

City of Ridgecrest  
Request for Proposal – RFP #2015-100

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**Financial Management System  
Software and Implementation Services**

**Proposals Due: November 18, 2014**

The Council Members of Ridgecrest, CA

Dan Clark, Mayor

Mayor Pro Tem: Marshall Holloway

Council Member: Steve Morgan

Council Member: Jim Sanders

Council Member: Lori Acton

Keith Lemieux, City Attorney

Ridgecrest, CA

**City of Ridgecrest  
Request for Proposal  
Financial System Replacement**

**I. Introduction**

The City of Ridgecrest is requesting proposals from qualified vendors to provide the software and services needed to implement an integrated public sector electronic financial management and human resources system. Currently the City is using Sungard's Naviline Version 9.1 on an AS400 system. To improve efficiencies for staff and the public, the City is looking to replace the current system with a more robust system.

**II. Scope of Work**

The City is seeking qualified software vendors to submit proposals for the provision of financial management and human resources software. The current number of City users is 53. Of this number approximately 5 have various levels of access for administration purposes. The remaining users require access mainly for informational, reporting and analytical purposes.

Implementation of the new software will proceed immediately upon award of a contract. The goal is to have all functions "live" by the calendar year end 2015.

The City does not intend to install software that will require heavy modification in order to meet the specifications stated in this RFP.

**Required Functions:** The functions required of the new system are listed below with a short discussion of each following:

- Payroll/Human Resources
- General Ledger
- CAFR reporting
- Accounts Payable
- Accounts Receivable
- Business Licenses
- Cash Receipting
- Budget
- Fixed Assets
- Bank Reconciliation
- Report Writing
- Support and Training
- eServices
- Parcel Management
- Building Permits
- Code Enforcement
- Parcel Management
- Permits

*Payroll/Human Resources:* The City of Ridgecrest prepares payroll for approximately 105 employees. City payroll is bi-weekly with 26 pay periods per year.

*General Ledger:* The current City account structure has 4 segments containing 14 characters. There are currently 38 funds

*Accounts Payable:* Accounts payable processes an average of 125 checks weekly. The accounts payable system maintains history for approximately 5,076 vendors, with 1,097 of these vendors being active. The City prints, mails and electronically files information for approximately 100 1099s annually.

*Accounts Receivable:* Accounts receivable processes approximately 30 billings monthly. Billings are for Transient Occupancy Tax, DUIs and false alarms.

*Cash Receipting:* The City has 5 separate cash receipting locations. The City deposits cash daily.

*Budgeting:* The City prepares an annual budget from July 1 through June 30. The budget is reviewed by the City Council monthly. Budget amendments are made throughout the fiscal year. City is exploring multi-year budgeting options.

*Fixed Assets:* The City maintains a fixed asset record for assets exceeding a value of \$5,000. The City currently tracks, depreciates and reports on approximately 300 assets with a total value of approximately \$160 million.

*Bank Reconciliation:* The City currently reconciles 2 bank accounts on a monthly basis.

*Report Writing:* In addition to standard reports, the City will want to customize reports to meet the needs of the City Council and staff.

*Support and Training:* Support services are currently used via the phone. Currently staff trains new hires. Due to the complexity of the current system, the City is looking for a more user friendly working experience.

*Eservices:* The City currently accepts credit card payments in person and over the phone, but does not have an online payment solution. The City is interested in an ePayment solution, which would allow the customer to review their bill and make payments on-line.

**Additional Functions:** Other functions the City is considering, but may not select include the following:

- Purchasing
- Job Costing
- Capital Project/Grant Management
- Animal Licensing

**This is a non-prevailing wage project.**

### **III. Rules of Preparation**

The written proposal must follow the rules and format established within this RFP. Additional pages that might assist the City with evaluating qualifications may be attached. Nonconformance with the rules and format established within this RFP might disqualify the Vendor; however an unsatisfactory response to any one section will not necessarily disqualify a proposal.

Vendors are requested to organize their proposal into sections with tabs corresponding to the selection criteria as listed beginning with “A. General Information.” You must answer the following questions in the same order as below.

#### *A. General Information*

- Vendor name, address, email address, telephone number, and fax number.
- Account representative to contact for clarification of any item contained in the proposal.
- Federal Tax ID number
- Prioritize (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) your choice of possible on-site interview/demonstration dates given in section V. Please note if you are unavailable to appear on-site on any of the proposed dates.
- References and referrals – Vendor shall submit a minimum of 3 current, fully implemented clients (include address, phone number and contact name) that are representative of the City of Ridgecrest and its proposed system.

#### *B. Executive Summary*

In non-technical narrative, describe the proposed solution by setting forth the overall approach and plans to meet the requirements of the RFP. The contents of the narrative is to convince the City that the Vendor understands the objective that the contract is intended to meet, the nature of the work, and the level of effort necessary to successfully provide the services.

Vendors must outline the proposed schedule for delivery, installation, training, conversion and implementation relative to awarding of the bid and indicate clearly, the levels of participation expected from City staff in the fulfillment of the contract.

#### *C. Vendor Questionnaire*

Provide narrative responses to the following questions. Answer each question fully in this section. The proposer should not refer the evaluator to any other source for detail or explanation.

- Specify the number of years you have been in the public sector software business.
- Provide a breakdown of your total number of current clients and what portion of these represents the public sector portion of your client base.
- What portion of your current public sector clients are located in the State of California?

