

City of El Monte

MUNICIPAL FINANCIAL SOFTWARE REQUEST FOR PROPOSALS

April 17, 2007

BACKGROUND

The City of El Monte (City) is soliciting proposals for a full range of municipal software applications that include software, implementation services, ongoing training, and technical support. Ideally, the City would like to acquire these software modules as one integrated solution from one vendor. We realize that this may not be entirely possible, therefore vendors that provide only some of the modules are encouraged to reply. Vendors of any municipal software applications listed in the System Scope may submit their proposals. It is understood that some vendors “partner” with other vendors to provide software applications that are designed to integrate well with each other, and we encourage them to submit their consolidated proposal.

The City of El Monte is located approximately twelve miles east of downtown Los Angeles. It has a population of approximately 125,000. El Monte is a general law city and provides police protection, street maintenance and improvements, parks and recreation services, general administrative services and operates a water system. The City has 400 full-time and 200 part-time employees with an annual budget of 83 million.

The City’s financial system operates on custom written programs and technology that is over 25 years old. The current applications are very limited and require a great deal of staff time to maintain. The current software does not meet the current and growing needs of the organization and the City would like to make a quick transition to a new financial system.

The City is looking for a system that will provide the following application modules: General Ledger, Budget, Purchasing, Accounts Payable, Miscellaneous Receivables, Project Management, Fixed Assets, Payroll/Personnel, Utility Billing, Bank Reconciliation, Central Cash Management, Business Licenses and Permits. The estimated number of concurrent users is 35.

PROPOSAL PROCESS

| Estimated Schedule | |
|---|---------------------------------|
| Distribution of RFP | <i>April 18, 2007</i> |
| Proposal Submission | <i>May 9, 2007</i> |
| Selection of Finalists | <i>May 16, 2007</i> |
| Finalist Presentations and Demonstrations | <i>May 21 – 31, 2007</i> |
| Award | <i>June 5, 2007</i> |
| Implementation Kick-Off | <i>June 11, 2007</i> |

We have made every effort to include sufficient information within this Request for Proposal for a vendor to prepare a responsive, comprehensive proposal.

We will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary.

Proposal Submission: Proposals must be delivered directly to the City Clerk no later than 5:30 p.m., May 9, 2007. All proposals will be date and time stamped. Late submissions after the deadline or proposals delivered via fax or e-mail will not be accepted. A total of five identical proposals must be submitted and labeled as follows:

City of El Monte
Financial Software System Proposal
City Clerk
11333 Valley Boulevard
El Monte, CA 91731

Proprietary Information: If the Vendor desires that information in the proposal not be disclosed, the Vendor is required to identify all proprietary information in the proposal at the same time it submits the proposal. Failure to do so is tantamount to an agreement that all sections are non-proprietary and can be made available, upon request, to the general public under California's Public Records Act.

Costs in Responding: All costs directly or indirectly related to preparation of a response to the Request for Proposal, any oral presentations required to supplement and/or clarify a proposal, and or reasonable demonstrations which may be, at its discretion, required by the City shall be the sole responsibility of the Vendor.

Disclosure Policy: The City does not discriminate against any individual or entity by reason of its origin, sex, political or religious affiliation or beliefs. The City requires disclosure of any employment or financial interest of any councilmember, City official or City employee in the firm submitting the proposal. A firm may be disqualified if the City Attorney determines that contracting with the firm could be a violation of applicable State law.

Inquiries: Questions or requests for clarification regarding the contents of this proposal shall be in writing. They may be mailed to Marcie Medina or e-mailed to mmedina@elmonteca.gov.

Rejection: The City reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.

PROPOSAL FORMAT

In order to facilitate the analysis of responses to this RFP, all proposals must be submitted in accordance with the instructions outlined in this section. The proposal should be organized into the following major sections:

| Section | Title |
|---------|---|
| | Title Page |
| | Letter of Transmittal |
| | Table of Contents |
| 1.0 | Executive Summary |
| 2.0 | Company Background |
| 3.0 | Proposed Application Software and Computing Environment |
| 4.0 | Database Software |
| 5.0 | Optional Software |
| 6.0 | System Security |
| 7.0 | Responses to Functional/Technical Requirements |
| 8.0 | Implementation Support and Training |
| 9.0 | Maintenance Program |
| 10.0 | Client References |
| 11.0 | Cost Quotations |
| 12.0 | Contract Terms and Conditions |
| 13.0 | Other Information |
| 14.0 | Sample Documents |

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

Executive Summary: (Section 1.0). This part of the response to the RFP should be limited to a brief narrative highlighting the vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel. The Executive Summary should not include cost quotations.

Company Background: (Section 2.0). Vendors must provide the following information about their company so that the Organization can evaluate the vendor's stability and ability to support the commitments set forth in response to the RFP. The Organization, at its option, may require a vendor to provide additional support and/or clarify requested information.

The vendor should outline the company's background, including:

- How long the company has been in business.
- A brief description of the company size and organization.

Proposed Application Software and Computing Environment: (Section 3.0). The vendor must present, in detail, features and capabilities of the proposed application software.

In addition, the following information should be included:

Hardware Environment. Describe the hardware environment required to utilize the proposed software. In the event there is more than one suitable hardware platform, list all options indicating the relative strengths and drawbacks (if any) of each.

Operating System. Identify the operating system required by the proposed applications software and database management system in the hardware environment recommended above. In the event there is more than one suitable operating system, list all options indicating the relative strengths and drawbacks (if any) of each.

List the operating system software support products required to support the recommended computing environment. List any additional vendor software products required to support your proposed application software.

Database Software: (Section 4.0). Provide a description of the Database Management System (DBMS) utilized by the proposed software application(s). List any fourth-generation features utilized in constructing the proposed system and any additional required or optional end-user productivity tools.

Third-Party Products/Optional Software: (Section 5.0). The vendor should explicitly state the name of any third-party products that are part of the proposed solution to the Organization's list of requirements. For each third-party product, there should be a statement about whether the vendor's contract would encompass the third-party product and/or whether the Organization would have to contract on its own for the product.

Include a description of any products, features or other value added components available for use with the proposed software application(s) that have not been specifically requested in this RFP. Consideration of these products, features, or other value added components will be given where these may be of value to the Organization.

System Security: (Section 6.0). The vendor should include a detailed description of the proposed system's security features.

Responses to Functional/Technical Requirements: (Section 7.0). Responses to the Functional/Technical Requirements listed in Appendix A of this RFP must be provided in this section of the vendor's proposal. The vendor may add any explanatory details necessary.

Implementation Support and Training: (Section 8.0). The vendor should provide a detailed plan for implementing the proposed system and for providing training and ongoing support. This information should include:

- Project organization chart
- Detailed implementation methodology
- Conversion support
- Overview of proposed training, including options for on-site or training center services, for end users and data processing personnel
- Implementation and training plan, including estimated time-frame and deliverables for each stage of the project
- Expected number of Organization FTE hours required at different stages/modules of the implementation process and for ongoing support
- Level of expertise required of the City staff for conversion and implementation, report writer, database and other system component maintenance, and for implementation and maintenance of hardware and software
- Training expense requirements

Maintenance Program: (Section 9.0). Specify the nature of any post-implementation support provided by the vendor including:

- Telephone support: toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.
- Special plans defining “levels” of customer support (e.g., gold, silver, etc.)
- Delivery method of future upgrades and product enhancements including historical frequency of upgrades by module
- Availability of user groups
- Problem reporting and resolution procedures
- Other support (e.g., on-site; remote dial-in; Website access to patches, fixes, and knowledge base)

Client References: (Section 10.0). Vendors should provide a list of at least 10 local government installations during the past five years that have utilized the proposed system in a comparable computing environment. Where possible, at least one such reference should be in the state of California. Submit references for fully completed installations to the extent possible. List the “breadth” of the software solution (e.g., GL, AP, Payroll/HR, etc.).

Cost Quotations: (Section 11.0). Please provide a detailed cost of ownership for all software licenses, support, training and implementation services being proposed.

Contract Terms and Conditions: (Section 12.0). Provide a copy of the vendor’s standard Terms and Conditions contract.

Other Information: (Section 13.0). Indicate the complete name of the firm or person(s) submitting the proposal, the main office address, the contact person(s) and their respective telephone numbers.

- Identify your firm's professional staff members who would be personally involved in implementing the proposed system. Include each person's prior experience in implementing, supporting, and providing training on such systems. Indicate the location of the office where each normally works.
- Provide any additional information that you feel would distinguish your firm in its service to the Organization.

Sample Documents: (Section 14.0). To establish a complete and competitive proposal, vendors must include a sample copy of the following documents:

- sample training manual
- sample documentation for at least one module
- sample software/implementation services contract
- sample standard reports
- sample implementation plan

EVALUATION CRITERIA

The intention of the Organization is to procure functionally complete, cost effective, and integrated software applications. Responses to this RFP will be evaluated according to the following criteria:

- Functional/Technical requirements
- Installation, implementation, and training plans.
- Demonstrated performance of proposed system elsewhere in the public sector, system maintenance, system updates, and ongoing technical support.
- Cost and quality of software/implementation services.
- Potential on-site demonstrations and visits to client sites.
- Ability to provide an integrated, all-in-one system that includes the most modules.

APPENDIX A FUNCTIONAL/TECHNICAL REQUIREMENTS

Requirements defined in this section contain an itemized list of technical requirements listed by software module. The following answer key should be used when responding to the requirements:

Column A Coding

Y = Fully meets requirement “out-of-the box”

P = Meets with additional procedures

N = This feature cannot be provided.

C = This feature requires Customization.

T = 3rd party software

Note: *If any symbol other than “Y”, or “N” is the response for a requirement in Column A, you must complete Vendor Specifications Comment Section!!!*

Note: *Any requirement that is answered with a symbol other than what is listed above will be treated as a negative/non-response*

Column B Coding

C = Vendor Comment attached in Vendor Specifications Comment Section

GRAPHICAL USER INTERFACE REQUIREMENTS SPECIFICATION DESCRIPTION

| ITEM # | DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|---|----------------------------|-------------------------------|
| | mouse? | | |
| GUI-17. | When displaying multiple records in a grid, does the server only return the number of records necessary to populate the visible part of the grid and dynamically load additional records as needed or do all records for the grid return from the server simultaneously? | [] | [] |
| GUI-18. | Can data used to create graphical data analysis be easily exported in an Excel format? | [] | [] |
| GUI-19. | The software is ODBC compliant providing the ability to access data with third party products such as Microsoft Excel, Microsoft Access, etc. | [] | [] |
| GUI-20. | The product must be capable of running in a Windows 2000, Vista and Windows XP network environment. Describe any other operating environments your proposed software will work with. In the event your software does not run on Microsoft products explain what operating systems it does run on. | [] | [] |
| GUI-21. | Does your staff hold information technology related certifications? | [] | [] |
| | The report preview should support the following features: | | |
| GUI-22. | Page up and page down through a report. | [] | [] |
| GUI-23. | Go to bottom and go to top of report buttons. | [] | [] |
| GUI-24. | Provide the option to fax a report instead of printing. | [] | [] |
| GUI-25. | Provide the ability to archive a report via PDF instead of printing. | [] | [] |
| GUI-26. | ODBC drivers must be embedded in the database software not requiring third party. | [] | [] |
| GUI-27. | User must be able to customize tab sequence on any input screen. | [] | [] |

