐	
	Grantor	☐	☐	☐	
	Grantor’s mailing address	☐	☐	☐	
	Taxpayer ID	☐	☐	☐	
	Grantor's contact information (name, email, phone	☐	☐	☐	
	Date application submitted	☐	☐	☐	
	Date application approved	☐	☐	☐	
	Ability to track on-going grants that are reestablished on a period basis.	☐	☐	☐	
		Fully Compliant			

					Modification/Custom Software
				Not available	
	Financial Administration -- Grants				Third Party (include company name)
	Ability to budget and capture grant expenditures/encumbrances and cash/accrual revenues by:	☐	☐	☐	
	Multiple grant numbers	☐	☐	☐	
	Grantor	☐	☐	☐	
	Grantor-defined categories or accounts	☐	☐	☐	
	User defined attributes	☐	☐	☐	
	Grant’s conditions and restrictions	☐	☐	☐	
	Grant's overhead allocation requirement	☐	☐	☐	
	Ability to interface to time entry to calculate labor costs.	☐	☐	☐	
	Ability to track time to a grant and a project.	☐	☐	☐	
	Ability to budget to grantor-defined rules and conditions	☐	☐	☐	
	Narrative fields for miscellaneous information	☐	☐	☐	
5	**GRANTOR ROLE**				
	In addition to general grant attributes above, ability to track the following grant application information:	☐	☐	☐	
	Grantee name	☐	☐	☐	
	Grant description	☐	☐	☐	
	Grantee’s mailing address	☐	☐	☐	
	Grantee’s phone number	☐	☐	☐	
	Ability to track grantee's progress against user defined milestones	☐	☐	☐	

Financial Administration -- Grants		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to reestablish grants on an ongoing basis	☐	☐	☐	
	Ability to track compliance with grant rules and conditions	☐	☐	☐	
	Ability to track total expenditures by grant	☐	☐	☐	
	Ability to provide electronic forms for grant application	☐	☐	☐	
	Ability to analyze, assess, and weight applicant responses	☐	☐	☐	
	Grant's conditions and restrictions	☐	☐	☐	
6	**REPORTING / QUERYING**				
	Ability to provide for grant summary history.	☐	☐	☐	
	Ability to roll-up grant according to user-defined organizational structure for internal and external reporting.	☐	☐	☐	
	Ability to track grant renewal processes and generate required reporting financials.	☐	☐	☐	
	Ability to report on grant transactions within user-defined date range.	☐	☐	☐	
	Ability to provide the following reports including but not limited to:	☐	☐	☐	
	Schedule of expenditures by granting agency/source	☐	☐	☐	
	Expenditures and revenues	☐	☐	☐	
	Non-allowable expenditures	☐	☐	☐	
	Sources of revenues	☐	☐	☐	
	Grant funding by Fund/Dept	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Grants					Third Party (include company name)
	Reimbursed costs	☐	☐	☐	
	Budget vs. actual costs (including encumbrances and accruals)	☐	☐	☐	
	Comparison of original budget to amended budget.	☐	☐	☐	
	Combined revenue and expenditure across grants	☐	☐	☐	
	Pending approval grant report	☐	☐	☐	
	Pending expiration or expired grant report	☐	☐	☐	
	Ability to query and create user defined reports on project revenue and expenditure data in detail or summary form.	☐	☐	☐	
	Ability to create and maintain all reports required by Federal and State funding agencies.	☐	☐	☐	
	Ability to generate hard-copy and electronic reimbursement requests to grantor agencies from expenditure data.	☐	☐	☐	
	Ability to produce all reports using both grantor-defined categories or the City's chart of accounts.	☐	☐	☐	
	Ability to track actual expenditures against budgeted/allowable expenditures by user-defined period (i.e., monthly, quarterly, daily, etc.).	☐	☐	☐	
	Ability to import grant reports generated externally and store	☐	☐	☐	

Financial Administration -- Grants		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
7	**WORKFLOW**				
	Ability to apply workflow based on user defined events such as approvals, purchase amounts, contract expiration, etc.	☐	☐	☐	
	Workflow ability to notify grant administrators and other users (at user defined time periods) of grant milestones (expiration dates etc.)	☐	☐	☐	
	Ability to track compliance with grant conditions and rules and progress against milestones/metrics	☐	☐	☐	
	Ability to stop labor charges to a grant once funds have been exhausted.	☐	☐	☐	
	Workflow based on user defined event.	☐	☐	☐	
	Grant creation approval	☐	☐	☐	
	Grant budget approval	☐	☐	☐	
	Grant expenditure approval	☐	☐	☐	
	Grant transfer approval	☐	☐	☐	
	Grant expiration date	☐	☐	☐	
	Grant signature approval process	☐	☐	☐	
	Grant workflow based on user role	☐	☐	☐	
	Ability to notify grant administrators and other users when grant expenditures reach a user-defined amount (% of grant, lump sum).	☐	☐	☐	
	Ability to customize workflow options for all projects and grant accounting processes.	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
Financial Administration -- Cash Management					
1	**GENERAL REQUIREMENTS**				
	Forecasting capabilities which take into consideration the actual cash receipts and disbursements; the timing of anticipated cash receipts and disbursements; and necessary retain ages to enhance proper analysis of Draw/Needs	☐	☐	☐	
	Comply with the State and Federal requirements	☐	☐	☐	
	Support a daily process to clear any identified cash receipts held in suspense for deposits received.	☐	☐	☐	
	Allow for processing of cash receipts not associated with a specific receivable.	☐	☐	☐	
	System provides for recording of investment activity of funds	☐	☐	☐	
	System should allocate interest earned on funds held with the treasury across selected cash fund balances (user can include or omit fund from allocation) based upon the average daily balance method to any chart of account segment and automatically create a corresponding journal entry, with proper authority.	☐	☐	☐	
	System provides for manual data entry through online electronic deposit forms of revenue information from bank statement deposits or hard copy reports	☐	☐	☐	
	Ability to integrate with financial system	☐	☐	☐	

Financial Administration -- Cash Management		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
2	**INVESTMENTS**				
	Ability to track all investments including:	☐	☐	☐	
	Cost	☐	☐	☐	
	Par value	☐	☐	☐	
	Premium or discount	☐	☐	☐	
	Bank or brokerage firm purchased from	☐	☐	☐	
	Credit risk information	☐	☐	☐	
	Interest rates	☐	☐	☐	
	Interest rate yields	☐	☐	☐	
	Interest payments	☐	☐	☐	
	Ability to generate transactions when interest is received or when investments are purchased, redeemed or called.	☐	☐	☐	
	Ability to properly amortize premiums and discounts	☐	☐	☐	
	Ability to prepare investment reports	☐	☐	☐	
3	**REPORTING & INQUIRY**				
	System will provide cash flow monitoring and reporting, including a comprehensive cash receipts/disbursements journal based upon user-specified criteria.	☐	☐	☐	
	System provides user-defined cash reporting that can be run on a daily, weekly, monthly basis.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Cash Management					Third Party (include company name)
	System provides a cash flow report by fund that ties to the GL cash accounts. This requires the ability to track offsetting accounts directly related to a cash transaction.	☐	☐	☐	
	System provides a cash flow analysis tool that can be utilized to generate cash projections, and "what if " scenarios. Not limited to the following:	☐	☐	☐	
	System will allow retrieval of actual monthly "cash" receipts and disbursement dollar amounts including agency trust funds by each month at the lowest levels, i.e., transaction level with the ability to roll items up to higher levels at user's discretion.	☐	☐	☐	
	System will maintain totals and sub-totals of receipts and disbursements by month and line.	☐	☐	☐	
	System retains history of actual receipts and disbursement dollar amounts.	☐	☐	☐	
	System retains history of monthly projections	☐	☐	☐	
	System will allow users the flexibility of determining monthly/annual projections (user selected projection method, i.e., straight-line, project life cycle payout, proportionate allocation) down to individual item/cell level.	☐	☐	☐	
	System prepares reports comparing cash flow projections to actual at all levels from line item to department level summary	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Financial Administration -- Cash Management				
	System prepares a cash projection for the following fiscal year based on available data and user defined modeling parameters	☐	☐	☐	
	System will display actual fiscal year/month receipts and disbursement data with remaining projection months data	☐	☐	☐	
	System will print reports from the detailed to the summary level for official reports, i.e., official statements	☐	☐	☐	
	System is able to drill down from summary deposit or disbursement balances to the supporting detailed transactions	☐	☐	☐	
	System reports daily transactions by type and projections for user defined periods or days (i.e., 5 days projections) for all Wire, ACH payment transactions	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Bank Reconciliation				**Third Party (include company name)**
1	The software must reconcile bank accounts.	☐	☐	☐	
2	The software must allow checks to be reconciled manually or via magnetic media.	☐	☐	☐	
3	Ability to accommodate automatic reconciliation of bank information (i.e., by uploading data from tape or file).	☐	☐	☐	
4	Ability to produce a file containing all rejected check reconciliation transactions which could be available for online corrections (i.e., exception file).	☐	☐	☐	
5	Ability to cancel checks online and automatically generate General Ledger transactions to reverse all accounting distributions associated with that check.	☐	☐	☐	
6	Ability to retain cleared checks in a check reconciliation database for inquiry and/or reporting purposes.	☐	☐	☐	
7	Ability to place a "stop payment" on checks and generate the appropriate General Ledger transaction.	☐	☐	☐	
8	Ability to identify all checks that are outstanding after a user-specified period of time.	☐	☐	☐	
9	System should allow for the following type of bank transactions via bank reconciliation.	☐	☐	☐	
	Payment Reconciliation (check and EFT)	☐	☐	☐	
	Deposit Reconciliation	☐	☐	☐	
	Process Returned Checks	☐	☐	☐	
	Wire Transfers In and Out	☐	☐	☐	
	Misc. Adjustments (Interest, fees, etc.)	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Bank Reconciliation					Third Party (include company name)
10	Ability to attach documents to each bank reconciliation period.	☐	☐	☐	
11	Ability to attach unlimited notes to each bank reconciliation period.	☐	☐	☐	
12	Ability to reconcile for all bank accounts.	☐	☐	☐	
13	Bank Reconciliation should use effective date processing.	☐	☐	☐	
		☐	☐	☐	
Cash Management-Positive Pay					
14	System provides the ability for positive pay banking.	☐	☐	☐	
15	System provides the ability to record non-match paid checks from the bank's check file to the system for inquiry on an exception file.	☐	☐	☐	
16	System provides ability to receive and post paid check information, including check number, issue date, status/paid date, paid amount and status of check, based on the bank account number.	☐	☐	☐	
17	System provides ability to receive electronic files from bank and records discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation database without updating financial balances (suspense file).	☐	☐	☐	
18	System provides the ability for updates (electronic and manual) when payment cancellations (voids) are confirmed.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Bank Reconciliation					Third Party (include company name)
Cash Management-Bank Reconciliation					
19	System provides the ability for reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the City's bank accounts through automated means at the operator's discretion.	☐	☐	☐	
20	System provides the ability for reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the City's bank accounts through manual means at the operator's discretion.	☐	☐	☐	
21	System provides the ability maintain fund cash balances in agreement with General Ledger cash balances (e.g., central cash). The system should keep balances in agreement between modules (e.g., General Ledger, Accounts Payable, and Accounts Receivable).	☐	☐	☐	
22	System provides the ability to make corrections or changes during the reconciliation process with appropriate user authorization (i.e., NSF Checks).	☐	☐	☐	
23	System provides the ability for reconciliation of general ledger fund cash balances with other fund cash balances, including but not limited to, trust, special accounts, etc..	☐	☐	☐	

Financial Administration -- Bank Reconciliation		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
24	System provides the ability for reconciliation of bank activity per the cash management/general ledger module to bank transactions received from the City's bank accounts through automated or manual means at the operator's discretion, including the following functions/features:	☐	☐	☐	
	Utilize BAI (Bank Administration Institute) file format for bank activity input	☐	☐	☐	
	Convert non-standard bank file formats to desired format (i.e., BAI)	☐	☐	☐	
	Provide edit capability with appropriate user authorization	☐	☐	☐	
	Provide inquiry capability with appropriate user authorization	☐	☐	☐	
	Provide for manual matching of items not matched via automated matching	☐	☐	☐	
	Provide aggregate (one-to-many or many-to-many) items matching	☐	☐	☐	
	Provide exception reporting of outstanding items	☐	☐	☐	
	Provide data export to generate external research correspondence	☐	☐	☐	
25	System provides ability to record discrepancies (i.e., differences in dollar amount, status, etc.) in a reconciliation suspense file without updating financial balances.	☐	☐	☐	
26	System provides the ability for an automated reconciliation of all bank activity (including detailed reconciling items) per the cash management/General Ledger module to bank transactions received from the City's multiple bank accounts through automated means.	☐	☐	☐	

Financial Administration -- Bank Reconciliation		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
27	System provides the ability to make corrections or changes during the reconciliation process with appropriate user authorization.	☐	☐	☐	
28	System provides the ability for reconciliation of cash in bank with fund cash balances.	☐	☐	☐	
Cash Management-Check Issuance Reconciliation					
29	System provides ability to reconcile by issue date, issuance number, dollar amount and payee name.	☐	☐	☐	
30	System provides the ability to produce check reconciliation reports of manual transactions by bank account, by fund, and check type on a daily, monthly, or annual basis or by a specified date range.	☐	☐	☐	
31	System provides the ability for printing of a daily, monthly, annual, or specified date range report of all cleared checks by bank account, by check type, by fund and by check amount. (Detailed report should include check number, payee, check amount, etc.)	☐	☐	☐	
32	System provides the ability to produce a daily general ledger accounting report of the check clearing transactions.	☐	☐	☐	
33	System provides the ability to produce daily, monthly, annual or specified date range reports that show the total amount and number of outstanding checks by bank account and by fund.	☐	☐	☐	
34	System provides the ability to compute the number and dollar amount of checks written per check run by day and per month.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Bank Reconciliation				Third Party (include company name)
35	System provides the ability to produce a report of checks paid and cancelled for a user-defined time period by bank account number.	☐	☐	☐	
36	System provides the ability for a daily file of checks paid by account number to be extracted to City's other subsystems.	☐	☐	☐	
Reporting and Query					
37	Ability to view at anytime each bank reconciliation period with all transactions associated to period.	☐	☐	☐	
38	Ability to view all outstanding items for reconciliation period.	☐	☐	☐	
39	Produce an outstanding check register.	☐	☐	☐	
40	Produce payment register with user defined selection criteria.	☐	☐	☐	
41	Produce voided payment register.	☐	☐	☐	
42	Payment registers should be produced for one bank account or many bank accounts on the same report.	☐	☐	☐	
43	Payment registers may be produced for a range of checks.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Payroll System				Third Party (include company name)
1	**GENERAL REQUIREMENTS**				
	Fully integrated HRIS and Payroll system (single database)	☐	☐	☐	
	The system should be online real-time and utilize a Web based user interface	☐	☐	☐	
2	**EMPLOYEE AND PERSONNEL DATA**				
	INPUT AND MAINTENANCE	☐	☐	☐	
	The system should be able to accommodate and maintain the following data:	☐	☐	☐	
	name	☐	☐	☐	
	nickname	☐	☐	☐	
	address	☐	☐	☐	
	social security number	☐	☐	☐	
	additional address	☐	☐	☐	
	home phone	☐	☐	☐	
	work phone	☐	☐	☐	
	cell phone	☐	☐	☐	
	emergency contact home phone	☐	☐	☐	
	emergency contact work phone	☐	☐	☐	
	emergency contact cell phone	☐	☐	☐	
	birth date	☐	☐	☐	
	marital status	☐	☐	☐	
	sex	☐	☐	☐	

Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
disabilities (type, origin date, ending date, expected length, date of injury, benefits status (current or discontinued))	☐	☐	☐	
gender	☐	☐	☐	
race	☐	☐	☐	
hire date (also original date hired and last date hired)	☐	☐	☐	
leave of absence type	☐	☐	☐	
military experience	☐	☐	☐	
seniority: years, months	☐	☐	☐	
exempt/non-exempt	☐	☐	☐	
user defined fields	☐	☐	☐	
leave of absence start date	☐	☐	☐	
accrual amounts	☐	☐	☐	
organization ID (program unit)	☐	☐	☐	
division name	☐	☐	☐	
department name	☐	☐	☐	
work unit name	☐	☐	☐	
job location	☐	☐	☐	
base salary	☐	☐	☐	
salary equivalencies	☐	☐	☐	
salary start date	☐	☐	☐	
job start date	☐	☐	☐	
exemption status	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	salary range	☐	☐	☐	
	salary range name	☐	☐	☐	
	position in range	☐	☐	☐	
	FTE percentage (XXX.XX)	☐	☐	☐	
	supervisor status	☐	☐	☐	
	position control number	☐	☐	☐	
	job title	☐	☐	☐	
	job code	☐	☐	☐	
	union	☐	☐	☐	
	email address	☐	☐	☐	
	EEOC code	☐	☐	☐	
	employee ID	☐	☐	☐	
	employee type (full-time, part-time)	☐	☐	☐	
	driver's license number	☐	☐	☐	
	driver's license class	☐	☐	☐	
	earnings types	☐	☐	☐	
	deduction types	☐	☐	☐	
	distribution account(s)	☐	☐	☐	
	direct deposit bank account number (minimum of 10)	☐	☐	☐	
	language pay	☐	☐	☐	
	working conditions pay	☐	☐	☐	
	salary or hourly rate or both	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	salary adjustments (date, amount, percent change, reason)	☐	☐	☐	
	status codes (active, on leave, terminated, retired or any other user defined code)	☐	☐	☐	
	performance reviews	☐	☐	☐	
	job changes	☐	☐	☐	
	employee status:	☐	☐	☐	
	perm (non-limited)	☐	☐	☐	
	temp	☐	☐	☐	
	emergency appointment	☐	☐	☐	
	intern	☐	☐	☐	
	intermittent	☐	☐	☐	
	seasonal	☐	☐	☐	
	elected	☐	☐	☐	
	any combination of the above	☐	☐	☐	
	pay grade	☐	☐	☐	
	comments	☐	☐	☐	
	earnings	☐	☐	☐	
	deductions	☐	☐	☐	
	Ability to interactively edit required fields based upon user defined values.	☐	☐	☐	
	Ability to be able to terminate a employee and still receive year-end tax data. Employee would not physically be deleted until year end.	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to flag employees in "don't pay status" for reporting and payroll calculation purposes.	☐	☐	☐	
	Ability to provide minimum and maximum ranges on edits.	☐	☐	☐	
	Ability to adjust pay calculations based on mid-pay period hire or terminations	☐	☐	☐	
	Ability to setup new payroll codes and deduction types as needed, with the appropriate security	☐	☐	☐	
	Ability to compute complex overtime calculations that may differ by department	☐	☐	☐	
	Ability to accommodate organization changes and carry history forward	☐	☐	☐	
	Ability to accommodate automatic movement between steps/increments and or merit steps	☐	☐	☐	
	Ability to define and enforce user-defined rules for holiday, vacation, sick time, comp time and accrued time usage	☐	☐	☐	
	Ability to log data entry transactions by date, time and user-id	☐	☐	☐	
3	**PAYROLL PROCESSING**				
	PROCESSING REQUIREMENTS	☐	☐	☐	
	Manage weekly, bi-weekly, monthly processing schedules	☐	☐	☐	
	Manage special payroll processing schedules (e.g.- check on demand for terminated employee)	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Establish pay period begin & end date schedules along with check dates	☐	☐	☐	
	Manage financial accrual for payroll at year end	☐	☐	☐	
	Ability to use Positive Pay in order for our bank to verify checks issued	☐	☐	☐	
	Ability to have flexible pay dates	☐	☐	☐	
	Ability to export information via industry-standard formats (including Microsoft Office 2007 suite)	☐	☐	☐	
	Ability to support bargaining groups individual requirements	☐	☐	☐	
	Ability to create and update salary grades for each bargaining group	☐	☐	☐	
	Ability to maintain historical data for salary grades including effective dates	☐	☐	☐	
	Ability to retroactively change salary grades & maintain history and actions as they occurred (e.g.- contract settles late)	☐	☐	☐	
	Ability to calculate hourly rates to four digits (carry out 4 digits and truncate)	☐	☐	☐	
	Ability to make mass changes to employee records through a single transaction, e.g., changes in deductions, salary, and classifications. Adjustments must be able to be applied to select groups of employees based upon user defined criteria.	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to mass update salary changes including current and future effective dates	☐	☐	☐	
	Ability to prorate earnings for mid-pay period actions and distribute gross pay appropriately	☐	☐	☐	
	Ability to support payment of taxable and nontaxable allowances to employees (car allowance, clothing, per diems, commissioner allowances)	☐	☐	☐	
	Ability to restrict use of an earning based on bargaining group	☐	☐	☐	
	Manage multiple earnings types and unique pay rules for each pay type:	☐	☐	☐	
	regular pay (full time, part time, temporary, etc.)	☐	☐	☐	
	overtime pay - multiple earnings types	☐	☐	☐	
	comp time	☐	☐	☐	
	vacation pay	☐	☐	☐	
	holiday pay	☐	☐	☐	
	sick pay	☐	☐	☐	
	shift differential based on contract rules	☐	☐	☐	
	retroactive pay	☐	☐	☐	
	severance pay	☐	☐	☐	
	jury duty	☐	☐	☐	
	military pay	☐	☐	☐	
	language pay	☐	☐	☐	
	user-defined premium pay	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	comp time accrual	☐	☐	☐	
	pay-out comp	☐	☐	☐	
	FLMA leave	☐	☐	☐	
	on call	☐	☐	☐	
	mileage	☐	☐	☐	
	administrative leave	☐	☐	☐	
	car allowance	☐	☐	☐	
	cell phone allowance	☐	☐	☐	
	other user-defined pay codes	☐	☐	☐	
	Manage retroactive transactions:	☐	☐	☐	
	create, edit and view retroactive processing data and maintain history	☐	☐	☐	
	calculate retroactive payments (includes selecting the correct pay types to include in back pay calculations)	☐	☐	☐	
	automatically process retroactive payments based on calculations	☐	☐	☐	
	summary screen for retroactive pay rate changes that displays changes as they were processed versus historical records as they "should have been" if they were processed at the correct time	☐	☐	☐	
	process retroactive transactions for a terminated employee	☐	☐	☐	
	Distribute benefits costs by actual costs to cost centers and projects	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to accommodate online entry of manual checks including automatic update of all employee and employer accumulators	☐	☐	☐	
	Ability to process negative pre- and post- tax deductions	☐	☐	☐	
	Ability to manual adjust taxable earnings fields on a annual, quarterly and pay period basis	☐	☐	☐	
	Ability to provide totals for reconciliation of:	☐	☐	☐	
	benefits information for cost to organization	☐	☐	☐	
	changes to employer deductions and taxes	☐	☐	☐	
	government reporting for each employee	☐	☐	☐	
	annual wages in taxes from payroll to 941's to W-2's	☐	☐	☐	
	Ability to provide historical records for every financial transaction as complete audit trail	☐	☐	☐	
	Ability to print manual checks on laser printer	☐	☐	☐	
	Ability to specify percentage of employee's pay to be distributed to different departments	☐	☐	☐	
	Ability to process future pay data while current pay period is still open	☐	☐	☐	
	Ability to generate off-cycle payroll runs	☐	☐	☐	
	Ability for users to utilize the system when payroll is running	☐	☐	☐	
	Ability to replace a check in a single step (void original, assign new number, etc.)	☐	☐	☐	
	Ability to allow payroll adjustments to final paychecks	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to support and maintain user-defined fields	☐	☐	☐	
	Ability to make adjustments after "quarter-end" with audit trail for all changes/adjustments to employees, salaries, taxes etc	☐	☐	☐	
	Ability to track multiple transactions on a daily basis	☐	☐	☐	
	Ability to provide an automated payroll check register by program unit and by fund	☐	☐	☐	
	Ability to use an employee's base salary or hourly rate to calculate other earnings per hour amounts	☐	☐	☐	
	Ability to carry forward deductions which exceed net pay to the next pay period and automatically generate an audit trail detailing these items by employee.	☐	☐	☐	
	Ability to accrue vacation and leave time based on respective employee agreement type in effect for each employee	☐	☐	☐	
	Ability to give general pay increases to employees in selected departments, bargaining units, pay groups or jobs.	☐	☐	☐	
	Ability to specify a future effective date for a salary or any other type of change	☐	☐	☐	
	Ability to pay manually with or without a time entry	☐	☐	☐	
	Ability to allow special hours accumulators to remain independent of particular earnings and deductions	☐	☐	☐	
	Ability to process hourly and salaried employees in a single payroll run	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to adjust deductions and deduction rates in the middle of a pay cycle	☐	☐	☐	
	Ability to perform what if projections for anticipated changes to collective bargaining agreements (e.g.: what if everyone is given a % increase; what if shift differential rate is changed, etc)	☐	☐	☐	
4	**QUERY CAPABILITIES**				
	Ability to query for user defined earnings paid during a user defined period of time	☐	☐	☐	
	Ability to query salary history for an employee for a user defined period of time (shows salary as of effective date regardless of when the change was processed)	☐	☐	☐	
	Ability to query employee information by name, partial name, employee number or social security number	☐	☐	☐	
	Ability to query checks and direct deposit warrants by number, employee name, partial name, employee number or social security number	☐	☐	☐	
	Ability to query garnishments by number, employee name, partial name, employee number or social security number	☐	☐	☐	
	Ability to query all elements on the employee master file	☐	☐	☐	
	Ability to provide element level security when querying employee data	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
5	**INTERFACE REQUIREMENTS**				
	Capable of providing ACH through electronic means. Outputs payroll file in ACH format and follow all ACH requirements for processing	☐	☐	☐	
	Ability to accommodate automatic direct deposit of paychecks through electronic funds transfer to:	☐	☐	☐	
	multiple accounts within a bank	☐	☐	☐	
	multiple banks	☐	☐	☐	
	no limit to number of automatic direct deposit accounts	☐	☐	☐	
	deposit remaining net amount of check	☐	☐	☐	
	Ability to automatically update to general ledger on void checks for a user-defined period	☐	☐	☐	
	Ability to automatically generate journal entries for disbursements of all deductions and tax liabilities	☐	☐	☐	
	Ability to interface with an external application if a application module is not included in the ERP system or we elect not to use them	☐	☐	☐	
	External time recording system	☐	☐	☐	
	Ability to directly interface with the ERP accounts payable system	☐	☐	☐	
	Ability to interface directly with the ERP general ledger system	☐	☐	☐	
	Ability to create an external interface files that could be used to exchange data with other City applications	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Provide electronic transfer files of W2's to Federal government	☐	☐	☐	
	Provide interface to pension plans	☐	☐	☐	
6	**REPORTING REQUIREMENTS**				
	Ability to query for user defined earnings paid during a user defined period of time	☐	☐	☐	
	Ability to view salary history for an employee for a user defined period of time (shows salary as of effective date regardless of when the change was processed)	☐	☐	☐	
	Summary totals for current pay period for the following categories:	☐	☐	☐	
	Gross Pay	☐	☐	☐	
	Tax Deductions	☐	☐	☐	
	Pre-Tax Deductions	☐	☐	☐	
	Other Deductions	☐	☐	☐	
	Other User Defined Fields	☐	☐	☐	
	Net Pay	☐	☐	☐	
	Ability to provide a payroll proof list of all payroll calculations, gross-to-net, before checks are produced, including:	☐	☐	☐	
	hours by type	☐	☐	☐	
	earnings by type	☐	☐	☐	
	employee tax liabilities	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	employee deduction amount	☐	☐	☐	
	employer contribution amount	☐	☐	☐	
	deductions not taken and set-up in arrears	☐	☐	☐	
	employer portion of all taxes	☐	☐	☐	
	total by employee, fund, department, cost center, and overall total	☐	☐	☐	
	outstanding Checks Distribution	☐	☐	☐	
	manual and Void Check Report	☐	☐	☐	
	Ability to query and report from any field within the payroll module and for any time period	☐	☐	☐	
	Ability to do year-end accruals of salaries and benefits	☐	☐	☐	
	Ability to produce Federal tax return reports	☐	☐	☐	
	Ability to generate payroll, deductions, and earnings registers	☐	☐	☐	
	Ability to produce all W-2 information for employees and reporting agencies on standard forms	☐	☐	☐	
	Ability to sort W-2 information in a user-defined format	☐	☐	☐	
	Ability to reprint a single W-2 from current or prior year or do mass reprints	☐	☐	☐	
	Ability to generate standard reports that reconcile earnings to 941's	☐	☐	☐	
	Ability to support state unemployment reporting	☐	☐	☐	
	Ability to test W-2 information before making available to the employee	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to display payroll calendars	☐	☐	☐	
	Ability to view or print current or prior year W-2's from employee self service	☐	☐	☐	
	Ability to store W-2 forms electronically	☐	☐	☐	
	Ability to accommodate employee self served through the Internet for deductions and other pay information by pay period, year-to date, etc	☐	☐	☐	
	Ability to create new reports and integrate them with the ERP application	☐	☐	☐	
	Ability to provide standard payroll reports including payroll, benefits and deduction registers in alphabetical order and in activity order on bi-weekly, semi-monthly, monthly, quarterly or yearly basis or other user-defined pay periods	☐	☐	☐	
	Ability to produce a report that shows earnings and retirement contributions for each pay category and distribution of contributions	☐	☐	☐	
	Ability to print various discrepancy reports (inactive with pay, exempt under 80 hrs, etc.)	☐	☐	☐	
	Ability to change formatting on all reporting	☐	☐	☐	
	Ability to save reports in other applications (Excel)	☐	☐	☐	
	Ability to design reports to conform to Government reporting	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to produce the following reports:	☐	☐	☐	
	Payroll Checks - printed for each employee paid by check	☐	☐	☐	
	Direct Deposits Advices - printed for each employee who has selected direct deposit	☐	☐	☐	
	Year-to -Date Earnings Register - prepared for each payroll period, shows YTD earnings and deductions by employee, active and inactive employees included. Report both on a fiscal year and a calendar year basis. Ability to report across multiple years.	☐	☐	☐	
	Year-to -Date Earnings Register by organization code - same as above, shows YTD earnings and deductions by division and department.	☐	☐	☐	
	Employee Register - prepared on request. The report shows the contents on each employee master file record, by employee.	☐	☐	☐	
	Payroll Registers - shows YTD earnings and deductions by employee.	☐	☐	☐	
	Special Deductions Report - shows the amounts deducted per employee for user selected deductions	☐	☐	☐	
	Gross Earnings Report - gross earnings by type of wages: MTD, QTD YTD	☐	☐	☐	
	Special Earnings Report - printed on demand. Shows the amounts per employee for user selected earnings categories	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Gross-To-Net Payroll Register - prepared each payroll period. Shows the computation of gross wages for each employee and the deductions from gross wages. Sequence by employee within department.	☐	☐	☐	
	Exception Reports:	☐	☐	☐	
	Employees not paid within a specific pay period	☐	☐	☐	
	Employees paid more than standard during a specific pay period	☐	☐	☐	
	Employees approaching maximum comp time balances	☐	☐	☐	
	Severance Liability Report - printed annually. Calculates potential liability for accrued time balances for employees.	☐	☐	☐	
	State Unemployment Report	☐	☐	☐	
	Tax Summary Reports	☐	☐	☐	
	Labor Distribution Reports by:	☐	☐	☐	
	General Ledger Account Number	☐	☐	☐	
	Fund	☐	☐	☐	
	Department	☐	☐	☐	
	Cost Center	☐	☐	☐	
	Project	☐	☐	☐	
	Deduction Detail and Summary Report - by deduction type including YTD figures	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Annual Workers Comp Payroll Report - shows payroll by employee and category	☐	☐	☐	
	Total Employee Hours Worked Report - show each year	☐	☐	☐	
	Total Employees by Department/Cost Center Report	☐	☐	☐	
7	**DEDUCTION PROCESSING**				
	Manage priority order of processing deductions for regular payroll schedules	☐	☐	☐	
	Ability to maintain deduction amounts in tables rather than on an employee level (ex - premium costs for a level of coverage)	☐	☐	☐	
	Ability to restrict use of a deduction based on bargaining group or employment type	☐	☐	☐	
	Ability to mass load deduction types for a particular group of employees	☐	☐	☐	
	Maintain start and end dates during which a deduction should be taken for an individual employee	☐	☐	☐	
	Ability to issue employee refunds	☐	☐	☐	
	Track benefit deductions that go into arrears	☐	☐	☐	
	Support one time deduction transactions to increase or decrease a deduction amount for a specific payroll	☐	☐	☐	
	Ability to process partial deductions if an employee's pay isn't sufficient to cover the full deduction	☐	☐	☐	