- Indicate whether the business is apparent or subsidiary in a group of companies.
- Has the company or product being proposed ever been purchase by another company or acquired because of a merger or acquisition? If yes, please provide details including dates, products and companies involved.
- Has your company had a workforce reduction during the past 5 years? If so, please provide detail.
- Describe how your company measures customer satisfaction for software applications and customer service & support.
- Describe your company's commitment to research and development for the proposed software solution?
- Please provide the original date of release and the date of the most recent release for all proposed applications.
- What geographic area do you cover?
- Describe your overall user training approach.
- Provide a thorough description of help desk services including dial-in, web support and ongoing maintenance.
- Please list information on all municipal software products and/or services available from your company but not included in this RFP.

#### D. *Maintenance & Support:*

Provide a comprehensive description of support options, including the following:

- *Hours of Support.* Describe options for hours of support and the cost of each option. Provide the response time, and associated guarantee, for each option.
- *Maintenance Costs.* Explain maintenance cost and what is included in maintenance cost. If maintenance cost is a percentage of the purchase price, provide the relationship and negotiation options.
- *New Releases.* Provide an application upgrade history. Describe the process of issuing new releases, and provide a projected two-year schedule of new releases. Explain the effect of any customization on future upgrades and maintenance. Describe any relationship between new releases and purchase price or maintenance contract, if any. Describe how enhancements are prioritized and by whom.

- *User Groups.* Provide information on active user groups. Describe user conference frequency, location, and other details.

#### *E. Specifications Worksheet:*

The specifications worksheet is formatted to allow the responding vendor to provide detail for each individual specification. The Excel format of the specifications worksheet may be requested from the City of Ridgecrest by email ([rmcquiston@ridgecrest-ca.gov](mailto:rmcquiston@ridgecrest-ca.gov)). One (1) completed original of the electronic version must be submitted along with the original proposal (no additional electronic copies required). Please include a hardcopy of the spreadsheet in Tab E. of the original and all copies of the proposal. Submittal on a computer disk is suggested as thumb drives will not be returned to the proposer.

If modification will be required for the proposed software to meet any specifications, please indicate this on the specifications worksheet. If no modification is proposed and a “yes” response is indicated, the City will assume that specification will be met and will hold the vendor responsible for delivery of the specification in the proposed package.

Provide all proposed fees and cost information by completing the Proposed Costs Worksheet included as Exhibit E. This worksheet is included as the final tab in the Excel Specification Worksheet. Please include the completed worksheet in the electronic version of the spreadsheet submitted with the original proposal and include a hardcopy in Tab D.

#### **IV. Additional Instructions**

**Submit one (1) original hard copy proposal, clearly marked “Original” and three (4) hard copies in a sealed envelope marked “City of Ridgecrest – Proposal for Financial System Software” no later than 5:00 p.m. on November 18, 2014.**

Proposals should be submitted to the following address:

City of Ridgecrest  
Attn: Rachelle McQuiston  
100 W. California  
Ridgecrest, CA 93555

Inquiries regarding this request shall be directed to:

Rachelle McQuiston, Finance Director  
Phone: (760) 499-5021  
Email: [rmcquiston@ridgecrest-ca.gov](mailto:rmcquiston@ridgecrest-ca.gov)

Late submissions cannot be accepted. Electronic and faxed submittals will not be accepted.

#### **Insurance**

If a contract is awarded, the following insurance requirements apply:

The Contractor shall purchase and maintain at all times during the execution of the work the following forms of insurance, by carriers acceptable to and approved by the City as follows:

- Commercial General Liability Combined Single Limit of \$2,000,000.
- Worker's Compensation as required by all applicable Federal, State, Maritime and other laws, including Employer's Liability with a limit of at least \$1,000,000.
- Comprehensive Automobile Liability, including Non-Ownership, and hired car coverage as well as owned vehicles of \$1,000,000.
- A Performance Bond in the amount of the proposed work and a Labor and Materials Bond minimally fifty percent of the amount of the proposed work shall be furnished with the executed contract.
- Certificates of insurance shall be furnished with the executed contract.

### **Indemnity**

Contractor shall indemnify and hold the City of Ridgecrest, its directors, administrators, employees, agents and representatives harmless against all liability or loss, and against all claims or actions based on or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performance of the Contract or by conditions created thereby, or based on any violation of any statute, ordinance, building code or regulation and the defense of any such claims or actions, including, but not limited to, any claims arising from the ownership of intellectual property used in connection with the software provided under this agreement or any claims related to the release of confidential information of third parties from the software provided. Contractor shall also indemnify the City of Ridgecrest, its directors, administrators, employees, agents and representatives against all liability and loss in connection with, and shall assume full responsibility for, payment of federal, state, and local taxes or contributions imposed or required under unemployment insurance, social security, and income tax laws, with respect to City of Ridgecrest's employees engaged in performance of the contract.

Contractor shall take all precautions necessary and shall be responsible for the safety of the work hereunder and shall maintain all equipment or other protection necessary for that purpose. All work shall be done at the Contractor's risk. Contractor shall be responsible for any loss or damage to materials, tools, or other articles used or held for use in connection with the work.

### **Assurances**

As a potentially federally funded project, Contractor's are required to provide assurances of compliance with the following regulations:

- a. Equal Employment Opportunity
- b. Compliance with Federal and State Nondiscrimination Laws
- c. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c).
- d. Contract Work Hours and Safety Standards Act (40 U.S.C 327-3336).
- e. Clean Air Act (42 U.S.C. 7401 et seq.), and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended.
- f. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)
- g. Debarment and Suspension (E.O.s 12549 and 12689).
- h. Drug Free Workplace Act
- i. Compliance with Federal and State Immigration Laws.

## **V. Schedule of Events**

The following proposed schedule outlines the RFP process. The City reserves the right to modify this schedule.