GENERAL LEDGER SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| General Features | | |
| GL-28. | [] | [] |
| The General Ledger System shall utilize a Graphical User Interface. | | |
| GL-29. | [] | [] |
| The system must accommodate the structural requirements of fund accounting such as maintaining multiple fund general ledgers, appropriation/encumbrance/expenditure/revenue details, and should interface with financial support systems, which collect data from the entity's day-to-day financial activities. | | |
| GL-30. | [] | [] |
| The system must provide for the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds recorded being processed simultaneously by the common system. | | |
| GL-31. | [] | [] |
| During all processing, the system should edit transactions to insure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity. | | |
| GL-32. | [] | [] |
| Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds, which are accounted for in one centralized (pooled) bank account. | | |
| GL-33. | [] | [] |
| Provide the ability to account for cash in funds where cash is maintained separately from the pooled cash bank account. | | |
| GL-34. | [] | [] |
| Ability to maintain unlimited historical financial data, i.e. actual amounts for both budgetary and financial data. This information must be available for both systems reports and inquiry functions. | | |
| GL-35. | [] | [] |
| Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. At any point during the year, the user may either inquire on-screen or request a printed inquiry of this information. The system must be able to maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget. | | |

**GENERAL LEDGER
SPECIFICATION DESCRIPTION**

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|--|----------------------------|-------------------------------|
| GL-36. | Provide for user-defined groupings of accounts for budget control purposes. Budgets will be established on a line item basis, however an option should be provided to group accounts for budget control purposes (i.e. all supplies accounts within a department) in the purchase order input process. | [] | [] |
| GL-37. | Accept automatic posting of journal transactions from other subsystems or third-applications in predefined journal entry format. | [] | [] |
| GL-38. | The system must have the ability to run interim financial reports during an accounting month. | [] | [] |
| GL-39. | Provide for an automated bank reconciliation process for multiple cash and bank accounts. | [] | [] |
| GL-40. | Maintain and process transactions for a “prior” fiscal year and a “current” fiscal year simultaneously before the prior year is closed. Capability of having an “adjustment period” available for posting audit adjusting entries to prior year balances. | [] | [] |
| GL-41. | The system should provide the ability to load previously posted transactions with debits and credits reversed to create reversing entries. | [] | [] |
| GL-42. | The system should provide the user an average daily balance by account within a pooled cash account. | [] | [] |
| GL-43. | Ability to automatically upload posting of cleared items from the entity’s bank to the check reconciliation system. | [] | [] |
| GL-44. | Must provide documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, participate in user group discussions, and download updates via secure connection. | [] | [] |
| GL-45. | Must prevent journal entries from posting to months, fiscal years, or accounting periods, which have already been closed for accepting business transactions, or have not been opened for accepting business transactions. | [] | [] |

GENERAL LEDGER SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|----------------------------|-------------------------------|
| GL-46. | [] | [] |
| GL-47. | [] | [] |
| GL-48. | [] | [] |
| GL-49. | [] | [] |
| GL-50. | [] | [] |
| GL-51. | [] | [] |
| GL-52. | [] | [] |
| GL-53. | [] | [] |

GENERAL LEDGER SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| GL-54. Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit-adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data. | [] | [] |
| GL-55. Ability to assign journal notes to transactions in situations where descriptions would be helpful for justification or clarification purposes. An option to view the journal notes on screen or print the journal notes on appropriate reports should be provided. | [] | [] |
| GL-56. The system should provide on-line account number look-up at any prompt for a general ledger account number. This look-up feature should be based on a portion of the account number and/or the account name. The appropriate accounts should be displayed, with the ability to select the desired account. | [] | [] |
| GL-57. General Ledger Data Display - Data on status and history of an account including general ledger number, account name, type account and account balance. | [] | [] |
| GL-58. Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), department name, and account balance. For both the original and current budget, the amount budgeted, account balance, amount encumbered, current amount encumbered, unencumbered budget balance, and percent of budget obligated. Total amounts expended and encumbered for each month of the fiscal year should be displayed. Total amounts budgeted for each month (both original and current budgets) should be displayed. | [] | [] |

GENERAL LEDGER SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| GL-59. The inquiry program should provide an option to display detailed information on transactions posted during the fiscal year. The system should display the transaction date, transaction number, reference (ck number, etc.), description, and amount of the transaction. If appropriate, the invoice number and purchase order number should be displayed. The detail records should support drill-down functionality on the transaction number, vendor number. | [] | [] |
| GL-60. The monthly activity, budget information and transaction detail information described above should be available for on-line inquiry for the current fiscal year as well as for a user defined number of previous years. | [] | [] |
| GL-61. Provide for inquiry by a user-defined group of accounts (i.e. all accounts within a department, personnel accounts across all departments in a fund, etc.). Totals for monthly expenditures and budgets should be displayed. | [] | [] |
| GL-62. All reports will be previewed through a Windows-format viewer with display parameters, layouts, formats, and printers available. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports. | [] | [] |
| GL-63. Provide the ability to design and create reports in a user-defined. Data elements for purposes of creating reports should include at a minimum, the following: current and/or prior year-to-date actual, current year-to-date including encumbrance, outstanding encumbrance at the end of the period, current and/or previous year total budget, current and/or previous year year-to-date budget, current month actual, prior year month actual, and percentage comparison of YTD amount and total budget amount. | [] | [] |
| GL-64. The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account. | [] | [] |

GENERAL LEDGER SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| GL-65. | [] | [] |
| The system should print an expenditure report by fund, organization and expense object, showing budget, expenditures for the period, expenditures YTD, prior YTD, percent of budget expensed, outstanding encumbrances and unobligated balance with totals by summary account as defined in the table. | | |
| GL-66. | [] | [] |
| All reports should include the name and title of the report, date and time the report was produced and the date(s) for which the report covers. | | |
| GL-67. | [] | [] |
| Option to view any report on screen with subsequent option to print. | | |
| GL-68. | [] | [] |
| Ability to generate financial statements by individual funds or combination of funds. | | |
| GL-69. | [] | [] |
| Ability to consolidate financial statements when more than one fund is used to account for various fund types or groups. | | |
| GL-70. | [] | [] |
| Provide the ability to run all applicable reports for the current fiscal year's data or from data from a previous fiscal year. | | |
| GL-71. | [] | [] |
| End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the General Ledger system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc. | | |
| GL-72. | [] | [] |
| The system must generate data necessary for compliance with state and federal laws and regulations. Financial statements produced with the data should conform to GAAFR standards. | | |
| The following financial reports must be included in a user defined format: | | |
| GL-73. | [] | [] |
| Chart of Accounts | | |
| GL-74. | [] | [] |
| Statement of Revenues and Expenditures | | |
| GL-75. | [] | [] |
| Trial Balance | | |

**GENERAL LEDGER
SPECIFICATION DESCRIPTION**

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|---|----------------------------|-------------------------------|
| GL-76. | Balance Sheet | [] | [] |
| GL-77. | Budget Worksheet | [] | [] |
| GL-78. | Budget Presentation | [] | [] |
| GL-79. | The system should also print interim financial statements, to be prepared in a format that can be user modified. | [] | [] |
| GL-80. | General Ledger Detail Report: Report parameters should include the ability to choose fund, range of dates, range of accounts, debits, credits or both, option to include encumbrances, option to print vendor numbers only or vendor numbers and names, and option to print journal notes. For each account selected, the report should print the account number and name, beginning balance, and ending balance. The report should print for each transaction, the transaction date, posting date, transaction number, reference, description, vendor number/name, invoice number, purchase order number, amount of the debit or credit, balance, and journal notes (if applicable). | [] | [] |
| GL-81. | Budget Analysis: Report parameters should include the ability to choose the fund(s), budget code, accounting period(s), starting and ending general ledger account, with option to include vendor names on the report. For each account selected, the report should print the account name and number, and beginning balance, current balance, and current amount encumbered. For each transaction, the report should print the transaction date, posting date, transaction number, reference, description, vendor number and name, invoice number, purchase order number, amount of the transaction, and unencumbered budget balance. | [] | [] |
| GL-82. | Cash Analysis: Report parameters should include the ability to choose the fund, month and year, days of the month or monthly periods to include in the report, and option for summary or detailed version of the report. The detailed version of the report should print for each cash account within the fund selected, for each day of the month, the total amount and number of transactions for all checks, deposits, service charges, interest, miscellaneous, net change, and balance. | [] | [] |

**GENERAL LEDGER
SPECIFICATION DESCRIPTION**

| ITEM # | | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-------------------|--|-------------------------------------|--|
| | The General Ledger system should interface with the following modules: | | |
| GL-83. | Accounts Payable | [] | [] |
| GL-84. | Purchase Orders | [] | [] |
| GL-85. | Payroll | [] | [] |
| GL-86. | Check Reconciliation | [] | [] |
| GL-87. | Utility Billing | [] | [] |
| GL-88. | Accounts Receivable | [] | [] |
| GL-89. | Central Cash Collection | [] | [] |
| GL-90. | Project Accounting | [] | [] |
| GL-91. | Permits & Inspections | [] | [] |
| GL-92. | Business Licenses | [] | [] |
| GL-93. | Budget Preparation | [] | [] |
| GL-94. | Fixed Assets | [] | [] |

BUDGET MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|----------------------------|-------------------------------|
| BM-95. | [] | [] |
| BM-96. | [] | [] |
| BM-97. | [] | [] |
| BM-98. | [] | [] |
| BM-99. | [] | [] |
| BM-100. | [] | [] |
| BM-101. | [] | [] |
| BM-102. | [] | [] |
| BM-103. | [] | [] |

BUDGET MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| BM-104. | [] | [] |
| The system must have the capability to have both export and import capabilities from Excel. | | |
| BM-105. | [] | [] |
| During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem. | | |
| BM-106. | [] | [] |
| The system must allow for an unlimited number of years to be budgeted. | | |
| BM-107. | [] | [] |
| For each cost center, the system must have the capability to maintain multiple versions of the budget. Each version would typically contain not only the base budget but also various enhancements, or changes, at the line item level. | | |
| BM-108. | [] | [] |
| The system must be able to accommodate an unlimited number of versions, per fund, of the budget and multiple changes per cost center. | | |
| BM-109. | [] | [] |
| These changes must be maintained in separate records, and displayed in separate windows in the system. | | |
| BM-110. | [] | [] |
| Subsequent to the final approved budget being established in the system, all versions used during budget formulation should still be available for on-line inquiry. | | |
| BM-111. | [] | [] |
| On the budget worksheet view shown by line item, the systems must have the capability to calculate amounts for the proposed budget column based on a fixed increase/decrease percentage. The user must be able to indicate whether the calculation should be done for selected cost centers only or for all cost centers for which this line item is budgeted. | | |
| BM-112. | [] | [] |
| The Organization must be able to change amounts at any time. All changes to the final approved budget must be input as amendments and maintained in a budget adjustment file. Any files in other subsystems or the primary financial system using budget data, should reflect these changes. | | |

BUDGET MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| BM-113. The system must have the capability to spread annual budgeted amounts to months based on a specific spending plan as an option, in addition to dividing the annual amount by twelve. A percentage distribution capability per month should be provided. | [] | [] |
| BM-114. Must provide on-line documentation with table of contents, index, and key word search capabilities. Ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection. | [] | [] |
| BM-115. All reports will be previewed through a Windows-format viewer with display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports. | [] | [] |
| BM-116. End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc. | [] | [] |