	Financial Administration -- Payroll System	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to query history to find when a deduction was in effect	☐	☐	☐	
	Ability to query a list of employees with a specific deduction type or amount for a user defined period	☐	☐	☐	
	Recognizes that certain deductions are not included in the calculation of disposable earnings used for garnishment calculations	☐	☐	☐	
	Ability to support unlimited user-defined deduction and payment categories	☐	☐	☐	
	Ability to provide separate FICA as opposed to Medicare	☐	☐	☐	
	Ability to track both employee and employer paid portions of FICA and Medicare	☐	☐	☐	
	Ability to accommodate the following deductions and have them appear on check or direct deposit statement:	☐	☐	☐	
	charitable contributions (e.g. United Way) - Multiple	☐	☐	☐	
	medical (multiple)	☐	☐	☐	
	life insurance (multiple)	☐	☐	☐	
	additional optional life insurance (multiple)	☐	☐	☐	
	garnishments (multiple)	☐	☐	☐	
	tax levy claims	☐	☐	☐	
	child support (double)	☐	☐	☐	
	deferred compensation plans (multiple)	☐	☐	☐	
	checking account deposit	☐	☐	☐	
	savings account deposit	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	employer paid benefit	☐	☐	☐	
	FSA Spending Account	☐	☐	☐	
	excludable deduction from earnings before taxes	☐	☐	☐	
	other user defined deductions	☐	☐	☐	
	Ability to allow earnings and deductions to be defined and processed according to the following categories:	☐	☐	☐	
	Union	☐	☐	☐	
	Job title	☐	☐	☐	
	Ability to require benefits deductions to be based on eligibility. Example full time vs. part time.	☐	☐	☐	
	Ability to limit the amount of any deduction or earnings accumulator	☐	☐	☐	
	Ability to calculate deductions based upon the following:	☐	☐	☐	
	flat amount	☐	☐	☐	
	percent of gross	☐	☐	☐	
	factor (e.g.. 1.5 hourly wage for union dues)	☐	☐	☐	
	percentage of any combination of pay (e.g.. 457 deferred compensation)	☐	☐	☐	
	pay after combination of deductions (after net pay)	☐	☐	☐	
	Ability to handle the following deductions controls:	☐	☐	☐	
	one time only	☐	☐	☐	
	every pay period	☐	☐	☐	
	bi-monthly	☐	☐	☐	
		Fully Compliant			

Financial Administration -- Payroll System				Modification/Custom Software		
					Not available	
						Third Party (include company name)
	start and stop dates	☐	☐	☐		
	annual dollar limits	☐	☐	☐		
	pay period dollar limits	☐	☐	☐		
	24 out of 26 pay periods	☐	☐	☐		
	26 out of 26 pay periods	☐	☐	☐		
	1st pay period of the month only	☐	☐	☐		
	2nd pay period of the month only	☐	☐	☐		
	Ability to automatically handle arrears and retroactive processing based on a variety of options	☐	☐	☐		
	Ability to handle garnishments:	☐	☐	☐		
	multiple garnishments on the same check	☐	☐	☐		
	flat amount or percentage	☐	☐	☐		
	start and stop based on maximum amounts	☐	☐	☐		
	prioritize deductions outside of garnishments	☐	☐	☐		
	Ability to maintain garnishment information including date of order, case/court number, collection agency, name, total collection amount.	☐	☐	☐		
	Track duration of garnishment until it is satisfied or expires	☐	☐	☐		
	Manage business rules for multiple garnishment types and regulations	☐	☐	☐		
	Maintain multiple concurrent garnishment processing rules with a priority sequence for processing	☐	☐	☐		

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Payroll System				Third Party (include company name)
	Ability to compute, on the before or after tax basis, employee deductions for items such as:				
	taxes				
	life Insurance				
	medical Insurance				
	Deferred compensation plan				
	long-term disability				
	Social Security and Medicare				
	pension plan				
	other user-defined deductions				
	Ability to accommodate various pay codes such as the following:				
	regular (Full-time, Part-time, Temporary, etc.)				
	user-defined premium pay				
	overtime				
	holiday				
	shift differential (multiple types)				
	vacation				
	comp time				
	retroactive pay				
	jury duty				
	military				
	FMLA leave				
		Fully Compliant			

Financial Administration -- Payroll System				Modification/Custom Software Not available	Third Party (include company name)
	on call	☐	☐	☐	
	cell phone	☐	☐	☐	
	leave of absence	☐	☐	☐	
	mileage	☐	☐	☐	
	administrative leave	☐	☐	☐	
	car allowance	☐	☐	☐	
	other user-defined pay codes	☐	☐	☐	
	Ability to override deductions on paycheck	☐	☐	☐	
	Ability to track pay types and generate reports on any of the pay types	☐	☐	☐	
	Ability to provide direct link to Accounts Payable for all deduction and liabilities with accompanying reports	☐	☐	☐	
	Ability to handle multiple pay groups	☐	☐	☐	
	Provide security controlled access to the payroll system	☐	☐	☐	
	Ability to set up individualized profiles for user access	☐	☐	☐	
	Ability to periodically change passwords without changing security code profile	☐	☐	☐	
		☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Payroll System					Third Party (include company name)
		☐	☐	☐	
8	**PAY WARRANT/DIRECT DEPOSIT PROCESSING**	☐	☐	☐	
	Ability to generate employee checks for one or more employees between pay periods, to enter gross pay and have net pay calculated, to be included in the reconciliation process, recorded on the history file and not require a special run.	☐	☐	☐	
	Ability to generate duplicate check stubs on demand and multiple page earnings statements implying automatic check voiding.	☐	☐	☐	
	Ability to distribute warrants by groups and/or destinations.	☐	☐	☐	
	Ability to generate user defined advices and warrant formats	☐	☐	☐	
	Ability to perform check reconciliation by check number, date, amount cleared and status (void, stop payment, outstanding)	☐	☐	☐	
	Ability to void checks:	☐	☐	☐	
	void check only, all amounts remain the same	☐	☐	☐	
	void check and reverse all entries for earnings, hours, deductions, taxes, etc., and make proper accounting entries	☐	☐	☐	
	Ability to retain a historical file of all checks/deposit slips created	☐	☐	☐	
	Ability to replace lost paychecks (issue a new check)	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to re-start the payroll check printing process at any point without a re-run of the previously printed checks	☐	☐	☐	
	Ability to issue one payment per employee which includes their paycheck and employee expense reimbursements	☐	☐	☐	
	Ability to prioritize accounts for direct deposit	☐	☐	☐	
	For direct deposit, support flat amount sent to an account	☐	☐	☐	
	For direct deposit, support percentage sent to an account	☐	☐	☐	
	Ability to produce detailed descriptions on pay stubs such as:	☐	☐	☐	
	date paid	☐	☐	☐	
	period beginning and end dates	☐	☐	☐	
	federal filing status and allowances	☐	☐	☐	
	hourly rate of pay	☐	☐	☐	
	total hours for current pay period for each earnings	☐	☐	☐	
	current pay period balances for each earning and deduction	☐	☐	☐	
	ytd balances for each pay type and deduction	☐	☐	☐	
	current leave balances (up to 10 balances)	☐	☐	☐	
	direct deposit information including amount sent to each account	☐	☐	☐	
	any additional fields on the payroll database as desired	☐	☐	☐	
	Ability to print multiple messages on the pay stubs based upon:	☐	☐	☐	
	City-wide	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Payroll System				Third Party (include company name)
	department	☐	☐	☐	
	job classification	☐	☐	☐	
	benefit status	☐	☐	☐	
	health plan	☐	☐	☐	
	by any deduction category	☐	☐	☐	
	Ability to create an employee benefits statement by employee, including statement of earnings, benefit accrual, deductions, and state the cost of benefits for each pay period and cumulative for year to date	☐	☐	☐	
9	**TIME AND ATTENDANCE**				
	Provide warning message if no time entered for an active employee	☐	☐	☐	
	Ability to automatically calculate overtime required by FLSA regulations	☐	☐	☐	
	Ability to handle multiple supplemental pays	☐	☐	☐	
	Ability to collect time input by multiple methods, including electronic methods	☐	☐	☐	
	Ability to view, edit, and/or enter hours on an individual or group basis	☐	☐	☐	
	Ability to verify hours worked based on work schedule and earnings code	☐	☐	☐	
	Ability to deliver client specified timesheets to various groups and/or types of employees	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Payroll System				**Third Party (include company name)**
	Ability to display current leave balances for each employee while time is being entered or reviewed	☐	☐	☐	
	Ability to prevent the use of accruals over earned amount, with the ability to override with the appropriate security	☐	☐	☐	
	Ability to provide edit reports after time input that will capture user defined specifications such as excessive overtime or zero hours of active employees	☐	☐	☐	
	Ability to future-date transactions for processing during the appropriate pay period	☐	☐	☐	
	Ability to accommodate multi-level of approvals electronically	☐	☐	☐	
	Ability to prorate accruals based on time worked	☐	☐	☐	
	Ability to adjust or reverse previous hours	☐	☐	☐	
	Ability to define leave accrual maximums and annual rollover limits	☐	☐	☐	
	Ability for the automated accrual of vacation and sick hours each time a pay cycle runs. Allow for the automated refresh of vacation and sick time based on an employee's anniversary date.	☐	☐	☐	
	Ability to provide an on-line inquiry of available leave for each employee	☐	☐	☐	
	Provide ability to adjust accrual balances	☐	☐	☐	
	Ability to allow the accumulation and tracking of compensatory hours	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to report time on an hourly, daily, weekly, bi-weekly or semi monthly basis	☐	☐	☐	
	Ability to report time on an exception basis for hourly and salaried employees	☐	☐	☐	
	Track employees who have taken FMLA during calendar year	☐	☐	☐	
	Ability to generate report detailing employee's balance, accrual, and use patterns and produce information on a cumulative calendar or fiscal Y-T-D basis	☐	☐	☐	
	Ability to print vacation/sick/accrued/comp time leave balance report lists the entitlement used and remaining balance for employee	☐	☐	☐	
	Ability to mass update all deduction goals	☐	☐	☐	
	Ability to define and enforce user-defined rules for holiday, vacation, sick time, comp time and accrued time usage	☐	☐	☐	
	Ability to track all days that any accruals were used by pay period	☐	☐	☐	
	Ability to send alert or notification to employee and supervisor when vacation or compensation time accrual maximum is approaching	☐	☐	☐	
	Ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction	☐	☐	☐	
	Ability to handle multiple supplemental pays	☐	☐	☐	
	Ability to produce time and attendance reports	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to transfer or distribute an employee's wage or salary including overtime to another fund/department/cost center	☐	☐	☐	
	Ability to provide calculation of accruals and cost distribution when pay period and accounting period do not coincide	☐	☐	☐	
	Ability to automatically reverse accruals the first cycle of the next accounting period	☐	☐	☐	
10	**LABOR DISTRIBUTION**				
	Ability to capture and distribute information to the general ledger including:	☐	☐	☐	
	employee earnings, taxes, deductions and time	☐	☐	☐	
	employer costs associated with employees (e.g., insurance)	☐	☐	☐	
	special pay types as necessary (e.g., police bonuses)	☐	☐	☐	
	Ability to perform reverse pay calculation for selected employees and reverse corresponding expense distribution to cost center level	☐	☐	☐	
	Ability to correct distributions retroactively, either by individual or through mass change	☐	☐	☐	
	Ability to interface with an external time and attendance system	☐	☐	☐	

Financial Administration -- Payroll System		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
11	**TAXES**				
	Provide and maintain Federal, State and Local Tax Tables and Tax Calculations	☐	☐	☐	
	FICA:	☐	☐	☐	
	Ability to stop deducting FICA when applicable limits are reached	☐	☐	☐	
	Ability to not withhold FICA	☐	☐	☐	
	Ability to exclude sick pay from employee and employer FICA tax deductions after 6 months of continuous sick leave	☐	☐	☐	
	Ability to process employees who are not required to pay taxes (e.g. Foreign students)	☐	☐	☐	
	Ability to start and stop pre-tax benefit plans	☐	☐	☐	
	Ability to have fixed and additional amounts to be withheld for federal and state taxes	☐	☐	☐	
	Ability to handle pro-forma calculation of taxes and deductions for a given gross pay (for manually prepared checks)	☐	☐	☐	
	Ability to calculate employer tax and benefits contribution liabilities	☐	☐	☐	
	Ability to override a tax calculation at employee level for:	☐	☐	☐	
	exclusion of tax	☐	☐	☐	
	calculation of additional tax at fixed or percent amount	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Payroll System					Third Party (include company name)
	Ability to handle taxation of retroactive payments, lump sum payments, or other additional compensation to avoid excessive taxation	☐	☐	☐	
	Ability to calculate earned income credit	☐	☐	☐	
	Ability to calculate imported benefits for tax purposes	☐	☐	☐	
	Ability to treat Medicare as a tax rather than a deduction	☐	☐	☐	
	Ability to maintain detail data for 941 reports as well as other information for yearly tax reporting requirements	☐	☐	☐	
	Ability to provide additional earnings and tax treatment for usage of City vehicles.	☐	☐	☐	
	Provide for the following federal and state tax methods	☐	☐	☐	
	standard income tax deduction	☐	☐	☐	
	accumulate taxable wages and do not withhold tax	☐	☐	☐	
	take a fixed amount for income taxes	☐	☐	☐	
	do not accumulate taxable wages and do not withhold tax	☐	☐	☐	
	use percentage of taxable wages for withholding	☐	☐	☐	
	use standard income tax calculation plus fixed amount	☐	☐	☐	
	Ability to store marital status of single, married, head of household and number of exemptions independently for state and federal tax options	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Payroll System				Third Party (include company name)
12	**SUPPORT**				
	Schedule and coordinate installation and configuration of security	☐	☐	☐	
	Product must include complete training material	☐	☐	☐	
	Customer service staff available after business hours with a support line staffed by business and technical professionals	☐	☐	☐	
	Ability of Vendor to focus on the ongoing support and development of the customer product	☐	☐	☐	
	Ability of vendor to generate an initial response within 2 hrs, and address and resolve critical problems within 2 hours, with all other production problems addressed and resolved within 48 hours	☐	☐	☐	
	Ability of the vendor to provide conversion services	☐	☐	☐	
	Ability of the vendor to provide product modification services	☐	☐	☐	
	Ability of the vendor to provide training services for the integrated application software	☐	☐	☐	
	Ability of the vendor to provide training services for the proposed hardware and software	☐	☐	☐	
	Ability of the vendor to provide training services for the reporting software	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Payroll System					Third Party (include company name)
13	**ERP REQUIREMENTS NOT PLACED IN PAYROLL OR EMPLOYEE RELATIONS FUNCTIONS**				
	Ability to provide a history of an employee's (Example: leaves, benefits paid, time and attendance, paid time off)	☐	☐	☐	
	Ability to track retired employees who have returned to work as a temporary or permanent employee.	☐	☐	☐	
	Turnover Information	☐	☐	☐	
	Record of all events in the employee life	☐	☐	☐	
	Ability to retain a permanent history of an employee even though they are no longer an active employee.	☐	☐	☐	
	Ability to utilize effective and termination dating when entering payroll and/or Human Resource related changes.	☐	☐	☐	

	Financial Administration -- Time Recording	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	**GENERAL REQUIREMENTS**				
	Fully integrated or Interfaced with HRIS and Payroll system	☐	☐	☐	
	The system should be online real-time and utilize a Web based user interface	☐	☐	☐	
	Allow interfacing to other time reporting systems	☐	☐	☐	
	Allow project/grant/activity level by labor unit	☐	☐	☐	
2	**TIME AND ATTENDANCE**				
	Provide warning message if no time entered for an active employee	☐	☐	☐	
	Ability to automatically calculate overtime required by FLSA regulations or City union contracts	☐	☐	☐	
	Ability to handle multiple supplemental pays	☐	☐	☐	
	Ability to collect time input by multiple methods, including time clocks, web punching, tele punch and other electronic methods	☐	☐	☐	
	Ability to view, edit, and/or enter hours on an individual or group basis	☐	☐	☐	
	Ability to verify hours worked based on work schedule and pay codes and present exceptions of specified user	☐	☐	☐	
	Ability to edit time prior to payroll processing, with an audit trail of all changes	☐	☐	☐	
	Ability to display current leave balances for each employee while time is being entered or reviewed	☐	☐	☐	

	Financial Administration -- Time Recording	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to prevent the use of accruals over earned amount, with the ability to override with the appropriate security	☐	☐	☐	
	Ability to receive notification when an employee has not been paid for pay period and is not on established leave	☐	☐	☐	
	Ability to provide edit reports after time input that will capture user defined specifications such as excessive overtime or zero hours of active employees	☐	☐	☐	
	Ability to future-date transactions for processing during the appropriate pay period	☐	☐	☐	
	Ability to accommodate multi-level approvals electronically	☐	☐	☐	
	Ability to prorate accruals based on time worked	☐	☐	☐	
	Ability to define leave accrual maximums and annual rollover limits	☐	☐	☐	
	Ability for the automated accrual of vacation and sick hours each time a pay cycle runs.	☐	☐	☐	
	Ability to provide an on-line inquiry of available leave for each employee	☐	☐	☐	
	Provide ability to adjust accrual balances	☐	☐	☐	
	Ability to allow the accumulation and tracking of compensatory hours	☐	☐	☐	
	Ability to report time on an hourly, daily, weekly, bi-weekly or semi monthly basis	☐	☐	☐	
	Ability to report time on an exception basis for hourly and salaried employees	☐	☐	☐	

Financial Administration -- Time Recording		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Track employees who have taken FMLA during calendar year	☐	☐	☐	
	Ability to generate report detailing employee's balance, accrual, and use patterns and produce information on a cumulative calendar or fiscal Y-T-D basis	☐	☐	☐	
	Ability to print vacation/sick/accrued/comp time leave balance report that lists the entitlement used and remaining balance for employee	☐	☐	☐	
	Ability to prohibit negative accrual balances to be paid unless user-defined override	☐	☐	☐	
	Ability to define and enforce user-defined rules for holiday, vacation, sick time, comp time and other accrued time usage	☐	☐	☐	
	Ability to track all days that any accruals were used by pay period	☐	☐	☐	
	Ability to send alert or notification to employee and supervisor when vacation or compensation time accrual maximum is approaching	☐	☐	☐	
	Ability to perform both payroll and personnel functions from a single database with automatic update of information in both systems from a single transaction	☐	☐	☐	
	Ability to handle multiple supplemental pays	☐	☐	☐	
	Ability to produce time and attendance reports by fund, department, and employee	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Time Recording					Third Party (include company name)
	Ability to transfer or distribute an employee's wage or salary including overtime to another fund/department/cost center	☐	☐	☐	
	Ability to provide calculation of accruals and cost distribution when pay period and accounting period do not coincide	☐	☐	☐	

Financial Administration -- CAFR Reporting		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	GENERAL REQUIREMENTS				
	Ability to produce user designed Ad-Hoc reports that can be used to produce any format report.	☐	☐	☐	
	Ability to let users build reports on 'Non-GAAP', 'GAAP' and 'Entity-wide' basis.	☐	☐	☐	
	Provides the tools to let the user roll-up or combine virtually any group of accounts whether or not they are related by account number, into any row or column.	☐	☐	☐	
	Ability to provide 'Net' amount of any adjustment period so the user can create the reconciliation that accompanies some statements.	☐	☐	☐	
	Ability to allow unlimited years of data to be stored on the database, thus providing the user with many historical resources that may not be available otherwise.	☐	☐	☐	
	Ability for end users with little experience in report generation to easily learn how to create reports	☐	☐	☐	
	Ability to produce 'Camera-Ready' reports. Reports can be exported into Excel allowing the users to convert them to .PDF, Word or whatever publication software is desired.	☐	☐	☐	
	The ability to establish user definable GASB reporting categories (i.e. Program Revenue, Program Expenditure codes).	☐	☐	☐	
	Reporting categories should be available for each account.	☐	☐	☐	

	Financial Administration -- CAFR Reporting	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to establish user definable GASB fund requirements for each site specific fund.	☐	☐	☐	
	GASB reporting tool must integrate with general ledger and journals.	☐	☐	☐	
	The ability to establish user definable GASB reporting categories (i.e. Program Revenue, Program Expenditure codes).	☐	☐	☐	
	The ability to generate reclassification journals for end of year journals (i.e. move from cash basis to modified accrual or accrual).	☐	☐	☐	
	The ability to retrieve past reclassification journals for more efficient end of year processing year after year.	☐	☐	☐	
	The ability to review and re-categorize all Function/Program balances with drill-down capabilities to general ledger number associated with the function.	☐	☐	☐	
	System can show on-line all accounts that have not been coded with GASB information.	☐	☐	☐	
	All balances can be reviewed on-line and changed if needed.	☐	☐	☐	
	GASB reporting tool should not adjust day to day reports.	☐	☐	☐	
	Ability to create CAFR reports.	☐	☐	☐	
	Reports should be generated into Excel with formulas embedded in report to enable balance changes.	☐	☐	☐	

	Financial Administration -- CAFR Reporting	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Reports should allow for a rounding factor where applicable. The rounding factor should range from None to $100,000	☐	☐	☐	
	The ability to select which reclassification journals to process for report balances must be available.	☐	☐	☐	
	The ability to preview report prior to processing to Excel.	☐	☐	☐	
	The report preview should contain hyperlinks for user to review the accounts and amount included in a specific value.	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Financial Administration -- Purchasing				
1	**GENERAL REQUIREMENTS**				
	Ability for decentralized entry/inquiry of purchase orders	☐	☐	☐	
	Supports one time purchase orders	☐	☐	☐	
	Supports blanket purchase orders	☐	☐	☐	
	Ability to track all revisions to blanket purchase orders	☐	☐	☐	
	Ability to link Purchase Orders to a contract	☐	☐	☐	
	Ability to enter unlimited item descriptions for every PO line item	☐	☐	☐	
	Ability to enter multiple GL account distributions per line item	☐	☐	☐	
	Ability to enforce not to exceed amounts	☐	☐	☐	
	Supports use of commodity codes	☐	☐	☐	
	Ability to create multiple purchase orders from a single requisition	☐	☐	☐	
	Ability to create a single purchase order from multiple requisitions	☐	☐	☐	
	Ability to automatically apply vendor discounts	☐	☐	☐	
	Ability to process PO item returns	☐	☐	☐	
	Purchase order fields to include but not limited to:	☐	☐	☐	
	PO ID	☐	☐	☐	
	PO Type	☐	☐	☐	
	Date, Time Ordered	☐	☐	☐	
	Date, Time needed	☐	☐	☐	
	Quantity	☐	☐	☐	

	Financial Administration -- Purchasing	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Unit of Measure	☐	☐	☐	
	Part number\Item Identifier\Service	☐	☐	☐	
	GL Account\Center\Unit\Project\Task\Grant\Contract	☐	☐	☐	
	Buyer	☐	☐	☐	
	Commodity codes	☐	☐	☐	
	Taxes	☐	☐	☐	
	Shipping / Freight Cost	☐	☐	☐	
	Unit Cost	☐	☐	☐	
	Terms	☐	☐	☐	
	Description (text) free form	☐	☐	☐	
	Comment field (text - free form)	☐	☐	☐	
	Ability to automatically calculate PO totals and taxes and recognize tax -exempt organizations and/or purchase items	☐	☐	☐	
	Ability to attach associated documents to a PO (e.g.: Word, Excel)	☐	☐	☐	
	Ability to edit\cancel a purchase order	☐	☐	☐	
	Ability to support encumbrance control for budgeted funds.	☐	☐	☐	
	Ability to support "soft" pre-encumbrance control, whereby a warning is given if sufficient funds are not available.	☐	☐	☐	
	Ability to copy information from one process to another without rekeying (i.e., requisition to purchase order).	☐	☐	☐	

Financial Administration -- Purchasing		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to drill down to supporting documents within the purchasing system.	☐	☐	☐	
	Ability to establish and maintain information concerning:	☐	☐	☐	
	Vendors	☐	☐	☐	
	Commodities and a commodity coding structure (NIGP codes)	☐	☐	☐	
	Standards or specifications for items acquired	☐	☐	☐	
	Standard text for terms and conditions of purchases	☐	☐	☐	
	Ability to receive, record and tabulate bids.	☐	☐	☐	
	Ability to process and track receipt of goods/services.	☐	☐	☐	
	Ability to track vendor performance including delivery, complaints and resolution.	☐	☐	☐	
	Ability to track vendor performance against user defined criteria or standards.	☐	☐	☐	
	Ability to record and maintain history of purchases, commodities, and volumes.	☐	☐	☐	
	Ability to support workflow for procurement approval process, including multiple approvals at the departmental and central purchasing levels.	☐	☐	☐	
	Ability to support two-way, three-way and four-way matching of documents.	☐	☐	☐	
	Ability to utilize the Internet for vendor communication.	☐	☐	☐	
	Ability to support automatic entry into other modules, such as inventory and fixed assets from purchasing.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Purchasing					Third Party (include company name)
	Ability to maintain history of all purchasing processes including requisitions, bid/quotes, multiple types of purchases, and receiver information.	☐	☐	☐	
	Ability for end-users to check expenditures to date against encumbrances and budgets and see results on-line in real time prior to processing an expenditure request.	☐	☐	☐	
	Ability to support updating general ledger accounts for all procurement transactions.	☐	☐	☐	
	Ability to look up real-time status of purchasing processes.	☐	☐	☐	
	Ability to track last purchase date and amount for any item.	☐	☐	☐	
	Ability to track expenditures against credit cards issued to employees.	☐	☐	☐	
	Ability to utilize imaged or scanned documents such as vendor invoices and other source documents.	☐	☐	☐	
	Ability to support EDI or fax capabilities for purchase orders and other vendor/procurement functions.	☐	☐	☐	
	Ability for vendors to download City purchase orders from the Web.	☐	☐	☐	
	Ability to support purchasing thresholds by vendor (e.g., $25,000 bid limit).	☐	☐	☐	
	Ability to analyze vendor bids/quotations and make comparisons.	☐	☐	☐	
	Ability for stock reorders to default to the primary vendor for the ordered item	☐	☐	☐	