### *Time Line*

Issue RFP	September 25, 2014
Deadline for written questions regarding RFP	October 15, 2014
Response Due Date	November 18, 2014
<i>Short list established and vendors notified</i>	<i>December 2014</i>
<i>Interviews/Demonstrations with short-listed vendors</i>	<i>January 2015</i>
<i>Notification and recommendation to City Council</i>	<i>February 2015</i>

Italicized items and dates are at the City's option

## **VI. Qualifications Evaluation and Selection Process**

The RFP states the scope of City requirements and specifies the general rules for preparing the written proposal. Responses will be objectively evaluated based on the Vendor's responses to the RFP. The written proposal should clearly demonstrate how the software/hardware and system support proposed could best satisfy the requirement of the City.

If required to appear for an on-site interview/demonstration, the vendor will be notified on or before December 15<sup>th</sup>. During the interviews, vendors will be asked to demonstrate their product. Vendor interviews/demonstrations will be held solely at the option and discretion of the City of Ridgecrest. Brochures or other promotional presentations beyond that sufficient to submit a complete and effective proposal are not desired. Elaborate artwork, expensive paper or binders, and expensive visuals are not necessary.

Proposals will be evaluated by a Selection Committee. This committee may consist of representatives of the user department. Composition and creation of this committee, should one be formed, is at the sole discretion of the City. Names of the Committee members, should one be formed, will not be released prior to the time for interviews.

The Committee will review the proposals for format to ensure conformance with the requirements of the RFP and may in connection with its evaluation, and at the City's option, invite one or more vendors to an interview/demonstration to the Selection Committee.

During these interviews/demonstrations, the vendors will be allowed to present such evidence as may be appropriate in order that the Committee can correctly analyze all materials and documentation submitted as a part of the proposal.

The City does not guarantee that an interview will take place, thus reserving the right to select a vendor based solely on the information provided in the proposals received in response to the RFP. If an interview takes place, the key personnel responsible for fulfilling the requirements of the project shall be required to be present for the interview/demonstration.

The City of Ridgecrest reserves the right to reject any or all proposals; to waive any requirements, both the City's and those proposed by the vendor; to waive any irregularities or informalities in any proposal or the RFP process when it is in the best interest of the City to do so; to negotiate for the modification of any proposal with mutual consent of the proposer; to re-advertise for proposals, if desired; to sit and act as sole judge of the merit and qualifications of the service offered and; to evaluate in its absolute discretion, the proposal of each vendor, so as to select the vendor which best serves the requirements of the City, thus insuring that the best interest of the City will be served. Vendors past performance and the City's assurance that each proposer will provide service as proposed will be taken into consideration when proposals are being evaluated.

### *Evaluation Criteria*

The Project Team evaluating the proposal may be based on the evaluation of the following criteria including but not limited to the following un-prioritized list:

- ◆ Adherence to the specified format;
- ◆ Completeness and clarity of content of the proposal;
- ◆ Acceptable, verifiable references;
- ◆ Results of on-site visit(s);
- ◆ Level of service and support;
- ◆ Experience and technical expertise of staff;
- ◆ Design, capability, and functionality the application software;
- ◆ Current availability and ability to demonstrate desired applications;
- ◆ Level of integration between applications;
- ◆ Ease of integration with existing systems and processes;
- ◆ Cost of ongoing maintenance and support;
- ◆ Cost justification;
- ◆ Feasibility of software implementation schedule and conversion plans, including commitment to getting back on track if milestones are not reached on time and options presented and resources identified;
- ◆ Feasibility of customization and maintenance options;
- ◆ Data conversion proposal;
- ◆ Quality and availability of user training; and
- ◆ Quality and extent of documentation available.
- ◆ Vendor Response Sheets Instructions (See Appendix)

### *Award*

1. Most Responsive, Responsible Bidder. A Contract shall be awarded with reasonable promptness by appropriate written notice. Award shall be made to the most responsive, responsible, most qualified Bidder whose Proposal meets the requirements and criteria set forth in this RFP, price and other factors considered, and whose Bid is determined to result in the optimum economic advantage to the City. A responsible Bidder is one who has the capability, financial capacity and integrity to perform the contract. A responsive Bidder is one who commits to all of the material terms, for example, price, quantity,

quality and delivery, of this RFP. Contractor must return a signed copy of the contract provided by the City with its award Notice to City within ten (10) working days of receipt thereof.

2. Reservation of Rights. The City reserves the right to reject any item or items in the Proposal; to waive informalities, technical defects, and minor irregularities in Proposals received; and to select the Proposal(s) deemed most advantageous to the City.

**City of Ridgecrest  
Request for Bids  
Financial System Replacement**

**Attachment B**

**Company Name:** \_\_\_\_\_

**DBA (If applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
(Street Address) (City, State) (Zip)

**Mailing Address:** \_\_\_\_\_  
(If different from Address Above) (Street Address) (City, State) (Zip)

**Contact Person (Name/Title):** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Website/URL:** \_\_\_\_\_

**Tax Identification Number (EIN):** \_\_\_\_\_

**Type of Business Organization:**

Partnership  Individual/Sole Proprietor  Corporation: State: \_\_\_\_\_

Other Please Specify: \_\_\_\_\_

**Key Personnel:**

List the key personnel assigned to the project.

**Authorization: I certify that the Contractor listed above is not disbarred, suspended or otherwise prohibited from contracting by any Federal, State, or Local Agency.**

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**Please complete, date, and sign this form and attach to the request for bid response.**

Exhibit C.