PURCHASE ORDERS AND ENCUMBRANCES SPECIFICATION DESCRIPTION

| VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|----------------------------|-------------------------------|
|----------------------------|-------------------------------|

| | | | |
|---------|--|-----|-----|
| PO-117. | The Purchase Order and Encumbrance System must utilize a true Graphical User Interface | [] | [] |
| PO-118. | Ability to define approval levels, user account levels, inquiry/access/input restrictions at the system level. At any time during data entry, inquiry or maintenance, from the application, allow immediate access to vendor data and invoice history with optional add/edit functionality. | [] | [] |
| PO-119. | Option to designate specific bank accounts for payment of each invoice. | [] | [] |
| PO-120. | The Organization should be able to restrict, through system security, individual access to the purchase order system and to individual programs within the purchase order system. | [] | [] |
| PO-121. | Vendor numbers and G/L account numbers should be validated by the system at the field level. | [] | [] |
| PO-122. | Requisition input should be processed in a packet format creating a system level audit trail of input, edit, approval, and update of data. Packets can be department specific and merged together for processing purposes. | [] | [] |
| PO-123. | Ability to provide for laser-printer generated purchase orders with facsimile signature. | [] | [] |
| PO-124. | Ability to route rejected requisitions automatically via an industry standard e-mail system or internal messaging system. | [] | [] |
| PO-125. | The system should not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain; | [] | [] |
| PO-126. | Provide the ability to look up purchase orders for inquiry purposes by purchase order number, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process. | [] | [] |

PURCHASE ORDERS AND ENCUMBRANCES SPECIFICATION DESCRIPTION

| VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|----------------------------|-------------------------------|
|----------------------------|-------------------------------|

| | | | |
|---------|--|-----|-----|
| PO-127. | Purchase order data displayed during inquiry for open, closed, or voided PO's should include vendor name and number, total amount of purchase order, amount outstanding, ordered by, approved by, summary description of PO, shipping address code, date issued, estimated delivery date, free form text, invoice received, invoice date, due date, invoice description, goods ordered and received, and unit prices based on purchase order number. | [] | [] |
| PO-128. | When requisitions are entered and approved, purchase order is created without additional re-entry required. | [] | [] |
| PO-129. | Provide for detailed analysis of open, closed, or voided PO's. | [] | [] |
| PO-130. | Provide the ability to designate different accounts for group budgeting purposes from one department or fund to another. | [] | [] |
| PO-131. | Through appropriate system security, the Organization should be able to control those individuals able to access the purchase order system, including security protection at the menu item level. An option to provide security down to the line item level should be available for inquiry and requisition input purposes. | [] | [] |
| PO-132. | Anytime a General Ledger account number is required in the Accounts Payable system, the user should have the ability to lookup General Ledger accounts based on a portion of the account number or account name. The system should display the accounts providing scrolling selection of the desired account. The account number and name should then automatically be displayed in the desired field. | [] | [] |
| PO-133. | Purchase order inquiry should provide the ability to display all information about a specified purchase order, but provide no maintenance capabilities. | [] | [] |
| PO-134. | Must have centralized vendor file, accessible by all purchasing/payable transactions, must be accessible by account number or name lookup. | [] | [] |
| PO-135. | The system must allow next year funds to be pre-encumbered after a specified date in the current year. | [] | [] |

PURCHASE ORDERS AND ENCUMBRANCES SPECIFICATION DESCRIPTION

| VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|----------------------------|-------------------------------|
|----------------------------|-------------------------------|

| | | | |
|---------|---|-----|-----|
| PO-136. | Support requisition input at either a central location or at the department level, including remote locations. Option for printing purchase orders at the department locations. | [] | [] |
| PO-137. | The system must provide on-line status listings of purchase orders as they are processed through the procurement/payment cycle. | [] | [] |
| PO-138. | The system should provide the option for purchase order numbers to be assigned automatically by the system or be manually assigned by the user. | [] | [] |
| PO-139. | Allow each PO to be distributed to any combination of up to an unlimited number of funds and accounts. | [] | [] |
| PO-140. | Must provide on-line documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection. | [] | [] |
| PO-141. | Validation of available budget against the appropriate budget year as each item is entered with option to validate, on line, at the line item account level or by user defined groups of accounts or as defined by user security. | [] | [] |
| PO-142. | Ability to assign journal notes to purchase orders in situations where descriptions would be helpful for justification or clarification purposes in the general ledger. An option to view on screen or print the journal notes and rejection notes on appropriate reports should be provided. | [] | [] |
| PO-143. | The system should provide the ability to report requisition by requisition number and provide the ability to display all requisitions tied to a specified vendor number or vendor name, with the ability to scroll through the requisitions displayed and select the desired requisition. | [] | [] |
| PO-144. | The system should process requisitions either on-line or in batch mode, at the Organization's option. | [] | [] |

PURCHASE ORDERS AND ENCUMBRANCES SPECIFICATION DESCRIPTION

| VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|----------------------------|-------------------------------|
|----------------------------|-------------------------------|

| | | | |
|---------|---|-----|-----|
| PO-145. | There should be an edit where the user will be informed of missing information/invalid codes, etc., which will prevent the requisition from processing in a batch mode. | [] | [] |
|---------|---|-----|-----|

Requisition data should include but not necessarily be limited to the following:

| | | | |
|---------|--------------------|-----|-----|
| PO-146. | Requisition number | [] | [] |
|---------|--------------------|-----|-----|

| | | | |
|---------|---------------|-----|-----|
| PO-147. | Vendor number | [] | [] |
|---------|---------------|-----|-----|

| | | | |
|---------|-------------|-----|-----|
| PO-148. | Vendor name | [] | [] |
|---------|-------------|-----|-----|

| | | | |
|---------|--------|-----|-----|
| PO-149. | Status | [] | [] |
|---------|--------|-----|-----|

| | | | |
|---------|------------|-----|-----|
| PO-150. | Department | [] | [] |
|---------|------------|-----|-----|

| | | | |
|---------|-------------|-----|-----|
| PO-151. | Approved by | [] | [] |
|---------|-------------|-----|-----|

| | | | |
|---------|---------------------|-----|-----|
| PO-152. | Summary description | [] | [] |
|---------|---------------------|-----|-----|

| | | | |
|---------|----------------------|-----|-----|
| PO-153. | Ship to address code | [] | [] |
|---------|----------------------|-----|-----|

| | | | |
|---------|-------------|-----|-----|
| PO-154. | Date issued | [] | [] |
|---------|-------------|-----|-----|

| | | | |
|---------|-------------------------|-----|-----|
| PO-155. | Estimated delivery date | [] | [] |
|---------|-------------------------|-----|-----|

| | | | |
|---------|--|-----|-----|
| PO-156. | Free form text to be printed on PO, voucher, or requisition audit report | [] | [] |
|---------|--|-----|-----|

| | | | |
|---------|-------------------------------------|-----|-----|
| PO-157. | General Ledger coding for each item | [] | [] |
|---------|-------------------------------------|-----|-----|

| | | | |
|---------|---------------------------|-----|-----|
| PO-158. | Description for each item | [] | [] |
|---------|---------------------------|-----|-----|

| | | | |
|---------|-----------------|-----|-----|
| PO-159. | Number of units | [] | [] |
|---------|-----------------|-----|-----|

| | | | |
|---------|----------------|-----|-----|
| PO-160. | Price per unit | [] | [] |
|---------|----------------|-----|-----|

| | | | |
|---------|--------|-----|-----|
| PO-161. | Amount | [] | [] |
|---------|--------|-----|-----|

| | | | |
|---------|---|-----|-----|
| PO-162. | Once a requisition has been processed, the above information should be displayed for each purchase order during the purchase order receiving process. | [] | [] |
|---------|---|-----|-----|

**PURCHASE ORDERS AND ENCUMBRANCES
SPECIFICATION DESCRIPTION**

| VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|----------------------------|-------------------------------|
|----------------------------|-------------------------------|

| | | | |
|---------|---|-----|-----|
| PO-163. | After the requisitions have been edited and accepted for processing, a report listing all requisitions should be available for supervisory review and approval. The report should flag any items that result in over-budget accounts. | [] | [] |
| PO-164. | Before processing the requisition, the user should be able to access the requisition as many times as desired to make changes. | [] | [] |
| PO-165. | There should be a means of easily deleting requisitions no longer needed from the system. | [] | [] |
| PO-166. | Requisitions that have been processed and have become purchase orders should automatically be purged from the system. | [] | [] |
| PO-167. | Ability to allow vendor terms, codes, and predefined General Ledger allocation to be over-ridden at document entry time. | [] | [] |
| PO-168. | Must provide for printing and reprinting of purchase orders. | [] | [] |
| PO-169. | Provide ability to account for variances between purchase orders and invoices received against purchase orders. | [] | [] |
| PO-170. | During the receiving process, provide the ability to look up purchase orders by purchase order number, all purchase orders with a specific vendor, or all purchase orders. When multiple purchase orders are displayed, the user should have the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process. | [] | [] |
| PO-171. | Provide for both full and partial liquidation of encumbrances and make provisions for properly accounting for items that have been back ordered or discontinued. Allow for "received-as-ordered" function to record invoices with no price or quantity variances. | [] | [] |
| PO-172. | Record accounts payable and liquidate related encumbrances. | [] | [] |
| PO-173. | Accommodate multiple invoices for one purchase order. The system must also accommodate direct purchases (no encumbrance) by invoice upon request by authorized personnel. | [] | [] |

PURCHASE ORDERS AND ENCUMBRANCES SPECIFICATION DESCRIPTION

| VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|----------------------------|-------------------------------|
|----------------------------|-------------------------------|

| | | | |
|---------|---|-----|-----|
| PO-174. | <p>The total encumbrance established by the purchase order should be reversed upon entry of the vendor invoice. A field should be present to be used when the invoice is entered so that in the event the invoice is not in an amount equal to the encumbrance, the remaining encumbrance will either be reversed or remain, as indicated by the coding in this field. The system must allow an unlimited number of account codes to be used for a purchase order plus unlimited number of account codes for additions such as shipping costs during the receiving process.</p> | [] | [] |
| PO-175. | <p>There should be a means of voiding a purchase order and removing the encumbrances from the ledger.</p> | [] | [] |
| PO-176. | <p>All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports.</p> | [] | [] |
| PO-177. | <p>Requisition Audit Report: User defined parameters should include range of departments to print and range of requisition numbers. Should be available in either detail or summary format. Detailed format should include all pertinent information from requisition for proofing and authorization purposes. Purchase Order totals by General Ledger account number should be printed including fiscal year, account number, account name, purchase order amount, annual budget, budget available and amount over budget if applicable.</p> | [] | [] |
| PO-178. | <p>Purchase Order Status Report: User defined parameters should include range of vendors, status, purchase order number range, department range. Should be available in both detail and summary formats. Summary report should print one line per purchase order and include purchase order number, vendor number, vendor name, purchase order status, dollar amount ordered, dollar amount received and amount outstanding. Totals should be printed for each status. Detail format should provide more detail on each purchase order.</p> | [] | [] |