	Financial Administration -- Purchasing	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to utilize purchase cards for individuals and departments	☐	☐	☐	
	Ability to know where the pricing originated	☐	☐	☐	
2	**VENDOR FUNCTIONALIY**				
	Unlimited vendor addresses	☐	☐	☐	
	Ability to assign vendor type codes	☐	☐	☐	
	Ability to search for vendors but limited to:	☐	☐	☐	
	Type Codes	☐	☐	☐	
	Commodity Codes	☐	☐	☐	
	Vendor Name	☐	☐	☐	
	Ability to support one master vendor file for all modules in the system, with security on the ability to change and/or update vendor records.	☐	☐	☐	
	Ability to store the following vendor information:	☐	☐	☐	
	Name	☐	☐	☐	
	DBA Name / AKA	☐	☐	☐	
	Title (e.g., Dr., Attorney, etc.)	☐	☐	☐	
	Employee designation	☐	☐	☐	
	Vendor number	☐	☐	☐	
	Vendor e-mail & web site information	☐	☐	☐	
	Contact person(s)	☐	☐	☐	
	Federal Tax Identification Number (TIN)				
		Fully Compliant			

Financial Administration -- Purchasing					Modification/Custom Software
				Not available	
					Third Party (include company name)
	Phone, mobile phone, and fax number(s)	☐	☐	☐	
	Minority/woman/disadvantaged business indicator	☐	☐	☐	
	Last date vendor utilized	☐	☐	☐	
	Payment methods	☐	☐	☐	
	Type of company (e.g., corporation, partnership, etc.)	☐	☐	☐	
	Vendor status flag (e.g. Vendor-on-hold, litigation, payment dispute, problem, preferred, ranking etc.)	☐	☐	☐	
	Other user-defined information	☐	☐	☐	
	Ability to track vendor W9 & 1099 information.	☐	☐	☐	
	Ability to maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.	☐	☐	☐	
	Ability to delete or deactivate vendor from vendor listing by date with reason. Historical data would be retained.	☐	☐	☐	
	Ability to rate vendor at each event point (milestone) based on user-defined criteria for commodities as well as professional services.	☐	☐	☐	
	Ability to have numeric vendor numbers be system generated.	☐	☐	☐	
	Ability to search vendor files from within purchasing processes (i.e., requisition and purchase order).	☐	☐	☐	
	Ability to create vendor groupings for specific commodities, locations, etc.	☐	☐	☐	
	Ability to maintain an accumulated purchasing transaction history for each vendor in system.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Purchasing					Third Party (include company name)
	Ability to maintain an audit trail for changes to the vendor master file.	☐	☐	☐	
	Ability to change vendor name without losing the history.	☐	☐	☐	
	Ability to detect duplicate vendor information upon entry of vendor information.	☐	☐	☐	
	Ability to allow transactions with valid vendors only.	☐	☐	☐	
	Ability to allow the selective inactivation or purging of vendor records by user-defined criteria.	☐	☐	☐	
	Ability to search for a vendor by item code, number, or description (in other words, attach vendor to an item(s)).	☐	☐	☐	
	Ability to accommodate vendor self-service:	☐	☐	☐	
	Vendor registration	☐	☐	☐	
	Vendor file administration, with workflow approval before update	☐	☐	☐	
	Download of forms from City website	☐	☐	☐	
	Provide for problem vendor inquiry capabilities	☐	☐	☐	
	Ability to indicate problem vendors on a system	☐	☐	☐	
	Provide the capability to alter vendor numbers due to vendor status changes from minority to non-minority vendors and business owned by woman	☐	☐	☐	

Financial Administration -- Purchasing		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
3	**PROCESSING**				
	Ability to effectively date transactions, either before or after the current date.	☐	☐	☐	
	Ability to enter a percentage or flat amount of discount on the requisition or unique pricing exceptions by dept	☐	☐	☐	
	Ability to reflect trade-in value on requisitions.	☐	☐	☐	
	Ability to enter future dates beyond the end of the fiscal year	☐	☐	☐	
	Ability to record "competing quotes" for each procurement transaction and display them by total in a line item format.	☐	☐	☐	
	Ability for competing quotes summary to include the following information:	☐	☐	☐	
	Bid number (user-defined)	☐	☐	☐	
	Vendor Name & Address	☐	☐	☐	
	Vendor contact person	☐	☐	☐	
	Vendor phone	☐	☐	☐	
	Vendor fax	☐	☐	☐	
	Vendor e-mail & web site information	☐	☐	☐	
	Vendor mobile phone	☐	☐	☐	
	Contacted by	☐	☐	☐	
	Contact Date	☐	☐	☐	
	Dollar Amount (total)	☐	☐	☐	
	Comment (text) field	☐	☐	☐	

	Financial Administration -- Purchasing	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Initial setup cost	☐	☐	☐	
	Terms	☐	☐	☐	
	Unit cost	☐	☐	☐	
	Shipping/Freight cost	☐	☐	☐	
	Ability to summarize charges on an account and project level at the end of a purchase order.	☐	☐	☐	
	Ability to disencumber the PO from the prior year; re-encumber and charge the expense to the current year	☐	☐	☐	
4	**REQUISITION PROCESSING/FUNCTIONALITY**				
	Ability for decentralized entry/inquiry of requisitions	☐	☐	☐	
	Supports Purchase Requisitions	☐	☐	☐	
	Supports Inventory Requisitions	☐	☐	☐	
	Supports Requisition to Bid	☐	☐	☐	
	Ability to edit/cancel Requisitions	☐	☐	☐	
	Available Budget is displayed upon requisition entry	☐	☐	☐	
	Ability to enforce budget limits	☐	☐	☐	
	Ability to over-ride budget limits with proper authorization	☐	☐	☐	
	Ability to enter multiple GL account distributions per line item	☐	☐	☐	
	Ability to encumber funds	☐	☐	☐	
	Requisition Fields to include but not limited to:	☐	☐	☐	
	Requisition ID	☐	☐	☐	
		Fully Compliant			

Financial Administration -- Purchasing					Modification/Custom Software Not available Third Party (include company name)
	Requisition Type	☐	☐	☐	
	Date, Time requested	☐	☐	☐	
	Date, Time needed	☐	☐	☐	
	Quantity	☐	☐	☐	
	Unit of Measure	☐	☐	☐	
	Part number\Item Identifier\Service	☐	☐	☐	
	GL Account\Center\Unit\Project\Task\Grant\Contract	☐	☐	☐	
	Requestor	☐	☐	☐	
	Payment method	☐	☐	☐	
	Comments	☐	☐	☐	
	Ability to attach associated documents to a requisition (e.g.: Word, Excel)	☐	☐	☐	
	Ability to electronically process multi-delivery, direct ship, blanket and non-blanket requisitions.	☐	☐	☐	
	Ability to assign default primary and secondary account codes for certain expenditures, which can be overridden if needed.	☐	☐	☐	
	Ability to prioritize allocation of costs to various primary/secondary account codes by either percentage or fixed amount.	☐	☐	☐	
	Ability to display multiple account numbers on any line item on requisitions.	☐	☐	☐	
	Ability to requisition by commodity description.	☐	☐	☐	
		Fully Compliant			

Financial Administration -- Purchasing					Modification/Custom Software Not available Third Party (include company name)
	Ability to perform the following requisition update functions, with the appropriate security: (add, change, delete, cancel)	☐	☐	☐	
	Ability to provide for multiple lines of input per individual requisition.	☐	☐	☐	
	Ability to provide reports to users and management on requisition status.	☐	☐	☐	
	Ability to create and track all requisitions by date, by requester, by budget, by item, by action item, etc.	☐	☐	☐	
	Ability to check against the budget and pre-encumber requisition per line item.	☐	☐	☐	
	Ability to assign project and grant accounting data per line item.	☐	☐	☐	
	Ability to modify items ordered through change order (add or delete) including part, class, quantity, unit of measure, vendor, cost, project, fund, with the appropriate security.	☐	☐	☐	
	Ability for users to look up vendors based upon commodity code.	☐	☐	☐	
	Ability to copy requisition information from one already in the system with proper security.	☐	☐	☐	
	Ability to track requisitions and automatically date and time stamp (received, accepted, returned, re-received) with notes and comments.	☐	☐	☐	
	Ability to track requisitions and log requisition number, fund number, budget number, account number, division number, activity, project.	☐	☐	☐	
		Fully Compliant			

	Financial Administration -- Purchasing		Modification/Custom Software	Not available	Third Party (include company name)
	Ability to convert lines of requisitions to multiple purchase orders and different vendors.	☐	☐	☐	
	Ability to flag requisitions for bid process by total amount or line item amount.	☐	☐	☐	
	Ability to charge parts to a specific fleet unit directly from the Purchasing module with or without a supporting work or job order and with or without bar coding functionality.	☐	☐	☐	
	Automated requisition ID that ties back to a Division/Department	☐	☐	☐	
	Ability to download vendor provided catalog data from various formats including the Internet, with the appropriate security.	☐	☐	☐	
	Ability to develop customized catalogs by vendor and item.	☐	☐	☐	
5	**BID AND QUOTE PROCESSING**				
	Ability to support the following types of bids: advertised sealed bids, phone and fax quotes, written requests for proposals/bids, requests for information, and quotations.	☐	☐	☐	
	Ability to access and update the vendor tables from within the bid/quote process with proper security and retro update previously issued purchase orders.	☐	☐	☐	
	Ability to create bid mailing lists of vendors by specific commodities.	☐	☐	☐	
	Ability to electronically send bids and RFPs.	☐	☐	☐	

	Financial Administration -- Purchasing	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to generate emails or postcard notifications to specific vendors that a bid, RFI, or RFP has been posted on the City website.	☐	☐	☐	
	Ability to allow inquiry into entire bid or bid item by vendor name or number, bid number, buyer or item number.	☐	☐	☐	
	Ability to provide entry by City staff of vendor quote responses (under $$$ amt), with the appropriate security.	☐	☐	☐	
	Ability to use system tools to analyze bids by price, quantity and availability by entire bid or single line item.	☐	☐	☐	
	Ability to copy information from one bid transaction to another with proper security.	☐	☐	☐	
	Ability to track Bid / RFP by awards, dollar amounts, vendor responses, buyer, commodity.	☐	☐	☐	
	Ability to track bid list / file by commodity code.	☐	☐	☐	
	Ability to track vendor bid list by vendor history, past awards, bid responses and new vendors.	☐	☐	☐	
	Ability to enter budgeted amount for a bid.	☐	☐	☐	
	Ability to track bid addenda (before opening and award).	☐	☐	☐	
	Ability to post award information on the Intranet and Internet.	☐	☐	☐	

	Financial Administration -- Purchasing	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
6	**PURCHASE ORDER MANAGEMENT**				
	Ability for Ad-hoc budget analysis tool	☐	☐	☐	
	Allow for budget vs. actual variance projections, e.g. Plan vs. Actual and % of budget spent	☐	☐	☐	
	Ability to customize one City-wide purchase order layout/format (and create templates).	☐	☐	☐	
	Ability to have multiple line items per purchase order with capability for one/multiple delivery schedules per line printed on purchase order.	☐	☐	☐	
	Ability to automatically number purchase orders with the ability to restart the numbering process with each fiscal year.	☐	☐	☐	
	Ability to create purchase orders from requisitions, bid/quotes and contracts.	☐	☐	☐	
	Ability to process blanket purchase orders.	☐	☐	☐	
	Ability to allow for unlimited standard and free form messages at the header and line item level.	☐	☐	☐	
	Ability to send purchase orders to vendors in the following formats: electronic data exchange, fax, e-mail or printed copy (with electronic signature, where applicable).	☐	☐	☐	
	Ability to generate bill to and ship to information automatically with secondary or internal delivery to location.	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
Financial Administration -- Purchasing					
	Ability to maintain original and revised promised ship dates, prices, open quantities and “ship via” information.	☐	☐	☐	
	Ability to assign multiple general ledger account coding per line item to purchase orders with multiple project codes.	☐	☐	☐	
	Ability to reprint hard copy of purchase orders and change orders when required w/o it becoming a change order or addendum after receiving	☐	☐	☐	
	Ability to identify duplicate or reprinted purchase orders or change orders as such.	☐	☐	☐	
	Ability to automatically close a purchase order when all items are received and/or the final invoice is paid.	☐	☐	☐	
	Ability to produce an open purchase order report listing all purchase orders by vendor name (alphabetical order), purchase order number, line item, description, quantity on order, quantity still open, buyer, account code, department, organization, and commodity.	☐	☐	☐	
	Ability to accommodate tolerances of either percentages or dollar amounts.	☐	☐	☐	
	Ability to automatically encumber final purchase order amount in general ledger, track differences and totals, and update remaining budget.	☐	☐	☐	
	Ability to allow annual automatic processing or renewal of on-going blanket purchase orders, with the appropriate workflow approval.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Financial Administration -- Purchasing					Third Party (include company name)
	Ability to receive notification when blanket or contract purchase order is about to be used up according to a user-defined dollar amount or percentage threshold.	☐	☐	☐	
	Ability to track freight by line item or lump sum and divide by total estimated/actual.	☐	☐	☐	
	Ability to allow one purchase order to be charged to multiple cost centers, accounts or budgets.	☐	☐	☐	
	Ability to allow purchase order to be tracked and monitored by buyer, vendor, item, class budget, dollars.	☐	☐	☐	
	Ability to trigger fixed asset process by analyzing purchase and making a decision based upon the purchase price, account number, and a user-defined commodity code table.	☐	☐	☐	
	Ability to require approval for change orders over a user-defined percentage of the original amount/ variance on the freight or shipping charge different from item	☐	☐	☐	
	Ability to ensure that changes to a PO result in automatic adjustments to encumbrance totals with audit and control trails.	☐	☐	☐	

Financial Administration -- Purchasing		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
7	**MATERIAL RECEIVING**				
	Ability to enter receipts for contracts or purchase orders	☐	☐	☐	
	Supports tracking quantity received, date, time, receiver	☐	☐	☐	
	Supports partial receipts	☐	☐	☐	
	Automatically updates line item status on PO and Requisition	☐	☐	☐	
	Automatically updates PO and requisition status	☐	☐	☐	
	Automatically updates vendor performance data	☐	☐	☐	
	Ability to process PO returns	☐	☐	☐	
	Ability to provide three-way or four-way matching capabilities.	☐	☐	☐	
	Ability to notify specified users when orders have not been received after a user-specified period of time.	☐	☐	☐	
	Ability to accommodate partial receipts.	☐	☐	☐	
	Ability to trigger Accounts Payable process based upon receipt information.	☐	☐	☐	
	Ability to detect and measure early / late and over / under shipments.	☐	☐	☐	
	Ability to maintain discrepancy file by vendor, stock number, item, dates, control number, purchase order number (receiving exception file).	☐	☐	☐	
	Ability to manually flag purchases for fixed asset tables upon receipt of good, with the appropriate security.	☐	☐	☐	
	Ability to audit receiving data by logon ID, date, time, etc.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Purchasing				Third Party (include company name)
	Ability to flag received goods for entry into inventory by item number.	☐	☐	☐	
8	**INTERFACES**				
	Integrate with Fixed Assets	☐	☐	☐	
	Integrate with Accounts Payable	☐	☐	☐	
	Integrate with Contracts	☐	☐	☐	
	Integrate with Accounts Receivable	☐	☐	☐	
	Integrate with General Ledger	☐	☐	☐	
	Integrate with Budget	☐	☐	☐	
9	**REPORTING/QUERYING**				
	Ability to produce the following reports:	☐	☐	☐	
	Requisitions by type, status, requestor and date range	☐	☐	☐	
	Purchase Orders by type. Status, buyer, date range and vendor	☐	☐	☐	
	Receipts by date range and receiver	☐	☐	☐	
	Actual vs. Invoice Variance Report	☐	☐	☐	
	Mismatch report	☐	☐	☐	
	Purchase order and change order generation	☐	☐	☐	
	Vendor performance/feedback report	☐	☐	☐	
	Items Not Received Listing	☐	☐	☐	
	Active vendors by Commodity codes	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Financial Administration -- Purchasing				
	Ability to generate reports of all purchase orders based on calculated user-defined criteria (e.g., >$2500 or between 5/1/ and 6/1).	☐	☐	☐	
	Ability to generate vendor reports based upon user defined criteria.	☐	☐	☐	
	Ability to track and report on requisition, purchase order and receiving information.	☐	☐	☐	
	Ability to track and report on bid transaction data.	☐	☐	☐	
	Ability for users to query all transactions for progress within the purchasing system.	☐	☐	☐	
	Ability to report and query from any field within the purchasing module (produce ad hoc on-line requests and printed reports).	☐	☐	☐	
	Ability to maintain statistics in dollar amounts for each vendor for user-specified periods for the following criteria:	☐	☐	☐	
	Payment history	☐	☐	☐	
	Discounts taken	☐	☐	☐	
	Discounts lost	☐	☐	☐	
	Purchase price variances	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Financial Administration -- Purchasing				
10	**WORKFLOW**				
	Ability to apply workflow based on user defined events such as approvals, purchase amounts, contract expiration, etc.	☐	☐	☐	
	Requisition Signature approval process	☐	☐	☐	
11	**WEB ENABLEMENT**				
	Ability to allow Internet vendor e-registration and updating of company information.	☐	☐	☐	
	Ability to e-mail notifications of bid solicitations and RFPs to vendors.	☐	☐	☐	
	Ability to post bids on City's website and other websites as determined by the City.	☐	☐	☐	
	Ability for interested registered parties to download bid documents via the Internet from the City's website, with the ability to monitor activity via cookies.	☐	☐	☐	
	Ability to have browser based ordering capability in both Intranet and extra-net environments including the features of electronic multimedia catalogs, search engine, workflow approval, shopping cart order building, user profiling for requisitioning.	☐	☐	☐	
	Ability to allow City departments to access via Intranet system status, frequently asked questions, policies and procedures, state and local codes, libraries of clauses and other Purchasing related information.	☐	☐	☐	

Financial Administration -- Contract Accounting		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	**GENERAL REQUIREMENTS**				
	Ability to record vendor performance data automatically from receiving (i.e., late shipment, early shipment, wrong material, damaged material, over/under amount requested).	☐	☐	☐	
	Supports emailing bid invitations	☐	☐	☐	
	Ability to turn awarded bids into contracts	☐	☐	☐	
	Ability to enforce not to exceed terms on contracts	☐	☐	☐	
	Ability for contracts to span multiple years	☐	☐	☐	
	Ability to define and track sub-contractors	☐	☐	☐	
	Ability to track all contract revisions	☐	☐	☐	
	Ability to flag a contract as non-renewable	☐	☐	☐	
	Ability to store or directly access the contract document(s)	☐	☐	☐	
	Generate a contract using a wizard. A contract assembly tool.	☐	☐	☐	
	Ability to utilize standard contract templates	☐	☐	☐	
	Must be able to search on :	☐	☐	☐	
	Identifiers: Contract #, Dept#, Resolution #	☐	☐	☐	
	Party Information: Party Name, Party Site Name, Doing Business As, Formally Known As, Also Known As, Contact Name.	☐	☐	☐	

	Financial Administration -- Contract Accounting	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Contract Details: Amendment Type, Contract Type, Service Type, Division, Department, Contract Manager, Attorney, Building, Boilerplate, Amount From and To	☐	☐	☐	
	Dates and Events: Date Type (from and to), Event Type (from and to)	☐	☐	☐	
	The contract information screen must display all contract information and information on all associated contract amendments.	☐	☐	☐	
	Ability to be able to customize the contract information screens.	☐	☐	☐	
	Ability to be able to filter the templates etc. by security profile.	☐	☐	☐	
	Ability to import legacy contract data.	☐	☐	☐	
2	**CONTRACT ADMINISTRATION**				
	Ability to convert awarded bid, including multiple and split awards, to approved contract(s).	☐	☐	☐	
	Ability to create and track blanket order contracts and the ongoing associated dollar amount per account.	☐	☐	☐	
	Ability to create user-defined contract releases.	☐	☐	☐	
	Ability to create a new contract by cloning an existing contract (copy data fields, select the latest template)	☐	☐	☐	

	Financial Administration -- Contract Accounting	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to encumber contracts per line items and also assign project and grant accounting data across multiple accounts.	☐	☐	☐	
	Ability to track multiple encumbrances and payments against a single contract.	☐	☐	☐	
	Ability to allow multiple contracts per vendor, multiple items per contract and multiple dates.	☐	☐	☐	
	Ability to track service performance (milestones etc) against a contract.	☐	☐	☐	
	Ability to trigger an alert of necessary updates or changes to existing documents based on the occurrence of certain events (e.g., update contract when name changes).	☐	☐	☐	
	Ability to evaluate vendor based on key user-weighted events – delivery date, quantity return / defective items, billing problems -- by commodity or contract.	☐	☐	☐	
	Ability to review and print contract text.	☐	☐	☐	
	Ability to track contracts by user defined criteria, such as: vendor, date (starting, ending), dollars, item, class, budget, account, program, renewals, cancellations, extensions, add/change, buying groups, commodity codes, and contract number(s).	☐	☐	☐	
	Ability to flag vendor indicating that an insurance certificate and bonds (e.g., payment, performance, maintenance, surety, etc.) are on file.	☐	☐	☐	

	Financial Administration -- Contract Accounting	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to track several purchase orders or other reference documents within a single contract.	☐	☐	☐	
	Ability to close and reopen contracts across fiscal years (effect funding source).	☐	☐	☐	
	Ability to carry forward approval and user contact information from the requisition to the purchase order.	☐	☐	☐	
	Ability to support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	☐	☐	☐	
	Ability to track and report contract expenditures over several different periods including City, federal, or other user defined fiscal year.	☐	☐	☐	
	Ability to record and track contract limits at user specified levels of detail over the life of the contract.	☐	☐	☐	
	Ability to maintain a transaction listing of all contract change orders including date and source (to understand why changes were made, what amount, who approved, etc.).	☐	☐	☐	
	Ability to flag and/or suspend approval of change orders that require budget changes (greater than a certain user-defined percentage and/or dollar amount change over original amount).	☐	☐	☐	
	Ability to encumber only a portion of a contract based on fiscal year.	☐	☐	☐	

	Financial Administration -- Contract Accounting	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to track and monitor contractor insurance and bond certificates and flag expiration dates.	☐	☐	☐	
	Ability to generate notifications to vendors (in a user-defined format), when milestones or thresholds are met (e.g., tax exempt certification, bonds, insurance expiration date) after review and approval by a specified user.	☐	☐	☐	
	Ability to track and flag contract expiration/extension dates. Provide the ability to set flag timing to build in lead time to extend or re-bid the contract.	☐	☐	☐	
	Ability to automatically assign contract numbers to contracts (based upon user defined criteria).	☐	☐	☐	
	Ability to store and maintain historical information in respect to all contracts, including but not limited to the following details:	☐	☐	☐	
	Dollar value	☐	☐	☐	
	Milestones	☐	☐	☐	
	Start/end and extension dates	☐	☐	☐	
	Expiration dates	☐	☐	☐	
	Date of Commissioners' Court approval	☐	☐	☐	
	Status (text reference field)	☐	☐	☐	
	Payment schedule & adjustments, including change orders	☐	☐	☐	
	Retainage amounts by % of contract or flat dollar amount	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Financial Administration -- Contract Accounting				
	Vendor/customer information	☐	☐	☐	
	Commodity codes	☐	☐	☐	
	Contract number	☐	☐	☐	
	Contract Administrator's name, phone, fax numbers and email	☐	☐	☐	
	Other user-defined criteria	☐	☐	☐	
	Notes	☐	☐	☐	
	Ability to track and report expenditures for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).	☐	☐	☐	
	Ability to view payments to/from contract parties.	☐	☐	☐	
	Ability to notify (via workflow) appropriate personnel when a contract milestone is imminent.	☐	☐	☐	
	Ability to have contract milestones be user-defined.	☐	☐	☐	
	Ability to break out multi-year contracts and allocate & report expenditures/revenues to specific periods.	☐	☐	☐	
	Ability for contract periods to be user defined and include contract year, fiscal year, and contract term for those contracts which span multiple fiscal years.	☐	☐	☐	
	Ability to support detailed contract performance analysis and generate performance reports, based on the following criteria:	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Contract Accounting				Third Party (include company name)
	Contract compliance (based on compliance criteria as defined by users)	☐	☐	☐	
	Work completed to date	☐	☐	☐	
	Payment schedules & payments made/received	☐	☐	☐	
	Timelines/deadline dates	☐	☐	☐	
	Contractor performance for vendor contracts (include: compare due date & rec'd date, comments field, and flag when paid amount & invoiced amount don't match)	☐	☐	☐	
	User-defined milestones & thresholds	☐	☐	☐	
	Ability to provide access to contract information to central and remote users with appropriate security.	☐	☐	☐	
	Ability to attach comments to each contract for users with proper security to view and update. Comments could be free-form or standard user-defined (selected from a menu or drop-down list).	☐	☐	☐	
	The system must be able to display the party information for all entities/people associated with the selected contract	☐	☐	☐	
	The system must be able to setup and maintain Contract Managers, Attorneys, parties, liaisons and sites.	☐	☐	☐	
	A contract should be able to be renewed from one year to the next, changing the expiration date and the contract amount.	☐	☐	☐	

	Financial Administration -- Contract Accounting	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
3	**VENDOR INFORMATION**				
	Ability to allow Web Based Vendor Self-Service	☐	☐	☐	
	Vendor Registration	☐	☐	☐	
	Updating Vendor Information	☐	☐	☐	
	There must be only one vendor file across the whole ERP system	☐	☐	☐	
	Employee information for expense payments etc. should be held independently of the Vendor file.	☐	☐	☐	
	Access to the Vendor information must be controlled by the security profile.	☐	☐	☐	
4	**REPORTING/QUERYING**				
	Ability to query and report contract data	☐	☐	☐	
	List Contracts Report, to include information on the contract, amendment, event and parties involved.	☐	☐	☐	
	Bid Transaction Data Report	☐	☐	☐	
	Vendor Performance Report	☐	☐	☐	
	Actual vs. Invoice Variance Report	☐	☐	☐	
	Ability to generate adhoc reports based on user defined criteria	☐	☐	☐	
	Need Bill Posting report	☐	☐	☐	
	Ability to run a report with contracts expiring within 30, 60, 90 and 120 days	☐	☐	☐	

	Financial Administration -- Contract Accounting	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
5	**CONTRACT INTERFACES**				
	Purchasing				
	Fixed Assets				
	General Ledger				
	Budget				
	Accounts Payables				
	Accounts Receivables				
6	**WORKFLOW PROCESSING**				
	The system must provide workflow to handle the contract processing and must show the status and point within the workflow process of any selected contract.				