City of Ridgecrest  
 Financial RFP  
 Specification Worksheet

Section	Section Title	Abrev.	Required Function
1	System-Wide Requirements	SW	*
2	Payroll/Human Resources	PR	*
3	General Ledger	GL	*
4	Accounts Payable	AP	*
5	Billing/ Accounts Receivable	AR	*
6	Cash Receipting	CR	*
7	Budget	BU	*
8	Fixed Assets	FA	*
9	Bank Reconciliation	BR	*
10	Report Writing/Analytics	RW	*
11	CAFR Preparation	CA	*
12	Support and Training	ST	*
13	Community Development/Business License	CD	*
14	Purchasing	PU	
15	Work Orders/Job Costing	WO	
16	Capital Project/Grant Management	CP	
17	eServices	ES	*
18	Exhibit D - PROPOSED COSTS - WORKSHEET		

Specification Description		Specification Met?			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost?
<b>SYSTEM WIDE REQUIREMENTS:</b>								
1	Able to accommodate fund accounting structure including an unlimited number of funds along with their respective budgets and obligations. Each fund must be a self-balancing set of accounts with all funds being processed and maintained within a common system.							
2	Audit trail for all data entry, system setup and maintenance functions to identify actions taken by individual system logons.							
3	System must have the ability to report monthly and annual activity.							
4	Ability to save reports generated directly to a .pdf and/or excel file with minimal alteration to format.							
5	Ability to restrict access to various functions by user or user groupings.							
6	Ability to open multiple sessions or access multiple software functions simultaneously without interrupting one to work in another.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>PAYROLL/HUMAN RESOURCES</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Accounts Payable							
<b>General Requirements:</b>							
3 Ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis.							
4 Calculate payroll and print payroll checks and related reports.							
5 Ability to track and report PERS (Public Employee Retirement System) data to Cal PERS.							
6 Provide ability to change tax and reference tables as needed.							
7 Provide ability to change employee withholding information at the menu level.							
8 Provides option to prevent withholding of Federal Tax and FICA tax on an employee basis.							
9 Provides for a user defined variance limit on each payment produced by the system to catch large variances in pay amounts.							
10 Ability to correct or change time accounting up until payroll is processed.							
11 Provides ability to expense payroll to multiple funds and generates all necessary transactions for posting to General Ledger from payroll data.							
12 System tracks and maintains all leave balances (vacation, sick, etc.) on an annual or employee anniversary basis for an unlimited number of user defined leave codes with the ability to adjust accrual amounts by years of service, job classification and bargaining group.							
13 Provides ability to pay employee reimbursements through employee's paycheck.							
14 Ability to process pay increases, benefit changes or updates by bargaining group, class code or other user defined parameter.							
15 Ability to calculate and pay retroactive pay amounts automatically by bargaining group or individual employee.							
16 Provides an unlimited number of user defined payroll, leave and deduction codes.							
17 Provides an unlimited number of user defined deduction line items per employee in addition to federal and state withholding.							
18 Ability to override an employees default general ledger distribution on an exception basis.							
19 Calculates overtime, on call, shift premiums or exception pay on a user defined basis, compliant with FLSA standards.							
20 Allows preparation of manual checks during the pay period for corrections, terminated employees, etc.							
21 Allows for specialty pays on a user defined basis (monthly, semi-annually, annually).							
22 Track Calendar Year, Fiscal year and Life-to-date totals for all pay, leave and deduction codes.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>PAYROLL/HUMAN RESOURCES</b>							
23	Pay, Leave and Deduction codes are listed separately on pay stubs.						
24	Ability to define deduction codes as a flat rate or a percentage.						
25	Ability to maintain user defined limits on accrual of various leave balances.						
26	Ability to user define taxable and non-taxable pay codes.						
27	Ability to user define pre and post tax deduction codes.						
28	Ability to user define PERS and non-PERS pay codes.						
29	Allows for additional tax withholding (State and/or Federal) at the option of the employee.						
30	Ability to set a limit on a deduction and stop deduction when limit is met.						
31	Ability to calculate and track employer paid benefits.						
32	Ability to collect and pay garnishments, court orders, child support, tax levies etc. to third parties using accounts payable.						
33	Ability to generate data files detailing amounts collected for third parties for transmittal with payment.						
34	Retains historical payroll data indefinitely until purged by user.						
35	Ability to prepare electronic file for transmission to bank for automatic deposit of employee pay amounts.						
36	Prepare and print employee check stub detailing all hours, earnings and deductions for the current pay period and calendar year-to-date. Stub includes summary of leave balances, including pay period beginning balance, leave accrued, leave used and ending balance.						
37	Employee check stub information available online and accessible by individual employee including gross pay, deductions, and leave balance detail.						
38	Prepares, prints and generates data (eFile) for W2's as required by State and Federal law.						
39	Prepares monthly, quarterly and Year-End reports as needed to comply with all State and Federal requirements.						
40	Prepares tape file meeting federal requirements for filing federal withholding and Social Security (Medicare) deductions.						
41	Provides audit trail of file maintenance by logon, terminal, date/time including old data.						
42	Provides for adjustment of leave balances as needed.						
43	Ability to adjust the general ledger distribution for past payroll periods and run an updated labor distribution report.						
44	Ability to automatically distribute employee pay and fringe to multiple general ledger funds/divisions as user defined.						
45	Automatically generates unpaid transactions to be posted to the accounts payable system with complete GL information for both employee and employer paid items.						
46	Provides for automated check reconciliation.						
47	Ability to track and maintain employee bargaining group information (counts and listings) based upon employment classification.						