**PURCHASE ORDERS AND ENCUMBRANCES
SPECIFICATION DESCRIPTION**

| VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|----------------------------|-------------------------------|
|----------------------------|-------------------------------|

| | | | |
|---------|---|-----|-----|
| PO-179. | Purchase Order General Ledger Report: User defined parameters should include fund, date range, status, and vendor range. Should be available in both detail and summary formats. Detail format should print the following information for each General Ledger account number affected: General Ledger number, account name, purchase order number, issue date, vendor number, vendor name, item description and amount outstanding with totals for each General Ledger account. | [] | [] |
| PO-180. | End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Purchase Order system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc. | [] | [] |
| PO-181. | Interfaces to General Ledger | [] | [] |
| PO-182. | Interfaces to Accounts Payable | [] | [] |
| PO-183. | Interfaces to Project Accounting | [] | [] |
| PO-184. | Interfaces to Fixed Assets | [] | [] |

ACCOUNTS PAYABLE SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED | |
|-----------|--|-------------------------------|-----|
| AP-185. | The Accounts Payable system must utilize a Graphical User Interface. | [] | [] |
| AP-186. | System can utilize a designated disbursement fund. | [] | [] |
| AP-187. | System can utilize a pooled cash account. | [] | [] |
| AP-188. | Ability to process credit memos on-line. | [] | [] |
| AP-189. | Ability to store credit memos for each vendor. | [] | [] |
| AP-190. | Ability to provide a comment field that can accommodate various comments, which are printed on the check. | [] | [] |
| AP-191. | When updating vendor records, the user does not need to know vendor codes, type codes, etc., the user simply moves to the appropriate field and selects from a drop-down list of codes for the field with optional add/edit functionality. | [] | [] |
| AP-192. | At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history. | [] | [] |
| AP-193. | Ability to automatically accept and create liabilities from payroll. | [] | [] |
| AP-194. | Ability to set up pre-defined sets of accounts and corresponding descriptions for vendors with recurring type invoices that are always expensed to the same general ledger account numbers. Provide ability to distribute the invoice by percentage to the accounts or by amounts entered by the operator. | [] | [] |
| AP-195. | The system must internally generate all "due to" and "due from" entries to keep all funds in balance if an item is expensed to multiple funds. | [] | [] |
| AP-196. | The Organization must be able to restrict, through system security, individual access to the accounts payable system and to individual programs within the accounts payable system. | [] | [] |

ACCOUNTS PAYABLE SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|----------------------------|-------------------------------|
| AP-197. | [] | [] |
| AP-198. | [] | [] |
| AP-199. | [] | [] |
| AP-200. | [] | [] |
| AP-201. | [] | [] |
| AP-202. | [] | [] |
| AP-203. | [] | [] |
| AP-204. | [] | [] |
| AP-205. | [] | [] |
| AP-206. | [] | [] |
| AP-207. | [] | [] |

ACCOUNTS PAYABLE SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| AP-208. | [] | [] |
| <p>Must provide on-line documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.</p> <p>Vendor Information: Vendor data must include but not necessarily be limited to following:</p> | | |
| AP-209. | [] | [] |
| AP-210. | [] | [] |
| AP-211. | [] | [] |
| AP-212. | [] | [] |
| AP-213. | [] | [] |
| AP-214. | [] | [] |
| AP-215. | [] | [] |
| AP-216. | [] | [] |
| AP-217. | [] | [] |
| <p>Provide lookup capability by vendor number or vendor name. If a portion of the vendor name is entered, the system must display all vendors starting with the letters entered and provide scroll and point selection of the selected vendor.</p> | | |
| AP-218. | [] | [] |
| <p>Must be able to select invoices for payment based upon manual selection or automatic selection based.</p> | | |
| AP-219. | [] | [] |
| <p>Provide option to select items to be paid from specific bank (cash) accounts only if desired.</p> | | |
| AP-220. | [] | [] |
| <p>Option to pay items with a specific vendor or for all vendors.</p> | | |
| AP-221. | [] | [] |
| <p>Ability to print edit report of selected items with option to make desired changes prior to processing checks.</p> | | |
| AP-222. | [] | [] |
| <p>Ability to allow for the addition of freight and bulk charges.</p> | | |

ACCOUNTS PAYABLE SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|----------------------------|-------------------------------|
| AP-223. | [] | [] |
| AP-224. | [] | [] |
| AP-225. | [] | [] |
| AP-226. | [] | [] |
| AP-227. | [] | [] |
| AP-228. | [] | [] |
| AP-229. | [] | [] |
| AP-230. | [] | [] |
| AP-231. | [] | [] |
| AP-232. | [] | [] |
| AP-233. | [] | [] |
| AP-234. | [] | [] |

ACCOUNTS PAYABLE SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| AP-235. | [] | [] |
| <p>Anytime a General Ledger account number is required in the Accounts Payable system, the user must have the ability to look-up General Ledger accounts based on a portion of the account number or account name. The system must display the accounts providing scrolling selection of the desired account. The account number and name must then automatically be displayed in the desired field</p> <p>The system must provide on-line item detail for user defined length of time. This detail must include:</p> | | |
| AP-236. | [] | [] |
| AP-237. | [] | [] |
| AP-238. | [] | [] |
| AP-239. | [] | [] |
| AP-240. | [] | [] |
| AP-241. | [] | [] |
| AP-242. | [] | [] |
| AP-243. | [] | [] |
| AP-244. | [] | [] |
| AP-245. | [] | [] |
| AP-246. | [] | [] |
| AP-247. | [] | [] |
| AP-248. | [] | [] |
| AP-249. | [] | [] |

ACCOUNTS PAYABLE SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| AP-250. All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports. | [] | [] |
| AP-251. The system must be able to print 1099's for selected vendors at the end of the calendar year. | [] | [] |
| AP-252. The system must be able to provide a cash requirement report based on user defined periods of time. | [] | [] |
| AP-253. The system must produce all registers and audit reports necessary to provide a complete audit trail. | [] | [] |
| AP-254. The organization must be able to print the contents of the 1099 field in report format, prior to the actual production of the 1099's. | [] | [] |
| AP-255. Vendor List: Must include sequence (alpha or numeric). | [] | [] |
| AP-256. Label Print: Ability to provide a vendor mail option that can be selected for a range of vendors, generating standard continuous mailing labels. Provide options to sort by vendor name or number, and indicate lines per label and number of labels "up". Option to print vendor number and/or taxpayer ID number on the labels. | [] | [] |
| AP-257. Accounts Payable Check Register: must print vendor number, invoice number, claim number, vendor name, check date, amount for each invoice, general ledger account number, check number, check amount. | [] | [] |
| AP-258. Accounts Payable Cash Requirements Report: Printed for selected funds. | [] | [] |
| AP-259. History Check Register: Provide the ability to print a check register for any range of dates or check numbers. | [] | [] |

ACCOUNTS PAYABLE SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| AP-260. Purchase Order Report: Provide the ability to print a report for any range of posting dates, paid dates and purchase order numbers. The report must include purchase order number, vendor number and name, description, general ledger distribution, posting date, paid date, check number, and amount. Totals must be provided for number of vendors, number of purchase orders, and amounts. | [] | [] |
| AP-261. 1099 Print: User defined parameters must include minimum purchases, vendors with TIN numbers only (Y/N), and three lines for free form payer information. | [] | [] |
| AP-262. Accounts Payable Disbursements Report: User defined parameters must include ability to sort on all fields and print paid items within a range of payment dates. Sort sequence options must include fund, department and vendor. Choice to print General Ledger distribution and fund totals. | [] | [] |
| AP-263. End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc. | [] | [] |
| The Accounts Payable system must interface with the following modules: | | |
| AP-264. General Ledger | [] | [] |
| AP-265. Purchase Orders | [] | [] |
| AP-266. Check Reconciliation | [] | [] |
| AP-267. Project Accounting | [] | [] |
| AP-268. Fixed Assets | [] | [] |
| AP-269. Payroll | [] | [] |
| AP-270. Purchase Orders & Encumbrances | [] | [] |

MISCELLANEOUS ACCOUNTS RECEIVABLE

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|---|----------------------------|-------------------------------|
| AR-271. | Real time system processing. | [] | [] |
| AR-272. | Menus have drill-down capabilities for detail. | [] | [] |
| AR-273. | ALL screens in a GUI format | [] | [] |
| AR-274. | System has complete on-line help function. | [] | [] |
| AR-275. | Report writer for ad-hoc reporting. | [] | [] |
| AR-276. | Handle an unlimited number of fees and rates. | [] | [] |
| AR-277. | System allows for individual late fee codes associated with a rate. | [] | [] |
| AR-278. | System integrates with General Ledger, Cash Receipts. | [] | [] |
| AR-279. | Data must reside in the central CIS database with UB and Licenses. | [] | [] |
| AR-280. | Unlimited accounts and history. | [] | [] |
| AR-281. | Allow for credits and deposits. | [] | [] |
| AR-282. | Minimum 24 user defined fields with field labels. | [] | [] |

PROJECT MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| PM-294. Enter special notes (detailed descriptions, funding, and reimbursement notes) as work on the project progresses in the project maintenance menu. | [] | [] |
| PM-295. Ability to track and compile reports on project expenditures/accumulated costs by Agency's object account coding system for both fiscal year and project –inception-to-date. | [] | [] |
| PM-296. Ability to track all project related costs for the life, inception-to-completion, of the project for a minimum of 5 years crossing fiscal years as necessary. | [] | [] |
| PM-297. Ability to track projects with multiple funding sources and identify expenditures by funding sources within individual projects for the life of the project and or for the individual fiscal years. | [] | [] |
| PM-298. Ability to Identify and report status of project using user definitions. | [] | [] |
| PM-299. Identify and track money expended on entire project by project total and or by object code. | [] | [] |
| PM-300. Identify department in charge of work being completed by project. | [] | [] |
| PM-301. Identify and report status of project using user definitions. | [] | [] |
| PM-302. A six-character code to identify the project. | [] | [] |
| PM-303. The project name is a thirty-character name or title of the project. | [] | [] |
| PM-304. The project name is printed and displayed with the project code in any reports where a project summary is printed or on screens where a list of projects is displayed. | [] | [] |
| PM-305. The associated department can be entered. | [] | [] |
| PM-306. The department number can be up to seven characters long. | [] | [] |
| PM-307. If a project is tied to several departments, the department can be blank. | [] | [] |

PROJECT MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| PM-308. A description of the type of project can be entered. For example, a project type may be a grant, a capital project, a program such as meter change outs, etc. | [] | [] |
| PM-309. A short description of the project can be added. | [] | [] |
| PM-310. Additional lines for detailed descriptions and notes can be displayed. | [] | [] |
| PM-311. Provide summary information on activity and total expenses for the entire group of projects. | [] | [] |
| PM-312. A project can be tied to a master project by selecting from a list of master project codes. | [] | [] |
| PM-313. If a project is funded by a grant, there is an option of entering the grant number. | [] | [] |
| PM-314. A grant number can be up to eight characters long. | [] | [] |
| PM-315. The name of the entity from which the grant came can be up to twenty characters long. | [] | [] |
| PM-316. A listing of the individual transactions posted to a line item, will display the Date, Description, G/L Account, and Amount of each transaction. | [] | [] |
| PM-317. These transactions are listed in order by date. | [] | [] |
| PM-318. All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report-warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports. | [] | [] |
| PM-319. When posting items to projects through the Payroll, Accounts Payable, Purchase Order, and General Ledger systems, a detail transaction is also posted to the Project Management files. | [] | [] |
| PM-320. The project report provides general information about each project (such as description, type, department, fiscal year, grant and contract information), and lists the budgets for each line item. | [] | [] |