Financial Administration -- Integrated Inventory		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	GENERAL REQUIREMENTS				
	Establish, maintain, adjust, and delete inventory stock item records in real time	☐	☐	☐	
	Provide charge allocation data for supplies withdrawn from inventory based on the organization cost center and budget line item and optionally a project code.	☐	☐	☐	
	Provide for multiple warehouses.	☐	☐	☐	
	Associate multiple alternate warehouse bin locations to a single stock item number.	☐	☐	☐	
	Maintain and track item description (short) for inventory items	☐	☐	☐	
	Maintain and track text description (long - please indicate maximum length in comments field) for inventory items.	☐	☐	☐	
	Maintain and track unit of measure for inventory items	☐	☐	☐	
	Maintain and track order price for inventory items	☐	☐	☐	
	Maintain and track average price for inventory items (Calculated item).	☐	☐	☐	
	Maintain and track vendor number for inventory items	☐	☐	☐	
	Maintain and track primary vendor rank for inventory items	☐	☐	☐	
	Maintain and track quantity on hand for inventory items	☐	☐	☐	
	Maintain & track quantity received on orders for inventory items	☐	☐	☐	
	Maintain and track ordered year-to-date for inventory items	☐	☐	☐	
	Maintain and track received year-to-date for inventory items	☐	☐	☐	
	Maintain and track issued current period for inventory items	☐	☐	☐	
	Maintain and track issued year-to-date for inventory items	☐	☐	☐	

Financial Administration -- Integrated Inventory		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Maintain and track commodity code for inventory items	☐	☐	☐	
	Maintain and track sub-commodity code for inventory items	☐	☐	☐	
	Maintain and track item number for inventory items	☐	☐	☐	
	Update stock item data and maintain all the specific data for Purchases.	☐	☐	☐	
	Update stock item data and maintain all the specific data for Returns to stock.	☐	☐	☐	
	Update stock item data and maintain all the specific data for Returns to supplier.	☐	☐	☐	
	Update stock item data and maintain all the specific data for Adjustments.	☐	☐	☐	
	Update stock item data and maintain all the specific data for Transfers.	☐	☐	☐	
	Update stock item data and maintain all the specific data for Receipts.	☐	☐	☐	
	Update stock item data and maintain all the specific data for Requisitions.	☐	☐	☐	
	Update stock item data and maintain all the specific data for Defective or Damaged Parts returned to vendor.	☐	☐	☐	
	Update stock item data and maintain all the specific data for Issuance of Inventory.	☐	☐	☐	
	Update stock item data and maintain all the specific data for recalls.	☐	☐	☐	
	Maintain in-house inventory of "central stores" items.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Financial Administration -- Integrated Inventory				Third Party (include company name)
	Provide security of data by limiting access through user-specified fields such as department number, warehouse number, building location, and account code.	☐	☐	☐	
	Accommodate a user-defined stock item table.	☐	☐	☐	
	Handle Store's Inventory processing.	☐	☐	☐	
	Automatically assign stock requisition numbers.	☐	☐	☐	
	Maintain an audit trail of all automatic inventory processes.	☐	☐	☐	
	Allow inventory to be classified by purchasing commodity code.	☐	☐	☐	
	Merge multiple inventory items to a new existing or existing inventory item with an audit trail.	☐	☐	☐	
	Verify that inventory parts to be merged have no associated P.O.'s	☐	☐	☐	
	Track expiration/spoil date by specific stock items.	☐	☐	☐	
	Allow for electronic approval for receipts, issues, and other related inventory functions with appropriate security.	☐	☐	☐	
	Provide for inventory control accounts (or central stock accounts) as defined by users.	☐	☐	☐	
	Provide a multi-level location structure, to include Building, room, and desk.	☐	☐	☐	
	Provide a multi-level location structure, to include Warehouse (for example - central supply).	☐	☐	☐	
	Provide a multi-level location structure, to include Storage Area (for example - 2nd floor NW quadrant).	☐	☐	☐	
	Provide a multi-level location structure, to include Aisle.	☐	☐	☐	

Financial Administration -- Integrated Inventory		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Provide a multi-level location structure, to include Bin.	☐	☐	☐	
	Provide a multi-level location structure, to include Shelf.	☐	☐	☐	
	Provide a multi-level location structure, to include Rack.	☐	☐	☐	
	Provide a multi-level location structure, to include Cart.	☐	☐	☐	
	Other fields as defined by users.	☐	☐	☐	
	Indicate stock on hand by each location or by multiple locations.	☐	☐	☐	
	Define default warehouse views for users (i.e., users are restricted to using certain warehouses based on region, etc.).	☐	☐	☐	
	Allow users to specify a mark-up or overhead cost for each individual commodity code or item.	☐	☐	☐	

	Fully Compliant

					Modification/Custom Software
				Not available	
	Human Resources -- Position Control				Third Party (include company name)
1	Ability to automatically assign a number upon position creation.	☐	☐	☐	
2	Ability to track length of time an employee has filled a position.	☐	☐	☐	
3	Ability to track employee movement between positions within the organization and keep a permanent record of this information within the system.	☐	☐	☐	
4	Ability to maintain the following position data:	☐	☐	☐	
5	Position created date	☐	☐	☐	
	Position revision dates (Reclassification, etc.)	☐	☐	☐	
	Position status (open or closed)	☐	☐	☐	
	Position available date	☐	☐	☐	
	When position became vacant	☐	☐	☐	
	How long the position has been vacant	☐	☐	☐	
	Budgeted/frozen indicator	☐	☐	☐	
	Budgeted (Yes or No)	☐	☐	☐	
	Grant Funded Position (Yes or No)	☐	☐	☐	
	Maintain ending date for grant funding	☐	☐	☐	
	Maintain comments regarding grant funding	☐	☐	☐	
	Job title	☐	☐	☐	
	Job code	☐	☐	☐	
	Pay Grade	☐	☐	☐	
	Pay range	☐	☐	☐	
	Supervisor or Manager indicator	☐	☐	☐	

	Human Resources -- Position Control	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	FLSA Code (Exempt or Non Exempt)	☐	☐	☐	
	EEO1 and EEO4 codes	☐	☐	☐	
	Workers compensation classification code	☐	☐	☐	
	Union code	☐	☐	☐	
	Physical work location	☐	☐	☐	
	Position supervisor	☐	☐	☐	
	Department	☐	☐	☐	
	Division	☐	☐	☐	
	Full-time/part-time flag	☐	☐	☐	
	Regular/temporary flag	☐	☐	☐	
	Ending date for temporary position	☐	☐	☐	
	Comments for Temporary Position	☐	☐	☐	
	Employee name if filled	☐	☐	☐	
	Previous Incumbent	☐	☐	☐	
	Hire date if filled	☐	☐	☐	
	Comments	☐	☐	☐	
	Functional Labor Code (mandatory for EEO4)	☐	☐	☐	
	Skills Test Requirements	☐	☐	☐	
	Other user-defined fields	☐	☐	☐	

Human Resources -- Position Control		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
6	Ability to link position to:	☐	☐	☐	
	Job description	☐	☐	☐	
	Employee records	☐	☐	☐	
	Employee benefits	☐	☐	☐	
	Employee contract	☐	☐	☐	
	Labor contracts	☐	☐	☐	
7	Ability to accommodate split funded positions.	☐	☐	☐	
8	Ability to accommodate salary table linked to job/position class.	☐	☐	☐	
9	Ability to support condition based position changes (e.g., positions marked for attrition or title change).	☐	☐	☐	
10	Ability to accommodate positions assigned in hierarchical structure and relationships.	☐	☐	☐	
11	Ability to set default for budgeting vacant position at user specified grade & step.	☐	☐	☐	
12	Ability to track internal promotions.	☐	☐	☐	
13	Ability to track reclassification of positions.	☐	☐	☐	
14	Ability to track vacant positions.	☐	☐	☐	
15	Ability to do analysis ("what if scenarios") with positions, individually, by department and as a whole.	☐	☐	☐	
16	Ability to provide position control tracking of filled and vacant positions.	☐	☐	☐	

Human Resources -- Position Control		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
17	Ability to follow organization history of the position (list of employees who filled a position over a user-specified period of time).	☐	☐	☐	
18	Ability to track funding source to the position.	☐	☐	☐	
19	Ability to support multiple entries into the same position	☐	☐	☐	
20	Ability to generate Personnel Action Papers (PAPs) - document displaying all relevant position properties; employee information, changes to employment status and/or salary changes and appropriate approvals	☐	☐	☐	
21	Ability to delete positions	☐	☐	☐	
22	Ability to employ a Compa-ratio salary structure system	☐	☐	☐	
23	Ability to prevent a person being hired for a position until approved without an override	☐	☐	☐	
24	Ability to maintain total salary projected through the end of the fiscal year for each position	☐	☐	☐	
25	Ability to calculate various hourly, weekly, monthly and annual equivalents of the positions pay rate	☐	☐	☐	
Reporting and Query					
26	Ability to view on-line employee information from a position perspective.	☐	☐	☐	
27	Ability to Report on the number of positions to be filled	☐	☐	☐	
28	Ability to provide a position control report that includes all positions filled, unfilled, deleted, added, etc.	☐	☐	☐	

Human Resources -- Position Control		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
29	Ability to report on internal promotions or position upgrades.	☐	☐	☐	
30	Ability to access any field within Position Control Table for reporting purposes.	☐	☐	☐	
31	Ability to report actual compared to authorized staffing levels	☐	☐	☐	
32	Ability to manage, track and report out-of-class assignments and dates	☐	☐	☐	
33	Ability to compare current year to previous year(s) staffing levels and costs	☐	☐	☐	
34	Ability to provide for pay equity analysis and reporting	☐	☐	☐	
35	Ability to project the effect of proposed wage and salary plan for next year for:	☐	☐	☐	
	Individual	☐	☐	☐	
	Selected groups of positions by division & department	☐	☐	☐	
	All Positions	☐	☐	☐	
36	Availability to do ad-hoc reporting on any of the fields listed above in 5 (go to Item #5, page 230).	☐	☐	☐	

Human Resources -- Position Control		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
Position Control Workflow					
37	New hire/rehire	☐	☐	☐	
	Increases	☐	☐	☐	
	Promotions	☐	☐	☐	
	Reclassifications	☐	☐	☐	
	Terminations	☐	☐	☐	
	Status Changes	☐	☐	☐	
	Leave of Absence	☐	☐	☐	
38	Ability to provide audit trail for all functions	☐	☐	☐	

Human Resources -- Personnel Management		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	Ability to accommodate workflow approvals of human resources related processes and documents.	☐	☐	☐	
2	Ability to provide that security is definable at multiple levels to allow employees read access to their own data within the ERP module with limited editing access at field level.	☐	☐	☐	
3	Ability to provide that security is definable at multiple levels to allow supervisor read access to department data.	☐	☐	☐	
4	Ability for a department level administrator to set security and passwords by field and user or user group.	☐	☐	☐	
5	Ability to attach in date order by subject matter any electronic data (such as scanned or imaged forms) to an employee's record (such as separation of service, Personnel Action form, employee contract, exit evaluation, COBRA letter, etc.).	☐	☐	☐	
6	Ability to perform HR-related transactions both real-time and in batch.	☐	☐	☐	
7	Ability to utilize digital signatures.	☐	☐	☐	
8	Ability for the definition of business rules that allow logic, processes, or calculations to be user defined.	☐	☐	☐	
9	Ability to handle an unlimited number of employees (e.g., inactive, terminated, etc.).	☐	☐	☐	
10	Ability to comply with all State and Federal laws related to government entities.	☐	☐	☐	
11	Ability to set user-definable fast data entry with coding reduction techniques.	☐	☐	☐	
		Fully Compliant			

					Modification/Custom Software
				Not available	
Human Resources -- Personnel Management					Third Party (include company name)
12	Ability to perform mass change updates.	☐	☐	☐	
13	Ability to future date transactions.	☐	☐	☐	
14	Ability to correct history based on appropriate security, with an audit trail.	☐	☐	☐	
15	Ability for employee's leave accruals to adjust as necessary with an employee type change (i.e. part time to full time).	☐	☐	☐	
16	Ability to maintain the following personnel information:	☐	☐	☐	
	Name	☐	☐	☐	
	Prefixes (i.e., Mr., Ms., Dr.)	☐	☐	☐	
	Suffixes (i.e., Jr., III)	☐	☐	☐	
	Hyphenated names	☐	☐	☐	
	Preferred name	☐	☐	☐	
	Marital status	☐	☐	☐	
	Spouse and multiple dependent data	☐	☐	☐	
	Dependent SSN's	☐	☐	☐	
	Social Security Number	☐	☐	☐	
	Employee number (automatically assigned)	☐	☐	☐	
	Birth date	☐	☐	☐	
	Gender	☐	☐	☐	
	Ethnicity	☐	☐	☐	
	Home phone	☐	☐	☐	
	Cell phone	☐	☐	☐	
	Pager	☐	☐	☐	
		Fully Compliant			

			Modification/Custom Software		
				Not available	
Human Resources -- Personnel Management					Third Party (include company name)
	Multiple e-mail addresses	☐	☐	☐	
	Multiple emergency contact name(s)	☐	☐	☐	
	Emergency contact phone (multiple)	☐	☐	☐	
	Labor group code (for EEO4 purposes) - defaults from Position Control	☐	☐	☐	
	Veteran status	☐	☐	☐	
17	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.	☐	☐	☐	
	Work visa information including type, number, and expiration date	☐	☐	☐	
	Original date of hire	☐	☐	☐	
	Last date of hire	☐	☐	☐	
	Adjusted seniority date	☐	☐	☐	
	Benefit Date (multiple)	☐	☐	☐	
	Retirement date and plan	☐	☐	☐	
	Date of death	☐	☐	☐	
	Driver's license information including expiration date and endorsements	☐	☐	☐	
	Education (type of degree, college, # of years attended, year earned)	☐	☐	☐	
	Multiple certifications and licenses and their expiration dates	☐	☐	☐	
	Multiple memberships in professional organizations or associations	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Human Resources -- Personnel Management					Third Party (include company name)
	Digitized photograph	☐	☐	☐	
	Employment type (user-defined)	☐	☐	☐	
	FLSA designation, exempt/non-exempt designation and category - defaults from Position Control	☐	☐	☐	
	ADA accommodation	☐	☐	☐	
	Grade and step plans with a min, mkt, and max	☐	☐	☐	
	Current assigned division/department/function and temporary assignment(s)	☐	☐	☐	
	Employee status (FLMA, active, suspended, etc.)	☐	☐	☐	
	Employee group	☐	☐	☐	
	Base Salary	☐	☐	☐	
	Longevity Pay	☐	☐	☐	
	Certification and/or specialty pay	☐	☐	☐	
	Step on wage scale	☐	☐	☐	
	Scheduled Hours (default from scheduling system)	☐	☐	☐	
	Shift and Shift Differential	☐	☐	☐	
	I-9 information (user-defined)	☐	☐	☐	
	Multiple user-defined fields	☐	☐	☐	
18	Ability to track language ability (speaking and writing) other than English, including sign language.	☐	☐	☐	
19	Ability to automatically assign a numeric employee number.	☐	☐	☐	
20	Ability to define ethnicity categories.	☐	☐	☐	
		Fully Compliant			

			Modification/Custom Software		
				Not available	
Human Resources -- Personnel Management					Third Party (include company name)
21	Ability to track length of time an employee has filled a position.	☐	☐	☐	
22	Ability to track and report on driver's license expirations and provide notice to employee and supervisor of need for updated information.	☐	☐	☐	
23	Ability to record and track the items that have been assigned to an employee (i.e., keys, cell phones, pagers, ID cards, parking passes, key cards, etc.).	☐	☐	☐	
24	Ability to keep history on property assigned to the employee.	☐	☐	☐	
25	Ability to provide online inquiry to the personnel master file by employee number, by employee name, or by social security number and display in list format.	☐	☐	☐	
26	Ability to allow limited access to personnel information using a password security system.	☐	☐	☐	
27	Ability to track employee movement between positions within the organization and keep a permanent record of this information within the system.	☐	☐	☐	
28	Ability to generate employee groups for tracking purposes.	☐	☐	☐	
29	Ability to provide a field for holding miscellaneous textual data of any length on any personnel-related screen.	☐	☐	☐	
30	Ability to record table-driven reasons for termination.	☐	☐	☐	
31	Ability to track and record volunteers with a unique identifier, separate from an employee.	☐	☐	☐	
32	Ability to move from volunteer status to regular employee.	☐	☐	☐	
33	Ability to automatically assign a number upon position creation.	☐	☐	☐	

	Human Resources -- Personnel Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
34	Ability to ensure that only budgeted positions can be filled.	☐	☐	☐	
35	Ability to maintain the following position data:	☐	☐	☐	
	Position created date	☐	☐	☐	
	Position status (open or closed)	☐	☐	☐	
	Job title	☐	☐	☐	
	Job specification code	☐	☐	☐	
	Supervisor or Manager indicator	☐	☐	☐	
	EEO1 and EEO4 codes	☐	☐	☐	
	Union code	☐	☐	☐	
	Physical work location	☐	☐	☐	
	Department/Program/Project	☐	☐	☐	
	Salary grade and step	☐	☐	☐	
	Full-time/part-time flag	☐	☐	☐	
	Regular/temporary flag	☐	☐	☐	
	Division/Department/Program start date	☐	☐	☐	
	Employee Group (to denote benefit entitlement)	☐	☐	☐	
	Cost Distribution Code	☐	☐	☐	
	Functional Labor Code (mandatory for EEO4)	☐	☐	☐	
	Skills Test Requirements	☐	☐	☐	
	Other user-defined fields	☐	☐	☐	
36	Ability to automatically calculate new annual salary for budgeting and pay calculations based upon changes to pay tables, etc.	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Human Resources -- Personnel Management				
37	Ability to accommodate split funded positions.	☐	☐	☐	
38	Ability to play with different scenarios without impacting budget until finalizing.	☐	☐	☐	
39	Ability to maintain the following current salary information and display on line in a list format:	☐	☐	☐	
	Effective date (including future dates)	☐	☐	☐	
	Union code	☐	☐	☐	
	Salary grade and step	☐	☐	☐	
	Wage grade	☐	☐	☐	
	Pay change reason code (table driven)	☐	☐	☐	
	Pay change reason notes/memo field	☐	☐	☐	
	Previous salary	☐	☐	☐	
	Other user-defined fields (e.g., appointed, rank, sworn, etc.)	☐	☐	☐	
40	Ability to capture history on status changes, position changes, name changes, salary changes, location changes, payroll changes, benefit changes, supervisor changes and organizational changes.	☐	☐	☐	
41	Ability to indefinitely view terminated employee information for reference check information.	☐	☐	☐	
42	Ability to provide for multiple salary schedules.	☐	☐	☐	
43	Ability to accommodate salary table linked to job/position class.	☐	☐	☐	
44	Ability to maintain job descriptions on-line.	☐	☐	☐	

	Human Resources -- Personnel Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
45	Ability to provide that position can be budgeted for partial year (3, 6, 9 months).	☐	☐	☐	
46	Ability to set default for budgeting vacant position at user specified grade & step.	☐	☐	☐	
47	Ability to generate a specific EEO analysis, incorporating:	☐	☐	☐	
	Current number of positions in class	☐	☐	☐	
	Number of positions to be filled	☐	☐	☐	
	Ability to track deleted positions.	☐	☐	☐	
48	Ability to provide position control tracking of filled and vacant positions.	☐	☐	☐	
49	Ability to follow organization history of the position (list of employees who filled a position over a user-specified period of time).	☐	☐	☐	
50	Ability to track funding source to the position.	☐	☐	☐	
51	Ability to provide audit trail for all functions	☐	☐	☐	
52	Ability to modify or specify particular fields prior to implementation	☐	☐	☐	

Human Resources -- Employee Event Tracking		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	The system should have the ability to view all employee events for a department in a calendar view with hyperlinks to the appropriate item.	☐	☐	☐	
2	System utilizes effective dating.	☐	☐	☐	
3	Ability to attach any scanned or imaged forms.	☐	☐	☐	
		☐	☐	☐	
Training Profiles and Courses					
4	Ability to schedule and monitor courses within one system	☐	☐	☐	
5	Ability to maintain a catalog of training opportunities available	☐	☐	☐	
6	Ability to maintain characteristics of a class such as instructor, course description and prerequisites for a class	☐	☐	☐	
7	Ability to administer pre-course evaluations of an employee's skill level	☐	☐	☐	
	Ability to automatically send a email requesting they complete a pre-course evaluation	☐	☐	☐	
8	Ability to administer post-course evaluations of a employee's skill level	☐	☐	☐	
	Ability to automatically send an email requesting they complete a post-course evaluation	☐	☐	☐	
9	Ability to distribute and collect survey data regarding classes	☐	☐	☐	
10	Ability to generate certificates when course is completed	☐	☐	☐	
11	Ability to establish registration deadlines for a specific class	☐	☐	☐	
12	Ability to maintain "waiting lists" for full classes	☐	☐	☐	
13	Ability to develop structured development paths for positions and for employees	☐	☐	☐	

	Human Resources -- Employee Event Tracking	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
14	Ability to align training strategy with City's overall goals	☐	☐	☐	
15	Ability to track completion of classes and certifications within an employee's development path	☐	☐	☐	
16	Ability to notify participants if a course is cancelled or replaced	☐	☐	☐	
17	Ability to track and send notification when tuition reimbursement limit for the year has been met	☐	☐	☐	
18	Ability to suggest follow-up training	☐	☐	☐	
19	Ability to allow employee and supervisor to create and view training plan	☐	☐	☐	
20	Ability to identify skill gaps	☐	☐	☐	
21	Ability to flag employee's record as ready to move to the next level	☐	☐	☐	
22	Ability to flag employees who have taken the same course multiple times	☐	☐	☐	
23	Ability to maintain a trainer database including instructor ratings and costs	☐	☐	☐	
24	Ability to track CEU credits	☐	☐	☐	
25	Ability to distinguish courses that are paid for by the City and can be taken on City time from those that are available to take by employees on their own time	☐	☐	☐	
26	Ability to provide for instructor self-service information recording	☐	☐	☐	
27	Ability to roll up tuition reimbursement City-wide, department, division or individual	☐	☐	☐	
28	Track required courses for new supervisor/manager training	☐	☐	☐	

	Human Resources -- Employee Event Tracking	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
29	Ability to incorporate planned departmental/division training into overall training offering	☐	☐	☐	
30	Ability to inventory and track skill sets of Departmental/division designated trainers	☐	☐	☐	
31	Ability inventory and offer a wide variety of training opportunities via an online training system	☐	☐	☐	
	CDs	☐	☐	☐	
	DVDs	☐	☐	☐	
	Manuals	☐	☐	☐	
	Subject Matter Experts (SMEs)	☐	☐	☐	
32	Ability to support e-learning	☐	☐	☐	
33	Ability to register for e-learning courses internally and externally	☐	☐	☐	
34	Ability for users to bookmark (leave and return to the same spot)	☐	☐	☐	
35	Ability to track learner completion of e-learning courses	☐	☐	☐	
36	Ability to track training time (time spent per course per page)	☐	☐	☐	
37	System allows site specific user definable training profiles to be established for employees.	☐	☐	☐	
38	Training profiles should be added to employees to streamline course scheduling.	☐	☐	☐	
39	System allows site specific user definable courses.	☐	☐	☐	
40	Ability to associate maximum number of students for each profile.	☐	☐	☐	
41	Ability to track course materials and costs.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Human Resources -- Employee Event Tracking				Third Party (include company name)
42	System must have online scheduling tool.	☐	☐	☐	
43	System must notify end user when maximum number of students are enrolled.	☐	☐	☐	
44	System should track multiple user definable employee passing requirements per course with no maximum.	☐	☐	☐	
45	Passing requirements should have user definable Grading Descriptions. (i.e. Mid-Term, Final, Test, etc.)	☐	☐	☐	
46	Ability to track various user definable grading types. (i.e. Pass/Fail, Grade, Complete/Incomplete, etc.)	☐	☐	☐	
47	Scoring and passing results should be stored for each training course.	☐	☐	☐	
		☐	☐	☐	
Certifications and Skills					
48	System should track site specific user definable certifications.	☐	☐	☐	
49	Ability to associate a bonus amount or percentage for specific certification types.	☐	☐	☐	
50	System should allow certification information to be exported into various output formats.	☐	☐	☐	
51	System can track site specific user definable skills.	☐	☐	☐	
52	System should allow skill information to be exported into various output formats.	☐	☐	☐	

	Human Resources -- Employee Event Tracking	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
Grievances					
53	Ability to set-up and track user definable Grievance Issues and Categories.	☐	☐	☐	
54	Each grievance category can have different reporting steps.	☐	☐	☐	
55	Ability to set different step sequences for each grievance category.	☐	☐	☐	
56	Ability to associate the maximum number of days allowed for each step.	☐	☐	☐	
57	Ability to send electronic notifications to the appropriate user defined at each step.	☐	☐	☐	
58	Track all parties involved and their statements for each grievance.	☐	☐	☐	
59	The ability to attach unlimited documents at the grievance level.	☐	☐	☐	
60	The ability to process to the next step of the grievance when applicable.	☐	☐	☐	
Performance Evaluations					
61	System must allow for user definable Evaluation Types with Frequency. (ex: Annual Performance Review completed every 12 months)	☐	☐	☐	
62	The ability for establishing user definable evaluation ratings.	☐	☐	☐	
63	Ability to do analysis ("what if scenarios") with positions, individually by department and, as a whole.	☐	☐	☐	
64	Ability to track historical evaluation ratings for employees	☐	☐	☐	
65	Ability to retain performance appraisal history	☐	☐	☐	

	Human Resources -- Employee Event Tracking	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Percent of increases	☐	☐	☐	
	Ratings	☐	☐	☐	
	Date by employee	☐	☐	☐	
	All information available	☐	☐	☐	
66	Pay rate change information should be available for entry on the evaluation.	☐	☐	☐	
67	Overall evaluation rating should be tracked and stored.	☐	☐	☐	
68	The ability to enter follow-up information as needed.	☐	☐	☐	
69	The system should allow for unlimited user defined notes to be attached to each evaluation.	☐	☐	☐	
70	The ability to attach unlimited documents to each evaluation.	☐	☐	☐	
71	The ability to send internal notifications to employee and reviewer.	☐	☐	☐	
72	Users must be able to print all information pertaining to an evaluation.	☐	☐	☐	
74	Ability to escalate alerts for past due evaluation to supervisor's supervisor	☐	☐	☐	
75	Ability to retain the raw score along with the performance rating	☐	☐	☐	
76	Ability to have as many rating levels as needed	☐	☐	☐	
77	Ability to use a template for various grade levels	☐	☐	☐	
78	User defined performance objectives	☐	☐	☐	
79	Ability to support succession planning models	☐	☐	☐	
80	Ability to identify certain employees are participating in succession planning program	☐	☐	☐	

	Human Resources -- Employee Event Tracking	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
81	Ability to mine employee base based on performance measures and/or competencies	☐	☐	☐	
82	Ability to track/compare key performance measures between multiple employees	☐	☐	☐	
83	Ability to rate individual performance objectives and competencies	☐	☐	☐	
84	Ability to create user defined rules for giving reviews	☐	☐	☐	
85	Ability to maintain library of unique performance objectives	☐	☐	☐	
86	Ability to insert performance objectives from library into review document template	☐	☐	☐	
87	Ability to transfer document rights for employee to a new supervisor	☐	☐	☐	
		☐	☐	☐	
Reporting and Query					
88	System should generate canned reports in all referenced modules.	☐	☐	☐	
89	Canned reports should have user defined selection criteria for all reports.	☐	☐	☐	
90	Ability to generate customized ad hoc reports.	☐	☐	☐	
91	Ability for management and/or department heads to review all information on-line.	☐	☐	☐	
92	Ability to query and report on any field within the employee event module.	☐	☐	☐	
93	Ability to report on overall rating level distribution by organization, division, department and unit	☐	☐	☐	

	Human Resources -- Employee Event Tracking	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
94	Ability to report on overall form rating score by organization, division, department and unit	☐	☐	☐	
95	Ability to report on overdue documents	☐	☐	☐	
96	Ability to report on rating distribution based on hierarchy	☐	☐	☐	
97	Ability for supervisors/directors to query or run report showing summary of past due evaluations for direct reports	☐	☐	☐	
98	Ability to provide statistical reporting	☐	☐	☐	
99	Compare performance appraisals between departments to analyze how each department evaluates employees	☐	☐	☐	
100	Ability to provide audit trail for all functions	☐	☐	☐	
Workflow					
101	Ability to apply workflow based on user defined events such as approvals	☐	☐	☐	
102	Ability to create iterative workflow processes (can go back and forth between participants)	☐	☐	☐	
103	Support workflow for multiple levels of approvals (employee and supervisors) for evaluations; once complete send to human resources	☐	☐	☐	
104	Integrations with HRIS	☐	☐	☐	
105	Ability for HR staff, directors, managers, supervisors and employees to interact with the system via a web based interface	☐	☐	☐	

	Human Resources -- Benefits Administration	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	Ability to maintain premium and deduction amounts on a before/after tax basis for multiple benefit plans, including but not limited to:				
	Health insurance	☐	☐	☐	
	Dental insurance	☐	☐	☐	
	Life insurance	☐	☐	☐	
	Other user-defined insurance fields	☐	☐	☐	
	Deferred compensation plans	☐	☐	☐	
	Flexible benefits for medical and child care	☐	☐	☐	
	Long term disability	☐	☐	☐	
	Short term disability	☐	☐	☐	
	Ability to maintain benefit eligibility data including:				
	Union affiliation	☐	☐	☐	
	Length of service	☐	☐	☐	
	Marital status	☐	☐	☐	
	Dependent information (name, SSN, date of birth, address if different, relationship, other user-defined fields)	☐	☐	☐	
	Employee status (active, retired, leave of absence, suspension, termination, FMLA, etc.)	☐	☐	☐	
2	Ability to maintain employer and employee premium costs in a table versus updating each employee when rates change	☐	☐	☐	

	Human Resources -- Benefits Administration	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
3	Ability to maintain coverage levels for each benefit by employee	☐	☐	☐	
4	Ability to maintain dependents for each benefit by employee	☐	☐	☐	
5	Ability to maintain beneficiaries for a benefit by employee	☐	☐	☐	
6	Ability to retroactively change coverage level based on change requested	☐	☐	☐	
7	Ability to adjust employer costs for retroactive changes made	☐	☐	☐	
8	Ability to track levels of coverage and dependent coverage for retirees continuation of insurance	☐	☐	☐	
9	Ability to do analysis on the types of benefits and coverages employees are choosing	☐	☐	☐	
10	Ability to maintain 2 years simultaneously during open enrollment	☐	☐	☐	
11	Provide a place to store employee and retirees personal email addresses	☐	☐	☐	
12	Ability for the ERP system to provide one employee self-service module for all the employees self-service needs with outside web access as well as in-house access	☐	☐	☐	
13	COBRA Tracking data:				
	Ability to flag a retiree as a COBRA participant	☐	☐	☐	
	Ability to track COBRA and retiree insurance continuation	☐	☐	☐	