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>PAYROLL/HUMAN RESOURCES</b>							
48	Provide for the entry and maintenance of employment history status (positions held, salary levels, merit increases, disciplinary actions) by date and employee.						
49	Provide for the recording and retention of data relating to employee performance, commendation, and disciplinary action.						
50	Capable of tracking employee performance reviews and rating information including dates covered by review, date discussed with employee, next review date, other follow up dates (as defined by user) and pay increase granted.						
51	Ability to track employee discipline process.						
52	Ability to track employee training (by class and division) and certifications with notification of expiration.						
53	Ability to import payroll transactions from external timekeeping software for payroll preparation and posting to GL.						
54	Position control features allowing a unique number to be assigned to each approved position for tracking purposes. This number would not change as individual employees left and were replaced.						
55	Provides security features to prevent personally identifiable information from printing on payroll reports (SSN, Birth Year, Address). Ability to print only the employee number on reports as needed.						
56	Ability to track long-term leave under FMLA/CFRA or military leave.						
57	Ability to attach documents to fields in employee file.						
<b>Reports:</b>							
58	Ad Hoc report writer available for Payroll.						
59	Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.						
<b>Reports listed below must exist on the system at the time of delivery.</b>							
60	Payroll Register generated automatically when payroll is processed with ability to rerun report for user defined payroll as needed.						
61	Labor Distribution report generated automatically when payroll is processed with ability to rerun report for user defined payroll as needed.						
62	Deduction Register generated automatically when payroll is processed with ability to rerun report for user defined payroll as needed.						
63	Leave Liability report detailing current balance with calculation of leave projected to exceed balance limits.						
64	Employee Profile report by division, class, bargaining group or individual employee.						
65	PERS data file for upload to PERS online reporting system. Must be able to edit report prior to sending.						
66	Data file for third party collections/payments.						
67	Variance report of payments issued exceeding user defined variance.						
68	High Roller report of payments issued in excess of user defined amount.						

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>PAYROLL/HUMAN RESOURCES</b>							
69 W2 printing and data (eFile).							
70 Quarterly State reports (DE9, Withholding, Disability, Unemployment).							
71 Quarterly Federal reports (941).							
72 Bi-Annual EE04 report configures to Federal requirements.							
73 Annual Census filing report.							
74 leave buyback report showing leave usage for user defined period and using this information to calculate leave payout to employee.							
75 Position control report showing all approved positions and their current status (vacant/filled).							
76 Employee listings by division, bargaining group, employment status.							
77 Monthly report of new employees for State.							
78 Salary Listing by employee							
79 Employee Count by department.							
80 Pay check History by employee.							
81 DMV (Drivers License) information report							
82 Birthdays Report							
83 Data reports for export to Stromberg timekeeping software to update leave balances, new and terminated employee information.							
84 Payroll and W2 sign-out sheets.							
85 Total Compensation Report (all pays) by employee for user defined period.							
86 Overtime reports							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>GENERAL LEDGER:</b>							
<b>System Interfaces:</b>							
1 Accounts Payable							
2 Purchase Orders							
3 Payroll							
4 Bank Reconciliation							
5 Accounts Receivable							
6 Cash Receipts							
7 Budget							
8 Chart of Accounts							
9 Billing							
<b>General Requirements:</b>							
9 Provides at least 14 distinct accounting periods within each fiscal year (12 for monthly activity and at least 3 additional for closing and adjustments).							
10 Interfaces with other system modules to accept automatic posting of journal transactions.							
11 Account data display includes full account number, account name, year, budget, budget revisions, account activity, budget balance.							
12 Ability to run interim financial reports.							
13 Provides inquiry by single and/or multiple general ledger accounts with monthly detail and summary totals.							
14 Provides account inquiry for single/multiple accounts using wild cards.							
15 Allows posting to monthly and annual accounting periods without requiring the closing of prior periods.							
16 Allows a user defined date range of open accounting periods which may cross fiscal/calendar years.							
17 Able to list and display detailed transactions for all general ledger input sources.							
18 Ability to prepare detailed listing of all YTD transactions within an account.							
19 Ability to generate off setting entries (cash/due to) when posting between multiple funds.							
20 Accommodates "pooled" cash accounting for cash transactions of multiple funds which are pooled in one central bank account.							
21 Ability to account for cash in funds where cash is maintained separately from pooled bank account.							
22 System should maintain an unlimited number of prior years history for both system reports and inquiry functions.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>GENERAL LEDGER:</b>							
23	Provides for automated year-end closing including closing of revenue and expenditure accounts to fund equity and posting of ending balance sheet account balances to subsequent year's beginning account balances. This process may be completed multiple times for the same accounting period.						
24	Provides for automated year-end closing of budget and obligations accounts with options to either forward select account balances to the subsequent year, or close balance.						
25	Allows posting of audit adjusting entries to prior year data after initial year-end closing process.						
26	Ability to restrict access to the General Ledger and it's subsystems by individual user logon.						
27	Journal Entries must have a unique identifying code.						
28	During data entry and posting, the system reviews transactions to ensure they are in balance by fund and not in violation of any restrictions.						
29	System provides for corrections to unposted data which is found to be incorrect, out of balance or in violation of restrictions before it is posted.						
30	The system accepts both standard and recurring journal entries. Recurring journal entries are entered only once. A recurring transactions are generated monthly in a single batch for review and posting.						
31	Recurring journal entries may be edited throughout the year as needed.						
32	System provides for automatic creation of journal entries using templates, copying or reversing prior journal entries. System allows automatically created journal entries to be edited before posting.						
33	System allows option to edit a journal entry by reversing debits and credits.						
34	Capable of printing transaction level detail for all general ledger input prior to posting for review and correction.						
35	Option to post batches to the general ledger individually or by grouping.						
36	Option to post batches in real time or through a batch process.						
37	System is able to upload and download files in Microsoft Excel format.						
38	System allows option to leave open or close books at the end of each month and prepare complete monthly financial statements.						
39	From any terminal, user may request individual account activity listing for a user defined date range to be printed or downloaded to Excel.						
<b>Chart of Accounts:</b>							
40	Ability to restrict account use to specific combinations by allowing or disallowing particular segment combinations.						
<b>Reports:</b>							
41	Ad Hoc report writer available for General Ledger.						