PROJECT MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| PM-321. A report can be run for a range of project numbers for which to run the report. | [] | [] |
| PM-322. The Line Item report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year. | [] | [] |
| PM-323. The Line Item report can be run for a range of project numbers, for which to run the report. | [] | [] |
| PM-324. The detail report prints the detail of each transaction posted within a selected range of dates. | [] | [] |
| PM-325. Transactions are listed by line item for each project, and activity and balance totals are printed for each line item, and for the entire project. | [] | [] |
| PM-326. Report can be run for a range of project numbers for which to run the report. | [] | [] |
| PM-327. Interfaces to General Ledger | [] | [] |
| PM-328. Interfaces to Purchase Order | [] | [] |
| PM-329. Interfaces to Accounts Payable | [] | [] |
| PM-330. Interfaces to Payroll Systems | [] | [] |

**FIXED ASSETS
SPECIFICATION DESCRIPTION**

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| FA-331. Real time system processing. | [] | [] |
| FA-332. Menus have drill-down capabilities for detail. | [] | [] |
| FA-333. ALL screens in a GUI format | [] | [] |
| FA-334. System has complete on-line help function. | [] | [] |
| FA-335. Report writer for ad-hoc reporting. | [] | [] |
| FA-336. Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory. | [] | [] |
| FA-337. Allows user to assign fixed assets to one or more funds, users, and/or locations. | [] | [] |
| FA-338. Allows the user to define classes of fixed assets. | [] | [] |
| FA-339. Can the system generate depreciation postings and post automatically to the General Ledger. | [] | [] |
| FA-340. Does the system allow for multiple depreciation methods. | [] | [] |
| FA-341. Does the system have user-defined fields, with customizable labels. | [] | [] |

PAYROLL / PERSONNEL SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| General Features | | |
| The Payroll/Personnel System must utilize a Graphical User Interface and provide the following optional methods of operation: | | |
| PR-342. | [] | [] |
| The system must provide the ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof. | | |
| PR-343. | [] | [] |
| Provide for complete security and restrictions to access. | | |
| PR-344. | [] | [] |
| Ability to define multiple earnings types. | | |
| PR-345. | [] | [] |
| Ability to support employees in multiple job assignments. | | |
| PR-346. | [] | [] |
| Ability to support employees in multiple labor distributions. Support automatic distribution of pay and other benefits on a percentage basis and on the basis of hours worked at each job. | | |
| PR-347. | [] | [] |
| Ability to produce an hourly or salaried payroll or a combination thereof. | | |
| PR-348. | [] | [] |
| Ability to produce a supplemental payroll. | | |
| PR-349. | [] | [] |
| Provide the ability for the user to change tax tables and withholding and number of dependent at the menu level. | | |
| PR-350. | [] | [] |
| Ability to pay employees for multiple positions in one pay period. | | |
| PR-351. | [] | [] |
| Provide an unlimited number of hourly/salary rates and expense distributions for each employee. | | |
| PR-352. | [] | [] |
| Provide options to prevent Federal Tax, FICA Tax, and/or Medicare Tax from being withheld on an employee-by-employee basis. | | |
| PR-353. | [] | [] |
| Ability to print laser checks with facsimile signatures. | | |

**PAYROLL / PERSONNEL
SPECIFICATION DESCRIPTION**

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| PR-354. Must be able to enter hours worked, vacation, and sick time taken, along with General Ledger distribution with defaults for each. | [] | [] |
| PR-355. Provide the capability to edit and verify the labor distribution prior to the actual payroll check production. | [] | [] |
| PR-356. System will automatically calculate gross pay from multiple user defined components such as base pay, longevity, educational incentive pay, shift differential, etc. | [] | [] |
| PR-357. The system should provide the capability to automatically distribute an employee's base pay, overtime, leave pay, employer retirement contribution and other employee costs based on a predefined percentage to multiple funds/departments/line items within the General Ledger. | [] | [] |
| PR-358. The system should automatically generate liability accruals to be posted to the General Ledger along with liability payments and accrual relief entries. | [] | [] |
| PR-359. Support ability to handle earned income credits resulting in reduction of payroll tax deposit, reporting on 941 and reporting on W-2. | [] | [] |
| PR-360. Support direct deposit capabilities. Prepare an ACH file for transmission to a central repository bank for input into the Federal Reserve System for deposit into individual employee accounts. Ability for each employee to designate up to two bank/savings accounts, etc. for direct deposit. | [] | [] |
| PR-361. Provide audit trail of on-line file maintenance to critical fields with operator ID, workstation ID, date/time, and old/new data. Track rate changes, date of change, old and new rate. | [] | [] |
| PR-362. Prepare employee earnings\check stub for each employee, including employees on direct deposit, showing all hours earnings, deductions and all year to date totals with option to print leave balances. | [] | [] |
| PR-363. Capability to handle a cafeteria benefits plan with flexible spending accounts. | [] | [] |

**PAYROLL / PERSONNEL
SPECIFICATION DESCRIPTION**

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| PR-364. | [] | [] |
| System will provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained. | | |
| PR-365. | [] | [] |
| System shall allow for non cash pay adjustments such as car used for personal use, city owned lodging, taxable per diem and spousal insurance. | | |
| PR-366. | [] | [] |
| Maintain prior years' detail and totals for a user specified period of time. | | |
| PR-367. | [] | [] |
| Provide capability to archive payroll data prior to a user designated date to an archive file or tape and then purge the data from the system. | | |
| PR-368. | [] | [] |
| System should have capability to separate allowance from base pay. | | |
| PR-369. | [] | [] |
| Ability to correct or change time accounting up to the deadline for processing payroll. | | |
| PR-370. | [] | [] |
| Provide the capability for automated check reconciliation. | | |
| PR-371. | [] | [] |
| The system must provide the ability to expense the payroll to multiple funds and internally generate all "due to" and "due from" entries to keep all funds in balance. | | |
| PR-372. | [] | [] |
| Create both payroll and General Ledger distribution data from same input. | | |
| PR-373. | [] | [] |
| Provide for the calculation of overtime pay with user-defined parameters. | | |
| PR-374. | [] | [] |
| Ability to select tax treatment of earning categories for various tax calculations. | | |
| PR-375. | [] | [] |
| Allow for an extra withholding tax deduction in any amount at the option of the employee. | | |
| PR-376. | [] | [] |
| Ability to compute shift and overtime premium or exception pay. | | |
| PR-377. | [] | [] |
| Provide capability for time to be entered for an employee who works temporarily in a higher pay class or position. | | |

**PAYROLL / PERSONNEL
SPECIFICATION DESCRIPTION**

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-------------------|---|-------------------------------|
| PR-393. | Date of birth | [] [] |
| PR-394. | Date of last raise | [] [] |
| PR-395. | Date hired | [] [] |
| PR-396. | Date terminated | [] [] |
| PR-397. | Longevity calculation date | [] [] |
| PR-398. | Full time / part time | [] [] |
| PR-399. | Sex and race | [] [] |
| PR-400. | EEO-4 Category | [] [] |
| PR-401. | Home telephone number | [] [] |
| PR-402. | Exempt flag | [] [] |
| PR-403. | Flag | [] [] |
| PR-404. | Days worked and hours worked per day | [] [] |
| PR-405. | Must provide on-line documentation with table of contents, index, and key word search capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection. | [] [] |
| Time Entry | | |
| PR-406. | The system should allow time entry on an exception basis; for example, only exceptions to a pre-established work schedule should require entry. | [] [] |
| PR-407. | Provide option to print several variations of payroll time sheets or a format designed by the City. | [] [] |
| PR-408. | The system should be capable of facilitating time entry at any point or points during the pay period, including daily if desired. | [] [] |

PAYROLL / PERSONNEL SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-------------------------------------|----------------------------|-------------------------------|
| PR-409. | [] | [] |
| PR-410. | [] | [] |
| PR-411. | [] | [] |
| Benefits/Deductions Features | | |
| PR-412. | [] | [] |
| PR-413. | [] | [] |
| PR-414. | [] | [] |
| PR-415. | [] | [] |

**PAYROLL / PERSONNEL
SPECIFICATION DESCRIPTION**

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| PR-416. Provide the ability to distribute the City's share of benefits across multiple funds and departments in the same percentages that an employee's pay is distributed. | [] | [] |
| PR-417. Once a deduction code is set up, provide the ability to stop and start a deduction on an employee-by-employee basis. Year-to-date totals should be maintained. | [] | [] |
| PR-418. Ability to provide global control of what deductions are included in each payroll process. | [] | [] |
| PR-419. Ability to establish limits for deductions and employer taxes. The deduction should stop when a specified limit for the employee is reached. Option to automatically re-establish the deduction for purposes of employee bond purchase plans, etc.. | [] | [] |
| PR-420. Ability to distribute deduction and benefit expenses to the Project Accounting module. | [] | [] |
| PR-421. Ability to withhold garnishments. | [] | [] |
| PR-422. Ability to void or reverse checks on-line. | [] | [] |
| PR-423. Ability to calculate deductions based on net pay. | [] | [] |
| PR-424. Provide for up to three one-time or manual deductions per employee per pay period. | [] | [] |
| PR-425. Ability to calculate pay differentials based on user defined grade and step tables. | [] | [] |
| PR-426. Ability to withhold IRS tax levies. | [] | [] |
| PR-427. Ability to calculate and track city paid benefits. | [] | [] |
| PR-428. Ability to setup predefined consolidation codes for purposes of grouping deduction codes for reporting purposes (i.e. one report consolidating information for several retirement plans, or all cafeteria plan deductions). | [] | [] |

**PAYROLL / PERSONNEL
SPECIFICATION DESCRIPTION**

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| PR-429. Provide comprehensive reporting capabilities for deductions including user-defined parameters. Deduction reports should provide options such as range of dates (including prior years data), sorting options (alpha, employee number, by department, social security number, etc.), deduction code(s) (options for one, multiple, all). Option to print gross amount of pay, employer's share of deduction code, department totals, general ledger detail, and social security numbers. | [] | [] |
| PR-430. Ability to generate deduction calculations automatically for: | [] | [] |
| PR-431. First Pay period of the month. | [] | [] |
| PR-432. Second pay period of the month. | [] | [] |
| PR-433. Third pay period of the month (when applicable). | [] | [] |
| PR-434. All pay periods. | [] | [] |
| PR-435. Current pay period only. | [] | [] |
| PR-436. Or any other user defined cycle. | [] | [] |
| Leave Tracking Features | | |
| PR-437. Accrue sick and vacation time and an unlimited number of other user-defined leave categories for each employee based on user-defined tables with leave category, length of service, and/or job classification. | [] | [] |
| PR-438. The system should track each of these leave categories on an annual or employee anniversary basis. | [] | [] |
| PR-439. Provide on demand leave accrual for holidays. | [] | [] |
| PR-440. On-screen inquiry should display balance carried forward from previous year, current year accrual, current year taken, current year adjustments, and total hours available for each leave category. Option to display further detail for any leave type including all accruals and hours taken by date and check number. | [] | [] |
| PR-441. Ability to print leave history in summary or detail format for one employee, all employees in a department, or for all employees. | [] | [] |