	Human Resources -- Benefits Administration	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Ability to maintain multiple COBRA plans and retiree premium rates	☐	☐	☐	
	Ability to track levels of coverage, dependents covered and anticipated ending date for COBRA continuation	☐	☐	☐	
	Ability to track COBRA and retiree payments received (amount received, date received)	☐	☐	☐	
	Ability to track method of COBRA payment (cash or automatic deduction)	☐	☐	☐	
	Ability to generate monthly COBRA bank file for automatic deductions	☐	☐	☐	
	Ability for COBRA participant or retiree to view payment history, future premiums due, levels of coverage, update dependents and other personal information via a self-service web site	☐	☐	☐	
	Ability to maintain costing information for receipting payments from COBRA participants and retirees	☐	☐	☐	
	Ability to include information on COBRA compliance report	☐	☐	☐	
14	Ability to accommodate sets of benefit options linked to employee group.	☐	☐	☐	
15	Ability to provide tracking of death for employees, retirees, or dependents.	☐	☐	☐	
16	Ability to provide for mass updates of employee plan designation.	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Human Resources -- Benefits Administration				
17	Ability to update benefits individually and as a group online.	☐	☐	☐	
18	Ability to track current benefit elections for retirees and spouses.	☐	☐	☐	
19	Ability to (according to the Family Medical Leave Act):				
	Notice employees	☐	☐	☐	
	Identify multiple start dates with capability to handle intermittent time	☐	☐	☐	
	Identify multiple ending dates	☐	☐	☐	
20	Ability to view FMLA time off in the current rolling 12 month period.	☐	☐	☐	
21	Ability to track post retirement benefit costs and who is eligible.	☐	☐	☐	
22	Ability to maintain record of employee plan history.	☐	☐	☐	
23	Ability to validate that the employee is eligible for the plan selected.	☐	☐	☐	
24	Ability to determine the coverage and deduction amounts for the employee using the parameters stored in the benefit plan structure tables.	☐	☐	☐	
25	Ability to support pre and post tax payroll deductions.	☐	☐	☐	
26	Ability for group life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed salary coverage and/or plan cost parameters.	☐	☐	☐	
27	Ability to support cafeteria benefits.	☐	☐	☐	

	Human Resources -- Benefits Administration	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
28	Ability to track imputed income for life insurance for amounts over $50,000.	☐	☐	☐	
29	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.	☐	☐	☐	
30	Ability to have benefit premiums formula driven, established from salary, set amount, with or without coverage limits and based on client defined eligibility.	☐	☐	☐	
31	Ability to provide audit trail for all functions	☐	☐	☐	
	Interfaces				
32	Payroll	☐	☐	☐	
33	General Ledger	☐	☐	☐	
34	Budget	☐	☐	☐	
35	Accounts Payable	☐	☐	☐	
36	Accounts Receivable	☐	☐	☐	
	Reporting/Querying				
37	Ability to report the number of retirees with City contributions and City costs for a user defined period of time	☐	☐	☐	
38	Ability to run report showing types of benefit coverage including levels of coverage (by coverage type, by coverage level, by employee groups)	☐	☐	☐	

	Human Resources -- Benefits Administration	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
39	Ability to report changes (coverage levels or premium amounts) that occurred during a user defined period of time	☐	☐	☐	
	Workflow				
39	Ability to apply workflow based on user defined events such as approvals, purchase amounts, contract expiration, etc.	☐	☐	☐	
40	Open Enrollment workflow				
	Ability to interface with an open enrollment module	☐	☐	☐	

	Human Resources -- Applicant Tracking	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	Ability to generate candidate lists by test by user-defined criteria.	☐	☐	☐	
2	Ability to schedule tests and send letters informing of date and time of test.	☐	☐	☐	
3	Ability to compute test scores according to exam plan definition.	☐	☐	☐	
4	Ability to generate initial eligible lists and final eligible lists by test, containing as selected by user:				
	Class title	☐	☐	☐	
	Class code	☐	☐	☐	
	Date posted	☐	☐	☐	
	Date expires	☐	☐	☐	
	Date amended	☐	☐	☐	
	Initial or final list	☐	☐	☐	
	Date of test	☐	☐	☐	
	Candidate name	☐	☐	☐	
	Candidate ethnicity	☐	☐	☐	
	Candidate gender	☐	☐	☐	
	General candidate availability or restriction	☐	☐	☐	
	Category or rank	☐	☐	☐	
	Voluntary transfer candidates	☐	☐	☐	
	Applicant information must flow to employee module.	☐	☐	☐	

Human Resources -- Applicant Tracking		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
5	Ability to create an online profile that will allow for multiple applications.	☐	☐	☐	
6	Allow for future modifications, changes and submissions to the application.	☐	☐	☐	
7	Ability to have complete applicant tracking online throughout the hiring process that also stores complete history files of successful and non-successful candidates.	☐	☐	☐	
8	Ability to set the applicant information that managers can view.	☐	☐	☐	
9	Ability to archive and delete entire applicant files, with appropriate user security.	☐	☐	☐	
10	Ability to scan or image resumes or other documents and attach to the applicant file.	☐	☐	☐	
11	Ability to query attached documents to an applicant's record through an index.	☐	☐	☐	
12	Ability to accept and process an unlimited number of applicants throughout entire process.	☐	☐	☐	
13	Ability to provide for applicant identification sortable by:				
	Last name	☐	☐	☐	
	Social security number or other applicant identification #	☐	☐	☐	
	Position	☐	☐	☐	
	Certifications/licenses	☐	☐	☐	
	Ability to generate interview invitations.	☐	☐	☐	

Human Resources -- Applicant Tracking		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
14	Ability to search for applicant by:				
	Last name	☐	☐	☐	
	First name	☐	☐	☐	
	Social security number or other applicant identification number	☐	☐	☐	
	Position	☐	☐	☐	
	Date range of application date	☐	☐	☐	
15	Ability to generate thank you letters to unsuccessful candidates from a menu of templates, with HR workflow approval process.	☐	☐	☐	
16	Ability to generate appointment letters.	☐	☐	☐	
17	Ability for managers to select candidates for interviews and enter interview date and time in the applicant's record.	☐	☐	☐	
18	Ability to generate drug testing, physical, and test schedules.	☐	☐	☐	
19	Ability to generate notification to inform candidate of test schedule.	☐	☐	☐	
20	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.	☐	☐	☐	
21	Ability to screen for and prevent duplicate applications to same position.	☐	☐	☐	
22	Ability for applicant information to be electronically submitted to hiring manager.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Human Resources -- Applicant Tracking				Third Party (include company name)
23	Ability to provide audit trail	☐	☐	☐	
	Workflow				
24	Ability to generate requisitions with approval levels	☐	☐	☐	
25	Ability to generate Personnel Action Paper (PAP) with approvals	☐	☐	☐	
26	Ability for applicant personal and job information to import to HRIS Employee Database	☐	☐	☐	
27	Applicant process connected to a background check option	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Human Resources -- Position Budgeting				Third Party (include company name)
1	Ability to Budget for employee group and create a starting budget schedule for each group.	☐	☐	☐	
2	Ability to Budget for any hours code (i.e. overtime) with user definable hours (i.e. 2 hours) and user definable payment cycle (i.e. Every Payroll, Annually, etc.) and cycle start month (i.e., March).	☐	☐	☐	
3	Ability to budget/calculate benefit, taxes, and workers compensation costs with effective date options to allow for mid-year or off cycle increases throughout a budget year.	☐	☐	☐	
4	Ability to override wages, benefits, taxes, and workers compensation information in budget preparation module when appropriate.	☐	☐	☐	
5	Ability to view budget information for all positions within a department or by position independently.	☐	☐	☐	
6	Ability to set adjustment factors with multiple effective date increases/decreases. (i.e. increase Jan 2 of 2% and increase on Aug 5 of 1%.)	☐	☐	☐	
7	Ability to generate future fiscal year forecasts regarding salary.	☐	☐	☐	
8	Ability to add and delete positions for budgeting purposes at any point in the budget cycle.	☐	☐	☐	

	Human Resources -- Position Budgeting	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
9	Ability to forecast current year budget and actual (either on a line-by-line basis or on an entire budget) based on:	☐	☐	☐	
	Units (positions) or staffing plan	☐	☐	☐	
	Employee groups (e.g. bargaining units)	☐	☐	☐	
	Characteristics of positions (e.g., longevity increases, step and grade increases, etc.)	☐	☐	☐	
10	Ability to create budget relationships (e.g., salary changes automatically adjust benefits and vice versa).	☐	☐	☐	
11	Ability to identify or flag department changes that impact other accounts after initial budget submission (e.g., salary change affects benefits), as defined by the Finance Department	☐	☐	☐	
12	Ability to budget using positions or actual employees.	☐	☐	☐	
13	Ability to override controls for specific position types.	☐	☐	☐	
14	Ability to maintain position history.	☐	☐	☐	
15	Ability to provide that position can be budgeted for partial year (3, 6, 9 months).	☐	☐	☐	
16	Ability to track the budget status (i.e. promoted, calculated, modified, etc.)	☐	☐	☐	
17	Ability to provide audit trail	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Human Resources -- Position Budgeting					Third Party (include company name)
Reporting and Query					
18	Ability to generate position budget trending report for user definable years.	☐	☐	☐	
19	Ability to generate position budget performance report with user definable selection criteria.	☐	☐	☐	
20	Ability to generate position budget report including all applicable expenditures with user definable selection criteria.	☐	☐	☐	
21	Ability to provide a fully capable "what-if" scenario generator for labor negotiations.	☐	☐	☐	
22	Ability to access all position budget information for reporting purposes.	☐	☐	☐	

	Human Resources -- Leave Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	Ability for the system to automatically maintain multiple accrual rate tables for various types of leave including vacation, sick and paid time off (PTO), leave without pay (WOP) by person or other user defined criteria.	☐	☐	☐	
2	Ability to make exceptions to accrual rates for specific individuals (ex: different accrual rate negotiated for a new hire)	☐	☐	☐	
3	Provide leave management access and maintenance via a Web based Self-Service capability for Human Resources staff and City employees	☐	☐	☐	
4	Ability to classify and record leave as medical, military, work comp, FMLA, jury duty , vacation, etc. per City rules	☐	☐	☐	
5	Ability to enter estimated or actual leave start and end dates	☐	☐	☐	
6	Ability to view history of leaves for an employee (including type of leave and period absent)	☐	☐	☐	
7	Ability for system to calculate when current paid leave balances will end (including future accruals earned during paid leave)	☐	☐	☐	
8	Ability of system to calculate beginning and ending dates for certain types of leave (e.g.: maternity allows for 4 weeks of paid leave of absence)	☐	☐	☐	
9	Ability of system to calculate premium amounts owed during an unpaid leave	☐	☐	☐	

	Human Resources -- Leave Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
10	Ability for system to adjust premium rates	☐	☐	☐	
11	Ability of system to adjust premium rates to include both employer and employee amounts when a qualifying event takes place. (Qualifying event example: A dependant is added)	☐	☐	☐	
12	Ability of the system to move performance review date ahead the appropriate number of days based on a qualifying unpaid leave. (Example: Adjust the performance review date if the employee will be out for more than 90 days.	☐	☐	☐	
13	Ability to record premium payments received with the proper costing information (Payroll/Accounting function)	☐	☐	☐	
14	Ability to clear arrears in payroll system once employee makes a payment (Payroll/Accounting function)	☐	☐	☐	
15	Ability of the system to process leave requests	☐	☐	☐	
16	Ability of the system to keep track of individuals who are on leave	☐	☐	☐	
17	Ability to automatically track FMLA by employee based on the employees or the employee supervisor's entry of time sheet data.	☐	☐	☐	
18	Ability to provide audit trail	☐	☐	☐	

	Human Resources -- Leave Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
Reporting and Query					
19	Ability to run a report showing accruals and usage by pay period for an employee, division, department and City wide balances after each pay period or other user defined criteria.	☐	☐	☐	
20	Ability to run queries on estimated or actual leave starting and ending dates by person or other user defined criteria.	☐	☐	☐	
21	Ability of the system to generate leave letter for an employee (states dates of leave and premiums owed by month)	☐	☐	☐	
22	Ability for the system to report delinquent premium amounts (e.g. - employee doesn't return after a leave and still owes premiums)	☐	☐	☐	
	WORKFLOW				
23	Ability to apply workflow based on user defined events such as leave requests, requests for leave of absence, contract expiration, etc.	☐	☐	☐	
	WEB ENABLEMENT				
24	Ability of the system to provide Web based access to Human Resources Staff and Employees	☐	☐	☐	

	Human Resources -- Risk Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	Ability to track worker's compensation (W/C) injuries	☐	☐	☐	
2	Ability to track medical expenses associated with W/C injuries	☐	☐	☐	
3	Ability to track lost work time associated with W/C injuries	☐	☐	☐	
4	Ability to track general liability claims (property, personal injury, etc) along with all medical and legal costs	☐	☐	☐	
5	Ability to report on general liability claims by date, location, name, or other user defined criteria	☐	☐	☐	
6	Ability to store fleet information on all City vehicles and equipment	☐	☐	☐	
7	Ability to track vehicle/equipment accident reports along with all associated repair costs, medical costs, legal costs, etc.	☐	☐	☐	
8	Ability to report on fleet claims by date, location, employee	☐	☐	☐	
9	Ability to store database of all City-owned properties	☐	☐	☐	
10	Ability to track insurance policies, costs and renewal dates for each City-owned property	☐	☐	☐	
11	Ability to store background check information, along with associated costs and source(s), with access defined by security level	☐	☐	☐	
12	Ability to store database of employee driver license records and renewal dates with access defined by security level	☐	☐	☐	

Human Resources -- Risk Management		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
13	Ability to store drug testing information with access defined by security level	☐	☐	☐	
14	Ability to provide audit trail	☐	☐	☐	
Reporting and Query					
15	Standard reports for all modules (W/C, Liability, Fleet, etc) by user defined criteria	☐	☐	☐	
16	Ability to create ad hoc reports using any defined field	☐	☐	☐	
Workflow					
17	Ability to complete first report of injury W/C forms for electronic submittal to Risk	☐	☐	☐	
18	Ability to link to work order module and create work order for claims requiring tasks to be performed by other departments	☐	☐	☐	

	Fully Compliant

					Modification/Custom Software
					Not available
Neighborhood & Development Services -- Business Licensing					Third Party (include company name)
1	The system must provide a facility to establish, maintain and monitor licenses and operations of businesses operating within the community.	☐	☐	☐	
2	System integrates with:	☐	☐	☐	
	General Ledger	☐	☐	☐	
	Cash Receipts	☐	☐	☐	
	Parcel Management	☐	☐	☐	
	Permitting Application	☐	☐	☐	
3	The system should allow businesses operating within the jurisdiction to be issued one or more licenses to conduct business for various categories of activity, (dry cleaners, convenience store, beer/wine, etc.).	☐	☐	☐	
4	In addition to NAICS and SIC, must allow unlimited user-defined business codes.	☐	☐	☐	
5	Handle an unlimited number of fees and rates.	☐	☐	☐	
6	Fees should be established based upon a variety of parameters such as; occupancy space, number of employees, gross receipts, machines or chairs and can be combined for a given business.	☐	☐	☐	
7	System has the ability to check for outstanding fees or include elements such as planning review as a step in the process prior to releasing a business license.	☐	☐	☐	
8	Late fees must be automatically assessed based upon user defined parameters.	☐	☐	☐	

Neighborhood & Development Services -- Business Licensing		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
9	System can notify user of upcoming expiration dates for business license holders via reports or system notifications.	☐	☐	☐	
10	Historical information must be kept regarding relocation of businesses, ownership transfers, changes in the nature of the business and other factors which may affect future issuance of a license.	☐	☐	☐	
11	Inspection reports should be produced by location to facilitate verification of business entities by area, street or other address-based techniques.	☐	☐	☐	
12	All businesses must be linked to the central property file for validation.	☐	☐	☐	
13	System must interface to GIS database and allow mapping of licenses and licensees	☐	☐	☐	
14	Ability to maintain license history.	☐	☐	☐	
Renewals					
15	Ability to create renewals batches based upon the following selection criteria:	☐	☐	☐	
	Licenses Expiration Date Range	☐	☐	☐	
	Type of License	☐	☐	☐	
16	Ability to edit the created batch	☐	☐	☐	
17	Ability to print license form for a single business or group of businesses	☐	☐	☐	
18	Forms templates Microsoft Word format) are provided for user to define unlimited numbers of the following forms:				

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Neighborhood & Development Services -- Business Licensing					Third Party (include company name)
	License	☐	☐	☐	
	License Renewal Form	☐	☐	☐	
	License Application Letter	☐	☐	☐	
	License Delinquent Notice	☐	☐	☐	
	License Expiration Letter	☐	☐	☐	
19	The system captures the following items related to Businesses:	☐	☐	☐	
	License Number (system-generated)	☐	☐	☐	
	Name	☐	☐	☐	
	Doing Business As (DBA)	☐	☐	☐	
	Telephone number	☐	☐	☐	
	Emergency telephone number	☐	☐	☐	
	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.	☐	☐	☐	
	Website	☐	☐	☐	
	Email address	☐	☐	☐	
	Attention line	☐	☐	☐	
	Tax ID number	☐	☐	☐	
	State license number	☐	☐	☐	
	Corporate document number	☐	☐	☐	
	Open date	☐	☐	☐	
	Close date	☐	☐	☐	
	SIC number and description				
	NAICS number and description				

Neighborhood & Development Services -- Business Licensing		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Business description	☐	☐	☐	
	Associated parcel	☐	☐	☐	
	Business physical address	☐	☐	☐	
	Business mailing address	☐	☐	☐	
20	The system or the user has the ability to:	☐	☐	☐	
	Search for existing business name when adding a new business to prevent duplicates.	☐	☐	☐	
	Assign a status to a business.	☐	☐	☐	
	Associate an unlimited number of contacts with the business.	☐	☐	☐	
	Create unlimited user-defined attributes.	☐	☐	☐	
	Manually add and remove attributes.	☐	☐	☐	
	Add unlimited attachments of any file type and/or comments to the business.	☐	☐	☐	
	Track all activities associated with a business.	☐	☐	☐	
	Associate an unlimited number of licenses to a business.	☐	☐	☐	
	Review the license history for a business.	☐	☐	☐	
	Create an annual bill for each of the businesses in the system.	☐	☐	☐	
	Record payments against such a billing and identify businesses that have not paid	☐	☐	☐	
	Create automated approval routings so that information about a new business can be reviewed by a variety of departments or divisions	☐	☐	☐	

Neighborhood & Development Services -- Business Licensing		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
		☐	☐	☐	
21	The system captures the following items related to Licensing:	☐	☐	☐	
	License contact	☐	☐	☐	
	Emergency contact	☐	☐	☐	
	Classification	☐	☐	☐	
	Exemption	☐	☐	☐	
	Submit date	☐	☐	☐	
	Expiration date	☐	☐	☐	
	Issue date	☐	☐	☐	
	Gross receipt value	☐	☐	☐	
	Sub Categories	☐	☐	☐	
	County fee	☐	☐	☐	
	Comments	☐	☐	☐	
	Associated business and information	☐	☐	☐	
22	The system or the user has the ability to:	☐	☐	☐	
	Assign a status to a license.	☐	☐	☐	
	Associate fees with a license type, and automatically add when creating a license.	☐	☐	☐	
	Manually add and remove fees.	☐	☐	☐	
	Renew a license.	☐	☐	☐	
	Assess penalties on a license.	☐	☐	☐	
	Print a license.	☐	☐	☐	
	Add gross receipts and expiration date to a license.	☐	☐	☐	
	Accept payments for license fees.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Neighborhood & Development Services -- Business Licensing					Third Party (include company name)
	Create unlimited user-defined attributes and associate them with a license type.	☐	☐	☐	
	Manually add and remove attributes.	☐	☐	☐	
	Add unlimited attachments of any file type to the license.	☐	☐	☐	
	Track all activities associated with a license.	☐	☐	☐	
	Assign and schedule reviews for a license.	☐	☐	☐	
	Add and schedule inspections for a license.	☐	☐	☐	
	View all history associated with a license, including transfers.	☐	☐	☐	
	Inquiries				
23	View licensees on line by any or all of the following selection criteria	☐	☐	☐	
	License Type	☐	☐	☐	
	License Number	☐	☐	☐	
	Licensee Last Name	☐	☐	☐	
	Licensee First Name	☐	☐	☐	
	Licensee Address	☐	☐	☐	
	Business Address	☐	☐	☐	
	Tax ID Type	☐	☐	☐	
	Tax ID Number	☐	☐	☐	
	License for	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Neighborhood & Development Services -- Business Licensing					Third Party (include company name)
	Reporting				
24	Licensee Transaction Report	☐	☐	☐	
25	Licensing Open Renewal Report	☐	☐	☐	
26	License Inspection Report	☐	☐	☐	
27	Licensing Revenue Summary Report	☐	☐	☐	
28	Licensing by G/L Distribution Report	☐	☐	☐	
29	Licensee by Profile Report	☐	☐	☐	
30	License Activity Report	☐	☐	☐	
31	Business Inspection Report	☐	☐	☐	
32	License Report	☐	☐	☐	
33	Expiration Report	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Neighborhood & Development Services -- Parcel Management					Third Party (include company name)
1	Ability to interface to existing GIS system for land and parcel information.	☐	☐	☐	
2	Ability to access GIS mapping data for road/street locations	☐	☐	☐	
3	Ability to interface GIS functionality/applications into the Land Management module.	☐	☐	☐	
4	Ability to track parcels of land including, but not limited to the following information:	☐	☐	☐	
	Address (Allow for multiple addresses per parcel)	☐	☐	☐	
	Owner (Allow for multiple owners)	☐	☐	☐	
	Resident (Allow for multiple residents)	☐	☐	☐	
	Structure type (e.g., two-car garage, mobile home)	☐	☐	☐	
	Use type (e.g., residential, agricultural, etc.)	☐	☐	☐	
	Sub division	☐	☐	☐	
	Unlimited user-defined fields	☐	☐	☐	
5	Ability to track both the owner and resident (could be different) for each address.	☐	☐	☐	
6	Ability to associate multiple addresses per parcel of land and a parcel of land to multiple addresses.	☐	☐	☐	
7	Ability to capture multiple physical addresses and mailing addresses for each parcel.	☐	☐	☐	

	Neighborhood & Development Services -- Parcel Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
8	Ability to enter freeform text and/or attach electronic documents concerning a particular address or parcel (e.g., owners have dogs).	☐	☐	☐	
9	Ability to query and/or report on the following parcel characteristics	☐	☐	☐	
	Community Name	☐	☐	☐	
	Parcel ID	☐	☐	☐	
	Owner Last Name	☐	☐	☐	
	Owner First name	☐	☐	☐	
	Address (Allow for multiple addresses per parcel)	☐	☐	☐	
	Status	☐	☐	☐	
	Developed (yes/no)	☐	☐	☐	
	Map Reference	☐	☐	☐	
	Zoning Class	☐	☐	☐	
	Property Class	☐	☐	☐	
	Exemption Class	☐	☐	☐	
	District Type	☐	☐	☐	
	District	☐	☐	☐	
10	Related Information including:	☐	☐	☐	
	Utility Account Number	☐	☐	☐	
	Fixed Asset Number (integration with Financial System)	☐	☐	☐	
	Code Enforcement Case Type	☐	☐	☐	

	Neighborhood & Development Services -- Parcel Management	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Code Enforcement Case Number	☐	☐	☐	
	Permit Type	☐	☐	☐	
	Permit Number	☐	☐	☐	
	Business/Animal License Type	☐	☐	☐	
	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.	☐	☐	☐	
11	Unlimited Ownership History	☐	☐	☐	
12	Unlimited Improvement Listing including the following characteristics for each improvement	☐	☐	☐	
	Address of improvement	☐	☐	☐	
	Improvement Type	☐	☐	☐	
	Improvement Class	☐	☐	☐	
	Improvement Usage	☐	☐	☐	
	Tenant/Description	☐	☐	☐	
	Occupancy Type	☐	☐	☐	
	Year Built	☐	☐	☐	
	Number of Stories	☐	☐	☐	
	Unlimited user-defined fields	☐	☐	☐	
	Ability to attach documents (jpeg, bmp, doc, xls, gif, htm, pdf, txt, xml, xls)	☐	☐	☐	
13	Unlimited Zoning History	☐	☐	☐	
14	Split/Merge History	☐	☐	☐	

Neighborhood & Development Services -- Parcel Management		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
15	Unlimited attachment of Documents (jpeg, bmp, doc, xls, gif, htm, pdf, txt, xml, xls)	☐	☐	☐	
16	Integration and access to associated Utility Accounts	☐	☐	☐	
17	Integration and access to associated Capital Assets	☐	☐	☐	
18	Integration and access to associated License files	☐	☐	☐	
19	Integration and access to associated Permits	☐	☐	☐	
20	Integration and access to associated Code Enforcement Cases	☐	☐	☐	
	Reporting				
21	Parcel Listing by the any or all of the following criteria:	☐	☐	☐	
	Effective date (any historical date)	☐	☐	☐	
	Property Status	☐	☐	☐	
	Jurisdictions	☐	☐	☐	
	Districts	☐	☐	☐	
	Mapping levels	☐	☐	☐	
	Property Class	☐	☐	☐	
	Zoning Class	☐	☐	☐	
	Exemption Class	☐	☐	☐	
	Ability to view GIS map of resulting data	☐	☐	☐	
22	Parcel Ownership Change Report by user defined date range	☐	☐	☐	

Neighborhood & Development Services -- Parcel Management		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
23	Parcel Split/Merge activity Report by user defined date range	☐	☐	☐	
24	Parcel Improvement Report by user defined year	☐	☐	☐	
25	Zoning Change or Activity Report by user defined data range	☐	☐	☐	

	Fully Compliant

			Modification/Custom Software		
				Not available	
	Neighborhood & Development Services -- Permits				Third Party (include company name)
1	Ability to view GIS map showing permit locations associated with a parcel.	☐	☐	☐	
2	Unlimited user defined permit types	☐	☐	☐	
3	Ability to define a permit as a master permit allowing sub-permits to be associated with the master	☐	☐	☐	
4	Ability to allow manual entry of a permit number or have automatic assignment of permit number by the system	☐	☐	☐	
5	Ability to define by permit type, whether a Temporary Certificate of Occupancy (Completion) may be issued	☐	☐	☐	
6	Ability to define by permit type, whether a Final Certificate of Occupancy (Completion) may be issued	☐	☐	☐	
7	Expiration date of each permit type may be defined as:	☐	☐	☐	
	None	☐	☐	☐	
	Manually defined at entry	☐	☐	☐	
	Based upon days from Issue Date of Permit	☐	☐	☐	
	Based upon days from Issuance of Temporary Certificate	☐	☐	☐	
8	Permit Applications for each permit type may be:	☐	☐	☐	
	None	☐	☐	☐	
	Formal (checklists and form letters required)	☐	☐	☐	
	Informal (checklists available)	☐	☐	☐	
9	All permit forms available in Microsoft Word format editable by user at any time	☐	☐	☐	
		Fully Compliant			

	Neighborhood & Development Services -- Permits		Modification/Custom Software		
				Not available	
					Third Party (include company name)
	No limit to the number of different forms that can be created	☐	☐	☐	
	Available forms include;	☐	☐	☐	
	Application Approval	☐	☐	☐	
	Application Denial	☐	☐	☐	
	Permit Form	☐	☐	☐	
	Temporary Certificate	☐	☐	☐	
	Final Certificate	☐	☐	☐	
10	Each permit type may have a unique set of "counter" (numbers) assigned	☐	☐	☐	
11	Each permit type may be assigned to be used by parcels in defined communities	☐	☐	☐	
12	Unlimited user defined fields may be assigned to each permit type	☐	☐	☐	
13	Ability to attach unlimited number of electronic documents (e.g., images) to permits.	☐	☐	☐	

	Fully Compliant

			Modification/Custom Software		
				Not available	
	Neighborhood & Development Services -- Permits				Third Party (include company name)
	Permit Fees				
14	Unlimited Fees may be attached to the permit				
15	Fee categories include:				
	Application Fees				
	Permit Fees				
	Post Permit Fees				
16	Fees may be assessed at any time during the permit process				
17	Fees may be required or optional				
18	Fee calculations include:				
	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.				
	Based upon improvement value				
	Based upon square footage				
	Based upon other fees				
	Flat amount per unit				
	Step rate - base with add-on fee				
	Step rate - Single rate per quantity				
	Step rate - Step Rate per quantity				
	Percentage of value without add-on fee				
	Percentage of value with add-on fee				
19	Fees may be refundable				
		Fully Compliant			

	Neighborhood & Development Services -- Permits		Modification/Custom Software	Not available	Third Party (include company name)
20	Fees may be waived	☐	☐	☐	
21	Minimum charge per permit	☐	☐	☐	
22	Minimum charge per fee type	☐	☐	☐	
23	Maximum charge per fee type	☐	☐	☐	
24	Rounding factor may be applied to fees	☐	☐	☐	
25	Each fee type may be assigned to a specified general ledger revenue account	☐	☐	☐	
26	System automatically calculates fees upon permit entry and recalculates fees at any time during the permit process	☐	☐	☐	
	Inspections	☐	☐	☐	
27	Unlimited number of inspections may be assigned as standard for each type of permit	☐	☐	☐	
28	During the Permit process unlimited numbers of additional inspections may be assigned to the permit	☐	☐	☐	
29	Inspections may be assigned a hierarchy defining which inspections must be completed before other inspections may be scheduled	☐	☐	☐	
30	Inspections may be defined as required to be completed to issue a Temporary Certificate	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Neighborhood & Development Services -- Permits				
31	Inspections may be defined as required to be completed to issue a Final Certificate	☐	☐	☐	
32	Inspections may be defined as enabled to Complete the Permit	☐	☐	☐	
	Application Checklists				
33	There may be an unlimited number of application checklists assigned to each permit	☐	☐	☐	
34	Each checklist may have an unlimited number of user defined activities assigned	☐	☐	☐	
	Notifications				
35	Each permit may generate electronic notifications to defined users at each of the following steps in the permit process:	☐	☐	☐	
	Application Submitted	☐	☐	☐	
	Application Approved	☐	☐	☐	
	Application Denied	☐	☐	☐	
	Permit Issued	☐	☐	☐	
	Permit Temporary Certificate Issued	☐	☐	☐	
	Permit Final Certificate issued	☐	☐	☐	
	Permit Completed	☐	☐	☐	
36	Each user may elect to receive notifications by e-mail in addition to through the application	☐	☐	☐	