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>GENERAL LEDGER:</b>							
42 Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							
43 Trial Balance by Fund (full account string detail and summary) showing beginning balance, debits, credits, and ending balance							
44 Balance Sheet by Fund or Combined							
45 Combined Trail Balance							
46 Budget vs. Actual for defined accounting periods and/or YTD.							
47 Comparison Budget vs. Actual for current YTD and multiple prior years							
48 Expense Reporting (detail and/or summary) by Division.							
49 Revenue History (detail and/or summary) by Division.							
50 Detail Journal listing by transaction type and/or account(s) for a defined monthly/annual time period across multiple fiscal years.							
51 Detailed report of unposted transactions for review before posting							
52 Transaction level detail for user defined account(s) and time frames using wild cards. Should include account number, beginning account balance (if any), accounting period, post date, entry date, transaction type, posting batch, transaction code, transaction description, transaction description and ending account balance.							
53 Unposted detail report of unposted transactions by batch.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>ACCOUNTS PAYABLE:</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Purchase Orders							
3 Payroll							
4 Bank Reconciliation							
5 Accounts Receivable							
6 Budget							
7 Fixed Assets							
8 Capital Project / Grant Management							
<b>General Requirements:</b>							
9 System allows invoice entry without requiring a purchase order to be entered first.							
10 Allows vendor to be put on "hold" by user to prevent payments being issued.							
11 Provides electronic submittal, routing and approval of payment requests.							
12 Ability to scan and attach source and reference documents to vendor payments.							
13 Prepares 1099 electronic file and prints 1099's for selected vendors at calendar year end.							
14 Provides for trial printing of 1099's before final.							
15 Prints accounts payable checks and check register.							
16 Allows edits to all claims data, including GL distribution prior to payment.							
17 Allows adjustments to all claim information, including GL distribution for paid claims.							
18 Provides functions to void and reissue checks.							
19 Allows credits to be maintained on vendor accounts and applied to future payments.							
20 Prints check for specific vendor/claim on demand.							
21 Provides for vendor number of up to 6 characters (alpha numeric) which can be user defined or automatically assigned.							
22 Maintains unlimited vendor payment history.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>ACCOUNTS PAYABLE:</b>							
23	System maintains data online for user defined period of time including: vendor number, vendor name, business address, shipping address, remittance address, telephone number, contact person, taxpayer ID, discount and payment terms, last activity date, balance due, and for all payments, invoice number, description, due date, adjustments, purchase order, item date, general ledger distribution, amount paid, discount taken, date paid and check number.						
24	Displays year-to-date purchases for current fiscal year and previous year by vendor.						
25	Provides for new vendor setup directly from claim entry screens without leaving the data entry process.						
26	Calculates and tracks discount amounts and dates by vendor.						
27	Each item entered by be expenses to an unlimited number of accounts in an unlimited number of funds.						
28	System automatically generates all balancing entries for claims paid from multiple funds.						
29	Provides for set up of recurring payments.						
30	Provides for set up of templates for variable recurring payments.						
31	Processes data for payments made by ACH.						
32	Processes data for payment made by Wires.						
33	Tracks user defined retainage amounts in user defined GL account.						
34	Provides for vendor number look up from vendor number entry field(s) using portions of vendor name or vendors address and enters number upon selection from listing.						
35	Capable of grouping all payments due to a particular vendor on a single check or printing separate checks for each item, as defined by user.						
36	Able to process data from handwritten checks and bank drafts.						
37	Reviews vendor/invoice information to prevent duplicate payment of invoices.						
38	Works in conjunction with Capital Project management.						
39	Accommodates multiple bank accounts and provides for choice of bank for each check printing cycle.						
40	Provides for GL account lookup from any GL entry field using portions of account name or portions of account number.						
41	Accommodates payments from various GL cash accounts.						

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>ACCOUNTS PAYABLE:</b>							
42	Maintains record of last check number used and assigns check numbers consecutively. This function may be overwritten to accommodate manual checks.						
43	Check formats may be customized to accommodate user preferences.						
44	Ability to attach contract numbers to claims using lookup of active contracts for specified vendor.						
<b>Reports:</b>							
45	Ad Hoc report writer available for Accounts Payable.						
46	Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.						
<b>Reports listed below must exist on the system at the time of delivery.</b>							
47	All registers and reports necessary to provide a complete audit trail, automatically generated by payment process including but not limited to check listing, paid claim listing, general ledger distribution, and open (unpaid) claims report.						
48	Vendor listing by user defined parameters including but not limited to vendor number, alphabetical listing, volume, and vendor type grouping.						
49	Open claims report with user defined parameters including effective date. Report includes general ledger distribution detail for audit.						
50	Retainage Report						
51	1099 Print						
52	Accounts Payable/Disbursements report with user defined parameters including payment dates and invoice dates and sort options including fund, division, and vendor.						
53	Payables General Ledger distribution showing detail of all outstanding payables by general ledger account for a user defined payable date.						