**PAYROLL / PERSONNEL
SPECIFICATION DESCRIPTION**

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| PR-442. | [] | [] |
| PR-443. | [] | [] |
| PR-444. | [] | [] |
| PR-445. | [] | [] |
| Payroll History Capabilities | | |
| PR-446. | [] | [] |
| PR-447. | [] | [] |
| Personnel/Human Resources Features | | |
| PR-448. | [] | [] |
| PR-449. | [] | [] |
| PR-450. | [] | [] |
| PR-451. | [] | [] |
| PR-452. | [] | [] |
| PR-453. | [] | [] |
| PR-454. | [] | [] |
| PR-455. | [] | [] |

PAYROLL / PERSONNEL SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-------------------------------|----------------------------|-------------------------------|
| PR-456. | [] | [] |
| PR-457. | [] | [] |
| PR-458. | [] | [] |
| PR-459. | [] | [] |
| PR-460. | [] | [] |
| PR-461. | [] | [] |
| PR-462. | [] | [] |
| PR-463. | [] | [] |
| PR-464. | [] | [] |
| Reporting Capabilities | | |
| PR-465. | [] | [] |

PAYROLL / PERSONNEL SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|----------------------------|-------------------------------|
| PR-466. | [] | [] |
| PR-467. | [] | [] |
| PR-468. | [] | [] |
| PR-469. | [] | [] |
| PR-470. | [] | [] |
| PR-471. | [] | [] |
| PR-472. | [] | [] |
| PR-473. | [] | [] |
| PR-474. | [] | [] |
| PR-475. | [] | [] |

PAYROLL / PERSONNEL SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| PR-476. Worker's Compensation Report: Provides ability to input the City's discount rate and experience factor for purposes of automatically calculating the Worker's Compensation premium for the period specified. Produces the necessary report for the City's Worker's Compensation carrier. | [] | [] |
| PR-477. Deduction Report: The system will have the capability to produce a report for each deduction. These reports will list as a minimum, Employee, Social Security number, department, amount of deduction, total amount, and total number of employees participating in the deduction. Provide options to sort by employee name, employee number, department number, or social security number. Provide option to print for one or more deduction codes in one report. | [] | [] |
| PR-478. Employee Profile Report: User defined parameters should include sort sequence (number, department, alpha), department, and employee number if information on a single employee is requested. This report should print a summary of all information in an employee's information in the master file. | [] | [] |
| PR-479. 941 Report: Option to print for any range of dates. | [] | [] |
| PR-480. Payroll History Report: User defined parameters should include range of dates to include employee number(s). The report should print the following information from each pay period: check number, posting date, the following in both hours and dollars: net pay, gross pay, overtime pay, vacation pay, sick pay, holiday pay, any other leave pay. All deductions should be included, including employer contributions. Should include totals by calendar quarter. | [] | [] |
| PR-481. Employee Review Report: Should print history of an employee's review with the City. Ability to provide reminder of employees who may be due a review. | [] | [] |
| PR-482. Retirement Plan Report: Prints necessary information for three different employee retirement systems in format acceptable to the State's retirement system. | [] | [] |

**PAYROLL / PERSONNEL
SPECIFICATION DESCRIPTION**

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| PR-483. Leave Balance/Usage Report: Listing of accumulated leave and leave taken so that beginning balance, taken, and current balance are reported. Listing should be for each employee in department/division sequence. Should provide both summary and detail reports. Detail report should allow selection to print history of one or more leave categories and list leave time earned, taken and any adjustments for each leave category selected. | [] | [] |
| PR-484. Payroll Calculation Report: This report is to be used to proof payroll data prior to printing payroll checks. The report should be printed in employee number order, subtotaled by department and should include, but not necessarily be limited to, the following information for each employee: | [] | [] |
| PR-485. Employee number | [] | [] |
| PR-486. Employee name | [] | [] |
| PR-487. Earnings in hours and amount for each applicable earnings type | [] | [] |
| PR-488. Leave time in hours and amount for each applicable leave category | [] | [] |
| PR-489. Benefits and reimbursements | [] | [] |
| PR-490. Deduction information including both employee and associated employer contributions | [] | [] |
| PR-491. Taxable wage totals, employee and employer contributions for federal withholding, FICA and Medicare | [] | [] |
| PR-492. This report should show totals for all departments, provide department recap totals, and detailed journal of transactions to be posted to the Accounts Payable system. General Ledger totals should also be provided showing all debits and credits that will be posted to the General Ledger. Errors and/or warnings regarding this report should be listed including page numbers on which errors and/or warnings appear. | [] | [] |