	Neighborhood & Development Services -- Permits	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Contractors				
37	Permit application is integrated with Business Licensing to track contractors licenses	☐	☐	☐	
38	Contractor licensing requirements may be defined for each type of permit including:	☐	☐	☐	
	Locally issued license	☐	☐	☐	
	Contractor license (license issued by different community such as state or county)	☐	☐	☐	
39	System validates contractor license upon permit entry	☐	☐	☐	
	Inquiries				
40	Permits may be searched by any combination of the following criteria:	☐	☐	☐	
	Permit Type	☐	☐	☐	
	Permit Number	☐	☐	☐	
	Application Number	☐	☐	☐	
	Description	☐	☐	☐	
	Permit Status	☐	☐	☐	
	Community Name	☐	☐	☐	
	Parcel	☐	☐	☐	
	Service Address	☐	☐	☐	
	Property Owner Last Name	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Neighborhood & Development Services -- Permits				Third Party (include company name)
	Property Owner First name				
	Contractor				
	Other Party Name				
	Reports				
41	Permit Listing by the following search criteria:				
	Contractor				
	Date Range on selected date type including:				
	Application Approved				
	Permit Issued				
	Permit Cancelled				
	Permit Expired				
	Permit Completed				
	Temporary Certificate Issued				
	Final Certificate Issued				
	Permit Type or Types				
	Parcel or Parcels				
42	Permit Event Report - selection criteria includes:				
	Date Range				
	Permit Type or Types				
	Event Type or Types including:				
	Application Created				

	Neighborhood & Development Services -- Permits	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Application Approved	☐	☐	☐	
	Application Denied	☐	☐	☐	
	Application Reopened	☐	☐	☐	
	Application Cancelled	☐	☐	☐	
	Created Permit	☐	☐	☐	
	Permit Issued	☐	☐	☐	
	Temporary Certificate Printed	☐	☐	☐	
	Final Certificate Printed	☐	☐	☐	
	Re-opened	☐	☐	☐	
	Expired	☐	☐	☐	
	Cancelled Permit	☐	☐	☐	
	Stop Work Order Issued	☐	☐	☐	
	Stop Word Order Removed	☐	☐	☐	
	Permit Completed	☐	☐	☐	
43	Permit Inspection Report	☐	☐	☐	
44	Permit Revenue Collection Report	☐	☐	☐	
45	Permit Revenue Summary Report	☐	☐	☐	
46	Permit Valuation Report	☐	☐	☐	
47	Permit Address/Parcel Audit	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
Neighborhood & Development Services – **Municipal Inspections**					
1	Integrates with Permit Application	☐	☐	☐	
2	Integrates with Code Enforcement Application	☐	☐	☐	
3	Integrates with Business Licensing Application	☐	☐	☐	
4	Interfaces with GIS to allow mapping of inspections	☐	☐	☐	
5	System allows unlimited number of inspection types to be defined by the user	☐	☐	☐	
6	Each inspection type may be assigned to one of the following categories:	☐	☐	☐	
	Permit inspection	☐	☐	☐	
	License inspection	☐	☐	☐	
	Code Enforcement inspection	☐	☐	☐	
	Fire inspection	☐	☐	☐	
7	Each inspection may be assigned an unlimited number of "tasks" or "punch-list items"	☐	☐	☐	
8	An unlimited number of violation codes may be assigned to each inspection type	☐	☐	☐	
9	An unlimited number of User-Defined fields may be assigned to each inspection type	☐	☐	☐	
10	Each inspection type is assigned its own unique set of "counters" or "numbers."	☐	☐	☐	
11	Ability to import & link FL Building Codes & NFPA codes for code violations.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Neighborhood & Development Services – Municipal Inspections					**Third Party (include company name)**
	Notifications				
12	Users may be electronically notified of each of the following events related to inspections:	☐	☐	☐	
	Inspection Request	☐	☐	☐	
	Inspection Pass	☐	☐	☐	
	Inspection Fail	☐	☐	☐	
13	Each individual user may choose to receive notifications by e-mail	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Neighborhood & Development Services – **Requests for Services Tracking**					**Third Party (include company name)**
1	Ability to define an unlimited number of request types	☐	☐	☐	
2	Ability to define an unlimited number of user defined fields for each request type	☐	☐	☐	
3	Ability to upgrade request to a user-defined code enforcement case type	☐	☐	☐	
	Notifications				
4	Automatic electronic notifications to defined users upon creation of case	☐	☐	☐	
5	Individual users may choose to receive notifications by e-mail in addition to through the system	☐	☐	☐	
	Reports				
6	Case Service Request Report using any or all of the following selection criteria:	☐	☐	☐	
	Request date range	☐	☐	☐	
	Status	☐	☐	☐	
	Priority	☐	☐	☐	
	Internal request (yes/no)	☐	☐	☐	
	External request (yes/no)	☐	☐	☐	
	Request Type	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Neighborhood & Development Services – **Code Enforcement**					Third Party (include company name)
1	An address entity or master streets/address integration capabilities	☐	☐	☐	
2	Parcel and owner entities or ability to integrate parcel/owner data	☐	☐	☐	
3	Ability to view GIS map showing case locations associated with a parcel.	☐	☐	☐	
4	Ability to create a configurable workflow for unlimited number of different case types	☐	☐	☐	
5	Ability to view the status of a case progression	☐	☐	☐	
6	Ability to manually “progress” a case based on security	☐	☐	☐	
7	Case notes must be available for entry and viewing at all levels, complaint intake, inspections, hearings, reviews, etc.	☐	☐	☐	
8	Ability to track multiple violations with different statuses per case	☐	☐	☐	
9	Ability to attach unlimited electronic documents to each case	☐	☐	☐	
10	Unlimited number of user-defined fields	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Neighborhood & Development Services – Code Enforcement					**Third Party (include company name)**
	Notifications				
11	Automatic electronic notifications to defined users upon set up of case	☐	☐	☐	
12	Case may expedited to next level if initial users do not respond with defined time period and number of notifications	☐	☐	☐	
13	Up to 9 levels of referrals if no response to notifications	☐	☐	☐	
14	Individual users may choose to receive notifications by e-mail in addition to through the system	☐	☐	☐	
	Inspections				
15	Ability to auto schedule inspections by case type and other business rules	☐	☐	☐	
16	Ability to assign inspections to staff by case type and geographic attributes of the case address/parcel	☐	☐	☐	
17	Ability to re-assign single or multiple cases to another inspector	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Neighborhood & Development Services – Code Enforcement				**Third Party (include company name)**
	Inquiries				
18	Ability to look up cases by any or all of the following criteria:	☐	☐	☐	
	Case Type	☐	☐	☐	
	Case Number	☐	☐	☐	
	Date Range	☐	☐	☐	
	Reported By	☐	☐	☐	
	Location	☐	☐	☐	
	Service Address	☐	☐	☐	
	Inspector	☐	☐	☐	
	Community Name	☐	☐	☐	
	Parcel	☐	☐	☐	
	Description	☐	☐	☐	
	Owner Name	☐	☐	☐	
	Business Name	☐	☐	☐	
	Utility Account	☐	☐	☐	
	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Neighborhood & Development Services – Code Enforcement					Third Party (include company name)
	Reporting				
19	Case Listing using the following any or all of the following selection criteria	☐	☐	☐	
	Status	☐	☐	☐	
	Priority	☐	☐	☐	
	Date Range	☐	☐	☐	
	Open Date, or	☐	☐	☐	
	Resolution Date	☐	☐	☐	
	Case Type	☐	☐	☐	
	Parcel or parcels	☐	☐	☐	
20	Case Inspection Report using any or all of the following selection criteria	☐	☐	☐	
	Date Range	☐	☐	☐	
	Inspection Result	☐	☐	☐	
	Case Type	☐	☐	☐	
	Inspection Type	☐	☐	☐	
	Inspector	☐	☐	☐	
	Choice to view reports on GIS map	☐	☐	☐	

	Fully Compliant

			Modification/Custom Software		
				Not available	
Neighborhood & Development Services – **Development Review**					Third Party (include company name)
1	Ability to create mailing list from GIS address system	☐	☐	☐	
2	Create fill-in form and form letters	☐	☐	☐	
	Industry accepted electronic signature capability	☐	☐	☐	
3	Ability to view/print GIS map showing applicant locations associated with a parcel.	☐	☐	☐	
4	Auto generate GIS map in notice form letter	☐	☐	☐	
5	Unlimited user defined application types	☐	☐	☐	
6	Ability to define a application as a master application allowing sub-applications to be associated with the master	☐	☐	☐	
7	Ability to allow manual entry of an application number or have automatic assignment of application number by the system	☐	☐	☐	
8	Auto calculate expiration date based on pre-defined criteria	☐	☐	☐	
9	All application forms available in Microsoft Word format editable by user at any time	☐	☐	☐	
10	Unlimited user defined fields may be assigned to each application type	☐	☐	☐	
11	Ability to attach unlimited number of electronic documents (e.g., images)	☐	☐	☐	
12	Ability to use Municode as a lookup field	☐	☐	☐	
13	Public access to applications	☐	☐	☐	
		Fully Compliant			

			Modification/Custom Software		
				Not available	
Neighborhood & Development Services – Development Review					Third Party (include company name)
14	Ability to add date triggers in process steps	☐	☐	☐	
15	Ability to create agenda based on application data	☐	☐	☐	
16	Ability to maintain history of parcel ID's	☐	☐	☐	
17	Ability to provide outside agency access (fire, school board, etc.)	☐	☐	☐	
18	Ability to maintain fee structure and make changes without impacting historical information	☐	☐	☐	
19	Ability to lock down applications when outstanding fees exists	☐	☐	☐	
20	Ability to tie re-submittals to original application	☐	☐	☐	
21	Ability to search on various criteria and return all historical information	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	City Auditor & Clerk -- Billable Fees				
1	Security features to include login profiles, user rights associated with types of users, administrator and manager rights, and other features to ensure security of application	☐	☐	☐	
2	Features for collecting deposits and calculating when a deposit has reached its threshold	☐	☐	☐	
3	Capability to import previous applications and the transactions associated with those transactions	☐	☐	☐	
4	Connect to parcel data to retrieve parcel addresses for properties	☐	☐	☐	
5	Exchange time entry data with other programs via the CSV import/export feature	☐	☐	☐	
6	Access data from other database applications using the ODBC driver	☐	☐	☐	
7	Support billable and non-billable time & expenses	☐	☐	☐	
8	Provides warning when fee/expense entry exceeds amount quoted to client	☐	☐	☐	
9	Interfaces with word processor, database, case management and spreadsheet software.	☐	☐	☐	
10	Provide online help; user-definable help lists	☐	☐	☐	
11	Provide security to the menu item level with passwords	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	
City Auditor & Clerk -- Billable Fees					Third Party (include company name)
12	Track and list billed and unbilled hours, fees, disbursements, accounts receivable balances, and other related financial data	☐	☐	☐	
13	List billed but unpaid amounts by date, applicant	☐	☐	☐	
14	Auto email and text documents to applicants, managers, and time entry users with history and logs of all correspondences	☐	☐	☐	
15	Track time in the office, remotely, and in the field	☐	☐	☐	
16	Allow for other database programs (i.e. GIS software) to reach into the billable fee database and be able to map the locations of development applications	☐	☐	☐	
17	Handle applications under the Billable Fee System and the new Flat Fee System	☐	☐	☐	
18	Include all the data for applications not in "Completed" status	☐	☐	☐	
19	Provide a summary document of credits/debits and a balance for individual applications - Could be manually input by a temporary or other employee	☐	☐	☐	
20	Allow for the entry of "hard" costs such as advertising, legal costs, mailings, etc. - A printout of the types of entries is required	☐	☐	☐	
21	Provide reports for Finance to charge back time for applications filed under the Billable Fee System	☐	☐	☐	

	City Auditor & Clerk -- Billable Fees	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
22	Provide reports for applications under the threshold of 25%.	☐	☐	☐	
23	Automatic notification of change to "Pending" status	☐	☐	☐	
24	Allow for the entry of time for applications filed under the Billable Fee System	☐	☐	☐	
25	Provide for the automatic entry of flat fees based upon application type and the calculation of fees for applications of varying flat fees	☐	☐	☐	
26	Automatic generation of letters requiring additional deposits	☐	☐	☐	
27	History of generated collection letters	☐	☐	☐	
28	Print out receipts	☐	☐	☐	
29	Automatic generation of final letters	☐	☐	☐	
30	Direct automatic notifications of new applications to different groups depending upon application type	☐	☐	☐	
31	Automatic end-of month notification to enter staff time for Billable Fee	☐	☐	☐	
32	Automatic notification of accounts placed in "Suspended" status	☐	☐	☐	
33	Provide space for entry and automatic notification of Affected Persons - Part of development review process	☐	☐	☐	
34	Provide a space for associated Ordinance or Resolution number	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
City Auditor & Clerk -- Billable Fees					Third Party (include company name)
35	Link to the Property Appraisers Parcel System and allow for selection by name, address, and parcel ID	☐	☐	☐	
36	Allow for the entry of multiple parcel identification number	☐	☐	☐	
37	Link to payroll for existing Billable Fee Accounts	☐	☐	☐	
38	Provide for public access through the City's website.	☐	☐	☐	
39	Provide fields for date entry of key dates such as Planning Board, Commission, etc	☐	☐	☐	
	REPORTS				
	Summary reports of activities	☐	☐	☐	
	Financial Reports monthly by employee, department, and applicant	☐	☐	☐	
	Flat Fee Reports quarterly and monthly	☐	☐	☐	
	Employee monthly	☐	☐	☐	
	Supports billing frequency by matter or billing on demand; mass bill; bill by matter or by client	☐	☐	☐	
	Other reports related to the status of petitions as needed by managers including the ability to produce ad hoc reports	☐	☐	☐	

	Utilities Billing -- Water/Sewer/Refuse	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	General				
1	Option to integrate with parcel manager to validate parcels, addresses, owners and zoning	☐	☐	☐	
2	Integrate with MapObjects to display on a map the data stored in Utility Management	☐	☐	☐	
3	Integrate with General Leger and Accounts Payable for posting of bills, receipts, adjustments and refunds	☐	☐	☐	
4	Integrate with cashiering for receipts	☐	☐	☐	
5	On line validation and editing of customers, addresses, service locations, meters	☐	☐	☐	
6	Ability to have a "Central Name File" that contains all persons having a financial relationship with the City, family tree type of account setup.	☐	☐	☐	
7	Ability to look at all monies owed from a single inquiry from all applications generating receivables	☐	☐	☐	
	Account/Location/Customer Maintenance				
8	User definable work flow process for:	☐	☐	☐	
	New Account Set Up & New Service Set Up	☐	☐	☐	
	Move-In/Move-Out Process	☐	☐	☐	
	Ability to maintain & revert to permanent owner records on rental accounts	☐	☐	☐	
	Account Inquiry	☐	☐	☐	
9	Support an unlimited number of accounts	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Utilities Billing -- Water/Sewer/Refuse					Third Party (include company name)
10	Ability to provide for user defined customer and account classification codes (i.e., residential, commercial, etc.).	☐	☐	☐	
11	Ability to record Move-in and close dates for an account	☐	☐	☐	
12	Ability to record unlimited notes for an account	☐	☐	☐	
13	Provide for billing an unlimited number of services (metered or non-metered) per service location	☐	☐	☐	
14	Ability to send bill to one customer on the account and late notices and shut off notices to a different customer on the account	☐	☐	☐	
15	Ability to record unlimited contacts (spouse, tenant(s), alternate billing addresses, etc)	☐	☐	☐	
	Name, Address	☐	☐	☐	
	Relationship	☐	☐	☐	
	Addressee should receive copies of:	☐	☐	☐	
	Bill	☐	☐	☐	
	Delinquent Notices	☐	☐	☐	
	Alternate mailing address	☐	☐	☐	
	Contact phone numbers:	☐	☐	☐	
	Home	☐	☐	☐	
	Cell	☐	☐	☐	
	Work	☐	☐	☐	
	Fax	☐	☐	☐	
	Email Address	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Utilities Billing -- Water/Sewer/Refuse				Third Party (include company name)
	Employer Information (optional)	☐	☐	☐	
16	Ability to track information through system by customer. Must be able to view all accounts that customer has had, current status of accounts and outstanding balance and have ability to drill down to account detail.	☐	☐	☐	
17	Ability to view the outstanding total balance on an account as well as the balance broken down by service type, current balance and previous balance	☐	☐	☐	
18	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.	☐	☐	☐	
19	Ability to account for an unlimited number of security deposits per account.	☐	☐	☐	
20	Ability to define an unlimited number of user-defined and maintained rate tables for each service	☐	☐	☐	
21	Ability to define an effective date for rate tables	☐	☐	☐	
22	Ability to define service rates that are based on flat fees, consumption based, consumption based with demand, per unit charge, percentage based or user-defined formula	☐	☐	☐	
23	Ability to base charges for non-metered services such as sewer on water consumption from customer's water consumption.	☐	☐	☐	

	Utilities Billing -- Water/Sewer/Refuse	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
24	The system must provide the ability to base sewer charges that are dependent on water consumption on winter averages.	☐	☐	☐	
25	Ability to define distribution of fees to multiple general ledger accounts based on user-defined account type, fee category, service type	☐	☐	☐	
26	Ability to define through table entry, an unlimited number of service types and add, change and delete service types as required, with historical data	☐	☐	☐	
27	Ability to establish "alerts" (cash only; lien exists; e.g.) on customer accounts with the following characteristics:	☐	☐	☐	
	All alerts are user definable	☐	☐	☐	
	Unlimited number of alerts may be defined	☐	☐	☐	
	Each alert has unique start and stop dates	☐	☐	☐	
	User may define screens where alerts will appear	☐	☐	☐	
28	Ability to associate a service location with a parcel number	☐	☐	☐	
29	Ability to identify the jurisdiction in which the service location is located for billing purposes (i.e. vary rates based on jurisdiction)	☐	☐	☐	
30	Ability to identify the number of dwelling units at a service location	☐	☐	☐	
31	Ability to track information through system by location. Must be able to view:	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Utilities Billing -- Water/Sewer/Refuse					Third Party (include company name)
	History of all accounts at that location	☐	☐	☐	
	Current status of accounts	☐	☐	☐	
	Outstanding balance	☐	☐	☐	
	Drill down to account invoice line item, and aging detail	☐	☐	☐	
	Meters				
32	Ability to identify multiple meters at a service location	☐	☐	☐	
33	Ability to describe the location of the meter at a service location	☐	☐	☐	
34	Ability to view a history of all meters that have been installed at the service location.	☐	☐	☐	
35	Ability to maintain an unlimited number of meters	☐	☐	☐	
36	Ability to maintain meter attribute data including:	☐	☐	☐	
	Meter Number	☐	☐	☐	
	Route	☐	☐	☐	
	Sequence	☐	☐	☐	
	Installation date	☐	☐	☐	
	Begin Service Date	☐	☐	☐	
	End Service Date	☐	☐	☐	
	Services attached to the meter	☐	☐	☐	
	Status	☐	☐	☐	
	Free Form Comments	☐	☐	☐	
	Current Account Number	☐	☐	☐	
	Current Service Address	☐	☐	☐	

Utilities Billing -- Water/Sewer/Refuse		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Unlimited User Defined Fields	☐	☐	☐	
	Documents	☐	☐	☐	
	Remote Documents	☐	☐	☐	
37	Ability to define read types	☐	☐	☐	
38	Actual reading and consumption for each meter will be determined by the number of dials to be read for that meter.	☐	☐	☐	
39	In the comments column, indicate the maximum number of digits supported for each dial on a meter.	☐	☐	☐	
40	Ability to define through table entry, read types and measurement units for a meter	☐	☐	☐	
	Billing				
41	Support an unlimited number of billing cycles	☐	☐	☐	
42	Support an unlimited number of routes for various service types (refuse collection, meter reading, etc.)	☐	☐	☐	
43	Ability to support compound meters	☐	☐	☐	
44	Ability to store meter data for touch and radio reads (i.e. transponder number, radio id, radio type, register id)	☐	☐	☐	
45	Ability to estimate meter reads based on user-defined history preference	☐	☐	☐	
46	Ability to identify reads that were estimated versus actual readings	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Utilities Billing -- Water/Sewer/Refuse					Third Party (include company name)
47	Ability for system to automatically identify roll-over readings based on meter setup	☐	☐	☐	
48	Ability to automatically identify rollovers on meter readings	☐	☐	☐	
49	Produces a consumption audit register highlighting the following parameters:	☐	☐	☐	
	High/Low audits based upon user definable percentages	☐	☐	☐	
	Zero consumption	☐	☐	☐	
	Negative consumption	☐	☐	☐	
	Excessive number of consecutive estimates (defined by user)	☐	☐	☐	
	Other potential utility billing conflicts	☐	☐	☐	
50	Ability to enter stop and start dates for individual rate codes on an account	☐	☐	☐	
51	Ability to charge for flat rate billings	☐	☐	☐	
52	Ability to create special one-time charges with the option to assess and collect the charges over a user-defined period of time.	☐	☐	☐	
53	Provide for consumption groups of services for billing (water and sewer). A single account with multiple meters can combine consumption for billing purposes.	☐	☐	☐	
54	Ability to print user defined message on bills.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Utilities Billing -- Water/Sewer/Refuse					Third Party (include company name)
55	Ability to automatically add late penalties to delinquent accounts according to rate structure	☐	☐	☐	
56	Ability to prorate bills for new accounts and closed accounts	☐	☐	☐	
57	Calculates final bills during at any time subject to the workflow process and approvals established by the user.	☐	☐	☐	
58	Ability to automatically apply deposits to a final bill	☐	☐	☐	
59	Ability to bill by cycle and produce corresponding billing registers and journal entries.	☐	☐	☐	
60	Ability to sort bills by zip plus four to take advantages of available postage discount	☐	☐	☐	
61	Ability to export bills to a file for 3rd party printing	☐	☐	☐	
62	Ability to view and reprint a past bill at any time	☐	☐	☐	
63	Ability to generate a pre-billing report to view billing amounts before actually billing accounts.	☐	☐	☐	
64	Ability to accept full, over, partial and pre-payments	☐	☐	☐	
65	Ability to distribute partial payments based on user-defined preference	☐	☐	☐	
66	Provision for data entry correction of any distribution errors	☐	☐	☐	
67	Provide for auto-pay option for customers to pay from customer’s bank account.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Utilities Billing -- Water/Sewer/Refuse					Third Party (include company name)
68	The system should create an ACH file that may be submitted to the bank for processing.	☐	☐	☐	
69	The ACH file is fully editable after creation by the billing system and prior to submission to the bank.	☐	☐	☐	
70	Ability to import batch payment file from a lockbox payment facility	☐	☐	☐	
71	Ability to scan payment information directly into the system using a bar code scanner	☐	☐	☐	
72	Ability to support payment arrangements for customers to schedule payments for outstanding balances	☐	☐	☐	
73	Ability to generate a report of all customers with payment arrangements showing scheduled due dates, amounts due and amounts paid	☐	☐	☐	
74	Ability to define unlimited number of notices (late, past due, shut off, etc.) based upon user-defined minimum amounts due and number of days past due	☐	☐	☐	
75	Ability to create late notices and automatically record event against account	☐	☐	☐	
76	Ability to aggregate separate billings for a single customer to one bill statement	☐	☐	☐	
	Ability to process Email billing statements to customer.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Utilities Billing -- Water/Sewer/Refuse				Third Party (include company name)
	Inquiries				
77	Ability to display transaction history including bills, receipts, adjustments and refunds for an account	☐	☐	☐	
78	Ability to filter history by date, transaction type	☐	☐	☐	
79	Ability to change sort order of transaction history	☐	☐	☐	
80	Ability to display details of transaction and drill down to transaction	☐	☐	☐	
81	Ability to automatically track an unlimited number of events on an account, including:	☐	☐	☐	
	Billings	☐	☐	☐	
	Payments	☐	☐	☐	
	Meter Reads	☐	☐	☐	
	Adjustments	☐	☐	☐	
	Notes attached to the account	☐	☐	☐	
	Documents attached to the account	☐	☐	☐	
	Statements sent to the account	☐	☐	☐	
	Activities attached to the account	☐	☐	☐	
	Work Orders created for the account	☐	☐	☐	
	Form letters mailed to the account	☐	☐	☐	
	Credit transactions (NSF checks, late payments)	☐	☐	☐	
82	Provide for displaying and/or printing any customer account history upon request.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Utilities Billing -- Water/Sewer/Refuse					Third Party (include company name)
83	Ability to display outstanding balance by user-defined type of service, broken into aging categories	☐	☐	☐	
84	Ability to generate a consumption report that shows top consumption users based upon:	☐	☐	☐	
	Date range	☐	☐	☐	
	Desired number of customers to be reported	☐	☐	☐	
	Consumption type	☐	☐	☐	
85	Ability to generate a largest dollar amounts report that shows top revenue generators based upon:	☐	☐	☐	
	Date range	☐	☐	☐	
	Desired number of customers to be reported	☐	☐	☐	
	Charge category or categories	☐	☐	☐	
86	Billing Calendar showing all critical dates in the selected month	☐	☐	☐	
	Reporting				
87	Arrears Register	☐	☐	☐	
88	Transaction History	☐	☐	☐	
89	Account Status	☐	☐	☐	
90	Account Transitions (listing of Move-In, Move-Out by date range)	☐	☐	☐	
91	Deposit Activity	☐	☐	☐	
92	Deposit Status	☐	☐	☐	