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>BILLING/ACCOUNTS RECIEVABLE:</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Cash Receipting							
3 Accounts Payable							
4 Work Orders							
<b>General Requirements:</b>							
5 Ability to enter payments with an interface to the general ledger.							
6 Ability to bill by cycle and also generate special bills as needed.							
7 Provide for flat rate billing or one-time special charges.							
8 Ability to set up billing recurrence with user defined timeframes (monthly, semi-annually, annually, etc.)							
9 Ability to classify different types of users for each service, even when billed on same rate structure.							
10 Ability to generate billing registers and journal entries for all billings.							
11 Ability to print bill, including remittance stub on 8 1/2" x 11" stock?							
12 Ability to void a bill and generate a corrected bill. This bill would not reprint when the following billing cycle is generated.							
13 Ability to reverse a payment applied to an account erroneously.							
14 Ability to accept and track deposits on accounts.							
15 Ability to interface with Accounts payable to issue refunds or partial refunds of credit balances. Generates reports detailing account information pertaining to these refunds.							
16 Ability to age accounts in 30, 60 and 90 day time blocks.							
17 Ability to pull aging data based upon user defined time blocks, in addition to 30, 60 , and 90 days (ie: 45 and 75 days).							
18 Ability to pull aging data based upon user determined effective dates.							
19 Ability to apply delinquent charges according to a flexible rate structure.							
20 Ability to exempt individual and/or account groups from delinquent charges.							
21 Ability to generate separate delinquent billing notices with remittance stubs.							
22 Ability to define parameters of delinquent billings generated to remove small immaterial balances or accounts granted extensions.							
23 Ability to track temporary alternative payment plans (catch up payments) by account.							
24 Print Messages (Notices and Information) on all bills as needed.							
25 Print message on single or subsets of bills as needed.							
26 Ability to upload payment file from third party source.							
27 Transaction history screen displayed in reverse chronological order.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>BILLING/ACCOUNTS RECIEVABLE:</b>							
28 Transaction history display includes post date, transaction date, description, debits, credits and account balance.							
29 Detail linked to transaction history display includes breakdown of individual services billed, taxes, penalties, etc..							
30 Accounts may be accessed for posting using account number, name, service or billing address, portion of name or portion of service or billing address.							
31 Ability to access account information for inquiry using account number, name, service or billing address, portion of name or portion of service or billing address, telephone number, user defined fields and wild cards searches.							
32 Individual account display of aging including 30, 60, 90 and 120 days.							
33 Ability to generate automatic reminder/collection notice after account is final @ 30, 60, 90, 120 days.							
34 Ability to transfer deposits, account balances and account history to new accounts.							
35 Billings including transferred balances clearly show detail distinguishing transferred amounts on the bill from new charges on the new account.							
36 Display previous account number in transferred accounts.							
37 Ability to calculate and print a special or final bill outside the billing cycle process. This bill would be applied to the account and not reprint during the next billing cycle.							
38 Ability to print customers last bill information at any time for all charges due, showing detail of past due vs. current charges.							
39 Ability to apply adjustments and one-time charges to customer accounts.							
40 Ability to track and display the outstanding balance of installment (amortized) payments on billing statements for informational purposes.							
41 Billing for installment payments will automatically stop when full balance has been paid.							
42 Unpaid installment payments can be set up to trigger user defined penalties.							
43 Accepts full, partial and pre-payments. Distributes partial payments based upon user defined parameters (percentage or specific charges).							
44 Provisions for adjustment to correct any payment distribution errors.							
45 Ability to vary rate structure to accommodate an unlimited number of rate tables for each service.							
46 Ability to pro-rate bills for partial service based on user defined formula.							
47 Ability to place an account on "hold" stopping billing until "hold" is removed.							
48 Bad debt function to write off selected accounts and their balances and move to bad debt file.							
49 Ability to post payments and adjustments to bad debt account files.							
50 Ability to reinstate a bad debt account without re-entering account information.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>BILLING/ACCOUNTS RECIEVABLE:</b>							
51 Ability to create an ACH origination payment file and edit the file prior to transmitting to bank.							
52 <b>BILLING</b>							
<b>Reports:</b>							
53 Ad Hoc report writer available for Accounts Receivable.							
54 Report sorting options to include customer name and account number.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							
55 Billing reports automatically generated by system to provide detail of billing adequate for audit purposes.							
56 Billing Trial Report for review before billings are generated.							
57 Report of information stored in user defined fields for a selected range of data.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>CASH RECEIPTS:</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Accounts Receivable							
3 Accounts Payable							
4 Capital Project/Grant Management							
<b>General Requirements:</b>							
5 Ability to process payments on billings from Miscellaneous receivables as well as accepting miscellaneous payments for various City services.							
6 Ability to select from various receipting templates to process different types of transactions.							
7 Allows lookup of General Ledger accounts from the data entry screen.							
8 Capable of printing an itemized receipt showing date, time, operator, itemized amount(s) paid, and account balance.							
9 Provides for Miscellaneous Receivables account lookup and display of information from most recent bill.							
10 Provides for tracking of individual cashier's cash drawers.							
11 Provides closing process to balance cash drawer at the end of each shift with cash over/short option.							
12 Ability to correct or void a receipt with manager's override.							
13 Provides for more than one operator at a work station.							
14 Allows for user defined tender types.							
15 When posting a payment to Accounts Receivable account, the system defaults to the balance currently owing which can be over-written if necessary.							
16 If customer pays less, or more, than the amount owing, the system should automatically distribute the payment based upon a user defined formula which can be over-written by the operator if necessary.							
17 Provides status summary on demand which displays a break down of cash, credit and check payments with a total for reconciliation purposes.							
18 System provides field for customers check number, storing the information with the cash receipt and description field.							
19 System maintains historical data for an unlimited amount of time allowing lookup of cash receipt level detail for all payments taken.							