**PAYROLL / PERSONNEL
SPECIFICATION DESCRIPTION**

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| PR-493. Employee List: User defined parameters should include sort sequence (employee number, name, social security number, and choice to print specific or all departments.) Report should include employee number, name, social security number, department number, annual wages, hourly rate/salary and status (active, terminated). | [] | [] |
| PR-494. Performance Review Reminder Report: This report should include the next review date, for those reviews overdue and also include those due within the next sixty days. | [] | [] |
| PR-495. End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Purchase Order system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.. | [] | [] |
| System Interfaces | | |
| PR-496. The Payroll system should interface with the following software modules: | | |
| PR-497. General Ledger | [] | [] |
| PR-498. Accounts Payable | [] | [] |
| PR-499. Project Accounting | [] | [] |
| PR-500. Check Reconciliation | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|---|----------------------------|-------------------------------|
| UB-501. | The Utility Billing System must utilize a Graphical User Interface. | [] | [] |
| UB-502. | The Utility Billing System must utilize a client/server environment. | | |
| UB-503. | Support an unlimited number of billing cycles per month. | [] | [] |
| UB-504. | Support an unlimited number of books/routes per billing cycle. | [] | [] |
| UB-505. | Support an unlimited number of utility accounts (service addresses) per book/route. | [] | [] |
| UB-506. | Provides all file maintenance on-line real-time via display. | [] | [] |
| UB-507. | Support both accrual and cash accounting methods and the ability to automate GE entries in the General Ledger. | [] | [] |
| UB-508. | Support the ability to enter first and last names in separate fields. | [] | [] |
| UB-509. | Vendor must have at least 50 accounts using the proposed software. | | |
| UB-510. | When setting up a new utility account the system should warn the operator if a customer with the same driver's license number or social security number has had an account with the city and either owes a balance or has been written off as a bad debt in the utility system. | [] | [] |
| UB-511. | Provisions for user-defined fields with parameters defined by the user. | [] | [] |
| UB-512. | Ability to turn off and turn on individual services (water, sewer, sanitation, etc.) resulting in automatic, user defined, prorating of services. Ability to automatically turn services off and back on at specified dates or vice-versa. | [] | [] |
| UB-513. | Provide for displaying and/or printing any customer account history (financial and consumption) upon request. | [] | [] |
| UB-514. | The ability to have an unlimited amount of rate codes per service, per account. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|--|----------------------------|-------------------------------|
| UB-515. | Accepts full and partial and pre-payments. Distributes partial payments received on a pro-rata basis of what is owed based on user defined formula able to accommodate different distribution rules for current and past due balances. | [] | [] |
| UB-516. | Provision for data entry correction of any distribution errors. | [] | [] |
| UB-517. | Provision for unlimited text or notes for a customer's accounts with ability to identify as occupant related or address related notes. Provide ability to assign alert flags to accounts with notes. | [] | [] |
| UB-518. | The system must utilize "Wizards" to expedite processes. i.e. Setting up new accounts, finalizing accounts, meter change-outs, etc. | [] | [] |
| UB-519. | Provides security down to the field level. This access should allow each user group to be granted full access, read-only access or no-access on field basis. Users must be able to have access granted based upon assignment of user groups. | [] | [] |
| UB-520. | The system must include a built-in utility consumption and revenue summary by rate class. | [] | [] |
| UB-521. | The ability to export in a Microsoft Access or CSV format not using an ODBC link. | [] | [] |
| UB-522. | ODBC drivers must be embedded with the database. | [] | [] |
| UB-523. | End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Utility Billing system. | [] | [] |
| UB-524. | Ability to track information through system by contact and property. Provide ability to see all accounts (current and prior) at a given property. Conversely, be able to view multiple accounts associated with a single contact. | [] | [] |
| UB-525. | System must be able to provide an audit trail for changes to the account. Audit trail must include: user name, date, time stamp, what used to be in the field, and what currently is in the field. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|--|----------------------------|-------------------------------|
| UB-526. | Ability to e-mail for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection. | [] | [] |
| UB-527. | Provide the ability to look up accounts by meter number. The meter lookup feature should accept a partial meter number, displaying a list of all meters beginning with the numbers input by the user. | [] | [] |
| UB-528. | Ability during data entry, inquiry, or maintenance of any data/files, to access any related files for inquiry. For example, while entering a customer payment, the user should be able to temporarily stop entering the data and enter an inquiry mode to find a customer account. After completion of the inquiry, the user should be able to return to the partially entered transaction screen. | [] | [] |
| UB-529. | Provided the ability to look up the account based on any of the following criteria: | | |
| UB-530. | All or a portion of the customer's last name. | [] | [] |
| UB-531. | All or a portion of the service address. | [] | [] |
| UB-532. | Driver's license number. | [] | [] |
| UB-533. | Owner | [] | [] |
| UB-534. | Social Security number. | [] | [] |
| UB-535. | Meter Route | [] | [] |
| UB-536. | Meter Sequence | [] | [] |
| UB-537. | Serial Number | [] | [] |
| UB-538. | Register ID | [] | [] |
| UB-539. | Tax Lot ID | [] | [] |
| UB-540. | Account number from previous utility billing software. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|--|----------------------------|-------------------------------|
| UB-541. | Container Route | [] | [] |
| UB-542. | Inquiries should be able to search account status. (i.e. Active, Final, Suspended, Vacation, Delete). | [] | [] |
| UB-543. | The system should support unlimited transaction and consumption history. History purging for transaction history and consumption history must be controlled by the user | [] | [] |
| UB-544. | Transaction history screen should be in reverse chronological order, should include: post date, transaction date, type transaction (bill, payment, deposit, deposit refund, adjustment, etc.), references (check number, adjustment type, etc.), debits, credits and balance. Detail on each transaction should include: breakdown of amount per service, penalty, tax etc. Relative fields (bill, payment, adjustment, etc.) should support drill-down functionality to source entry. | [] | [] |
| UB-545. | Display balances by service (water, sewer, sanitation, tax, etc.). | [] | [] |
| UB-546. | Display consumption history for an unlimited number of years by month (including both actual meter readings and computed consumption). Any readings that were estimated should be automatically flagged by the system. This consumption history must be able to be displayed by occupant and consolidated together for a service address. | [] | [] |
| UB-547. | Provide user-defined comment status and the ability to run reports based on a comment status. | [] | [] |
| UB-548. | Provide the ability to attach an alert code to a comment. (An alert code would automatically provide a pop-up alert during cash receipts or maintenance inquiry) | [] | [] |
| UB-549. | Provide internet billing delivery and payments. | [] | [] |
| UB-550. | Ability to provide user-specified and maintained rate tables. | [] | [] |
| UB-551. | Provide for billing up to 8 services (i.e. water, sprinkler meters, sewer) per service address, with an unlimited number of categories for each service and an unlimited number of rates. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|--|----------------------------|-------------------------------|
| UB-552. | Provide ability to base charges for non-metered services such as sewer on water consumption from customer's water consumption. The system must provide the ability to base sewer charges that are dependent on water consumption or user defined winter averages. Minimum and maximum limits can be based upon system averages. | [] | [] |
| UB-553. | Ability to identify and bill for sales tax for taxable items or services if the customer has not established non taxable status. These taxes must be able to be allocated to an unlimited amount of agencies (i.e.: federal, state, city, county, water district, etc), with an option to separate each of these tax entities as a separate item on the customer's utility bill. | [] | [] |
| UB-554. | Ability to vary rate structure to accommodate an unlimited number of rate tables for each service. | [] | [] |
| UB-555. | Ability to support unlimited rate revisions and store prior rate tables in history. | [] | [] |
| UB-556. | Ability to support rate revision in the middle of the billing cycle and have the system prorate automatically. | [] | [] |
| UB-557. | Ability to vary rate structure for different rate types for each service as city ordinances change. This includes the minimum consumption, billing rate breaks for consumption and dollars, tax rate, penalty amount, base charge, minimum charge and maximum charge. | [] | [] |
| UB-558. | Provide for flat rate billings or one-time special charges. | [] | [] |
| UB-559. | Interface with Accounts Payable, Accounts Receivable, and Central Cash. | [] | [] |
| UB-560. | Must have a direct interface to MS Word for single letter generation. | [] | [] |
| UB-561. | Ability to bill for residential flat rate service. | [] | [] |
| UB-562. | Ability to have an unlimited number of attachments, scanned documents or any MS Office document. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|---|----------------------------|-------------------------------|
| UB-563. | Provide for billing for demand meters on any service. The charge for this service can be calculated from a rate table using the demand reading. | [] | [] |
| UB-564. | Print user defined messages on bills. | [] | [] |
| UB-565. | Print bar codes on bills representing the customer's utility account numbers. Ability to read bar codes with bar code scanners upon receipt of payment from customer. | [] | [] |
| UB-566. | Provide for bank draft option for customers. Bills marked "Paid by Draft" should be printed for customers on bank draft. | [] | [] |
| UB-567. | Provide for address certification to maximize postage discount. | [] | [] |
| UB-568. | Ability to automatically add late penalties or interest charges to delinquent accounts according to a flexible rate structure determined by the user. | [] | [] |
| UB-569. | Automatically generate a cut off list after printing a preview report, which can be reviewed for possible revisions. | [] | [] |
| UB-570. | Ability to age accounts in 30, 60, 90, and 120-day increments | [] | [] |
| UB-571. | Automatic printing of disconnect notices and cut-off service orders through interface to a service order system. | [] | [] |
| UB-572. | Ability to produce delinquent bills for customers that have already received a final bill but continue to maintain an unpaid balance. | [] | [] |
| UB-573. | Automatically generate cut-off letter notices or other suitable shut-off notices after printing a preview report, which can be reviewed for possible revisions. | [] | [] |
| UB-574. | Provides ability to post payments and adjustments to bad debt accounts. | [] | [] |
| UB-575. | Provides ability to reinstate a bad debt account to the active data files without having to re-enter account information. | [] | [] |
| UB-576. | Store date and time of readings when captured through automated meter reading system. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|--|----------------------------|-------------------------------|
| UB-577. | Service order system provides automated updates to the utility system upon completion of applicable service orders. Examples are turn-ons, turn-offs, re-reads, meter change outs, transfers, etc. | [] | [] |
| UB-578. | A history of all service orders related to a service address should be displayed in the inquiry window at the service address. The status of each service order should be displayed. Service orders should provide drill-down functionality for details of actual service order. | [] | [] |
| UB-579. | Each service address should include a history of all meters that have been installed at the service address. This history should include the date a meter was removed, the meter serial number and last reading. | [] | [] |
| UB-580. | Actual reading and consumption for each meter will be determined by the number of dials to be read for that meter and should support a minimum of nine digits. | [] | [] |
| UB-581. | Ability to change out (Swap) meters at any time. Where meters have been changed out, ability to show separate individual meter readings and consumption, and to show total consumption and billing amount on the same bill. | [] | [] |
| UB-582. | Ability to handle multiple meter changes for a single metered service within a single billing period. | [] | [] |
| UB-583. | The system should prorate bills for new accounts and final accounts based on user-defined formulas. | [] | [] |
| UB-584. | Ability, as soon as a meter reading is obtained, to calculate a final bill with deposit applied and print on printer associated with the workstation. | [] | [] |
| UB-585. | Ability to sort bills by zip plus four and carrier route or complete CASS certification to take advantages of available postage discount. | [] | [] |
| UB-586. | Supports calculation of consumption using current and previous meter readings multiplied by user-defined multipliers. | [] | [] |
| UB-587. | Has the ability to automatically apply deposits to a final bill. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|--|----------------------------|-------------------------------|
| UB-588. | If a meter change occurs during the billing period, the system should have the ability to support different consumption multipliers on each meter | [] | [] |
| UB-589. | Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing of a customer account. | [] | [] |
| UB-590. | Ability to prorate final bills based upon user-defined criteria. | [] | [] |
| UB-591. | Ability to estimate consumption for a complete route or routes in the event of emergencies and produce bills. Also, provide the ability to estimate bills for single accounts of all un-read meters. | [] | [] |
| UB-592. | Estimated readings are flagged in consumption history to differentiate from actual readings. | [] | [] |
| UB-593. | Ability to change meter reading sequence without changing the customer account number. | [] | [] |
| UB-594. | Handle data transfer from multiple Automated Meter Reading systems. This data transfer is handled through a pre-defined system routine for upload/download from the AMR route management software. | [] | [] |
| UB-595. | Flexible high/low feature that allows the user to adjust the range of parameters. This high/low would be both on the information sent to the Automated Meter Reading system before readings, and on the edits performed in the Utility Billing System after the readings uploaded from hand-helds or if readings are manually entered into the system. | [] | [] |
| UB-596. | Permit off-cycle billing for accounts that have been disconnected in order to get final bills to customers as soon as possible. | [] | [] |
| UB-597. | Provides consumption reports prior to generating the billing. Reports would include: Proof list, meter change-out, possible misreads, and unread meters. | [] | [] |
| UB-598. | Prorates service fees for partial month billing on initiation and termination of accounts. Prorates occur only upon user-defined services set for prorating. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|---|----------------------------|-------------------------------|
| UB-599. | Ability to bill by cycle and produce corresponding billing registers and journal entries. | [] | [] |
| UB-600. | Ability to print edit report for all bank draft accounts, make necessary changes. Posting program posts all bank drafts as a single process. | [] | [] |
| UB-601. | Ability to interface to a Special Assessments package that would incorporate different installment bills on the utility bill. These items are identified separately. | [] | [] |
| UB-602. | System should calculate and bill on level or average-monthly-payment basis. This can be a continuous twelve-month rolling-average calculation or once calculated, billed on a flat basis until recalculated or removed from enrollment on level payment plan. System will automatically maintain a reserve account for level billing enrollees. | [] | [] |
| UB-603. | Where meters have been exchanged, show individual meter readings and consumption, a message that the meters were exchanged, and total consumption and amount on the bill. | [] | [] |
| UB-604. | Ability to handle non-utility services such as sales of merchandise, meter damage, billings for hydrant meters, and repairs. | [] | [] |
| UB-605. | Ability to place an account on hold, resulting in the account not being billed until taken off hold. Deposits should not be refunded. | [] | [] |
| UB-606. | Allow for the cashier to modify the distribution of monies to various services. | [] | [] |
| UB-607. | Provides interface to cash collection system supporting real-time, on-line cash receipts entry, with entry validation and individual cashier totals. | [] | [] |
| UB-608. | The system can handle multiple donation types and payment "round-up". | [] | [] |
| UB-609. | Allow for the cashier to modify the distribution of monies to various services. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|---|----------------------------|-------------------------------|
| UB-610. | Deposit information must include type deposit, date of deposit, amount, receipt number, check number, and refund date. Vendor's cash collection system should interface with deposit programs in utility billing system to capture deposit information including amount, receipt number, reference, etc.. | [] | [] |
| UB-611. | Ability to calculate interest on deposits. Interest may be applied to account, added to deposit, or disbursed to customer by check. | [] | [] |
| UB-612. | Can automatically refund deposited funds plus accrued interest, if applicable, when the account is closed. | [] | [] |
| UB-613. | Ability to transfer deposit(s) from one active billing account to another, as when a customer moves and wants the old deposit to transfer to his new location. | [] | [] |
| UB-614. | General Ledger: The utility billing and collection system should fully integrate with the general ledger for posting billings, adjustments, and collections. | [] | [] |
| UB-615. | Accounts Payable: If the utility system does not generate its own deposit refund checks, it should integrate fully with the accounts payable module for processing of refund checks to customers. | [] | [] |
| UB-616. | Automated Meter Reading: Provide for upload and download of data to hand-held meter reading system. | [] | [] |
| UB-617. | Central Cash Collection: Fully integrate with centralized cash receipts module for posting payments, deposits, etc. to utility billing system. Should provide immediate updates to the utility billing system of payments pending until posted at end of day. | [] | [] |
| UB-618. | Service Orders: Service order creation, completion and inquiry should be accessible from any screen in the utility billing system. Completed service orders related to the utility billing system should automatically update the utility billing system in a real-time, on-line process upon completion of the service order. A history of all service orders at a service address should be displayed in each utility account. | [] | [] |

UTILITY BILLING

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-------------------|---|-------------------------------------|--|
| UB-619. | All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports. | [] | [] |
| UB-620. | Each report should include in the title the name of the report, date and time when printed, the date or dates covered by the data in the report, and page numbering. | [] | [] |

BANK RECONCILIATION SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|----------------------------|-------------------------------|
| BR-621. | [] | [] |
| BR-622. | [] | [] |
| BR-623. | [] | [] |
| BR-624. | [] | [] |
| BR-625. | [] | [] |
| BR-626. | [] | [] |
| BR-627. | [] | [] |
| BR-628. | [] | [] |
| BR-629. | [] | [] |
| BR-630. | [] | [] |
| BR-631. | [] | [] |

**BANK RECONCILIATION
SPECIFICATION DESCRIPTION**

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|---|----------------------------|-------------------------------|
| BR-632. | Bank Reconciliation Register: this report will be run by account and filtered for type of transaction, status, range of dates, amounts, and sub-system posted from. These transactions can also be grouped by type. | [] | [] |
| BR-633. | General Ledger | [] | [] |
| BR-634. | Accounts Payable | [] | [] |
| BR-635. | Payroll/Personnel | [] | [] |

CENTRAL CASH MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|----------------------------|-------------------------------|
| CC-636. | [] | [] |
| CC-637. | [] | [] |
| CC-638. | [] | [] |
| CC-639. | [] | [] |
| CC-640. | [] | [] |
| CC-641. | [] | [] |
| CC-642. | [] | [] |
| CC-643. | [] | [] |