	Utilities Billing -- Water/Sewer/Refuse	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
93	Uncollected Deposits	☐	☐	☐	
94	Payment Plan Status	☐	☐	☐	
95	Trial Balance	☐	☐	☐	
96	Accounts Receivable Reconciliation Report	☐	☐	☐	
97	Revenues by account types & G/L Distribution	☐	☐	☐	
98	Deposit Interest	☐	☐	☐	
99	Receipt Transactions	☐	☐	☐	
100	Payment Register	☐	☐	☐	
101	Payment Assistance Plans	☐	☐	☐	
102	Aging Balances	☐	☐	☐	
103	Bad Debt Report	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Utilities Billing -- Meter Inventory					Third Party (include company name)
1	Ability to identify multiple meters at a service location	☐	☐	☐	
2	Ability to describe the location of the meter at a service location	☐	☐	☐	
3	Ability to view a history of all meters that have been installed at the service location.	☐	☐	☐	
4	Ability to maintain an unlimited number of meters	☐	☐	☐	
5	Ability to maintain meter attribute data including:	☐	☐	☐	
	Meter Number	☐	☐	☐	
	Route	☐	☐	☐	
	Sequence	☐	☐	☐	
	Installation date	☐	☐	☐	
	Begin Service Date	☐	☐	☐	
	End Service Date	☐	☐	☐	
	Services attached to the meter	☐	☐	☐	
	Status	☐	☐	☐	
	Free Form Comments	☐	☐	☐	
	Current Account Number	☐	☐	☐	
	Current Service Address	☐	☐	☐	
	Unlimited User Defined Fields	☐	☐	☐	
	Documents	☐	☐	☐	
	Remote Documents	☐	☐	☐	
6	Ability to view all service orders related to a meter	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Utilities Billing -- Meter Inventory					Third Party (include company name)
7	Actual reading and consumption for each meter will be determined by the number of dials to be read for that meter.	☐	☐	☐	
8	In the comments column, indicate the maximum number of digits supported for each dial on a meter.	☐	☐	☐	
9	Ability to define through table entry, read types and measurement units for a meter	☐	☐	☐	
10	Ability to support compound meters	☐	☐	☐	
11	Ability to store meter data for touch and radio reads (i.e. transponder number, radio id, radio type, register id)	☐	☐	☐	
12	Ability to identify reads that were estimated versus actual readings	☐	☐	☐	
13	Ability for system to automatically identify roll-over readings based on meter setup	☐	☐	☐	
14	Ability to automatically identify rollovers on meter readings	☐	☐	☐	
	Inquiries				
15	Locate meters by the following criteria, singly or in combination:	☐	☐	☐	
	Meter Number	☐	☐	☐	
	Serial Number	☐	☐	☐	
	Remote Number	☐	☐	☐	
	Service Class	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Utilities Billing -- Meter Inventory					Third Party (include company name)
	Type	☐	☐	☐	
	Size	☐	☐	☐	
	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.	☐	☐	☐	
	Address	☐	☐	☐	
	Route	☐	☐	☐	
	From/Through Sequence	☐	☐	☐	
	In Service - Yes, No, Both	☐	☐	☐	
	Service Date	☐	☐	☐	
	Reports				
16	Meter Listing Report - report search and selection criteria include:	☐	☐	☐	
	Inventory Date	☐	☐	☐	
	Purchase Date	☐	☐	☐	
	Meter Type	☐	☐	☐	
	Meter Size	☐	☐	☐	
	Manufacturer	☐	☐	☐	
17	Meter Service report - report search and selection criteria include:	☐	☐	☐	
	Report "as of' date (any time in history)	☐	☐	☐	
	Report Sequence	☐	☐	☐	
	Meter Type	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Public Works -- Fleet Maintenance					Third Party (include company name)
1	Ability of mechanics/supervisor to open work orders for all fleet vehicles	☐	☐	☐	
2	Ability to report on work orders, materials, and equipment easily	☐	☐	☐	
3	Must be able to support fleet stockroom activities - inventory system	☐	☐	☐	
4	Must be compatible with current fueling system architecture	☐	☐	☐	
5	Ability to have supervisor edit and review open work orders easily	☐	☐	☐	
6	Ability to job cost each work order (time, materials, equipment) or to run reports to job cost multiple work orders on one report	☐	☐	☐	
7	Ability to run month/year end on all stockroom, repairs and consumables by date	☐	☐	☐	
8	Ability for up to 10 mechanics to utilize system at same time - preferable web based	☐	☐	☐	
9	Ability to print a work order to include all pertinent information needed for mechanic	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Public Works Service Order Processing				
		☐	☐	☐	
1	Ability to view all service orders associated with a service customer	☐	☐	☐	
2	Ability to view all service orders associated with a service location	☐	☐	☐	
3	Ability to define through table entry, an unlimited number of service order types and add, change and delete service order types as required	☐	☐	☐	
4	Ability to automatically update customer, location, meter and account information upon completion of service order actions	☐	☐	☐	
5	Ability to display a history of all service orders including status by:	☐	☐	☐	
	Account	☐	☐	☐	
	Customer	☐	☐	☐	
	Meter	☐	☐	☐	
6	Ability to print a list of service order forms based on any or all of the following criteria:	☐	☐	☐	
	Scheduled date range	☐	☐	☐	
	Requested date range	☐	☐	☐	
	Priority	☐	☐	☐	
	Requesting employee	☐	☐	☐	
	Work Order number	☐	☐	☐	
	Work Order type/types	☐	☐	☐	
	Route/routes	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Public Works -- Service Order Processing					Third Party (include company name)
7	Ability to list service orders based on any or all of the following criteria:	☐	☐	☐	
	Scheduled date range	☐	☐	☐	
	Requested date range	☐	☐	☐	
	Completed date range	☐	☐	☐	
	Priority	☐	☐	☐	
	Requesting employee	☐	☐	☐	
	Work Order number	☐	☐	☐	
	Work Order type	☐	☐	☐	
	Route/routes	☐	☐	☐	
8	Ability to job cost each work order (time, materials, equipment) or to run reports to job cost multiple work orders on one report	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
Public Works -- Cash Register Interface					Third Party (include company name)
1	Integrate with cashiering for receipts	☐	☐	☐	
2	Ability to identify customer as “cash-only” and have the user alerted when entering a receipt for the customer	☐	☐	☐	
3	Ability to accept full, over, partial and pre-payments	☐	☐	☐	
4	Ability to distribute partial payments based on user-defined preference	☐	☐	☐	
5	Provision for data entry correction of any distribution errors	☐	☐	☐	
6	Ability to scan payment information directly into the system using a bar code scanner	☐	☐	☐	
7	Ability to use various cash registers for processing receipts	☐	☐	☐	
8	Ability to identify customer as delinquent, final billed, terminated and have the user alerted when entering a receipt for the customer	☐	☐	☐	
9	Ability to view key customer information (customer name, account number, acct status, aging delinquency balance, customer notes) "at a glance" when entering a payment for the customer	☐	☐	☐	

	Public Works -- Miscellaneous Billing & Receivables	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
1	The software must support both accrual and cash basis accounting.	☐	☐	☐	
2	The software must apply late charges to selected accounts.	☐	☐	☐	
3	The software must provide the ability to write-off remaining balance.	☐	☐	☐	
4	The software must provide for a one time or recurring invoice.	☐	☐	☐	
5	The software must allow for multiple customer addresses.	☐	☐	☐	
6	The software must allow for pre-payment of invoices.	☐	☐	☐	
7	The software must allow new customers to be added from invoice processing.	☐	☐	☐	
8	The software must allow for interest, penalty, cash, receivable, and bad debt accounts to be established by invoice type.	☐	☐	☐	
9	The software must provide security to let individual users be restricted to certain invoice types.	☐	☐	☐	
10	The software must automatically distribute all cash receipts to the appropriate customer account.	☐	☐	☐	
11	Ability to maintain a master customer file.	☐	☐	☐	
12	Ability to record a designated collections manager by customer account or customer type.	☐	☐	☐	
13	Ability to establish default account distributions for each receivable.	☐	☐	☐	
		Fully Compliant			

			Modification/Custom Software		
				Not available	
	Public Works -- Miscellaneous Billing & Receivables				Third Party (include company name)
		☐	☐	☐	
14	Ability to recognize or accommodate:	☐	☐	☐	
	Revenue earned and billed	☐	☐	☐	
	Recognize revenue previously reported as deferred	☐	☐	☐	
	Sorting and displaying accounts receivable in a prescribed aging format	☐	☐	☐	
15	Ability to accommodate Electronic Fund Transfers.	☐	☐	☐	
16	Ability to generate detail or summary transactions of receivable activity in the general ledger for all original entries, adjustments, penalty and interest assessments, and write-offs in batch process or real time, with appropriate work flow approval.	☐	☐	☐	
17	Ability to enter a cash receipt transaction on a decentralized (departmental) or centralized basis.	☐	☐	☐	
18	Ability to process positive or negative billing adjustments with proper controls and an audit trail.	☐	☐	☐	
19	Ability to distribute cash receipt deposits out to the department level and have information accessible on a real-time basis.	☐	☐	☐	
20	Ability to transfer outstanding balances upon transfer or creation of region for revenue tracking, with an appropriate audit trail and automatic generation of appropriate GL transactions.	☐	☐	☐	
21	Ability to maintain and track the following data elements for each customer record:	☐	☐	☐	
	Balance forward or open items	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	Pubic Works -- Miscellaneous Billing & Receivables				
	Last account activity	☐	☐	☐	
	Contact name(s)	☐	☐	☐	
	Tax ID number	☐	☐	☐	
	Address by type (i.e., remittance, bill to, parent company, etc.)	☐	☐	☐	
	Current and unpaid late payment penalty and interest charges	☐	☐	☐	
	Balance due	☐	☐	☐	
	Last payment amount	☐	☐	☐	
	Last payment date	☐	☐	☐	
	Year-to-date payments	☐	☐	☐	
	Late payment penalty and interest charges this year	☐	☐	☐	
	Late payment penalty and interest charges during user-defined period	☐	☐	☐	
	Bad check, dunning, and/or bankruptcy information	☐	☐	☐	
	Ability to do analysis ("what if scenarios") with positions, individually by department and as a whole.	☐	☐	☐	
	Statement cycle (e.g., weekly, monthly)	☐	☐	☐	
	Notes/comments (miscellaneous additional information)	☐	☐	☐	
	Date customer was added	☐	☐	☐	

	Public Works -- Miscellaneous Billing & Receivables	Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
22	Ability to restrict access to add, delete, or modify customer information to users with appropriate security only.	☐	☐	☐	
23	Ability to prevent deletion of customer records with any activity in a user-defined period.	☐	☐	☐	
24	Ability to log all communication with customer regarding account (e.g., questions, ticklers, notifications, etc.).	☐	☐	☐	
25	Ability to automatically assign sequential customer and invoice numbers to ensure duplicates do not occur.	☐	☐	☐	
26	Ability to archive inactive accounts based on user defined criteria.	☐	☐	☐	
27	Ability to use numeric characters for customer numbers.	☐	☐	☐	
28	Ability to classify customers by user-defined classifications.	☐	☐	☐	
29	Ability to generate tickler messages for automatic display on specific dates for follow-up with a customer.	☐	☐	☐	
30	Ability to activate or inactivate customers.	☐	☐	☐	
31	Ability to provide option of billing by type of charge and/or type of customer.	☐	☐	☐	
32	Ability to develop payment plan rules based on type of offense, type of receivable, or other user-defined criteria, with the appropriate security.	☐	☐	☐	
33	Ability to set up one time customers with minimal data entry as compared to a regular customer.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
	Public Works -- Miscellaneous Billing & Receivables				Third Party (include company name)
34	Ability to provide sequentially numbered invoices.	☐	☐	☐	
35	Ability to produce fixed or recurring billings based upon contract terms.	☐	☐	☐	
36	Ability to provide automatic booking of accounts receivable as a by-product of customer invoicing.	☐	☐	☐	
37	Ability to produce manual invoices for non-recurring types of billing, with automatic booking of accounts receivable upon entry.	☐	☐	☐	
38	Ability to generate invoices that may not be due for several years.	☐	☐	☐	
39	Ability to image and attach related electronic documents.	☐	☐	☐	
40	Ability to split invoices between multiple funds.	☐	☐	☐	
41	Ability for a cash receipt to be distributed to multiple revenue accounts based on a user-defined (e.g., percentage or flat amount) allocation.	☐	☐	☐	
42	Ability to generate one invoice or many invoices for users who owe more than one department.	☐	☐	☐	
43	Ability to bill other agencies for services rendered.	☐	☐	☐	
44	Ability to provide a method for the organization to recognize intra-governmental transactions.	☐	☐	☐	
45	Ability to include the billing date range and/or period on invoices.	☐	☐	☐	
46	Ability to maintain and send invoices to multiple addresses for the same customer.	☐	☐	☐	
		Fully Compliant			

Public Works -- Miscellaneous Billing & Receivables		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
47	Ability to construct and process periodic statements for every receivable by user-specified criteria.	☐	☐	☐	
48	Ability to generate account statements for the following:	☐	☐	☐	
	Specific accounts	☐	☐	☐	
	Range of accounts within a department, fund, cycle	☐	☐	☐	
	Range of customers	☐	☐	☐	
	Delinquent accounts	☐	☐	☐	
49	Ability to generate consolidated statements for customers with multiple accounts by user-defined criteria.	☐	☐	☐	
50	Ability to include sales tax on invoice items.	☐	☐	☐	
51	Ability to prevent sales tax on tax-exempt customers.	☐	☐	☐	
52	Ability to automatically calculate interest on individual account from an effective dated interest table and bill customer for interest and principal.	☐	☐	☐	
53	Ability to prevent interest on specific invoices or on specific customers.	☐	☐	☐	
54	Ability to produce ready-to-mail invoices prepared in accordance with governmental regulations and in the format required by various departments.	☐	☐	☐	
55	Ability to produce reconciliation statements showing beginning balance, charges, credits and payments, and a new balance.	☐	☐	☐	
56	Ability to print bar coded information on remittance advice.	☐	☐	☐	

					Modification/Custom Software
				Not available	
	Public Works -- Miscellaneous Billing & Receivables				Third Party (include company name)
57	Ability to read bar coded information on remittance advice.	☐	☐	☐	
58	Ability to correct and reprint invoices, with the appropriate security and audit trail.	☐	☐	☐	
59	Ability to identify duplicate or reprinted invoices as such.	☐	☐	☐	
60	Ability to accommodate online cancellation and one step automatic reversals of invoice entries.	☐	☐	☐	
61	Ability to print individual customer statements on demand and/or automatically print all customer statements during a desired cycle.	☐	☐	☐	
62	Ability to suppress statements for specific customers or entire classes of customers.	☐	☐	☐	
63	Ability to allow credit memos, with appropriate security.	☐	☐	☐	
64	Ability to apply specific credit memos to specific invoices and invoice line items.	☐	☐	☐	
65	Ability to print comments on both an individual and group basis on the billing documents.	☐	☐	☐	
66	Ability to write-off small discrepancies between the amount due and the amount received, with the appropriate workflow approval.	☐	☐	☐	
67	Ability to apply payments according to the following:	☐	☐	☐	
	Partial payments against individual line items on a receivable	☐	☐	☐	
	Overpayments against individual line items on a receivable	☐	☐	☐	
		Fully Compliant			

	Public Works -- Miscellaneous Billing & Receivables			Modification/Custom Software Not available	Third Party (include company name)
	Maintain open receivable until all items are satisfied	☐	☐	☐	
68	Ability to apply revenue to multiple accounts using one of the following methods:	☐	☐	☐	
	manual selection of items to pay	☐	☐	☐	
	step-through outstanding items, allowing user to select specific items.	☐	☐	☐	
69	Ability to automatically apply each type of fee or sales to various multiple revenue sources.	☐	☐	☐	
70	Ability to accommodate receipts via electronic funds transfers (EFT), lock box, credit card, and other electronic receipts for payment.	☐	☐	☐	
71	Ability to generate a cash receipt on demand.	☐	☐	☐	
72	Ability to accommodate multiple payments for an invoice.	☐	☐	☐	
73	Ability to identify payment source.	☐	☐	☐	
74	Ability to accommodate single payments applied against multiple invoices.	☐	☐	☐	
75	Ability to effective date receipts into the future.	☐	☐	☐	
76	Ability to accommodate payments in excess of or less than the bill rendered.	☐	☐	☐	
77	Ability to optionally carry a credit balance or automatically generate a refund resulting from a customer overpayment.	☐	☐	☐	
78	Ability to accommodate ACH debits against customer accounts.	☐	☐	☐	
		Fully Compliant			

			Modification/Custom Software		
				Not available	
	Public Works -- Miscellaneous Billing & Receivables				Third Party (include company name)
79	Ability to generate late payment fees (i.e., 2% of outstanding amount).	☐	☐	☐	
80	Ability to accommodate percentage of outstanding amount fees as well as flat fees, along with calculation rules (up to maximum, etc.).	☐	☐	☐	
81	Ability to generate the following information on cash receipts:	☐	☐	☐	
	Amount	☐	☐	☐	
	Customer Name	☐	☐	☐	
	Customer ID	☐	☐	☐	
	Customer address	☐	☐	☐	
	Default accounts	☐	☐	☐	
	Date of service	☐	☐	☐	
	Current date	☐	☐	☐	
	Individual who received the cash	☐	☐	☐	
	Form of payment (e.g., check, cash, credit, debit)	☐	☐	☐	
	Description of service (text and/or code)	☐	☐	☐	
	Other fields as defined by user, with appropriate security	☐	☐	☐	
82	Ability to maintain a log of all receipts with control totals.	☐	☐	☐	
83	Ability to designate certain fields as required on the receipt and require valid data elements in those fields.	☐	☐	☐	
84	Ability to distinguish between exchange and non-exchange revenue transactions.	☐	☐	☐	
85	Ability to automatically number receipts sequentially.	☐	☐	☐	
		Fully Compliant			

			Modification/Custom Software		
				Not available	
	Public Works -- Miscellaneous Billing & Receivables				**Third Party (include company name)**
86	Ability to pull up an existing cash receipt entry and reverse it, with the appropriate accounting effect automatically.	☐	☐	☐	
87	Ability to generate recurring invoice entries.	☐	☐	☐	
88	Ability to enter overpayment receipt into an expense line item.	☐	☐	☐	
89	Ability to generate delinquency notices (based on user-defined delinquency periods) in user-defined batches or as real time transactions, with appropriate work flow approval, based on receivable type.	☐	☐	☐	
90	Ability to process uncollectible accounts as follows:	☐	☐	☐	
	Record as uncollectible.	☐	☐	☐	
	Reverse amount deemed uncollectible and record receipt of cash if received at anytime.	☐	☐	☐	
	Obtain proper approvals to write-off account balance if not collected, with proper security.	☐	☐	☐	
91	Ability to generate a variance report by user or by department for:	☐	☐	☐	
	Lists of receipts for daily cash deposits	☐	☐	☐	
	Cash receipts registers or journals	☐	☐	☐	
	Daily bank deposits	☐	☐	☐	
92	Ability to subtotal by fund on cash receipt forms.	☐	☐	☐	
93	Ability to list receivables written off.	☐	☐	☐	
		Fully Compliant			

Public Works -- Miscellaneous Billing & Receivables				Modification/Custom Software	Not available	Third Party (include company name)
94	Ability to generate a variance report showing revenue accruals vs. actual collection.	☐	☐	☐	
95	Ability to optionally generate a dunning letter or notify a user according to user-specified criteria regarding aging and payment history.	☐	☐	☐	
96	Ability to access the customer master by a portion of the customer name.	☐	☐	☐	
97	Ability to produce reconciliation statements for bank accounts (particularly EFT reconciliation).	☐	☐	☐	
98	Ability to produce accrual reports at any point in time.	☐	☐	☐	

		Fully Compliant	Modification/Custom Software	Not available	Third Party (include company name)
	IVR Requirements				
1	Easy and relevant menu items that accompany simple requests.	☐	☐	☐	
2	Ability to configure the system based on what callers actually seek to accomplish on the phone based on caller demographics. For example, younger users may be more likely to try a complex task with an automated system, while older callers may be more apt to "zero out" to a live agent at the first hint of confusion.	☐	☐	☐	
3	A well-defined recovery strategy to keep users confident and engaged when misunderstandings occur.	☐	☐	☐	
4	Ability to easily transition to a live agent to resolve issues.	☐	☐	☐	
5	Ability to transfer information collected in the IVR to the live agent they are transferred to.	☐	☐	☐	
6	Call whisper and screen pop-up functionality.	☐	☐	☐	
7	Provide callers with an option to navigate the system using touch-tone (keypad) or speech recognition. Let callers choose the most effective option based on their general preferences, location or understanding of the system.	☐	☐	☐	
8	Integration with customer databases and CRM systems. If callers know that the system recognizes their identity, they will be far more likely to stay in the IVR.	☐	☐	☐	

		Fully Compliant			
			Modification/Custom Software		
				Not available	
IVR Requirements					Third Party (include company name)
9	Ability to identify and communicate a few universal commands that are recognized at any time during the call. Examples include "beginning" to go back to the start of the dialogue and "help" to get detailed information on the current request for input.	☐	☐	☐	

EXHIBIT B
SCHEDULE OF PRICING

SUMMARY

OPTION 1: LUMP SUM

DESCRIPTION	**TOTAL AMOUNT**
SOFTWARE LICENSE (PAGE 2)	
MODIFICATIONS/ DATA CONVERSION (PAGE 3)	
IMPLEMENTATION/ TRAINING & SUPPORT(PAGE 4)	
PROJECT MANAGEMENT(PAGE 5)	
OTHER COSTS(PAGE 6)	
ANNUAL MAINTENANCE YR 1	
ANNUAL MAINTENANCE YR 2	
ANNUAL MAINTENANCE YR 3	
ANNUAL MAINTENANCE YR 4	
ANNUAL MAINTENANCE YR 5	
TOTAL	

EXHIBIT B
SCHEDULE OF PRICING

OPTION 2: PAYMENTS

DESCRIPTION	TOTAL MONTHLY PAYMENT	DURATION (MONTHS)	INTEREST RATE
SOFTWARE LICENSE (PAGE 2)			
MODIFICATIONS/ DATA CONVERSION (PAGE 3)			
IMPLEMENTATION/ TRAINING & SUPPORT(PAGE 4)			
PROJECT MANAGEMENT(PAGE 5)			
OTHER COSTS(PAGE 6)			
ANNUAL MAINTENANCE YR 1			
ANNUAL MAINTENANCE YR 2			
ANNUAL MAINTENANCE YR 3			
ANNUAL MAINTENANCE YR 4			
ANNUAL MAINTENANCE YR 5			
TOTAL			

EXHIBIT B
SCHEDULE OF PRICING

OPTION 1: LUMP SUM

SOFTWARE				
QTY	**DESCRIPTION**	**UNIT PRICE**	**EXT. PRICE**	**NOTE (not required)**
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
	OTHER	$	$	
	TOTAL	$	$	

OPTION 2: PAYMENTS

SOFTWARE					
QTY	**DESCRIPTION**	**TOTAL MONTHLY PAYMENT**	**DURATION (MONTHS)**	**INTEREST RATE**	**NOTE (not required)**
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
	OTHER	$		%	
	TOTAL	$			

EXHIBIT B
SCHEDULE OF PRICING

OPTION 1: LUMP SUM

MODIFICATION/DATA CONVERSION COSTS				
QTY	**DESCRIPTION**	**UNIT PRICE**	**EXT. PRICE**	**NOTE (not required)**
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
	OTHER	$	$	
	TOTAL	$	$	

OPTION 2: PAYMENTS

MODIFICATION/DATA CONVERSION COSTS					
QTY	**DESCRIPTION**	**TOTAL MONTHLY PAYMENT**	**DURATION (MONTHS)**	**INTEREST RATE**	**NOTE (not required)**
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
	OTHER	$		%	
	TOTAL	$			

EXHIBIT B
SCHEDULE OF PRICING

OPTION 1: LUMP SUM

IMPLEMENTATION, TRAINING & SUPPORT COSTS				
QTY	**DESCRIPTION**	**UNIT PRICE**	**EXT. PRICE**	**NOTE (not required)**
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
	OTHER	$	$	
	TOTAL	$	$	

OPTION 2: PAYMENTS

IMPLEMENTATION, TRAINING & SUPPORT COSTS					
QTY	**DESCRIPTION**	**TOTAL MONTHLY PAYMENT**	**DURATION (MONTHS)**	**INTEREST RATE**	**NOTE (not required)**
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
	OTHER	$		%	
	TOTAL	$			

EXHIBIT B
SCHEDULE OF PRICING

OPTION 1: LUMP SUM

PROJECT MANAGEMENT COSTS				
QTY	**DESCRIPTION**	**UNIT PRICE**	**EXT. PRICE**	**NOTE (not required)**
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
	OTHER	$	$	
	TOTAL	$	$	

OPTION 2: PAYMENTS

PROJECT MANAGEMENT COSTS					
QTY	**DESCRIPTION**	**TOTAL MONTHLY PAYMENT**	**DURATION (MONTHS)**	**INTEREST RATE**	**NOTE (not required)**
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
	OTHER	$		%	
	TOTAL	$			

EXHIBIT B
SCHEDULE OF PRICING

OPTION 1: LUMP SUM

OTHER COSTS				
QTY	**DESCRIPTION**	**UNIT PRICE**	**EXT. PRICE**	**NOTE (not required)**
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
		$	$	
	OTHER	$	$	
	TOTAL	$	$	

OPTION 2: PAYMENTS

OTHER COSTS					
QTY	**DESCRIPTION**	**TOTAL MONTHLY PAYMENT**	**DURATION (MONTHS)**	**INTEREST RATE**	**NOTE (not required)**
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
		$		%	
	OTHER	$		%	
	TOTAL	$			

EXHIBIT B
SCHEDULE OF PRICING

City Resources Needed for Implementation		
RESOURCE	**TASK**	**EXPECTED DURATION**

Exhibit C

Questions and Answers from ERP RFP 2016-039

Q What is the total amount of Utility Billing Accounts?

A 22,143

Q How many total users does the current system have?

A 250

Q How many total users are anticipated to utilize the new system?

A We anticipate, with the self-service offering, all City employees' utilization. The City has approximately 835 employees.

Q What modules must be included in best of breed solutions?

A Any best of breed solutions must include the following modules as the core (base): Financials, Payroll, Time and Attendance (not the data input devices), Human Resources, Utility Billing, and Self-Service for Employees and Constituents.

Q Does the City plan on using both Optiview and Laserfiche moving forward? If not, which DMS will be used moving forward?

A We are looking to consolidate to one DMS. At this time, we do not have a definitive answer on which DMS will prevail.

Q How many concurrent users for the following suite, Community Development Suite (Land Management, Permitting , Project tracking, Code Enforcement)?

A The total number of users for the Community Development Suite is 70 users.

Q How many concurrent users for the following suite, Regulatory License Suite (license & renewal engine)?

A The Regulatory License Suite and Community Development Suite are the same software.

Q What different types of Licenses does the City issue?

A Licensing and Permit information can be found on our website at http://mydelraybeach.com/community-improvement. However, the City should have the ability to create/delete any additional Licenses and Permits. Your proposal shall not be limited to the City's current Licensing and Permits.

Q For each type of license listed, what is involved in the renewal processes?

A Your proposal shall not be limited to the City's current renewal processes.

EXHIBIT D

CITY OF DELRAY BEACH
GENERAL TERMS AND CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Delray Beach Purchasing Department. 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 CONDITIONS:

1.1 **PUBLIC ENTITY CRIMES:** Pursuant to F.S. 287.133, as amended, 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 a proposal 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 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Each Proposer must certify that the Proposer is not subject to these prohibitions regarding public entity crimes.

1.2 **SCRUTINIZED COMPANIES:** This Section applies to any contract for goods or services of $1 million or more. The Proposer 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 a contract at the City's option if the Proposer 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.

1.3 **DEBARRED OR SUSPENDED PROPOSERS:** The 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.

1.4 **LOBBYING ACTIVITIES:** All Proposers are advised that the Palm Beach County Lobbyist Registration Ordinance (Section 2-351 of the Palm Beach County Code of Ordinances) applies to the City and this solicitation. Any violation of this requirement may cause the Proposer to be disqualified and prohibited from participating further in the RFP process.

1.5 **COMPLIANCE WITH LAWS:** Proposer shall comply with all applicable federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations pursuant any order.

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

1.7 **PUBLIC RECORDS:** Proposer shall comply with all public records laws in accordance with Chapter 119, Fla. Stat. In accordance with state law, Proposer agrees to:

(a) Keep and maintain all records that ordinarily and necessarily would be required by the City.

(b) Provide the public with access to public records on the same terms and conditions that the City would provide for the records and at a cost that does not exceed the costs provided in Chapter 119, Fla. Stat. or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the City all records in possession of the Proposer at the termination of the contract and destroy any public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City. All records shall be transferred to the City prior to final payment being made to the Proposer.

(e) If Proposer does not comply with this section, the City shall enforce the contract provisions in accordance with the contract and may unilaterally cancel this contract in accordance with state law.

Any language contained in the Proposer's response to the RFP purporting to require confidentiality of any portion of the Proposer's response to the RFP, except to the extent that certain information is in the City's opinion a Trade Secret pursuant to Florida law, shall be void. If a Proposer submits any documents or other information to the City which the Proposer claims is Trade Secret information and exempt from Florida Statutes Chapter 119.07 ("Public Records Laws"), the Proposer shall clearly designate that it is a Trade Secret and that it is asserting that the document or information is exempt. The Proposer must specifically identify the exemption being claimed under Florida Statutes 119.07. The City shall be the final arbiter of whether any information contained in the Proposer's response to the RFP constitutes a Trade Secret. The city's determination of whether an exemption applies shall be final, and the proposer agrees to defend, indemnify, and hold harmless the city and the city's officers, employees, and agent, against any loss or damages incurred by any person or entity as a result of the city's treatment of records as public records. Proposals purporting to be subject to copyright protection in full or in part will be rejected.

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

1.8 **INSPECTOR GENERAL:** Proposer is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of purchases and contracts, and may demand and obtain records and testimony from Proposer and its sub licensees and lower tier sub licensees. Proposer understands and agrees that in addition to all other remedies and consequences provided by law, the failure of Proposer or its sub licensee or lower tier sub licensees to fully cooperate with the Inspector General when requested may be deemed by the City to be a material breach of any order.

1.9 **CONE OF SILENCE:** Proposer's are advised that a Cone of Silence is in effect at the time of submission. The Cone of Silence prohibits any communications, except written correspondence, between the Proposers or any Person representing the Proposers, and any member of the

City Commission, the Commission's staff, any City employee authorized to act on behalf of the City to award the contract or Bid, or any member of the Selection Committee. The Cone of Silence will commence and take effect at the deadline for submitting bids. Section 36.13 of the City Code provides "[a]ny person participating in a competitive solicitation issued by the City shall comply with Section 2-355 of the Palm Beach County Code of Ordinances."

1.10 **LOCAL PREFERENCE:** In accordance with the City of Delray Beach Code of Ordinances Sec. 36.14, the City shall give preference to a Local Business if the Local Business' bid is determined to be within five percent (5%) or five thousand dollars ($5,000.00), whichever is less, of the lowest responsible and responsive proposer.

1.11 **LITIGATION VENUE:** The Proposers waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Palm Beach 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.

1.12 **INDEMNITY/HOLD HARMLESS AGREEMENT:** Proposer shall at all times hereafter indemnify, hold harmless and, at the City Attorney's option, defend or pay for an attorney selected by the City Attorney to defend City, its officers, agents, servants, and employees from and against any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorney fees, court costs, and expenses, caused or alleged to be caused by any intentional, negligent, or reckless act of, or omission of, Proposer, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of any order including, without limitation, any and all claims, losses, liabilities, expenditures, demands or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. In the event any lawsuit or other proceeding is brought against City by reason of any such claim, cause of action, or demand, Proposer shall, upon written notice from City, resist and defend such lawsuit or proceeding by counsel satisfactory to City or, at City's option, pay for an attorney selected by the City Attorney to defend City. The obligations of this section shall survive the expiration or earlier termination of any order. To the extent considered necessary by the Chief Purchasing Officer and the City Attorney, any sums due Proposer under any order may be retained by City until all of City's claims for indemnification pursuant to any order have been settled or otherwise resolved. Any amount withheld shall not be subject to payment of interest by the City.