CENTRAL CASH MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|----------------------------|-------------------------------|
| CC-644. | [] | [] |
| CC-645. | [] | [] |
| CC-646. | [] | [] |
| CC-647. | [] | [] |
| CC-648. | [] | [] |
| CC-649. | [] | [] |
| CC-650. | [] | [] |

CENTRAL CASH MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| CC-651. | [] | [] |
| When posting a payment to a customer's utility account, the operator should have the ability to look-up an account based on account number, name or a portion of the name, address or a portion of the address (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM", providing the ability to scroll through the displayed account names and select the desired account), as well as any other user-defined look up criteria. | | |
| CC-652. | [] | [] |
| Utility receipts are reflected in the vendor's utility billing system as "pending activity" until such time the daily posting procedure is completed. Accounts with adequate payments pending should not be reflected on cut-off lists. This pending activity can be viewed from the account management window in the Utility Billing System without accessing the Central Cash Collection system. | | |
| CC-653. | [] | [] |
| Ability for cashier to collect payments for items that are not pre-billed in any system. These transactions would only post to the respective general ledger accounts. These could include, but are not limited to, transaction codes such as copy fees, rent, entrance fees, vending machine receipts, etc. | | |
| CC-654. | [] | [] |
| From the Operator Process window, the operator can create, open, and close batches. The operator can also enter payments, void a receipt, and reprint a receipt. | | |
| CC-655. | [] | [] |
| At the end of a cashier's scheduled workday, a closeout report should be printed to be balanced with the cash, checks, money orders, etc.. in the operator's drawer. There should be the ability to record cashier over and under to a finance system account. | | |
| CC-656. | [] | [] |
| The system should provide for the ability to void a receipt. | | |
| CC-657. | [] | [] |
| Must provide on-line documentation with table of contents, index, and key word search. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection. | | |

CENTRAL CASH MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| CC-658. | [] | [] |
| When processing a customer's utility payment, the system should provide the ability to go to a utility billing account management window and inquire on information such as transaction history, detailed data of current bill, consumption history, etc based upon security rights. | | |
| CC-659. | [] | [] |
| Provide the ability, at any time during the day, to display a summary of all receipts processed at a cash collection workstation. Information displayed should include the operator's code and name, and total receipts for each type of transaction (utility payments, deposits, building permits, etc.) and by type (cash, check, credit card, etc.). The grand total of all receipts at the workstation should be displayed as well as the total number of receipts voided. | | |
| CC-660. | [] | [] |
| Require a valid operator code in order to process a receipt. | | |
| CC-661. | [] | [] |
| Support the processing of payments for multiple utility accounts from one customer as a single transaction and print the associated receipt(s). | | |
| CC-662. | [] | [] |
| Support the processing of a single payment for different types of transactions from one customer as a single transaction (utility bill, payment, building permit) and print the associated receipt. | | |
| CC-663. | [] | [] |
| Support the processing of payments from more than one person for a single account as one transaction and print the associated receipt(s). For example, roommates splitting a utility bill (one pays by check, one with cash, one with a money order). | | |
| CC-664. | [] | [] |
| When posting a payment to a utility account, the system should default to the balance currently owed by the customer. | | |
| CC-665. | [f] | [] |
| If a customer pays less than the current balance in a multiple service utility account, the payment should be automatically distributed to revenue categories based on a user-defined formula. Provide option for the operator to override this distribution in special situations. | | |

CENTRAL CASH MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|----------------------------|-------------------------------|
| CC-666. | [] | [] |
| CC-667. | [] | [] |
| CC-668. | [] | [] |
| CC-669. | [] | [] |
| CC-670. | [] | [] |
| CC-671. | [] | [] |

CENTRAL CASH MANAGEMENT SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| CC-672. | [] | [] |
| <p>Daily Cash Collection Register: This report should print a summary of all Cash Collection Receipt Registers during the day totaled by operator and workstation. Total receipts for each payment type (utility, building permits, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other. This report should include a General Ledger posting report and deposit recap.</p> | | |
| CC-673. | [] | [] |
| <p>Journal Report: User defined parameters should include the ability to select the operators and workstations to be included in the report. The report should be printed in receipt number order and should include receipt number, date, time, operator code, workstation number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. Utility payments should include utility account numbers and customer's names. The report should include summaries by operator and workstation.</p> | | |
| CC-674. | [] | [] |
| <p>End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Purchase Order system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc.</p> | | |
| CC-675. | [] | [] |
| <p>History Report: User defined parameters should include the ability to select by ranges of transaction numbers, dates, and receipt numbers. Option to print history only on transactions related to a subsystem (utility billing, accounts receivable, etc.). Option to print history on transactions generated from a designated workstation and/or operator. Information printed on the report should include receipt number, date, time, operator code, workstation number, transaction type, subsystem (if applicable), amount applied, charges, amount tendered, method of payment, and notes (if applicable). Daily totals should be provided for the range of dates specified and grand totals for the overall report.</p> | | |
| <p>The Central Cash Collection system should interface with the following modules</p> | | |
| CC-676. | [] | [] |
| <p>Utility Billing</p> | | |

**CENTRAL CASH MANAGEMENT
SPECIFICATION DESCRIPTION**

| ITEM # | | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-------------------|---------------------|-------------------------------------|--|
| CC-677. | General Ledger | [] | [] |
| CC-678. | Accounts Receivable | [] | [] |
| CC-679. | Building Permits | [] | [] |
| CC-680. | Business License | [] | [] |

LICENSING AND PERMITS SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|--|----------------------------|-------------------------------|
| LP-681. Provide a business licensing system that automates license issuing, renewal, and payment processing. | [] | [] |
| LP-682. Real time system processing. | [] | [] |
| LP-683. Menus have drill-down capabilities for detail. | [] | [] |
| LP-684. ALL screens in a GUI format | [] | [] |
| LP-685. System has complete on-line help function. | [] | [] |
| LP-686. Report writer for ad-hoc reporting. | [] | [] |
| LP-687. Provide the ability to have multiple licenses at the same business location. | [] | [] |
| LP-688. Provide the ability to calculate fees in a variety of ways, including Gross Receipts, Number of Employees, Square Footage. | [] | [] |
| LP-689. Track receivables and develop aging reports. | [] | [] |
| LP-690. Provide the ability to pro-rate for partial year payments. | [] | [] |
| LP-691. Ability to provide multiple fee structures with an effective date for each. Automatically determine the fee structure based on issue date of license | [] | [] |
| LP-692. Provide the ability for multiple departments to use the system with security options for each department. | [] | [] |
| LP-693. Provide identification for non-renewable license types. Ability to eliminate these in a batch renewal process. | [] | [] |
| LP-694. Provide the ability to complete a batch renewal for current licenses. | [] | [] |
| LP-695. A suite more than ten standard reports included with the base program and standard forms and letters. | [] | [] |
| LP-696. Ability to print laser printed licenses on blank stock. | [] | [] |
| LP-697. Ability to link parcel database to the business license application. | [] | [] |
| LP-698. Ability of web payment option for the system. | [] | [] |

LICENSING AND PERMITS SPECIFICATION DESCRIPTION

| ITEM # | SPECIFICATION DESCRIPTION | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|--|----------------------------|-------------------------------|
| LP-699. | An integrated audit system that tracks entries by user id with name and date stamp. | [] | [] |
| LP-700. | Allow reversals of entries within 72 hours. This must be accompanied by proper security and audit trail. | [] | [] |
| LP-701. | Provide the ability to import Sales Tax Information from an outside data source. | [] | [] |
| LP-702. | Provide the ability to attach a file to a record. The system shall support both text and graphic file attachments. | [] | [] |
| LP-703. | Ability to add special comments with selected accounts. | [] | [] |
| LP-704. | Ability to bill an alternative address (secondary). | [] | [] |
| LP-705. | Handle an unlimited number of fees and rates. | [] | [] |
| LP-706. | Ability to quickly view outstanding fees for any business. | [] | [] |
| LP-707. | Handle an unlimited number of fees and rates. | [] | [] |
| LP-708. | System allows for individual late fee codes associated with a rate. | [] | [] |
| LP-709. | System integrates with General Ledger, Cash Receipts. | [] | [] |
| LP-710. | Data must reside in the central CIS database with UB, Misc AR, etc. | [] | [] |
| LP-711. | Unlimited licenses, accounts and history. | [] | [] |
| LP-712. | Minimum 24 user defined fields with field labels. | [] | [] |
| LP-713. | In addition to NAICS and SIC, must allow unlimited user-defined business codes. | [] | [] |
| LP-714. | Maintain contact file, contact checklist. | [] | [] |
| LP-715. | Must track business information, including number of employees. | [] | [] |

REPORT WRITER SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|---|----------------------------|-------------------------------|
| RW-716. | [] | [] |
| Process Application Software data files with the ability to extract data in any user defined order. | | |
| RW-717. | [] | [] |
| Have Pre-Linked multiple data files for access. | | |
| RW-718. | [] | [] |
| Create output for review, either on screen, in report format, or as an export file. | | |
| RW-719. | [] | [] |
| Report style printed output. | | |
| RW-720. | [] | [] |
| The system must provide the ability to use the Report Writer from within the application software. | | |
| RW-721. | [] | [] |
| The system must provide sorted output on any field in the data files. | | |
| RW-722. | [] | [] |
| The system must provide the ability to perform arithmetic functions on any numeric field in the data files. | | |
| RW-723. | [] | [] |
| The system must provide the ability to compute subtotals, grand totals and averages. | | |
| RW-724. | [] | [] |
| The system must provide the utility to create the report form format. | | |
| RW-725. | [] | [] |
| A data dictionary should be provided for application files. | | |
| RW-726. | [] | [] |
| The report writer should be able to access all data in the application software files. | | |
| RW-727. | [] | [] |
| The report writer should provide the capability to save user defined reports and/or queries for later use. | | |
| RW-728. | [] | [] |
| The report writer should provide the user the choice of either displaying selected data on the screen, printing selected data, formatting a report, or transferring the data in either ASCII or comma-delimited format. | | |
| RW-729. | [] | [] |
| Should support the ability to combine information from multiple fields in one report. | | |
| RW-730. | [] | [] |
| Should provide arithmetic functions such as add, subtract, multiply, divide. | | |

REPORT WRITER SPECIFICATION DESCRIPTION

| ITEM # | VENDOR RESPONSE CODE | VENDOR COMMENT REQUIRED |
|-----------|---|-------------------------------|
| RW-731. | Sort by ascending or descending order by selected data field(s). | [] [] |
| RW-732. | Support subtotaling, totaling and averaging. | [] [] |
| RW-733. | The system must provide the utility to create data configuration procedures and store them for recall later from within the applications. | [] [] |
| RW-734. | All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any or all previously warehoused reports. | [] [] |
| | Report Writer interfaces with: | |
| RW-735. | Utility Billing | [] [] |
| RW-736. | General Ledger | [] [] |
| RW-737. | Budget Preparation | [] [] |
| RW-738. | Accounts Payable | [] [] |
| RW-739. | Purchase Orders | [] [] |
| RW-740. | Payroll/Personnel | [] [] |
| RW-741. | Accounts Receivable | [] [] |
| RW-742. | Permits & Inspections | [] [] |
| RW-743. | Business Licenses | [] [] |
| RW-744. | Fixed Assets | [] [] |