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.
PROPOSER – 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 Proposer; Contractor or Consultant; Contract, Award, Agreement or Purchase Order**.**

2.02 **SPECIAL CONDITIONS:** Any and all Special Conditions contained in this solicitation 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. Bids will be publicly opened in the Purchasing Department 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.

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 **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.

3.05 **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.

3.06 **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 Purchasing Department immediately. Such notification must be received by the Purchasing Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to the deadline for questions. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.

3.07 **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 Delray Beach 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 Purchasing Officer 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 cashier's 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 **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**.**

3.16 **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 <u>when applicable</u>: 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.

3.17 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**.**

3.18 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 CHIEF PURCHASING OFFICER, BY DELIVERING A LETTER OF PROTEST TO THE CHIEF PURCHASING OFFICER WITHIN THREE BUSINESS (3) DAYS AFTER A NOTICE OF INTENT TO AWARD IS POSTED.

Any bidder, proposers or responders filing a protest shall simultaneously provide a Protest Bond to the City in the amount of fifteen thousand dollars ($15,000). If the protest is decided, in the protester's favor the entire protest bond is returned. If the protest is not decided in the protester's favor the protest shall be forfeited to the City. The protest bond shall be in the form of a cashier's check.

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

PART V PURCHASE ORDER AND CONTRACT TERMS:

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

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

5.02 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.

5.03 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 Delray Beach 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.

5.04 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.

5.05 TAX EXEMPTION: The City of Delray Beach is exempt from State Sales Tax and Federal Excise Taxes. Where tax applies, the invoice must show gross, price, amount of tax, and net price. Exception certificate will be provided upon request.

5.06 PAYABLE INTEREST: *Payment of Interest.* The City shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Bidder 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 the bid. *Rate of Interest*. In any instance where the prohibition or limitations herein are determined to be invalid or unenforceable, the annual rate of interest payable by the City, whether as prejudgment interest or for any other purpose, shall be .025 percent simple interest (uncompounded).

5.07 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.

5.08 **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.

5.09 **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.

5.10 **ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Proposer 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.

5.11 **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 any order must be accompanied by a completed Safety Data Sheet (SDS).

5.12 **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.

5.13 **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.

5.14 **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.

5.15 **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.

5.16 **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.

5.17 **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.

5.18 **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.

5.19 **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 for the duration of the contract and for three years after the final payment any agreement as a result of the bid, or until all pending audits, investigations or litigation matters relating to the contract are closed, whichever is later. The Contractor agrees to make available to the City or designee, during normal business hours all books of account, reports and records relating to any agreement as a result of this bid.

5.20 **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.

5.21 **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.

5.22 **UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party of the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required prior items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:

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

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

3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve them 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.

5.23 **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.

5.24 **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.

5.25 **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.

AGREEMENT

BETWEEN

THE CITY OF DELRAY BEACH

AND

____

FOR

____

This is an Agreement ("Agreement"), made and entered into by and between: Delray Beach, a municipal corporation of the State of Florida, hereinafter referred to as "City,"

and

________________________________, a Florida corporation, hereinafter referred to as "Second Party," (collectively referred to as the "Parties").

WITNESSETH:

In consideration of the mutual terms, conditions, promises, covenants, and payments hereinafter set forth, the Parties agree as follows:

ARTICLE 1

DEFINITIONS AND IDENTIFICATIONS

The following definitions apply unless the context in which the word or phrase is used requires a different definition:

1.1 **Agreement** - This Agreement includes Articles 1 through 9, the exhibits and documents that are expressly incorporated herein by reference.

1.2 **Board** - The City Commission of Delray Beach, Florida.

1.3 **Contract Administrator** - The Delray Beach City Manager or the Director of the Delray Beach __________ Division. The primary responsibilities of the Contract Administrator are to coordinate and communicate with Second Party and to manage and supervise execution and completion of the Scope of Services and the terms and conditions of this Agreement as set forth herein. In the administration of this Agreement, as contrasted with matters of policy, all Parties may rely on the instructions or determinations made by the Contract Administrator; provided, however, that such instructions and determinations do not change the Scope of Services.

1.4 **City Manager** - The administrative head of City appointed by the Board.

1.5 **City Attorney** - The chief legal counsel for City appointed by the Board.

1.6 **Project** - The Project consists of the services described in Article 2.

ARTICLE 2

SCOPE OF SERVICES

2.1 Second Party shall perform all work identified in this Agreement and Exhibit "A". The Scope of Services is a description of Second Party'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 work described that exclusion would render performance by Second Party impractical, illogical, or unconscionable.

2.2 Second Party acknowledges that the Contract Administrator has no authority to make changes that would increase, decrease, or otherwise modify the Scope of Services to be provided under this Agreement.

ARTICLE 3

TERM AND TIME OF PERFORMANCE

3.1 This contract is in full force and effect upon full contract execution by the City of Delray Beach. The continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Florida law.

3.2 All duties, obligations, and responsibilities of Second Party required by this Agreement shall be completed no later than **[time span]** after full contract execution by the City of Delray Beach. Time shall be deemed to be of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

3.3 In the event services are scheduled to end due to the expiration of this Agreement, the Second Party agrees that it shall continue service upon the request of the Contract Administrator. The extension period shall not extend for greater than three months beyond the term of the Agreement. The Second Party shall be compensated for the service at the rate in effect when the extension is invoked by the City upon the same terms and conditions as contained in this Agreement as amended. The Chief Purchasing Officer shall notify Second Party of an extension authorized herein by written notice delivered prior to the end of the term of the Agreement.

ARTICLE 4

COMPENSATION

4.1 City will pay Second Party, in the manner specified in Section 4.3, the total amount of ________________________________ Dollars ($_________) for work actually performed and completed pursuant to this Agreement and ________________________________ Dollars ($_________) for all reimbursables provided for in Section 4.2, which amounts shall be accepted by Second Party as full compensation for all such work and expenses. Second Party acknowledges that this amount is the maximum payable and constitutes a limitation upon City's obligation to compensate Second Party for its services and expenses related to this Agreement. This maximum amount, however, does not constitute a limitation, of any sort, upon Second Party's obligation to perform all items of work required by or which can be reasonably inferred from the Scope of Services.

4.2 REIMBURSABLES

4.2.1 In accordance with and pursuant to the City's procurement code and subject to the limitations set forth below, reasonable expenses, which are directly attributable to the Project may be charged at no more than actual cost. The maximum sum which may be charged for expenses shall not exceed ______________________________ Dollars ($________), and shall be limited to the following:

a) Identifiable transportation expenses in connection with the Project, subject to the limitations of Section 112.061, Florida Statutes. Transportation expenses to locations outside the Miami-Dade/Broward/Palm Beach County area or from locations outside the Miami-Dade/Broward/Palm Beach County area will not be reimbursed unless specifically authorized in advance and in writing by the Contract Administrator. Transportation expenses to and from locations within the Miami-Dade/Broward/Palm Beach County area will not be reimbursed.

b) Cost of printing drawings and specifications which are required by or of Second Party to deliver services set forth in this Agreement.

4.2.2 A detailed statement of expenses must accompany any request for reimbursement. Expenses other than auto travel must be documented by copies of paid receipts, checks, or other evidence of payment.

4.2.3 Second Party acknowledges that the dollar limitation set forth in Section 4.2.1 is a limitation upon, and describes the maximum extent of, City's obligation to reimburse Second Party for expenses, but does not constitute a limitation, of any sort, upon Second Party's obligation to incur such expenses or perform the services identified in Article 2.

4.3 <u>METHOD OF BILLING AND PAYMENT</u>

4.3.1 Second Party may submit invoices for compensation no more often than on a monthly basis, but only after the services for which the invoices are submitted have been completed. An original invoice plus one copy are due within fifteen (15) days of the end of the month except the final invoice which must be received no later than sixty (60) days after this Agreement expires. Invoices shall designate the nature of the services performed. Second Party shall submit with each invoice a Certification of Payments to Subcontractors and Suppliers (Exhibit "B"). The certification shall be accompanied by a copy of the notification sent to each subcontractor and supplier listed in item 2 of the form, explaining the good cause why payment has not been made.

4.3.2 City shall pay Second Party within thirty (30) calendar days of receipt of Second Party's proper invoice, or as required by Florida Law. To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted on the form and pursuant to instructions prescribed by the Contract Administrator. Payment may be withheld for failure of Second Party to comply with a term, condition, or requirement of this Agreement.

4.3.3 Second Party shall pay its subcontractors and suppliers within thirty (30) days following receipt of payment from City for such subcontracted work or supplies. If Second Party withholds an amount from subcontractors or suppliers as retainage, such retainage shall be released and paid within thirty (30) days following receipt of payment of retained amounts from City.

4.4 Notwithstanding any provision of this Agreement to the contrary, City may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work which has not been remedied or resolved in a manner satisfactory to the Contract Administrator or failure to comply with this Agreement. The amount withheld shall not be subject to payment of interest by City.

4.5 Payment shall be made to Second Party at:

____
____
____

ARTICLE 5

INDEMNIFICATION

Second Party shall at all times hereafter indemnify, hold harmless and, at the City Attorney's option, defend or pay for an attorney selected by the City Attorney to defend City, its officers, agents, servants, and employees from and against any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorney fees, court costs, and expenses, caused or alleged to be caused by any intentional, negligent, or reckless act of, or omission of, Second Party, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this Agreement including, without limitation, any and all claims, losses, liabilities, expenditures, demands or causes of action of any nature whatsoever resulting from injuries or damages sustained by any person or property. In the event any lawsuit or other proceeding is brought against City by reason of any such claim, cause of action, or demand, Second Party shall, upon written notice from City, resist and defend such lawsuit or proceeding by counsel satisfactory to City or, at City's option, pay for an attorney selected by City Attorney to defend City. The obligations of this section shall survive the expiration or earlier termination of this Agreement. To the extent considered necessary by the Contract Administrator and the City Attorney, any sums due Second Party 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. Any amount withheld shall not be subject to payment of interest by City.

ARTICLE 6

INSURANCE

6.1 Second Party shall maintain at its sole expense, at all times during the term of this Agreement (unless a different time period is otherwise stated herein), at least the minimum insurance coverage designated in Exhibit "C" in accordance with the terms and conditions stated in this Article.

6.2 Such policies shall be issued by companies authorized to do business in the State of Florida, with a minimum AM Best financial rating of A-. Coverage shall be provided on forms no more restrictive than the latest edition of the applicable form filed by the Insurance Services Office. Second Party shall name City as an additional insured under the primary and non-contributory Commercial General Liability policy, Business Automobile Liability policy as well as on any Excess Liability policy. The official title of the Certificate Holder is City of Delray Beach, Florida. This official title shall be used in all insurance documentation.

6.3 Within fifteen (15) days of notification of award, Second Party shall provide to City proof of insurance in the form of Certificate(s) of Insurance and applicable endorsements, Declaration pages, or insurance policies evidencing all insurance required by this Article. City reserves the right to obtain a certified copy of any policies required by the Article upon request. Coverage is not to cease and is to remain in force until the City determines all performance required of Second Party is completed. For Professional Liability Insurance, coverage shall remain in force for two (2) years after the completion of services unless a different time period is stated in Exhibit "C." City shall be notified of any restriction or cancellation of coverage within thirty (30) days. If any of the insurance coverage will expire prior to the completion of the work, proof of insurance renewal shall be provided to City upon expiration.

6.4 City reserves the right to review and revise any insurance requirements at the time of renewal or amendment of this Agreement, including, but not limited to, deductibles, limits, coverage, and endorsements.

6.5 If Second Party uses a subconsultant or subcontractor, Second Party shall ensure that each subconsultant or subcontractor names "City of Delray Beach, Florida" as an additional insured under the subconsultant's or subcontractor's Commercial General Liability, Business Automobile Liability, and Excess/Umbrella policies.

ARTICLE 7

TERMINATION

7.1 This Agreement may be terminated for cause by the aggrieved party if the party in breach has not corrected the breach within ten (10) days after receipt of written notice from the aggrieved party identifying the breach. This Agreement may also be terminated for convenience by the Board. Termination for convenience by the Board shall be effective on the termination date stated in written notice provided by City, which termination date shall be not less than thirty (30) days after the date of such written notice. This Agreement may also be terminated by the City Manager 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, safety, or welfare. If 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.

7.2 This Agreement may be terminated for cause for reasons including, but not limited to, Second Party’s repeated (whether negligent or intentional) submission for payment of false or incorrect bills or invoices, failure to suitably perform the work, or failure to continuously perform the work in a manner calculated to meet or accomplish the objectives as set forth in this Agreement. The Agreement may also be terminated for cause if the Second Party is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes, or if the Second Party provides a false certification submitted pursuant to Section 287.135, Florida Statutes. This Agreement may also be terminated by the Board:

7.3 Notice of termination shall be provided in accordance with the “NOTICES" section of this Agreement except that notice of termination by the City Manager, which the City Manager deems necessary to protect the public health, safety, or welfare may be verbal notice that shall be promptly confirmed in writing in accordance with the "NOTICES" section of this Agreement.

7.4 In the event this Agreement is terminated for convenience, Second Party shall be paid for any services properly performed under the Agreement through the termination date specified in the written notice of termination. Second Party acknowledges that it has received good, valuable and sufficient consideration from City, the receipt and adequacy of which are, hereby acknowledged by Second Party, for City's right to terminate this Agreement for convenience.

7.5 In the event this Agreement is terminated for any reason, any amounts due Second Party shall be withheld by City until all documents are provided to City pursuant to Section 9.1 of Article 9.

ARTICLE 8

NON-DISCRIMINATION

8.1 No party to this Agreement may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this Agreement. Failure by Second Party to carry out any of these requirements shall constitute a material breach of this Agreement, which shall permit the City, to terminate this Agreement or to exercise any other remedy provided under this

Agreement, or under the Delray Beach Code of Ordinances or under applicable law, with all of such remedies being cumulative.

Second Party shall include the foregoing or similar language in its contracts with any subcontractors or subconsultants, except that any project assisted by the U.S. Department of Transportation funds shall comply with the non-discrimination requirements in 49 C.F.R. Parts 23 and 26. Failure to comply with the foregoing requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as City deems appropriate.

Second Party shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement and shall not otherwise unlawfully discriminate in violation of any State or Federal law. Second Party shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by City, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, Second Party shall take affirmative steps to prevent discrimination in employment against disabled persons.

By execution of this Agreement, Second Party represents that it has not been placed on the discriminatory vendor list as provided in Section 287.134, Florida Statutes. City hereby materially relies on such representation in entering into this Agreement. An untrue representation of the foregoing shall entitle City to terminate this Agreement and recover from Second Party all monies paid by City pursuant to this Agreement, and may result in debarment from City's competitive procurement activities.

ARTICLE 9

MISCELLANEOUS

9.1 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, if a copyright is claimed, Second Party grants to City a non-exclusive license to use the copyrighted item(s) indefinitely, to prepare derivative works, and to make and distribute copies to the public. In the event of termination of this Agreement, any reports, photographs, surveys, and other data and documents prepared by Second Party, whether finished or unfinished, shall become the property of City and shall be delivered by Second Party to the Contract Administrator within seven (7) days of termination of this Agreement by either party. Any compensation due to Second Party shall be withheld until all documents are received as provided herein.

9.2 PUBLIC RECORDS

City is a public agency subject to Chapter 119, Fla. Stat. Second Party shall comply with all public records laws in accordance with Chapter 119, Fla. Stat. In accordance with state law, Purchaser agrees to:

9.2.1 Keep and maintain all records that ordinarily and necessarily would be required by the City.

9.2.2 Provide the public with access to public records on the same terms and conditions that the City would provide for the records and at a cost that does not exceed the costs provided in Chapter 119, Fla. Stat. or as otherwise provided by law.

9.2.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law.

9.2.4 Meet all requirements for retaining public records and transfer, at no cost, to the City all records in possession of the Second Party at the termination of the contract and destroy any public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City. All records shall be transferred to the City prior to final payment being made to the Second Party.

9.2.5 If Second Party does not comply with this section, the City shall enforce the contract provisions in accordance with the contract and may unilaterally cancel this contract in accordance with state law.

9.3 INSPECTOR GENERAL.

Second Party is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this contract, and may demand and obtain records and testimony from Second Party and its sub licensees and lower tier sub licensees. Second Party understands and agrees that in addition to all other remedies and consequences provided by law, the failure of Second Party or its sub licensee or lower tier sub licensees to fully cooperate with the Inspector General when requested may be deemed by the City to be a material breach of this Agreement justifying its termination.

9.4 AUDIT RIGHTS, AND RETENTION OF RECORDS

City shall have the right to audit the books, records, and accounts of Second Party and its subcontractors that are related to this Project. Second Party and its subcontractors shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Project. All books, records, and accounts of Second Party and its 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, Second Party or its subcontractor, as applicable, shall make same available at no cost to City in written form.

Second Party and its subcontractors shall preserve and make available, at reasonable times for examination and audit by City, 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 Act, Chapter 119, Florida Statutes, 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. 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.

Second Party shall ensure that the requirements of this Section 9.3 are included in all agreements with its subcontractor(s).

9.5 TRUTH-IN-NEGOTIATION REPRESENTATION

Second Party's compensation under this Agreement is based upon representations supplied to City by Second Party, and Second Party certifies that the information supplied is accurate, complete, and current at the time of contracting. City shall be entitled to recover any damages it incurs to the extent such representation is untrue.

9.6 PUBLIC ENTITY CRIME ACT

Second Party represents that the execution of this Agreement will not violate the Public Entity Crime Act, Section 287.133, Florida Statutes, 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, 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.

In addition to the foregoing, Second Party further represents that there has been no determination, based on an audit, that it committed an act defined by Section 287.133, Florida Statutes, as a “public entity crime” and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether Second Party has been placed on the convicted vendor list.

9.7 INDEPENDENT CONTRACTOR

Second Party is an independent contractor under this Agreement. Services provided by Second Party pursuant to this Agreement shall be subject to the supervision of Second Party. In providing such services, neither Second Party nor its 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 Second Party or Second Party’s agents any authority of any kind to bind City in any respect whatsoever.

9.8 THIRD PARTY BENEFICIARIES

Neither Second Party nor City intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

9.9 NOTICES

Whenever either Party desires to give notice to the other, such notice must be in writing, sent by certified United States Mail, postage prepaid, return receipt requested, or sent by commercial express carrier with acknowledgement of delivery, or by hand delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. For the present, the Parties designate the following:

For City:

City Manager
City Hall
100 N.W. 1st Avenue
Delray Beach, Florida 33444

For Second Party:

____
____
____

9.10 ASSIGNMENT AND PERFORMANCE

Neither this Agreement nor any right or interest herein shall be assigned, transferred, or encumbered without the written consent of the other Party. In addition, Second Party shall not subcontract any portion of the work required by this Agreement, except as may specifically provided for herein. Notwithstanding the Termination provision of this Agreement, City may terminate this Agreement, effective immediately, if there is any assignment, or attempted assignment, transfer, or encumbrance, by Second Party of this Agreement or any right or interest herein without City's written consent.

Second Party represents that each person who will render services pursuant to this Agreement is duly qualified to perform such services by all appropriate governmental authorities, where required, and that each such person is reasonably experienced and skilled in the area(s) for which he or she will render his or her services.

Second Party shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of Second Party's performance and all interim and final product(s) provided to or on behalf of City shall be comparable to the best local and national standards.

9.11 CONFLICTS

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

None of Second Party'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 Second Party is not a party, unless compelled by court process. Further, 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 Second Party 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 Second Party is permitted pursuant to this Agreement to utilize subcontractors to perform any services required by this Agreement, Second Party shall require such subcontractors, by written contract, to comply with the provisions of this section to the same extent as Second Party.

9.12 MATERIALITY AND WAIVER OF BREACH

Each requirement, duty, and obligation set forth herein was bargained for at arm's-length and is agreed to by the Parties. Each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement, and each is, therefore, a material term hereof.

City'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.

9.13 COMPLIANCE WITH LAWS

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

9.14 SEVERANCE

In the event a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless City or Second Party elects to terminate this Agreement. An election to terminate this Agreement based upon this provision shall be made within seven (7) days of final court action, including all available appeals.

9.15 JOINT PREPARATION

The Parties and their counsel have participated fully in the drafting of this Agreement and acknowledge that the preparation of this Agreement has been their joint effort. The language agreed to expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the Parties than the other. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.

9.16 INTERPRETATION

The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter," refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

9.17 PRIORITY OF PROVISIONS

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of Articles 1 through 9 of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 9 shall prevail and be given effect.

9.18 LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. All Parties agree and accept that jurisdiction of any controversies or legal problems arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be exclusively in the state courts of the Fifteenth Judicial Circuit in Palm Beach County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. **BY ENTERING INTO THIS AGREEMENT, SECOND**

PARTY AND CITY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. IF A PARTY FAILS TO WITHDRAW A REQUEST FOR A JURY TRIAL IN A LAWSUIT ARISING OUT OF THIS AGREEMENT AFTER WRITTEN NOTICE BY THE OTHER PARTY OF VIOLATION OF THIS SECTION, THE PARTY MAKING THE REQUEST FOR JURY TRIAL SHALL BE LIABLE FOR THE REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY IN CONTESTING THE REQUEST FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION.

9.19 AMENDMENTS

The Parties may amend this Agreement to conform to changes in federal, state, or local laws, regulations, directives, and objectives. 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 Board and Second Party or others delegated authority to or otherwise authorized to execute same on their behalf.

9.20 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. There is no commitment, agreement, or understanding concerning the subject matter of this Agreement that is not contained in this written document. Accordingly, no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written.

9.21 PAYABLE INTEREST

9.21.1 Payment of Interest. Except as required by the Prompt Payment laws, City shall not be liable for interest for any reason, whether as prejudgment interest or for any other purpose, and in furtherance thereof Second Party 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.

9.21.2 Rate of Interest. In any instance where the prohibition or limitations of Section 9.21.1 are determined to be invalid or unenforceable, the annual rate of interest payable by City under this Agreement, whether as prejudgment interest or for any other purpose, shall be .025 percent simple interest (uncompounded).

9.22 INCORPORATION BY REFERENCE

The truth and accuracy of each "Whereas" clause set forth above is acknowledged by the Parties. All Exhibits are incorporated into and made a part of this Agreement.

9.23 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.

9.25 MULTIPLE ORIGINALS

Multiple copies of this Agreement may be executed by all Parties, each of which, bearing original signatures, shall have the force and effect of an original document.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement: City through its Board, signing by and through its Mayor or Vice-Mayor, authorized to execute same by Board action on the _____ day of _________________, 20__, and Second Party, signing by and through its _________________________, duly authorized to execute same.

ATTEST:

____
City Clerk

CITY OF DELRAY BEACH, FLORIDA

By___________________________
Cary D. Glickstein, Mayor

____ day of ______________, 20___.

APPROVED AS TO FORM:

____
City Attorney

AGREEMENT BETWEEN DELRAY BEACH, FLORIDA

AND

____

SECOND PARTY

By_______________________________
(Sign name)

____
(Print name, Title)

_____ day of _______________, 20___

WITNESS:

____
(Sign name)

____
(Print name)

WITNESS:

____
(Sign name)

____
(Print name)

(SEAL)

EXHIBIT A

SCOPE OF SERVICES

EXHIBIT B

CERTIFICATION OF PAYMENTS TO SUBCONTRACTORS AND SUPPLIERS

RFP/RLI/Bid/Contract No. _______________

Project Title _______________________

____

The undersigned CONTRACTOR hereby swears under penalty of perjury that:

1. CONTRACTOR has paid all subcontractors and suppliers all undisputed contract obligations for labor, services, or materials provided on this project in accordance with Section 4.2.3 of the Agreement, except as provided in paragraph 2 below.

2. The following subcontractors and suppliers have not been paid because of disputed contractual obligations; a copy of the notification sent to each, explaining in reasonably specific detail the good cause why payment has not been made, is attached to this form:

Subcontractor or Supplier's name and address	Date of disputed invoice	Amount in dispute
__________________	______________	___________
__________________	______________	___________
__________________	______________	___________

3. The undersigned is authorized to execute this Certification on behalf of CONTRACTOR.

Dated ______________, 20___

____
Contractor

By_________________________________
(Signature)

By__________________________________
(Name and Title)

CERTIFICATION OF PAYMENTS TO SUBCONTRACTORS AND SUPPLIERS
(Continued)

STATE OF)
) SS.
COUNTY OF)

The foregoing instrument was acknowledged before me this ________ day of __________________, 20__, by ______________________________________ who is personally known to me or who has produced ______________________ as identification and who did/did not take an oath.

WITNESS my hand and official seal, this ______ day of ___________, 20__.

(NOTARY SEAL)

____
(Signature of person taking acknowledgment)

____
(Name of officer taking acknowledgment)
typed, printed, or stamped

____
(Title or rank)

____
(Serial number, if any)

My commission expires:

EXHIBIT C

INSURANCE REQUIREMENTS OF THE CITY OF DELRAY BEACH

Second Party shall not commence operations under the terms of this Agreement until certification or proof of insurance, detailing terms and provisions of coverage, has been received and approved by the City of Delray Beach Risk Manager. If you have any questions call (561) 243-7150.

The following insurance coverage shall be required.

A. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute 440 and including Employers Liability coverage, regardless of the size of your firm. Second Party further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course and scope of their employment.

B. General liability insurance with a minimum limit of $1,000,000 per occurrence and $2,000,000 in the aggregate annually, providing coverage for Premises and Operations, Products and Completed Operations, Fire Legal Liability, and Personal and Advertising Injury Liability. Insurance Policies must be obtained through insurance companies that are authorized to transact business in the State of Florida by the Department of Financial Services, and they must carry a minimum rating of A.M. Best of A- as to management and VII as to financial size.

C. Motor Vehicle Liability Insurance covering all vehicles associated with Second Party operations to include all owned, non-owned and hired vehicles.

   The coverage will be written on an occurrence basis with limits of liability not less than $1,000,000.00 combined single limit per each occurrence.

D. The certification or proof of insurance must contain a provision for notification to the City thirty (30) days in advance of any material change in coverage, non-renewal or cancellation.

Second Party shall furnish to the City, Certificate(s) of Insurance evidencing insurance required by the provisions set forth above. If any of the above coverages expire during the term of this Agreement, Second Party will provide a renewal certificate at least ten (10) days prior to expiration.

Mail to: City of Delray Beach, Attn. Risk Manager, 100 N.W. 1st Avenue, Delray Beach, Florida 33444 with a copy to Assistant City Manager, 100 N.W. 1st Avenue, Delray Beach, FL 33444

Proposal Submittal Signature Page

By signing this Proposal/Bid, the Proposer/Bidder certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name: ______________________________

Street Address: ______________________________

Mailing Address (if different from Street Address): ______________________________

Telephone Number(s): ______________________________

Fax Number(s): ______________________________

Email Address: ______________________________

Federal Employer Identification Number: ______________________________

____
Firm Name

____
Signature

____
Name and Title(Print or Type)

____
Date

By signing this document, the Proposer agrees to all terms and conditions of the solicitation and the resulting contract/agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL/BID. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL/BID NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL/BID THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL/BID.

Each proposal must be signed by a Person who is legally authorized to bind the Proposer to the proposal.
All forms shall be executed by the same person.
Forms must be completed in their entirety.

Public Entity Crimes

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors 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 or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Proposer, 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 [F.S.] for Category Two [$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

____
Firm Name

____
Signature

____
Name and Title(Print or Type)

____
Date

Drug-Free Workplace

If identical tie bids exist, preference will be given to the vendors who submit a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

<u>IDENTICAL TIE BIDS:</u> Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State of by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

1) This firm publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) This firm informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) This firm gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), this firm notifies the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

____
Firm Name

____
Signature

____
Name and Title(Print or Type)

____
Date

Conflict of Interest Disclosure Form

The award of this RFP/bid/contract is subject to the provisions of Chapter 112, Florida Statutes and Palm Beach County Ordinance Section 2-443. All proposers/bidders/contractors must disclose: the name of any officer, director, or agent who is also an employee or relative of an employee of the City of Delray Beach.

Furthermore, all proposers/bidders/contractors must disclose the name of any City employee or relative(s) of a City employee who owns, directly or indirectly, an interest in the proposers/bidders/contractors firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for key personnel involved in the award of this RFP/bid/contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

_________ To the best of our knowledge, the undersigned firm has no potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

_________ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

Acknowledged by:

____
Firm Name

____
Signature

____
Name and Title(Print or Type)

____
Date

Acknowledgment of Addenda

The Proposer/Bidder hereby acknowledges the receipt of the following addenda, which were issued by the City and incorporated into and made part of this RFP/Bid. The Proposer/Bidder acknowledges that it is solely responsible for ensuring that it is aware of, and in receipt of, all addenda.

ADDENDUM NUMBER	DATE RECEIVED	PRINT NAME OF AGENT	TITLE OF AGENT	SIGNATURE OF AGENT

Each proposal must be signed by a Person who is legally authorized to bind the Proposer to the proposal.
All forms shall be executed by the same person.
Forms must be completed in their entirety.