20 Automatically generates transactions for posting to the GL during cash drawer close out process.							
21 Ability to upload data file from other payment collection sources for creation of cash receipts and posting to GL. (ASCII, .csv and Excel files)							
<b>Reports:</b>							
22 Ad Hoc report writer available for Cash Receipts.							
23 Report sorting options to include customer name and account number.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>CASH RECEIPTS:</b>							
24 Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							
25 Daily Cash collection Report summarizing all cashier close outs for a specified date listing individual receipts, type, form of payment, subtotals by form of payment by cashier with a grand total system wide.							
26 Cash Drawer closing Report summarizing detail to be posted to the General Ledger.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>BUDGET</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Payroll							
3 Human Resources							
4 Project Accounting							
<b>General Requirements:</b>							
5 Allows automatic posting of adopted budget to General Ledger.							
6 Allows for multi-year budgeting.							
7 Able to limit access to budget preparation screens by user.							
8 Allows user to create projected budgets with the ability to multiply selected portions of the current budget or other specified budget by a given amount/percentage to automatically create new budget amounts.							
9 Accommodate multiple versions of the budget and track changes with line item detail. Please indicate in *Exception Detail column how many versions the proposed system will accommodate.							
10 Maintains various versions generated during budget preparation for history after final budget is posted.							
11 Ability to initialize new budget from all existing account information in General Ledger.							
12 Ability to pull current position and salary information from payroll to generate salary and fringe budgets.							
13 Ability to generate proposed budget based upon percentage increase/decrease.							
14 Ability to spread budget amounts to specific months, or 1/12 to each month as defined by user.							
15 Ability to revise budget during the year and provide an audit trail for tracking budget revisions including original budget, individual revisions and final budget.							
16 Allows account grouping for budget control purposes (bottom line budget validation).							
17 Ability to require justification (narrative data entry) for user defined parameters by budget line item.							
<b>Allocations:</b>							
18 Ability to automatically prepare allocation of internal services based upon final budget amounts and user defined allocation percentages.							
<b>Reports:</b>							
19 Ad Hoc report writer available for Budget.							
20 Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>BUDGET</b>							
21 Budget Preparation Worksheets with user defined formats.							
22 Budget Summary by Fund, Division (single or combined) or object.							
23 User defined Budget to Actual reports.							
24 Justification Report showing narrative justifications by budget line item user defined by fund or division.							
25 Budget detail report available for multiple user defined budget cycles and user defined funds, accounts or account segments with wild cards.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>FIXED ASSETS</b>							
<b>System Interfaces:</b>							
1 Purchasing							
2 Accounts Payable							
3 Budget Preparation							
4 Project/Grant Management							
<b>General Requirements:</b>							
5 System conforms to all GASB 34 requirements.							
6 System automatically creates all journal transactions necessary for posting to General Ledger.							
7 System has ability to track assets for multiple fund, department and locations.							
8 Ability to track assets by user defined asset number or license/serial number.							
9 Ability to apply different depreciation schedules to each asset (30 years for a building and 9 years for a car).							
10 Ability to apply different depreciation methods to each asset, or choose not to depreciate an asset.							
11 Able to calculate Straight Line depreciation.							
12 Ability to edit an asset record to amend descriptions, include additions, improvements or write downs.							
13 Ability to edit all asset record fields after creation or make adjustments to all asset record fields after posting.							
14 Ability to adjust general ledger distribution of fixed asset transactions.							
15 Ability to transfer asset(s) from fund to fund.							
16 Provides on-line lookup of assets using fund, department, asset category and /or asset ID, license or serial number.							
17 On screen display of all basic asset information, including historical acquisition, transfer and depreciation data.							
18 Ability to run preliminary depreciation calculation for review before choosing applying depreciation.							
19 Ability to calculate depreciation by fund, division(s), asset category or by single asset.							
20 Ability to print depreciation calculation information in fund, division or asset ID order.							
21 Retains records of disposed assets unless purged by user.							
22 Ability to create a series of identical assets, assigning a unique number to each but only entering common data and characteristics once. (ie. 10 identical police cars with unique license and asset numbers.)							
<b>Reports:</b>							
23 Ad Hoc report writer available for Fixed Assets.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>FIXED ASSETS</b>							
24 Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							
25 Master Listing of Assets includes all data for each asset along with current valuation and depreciation balances. Report may be user defined by fund, division, asset category, location and asset acquisition date.							
26 Listing of assets acquired during user defined time period for user defined fund, division, asset category or location. (New Assets)							
27 Listing of assets disposed of during user defined time Period for user defined fund, division, asset category or location. (Asset Disposal)							
28 User defined asset listing by Fund, division, location or asset number.							
29 Asset valuation and depreciation balance by GL Account.							
30 Count Report (for audit) lists assets, descriptions and their quantity by location with page break after each location. User defined by fund, location or asset category.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>BANK RECONCILIATION:</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Cash Receipting							
3 Accounts Payable							
<b>General Requirements:</b>							
4 Ability to maintain multiple checking accounts.							
6 Ability to upload posting of cleared items from bank file.							
7 Ability to automatically reconcile check activity.							
8 Ability to automatically reconcile deposit activity in conjunction with cash receipts module.							
<b>Reports:</b>							
9 Ad Hoc report writer available for Fixed Assets.							
10 Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							
11 Outstanding Checks listing including notation of checks voided during reconciliation period.							
12 All Checks showing all checks issued for a user defined date range.							
13 VOID check listing detailing all checks voided during a user defined period.							
14 Reconciliation report detailing all activity automatically reconciled for a user defined period including amounts cleared, amounts outstanding and clearing differences.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>REPORT WRITER / ANALYTICS</b>							
<b>System Interfaces:</b>							
1 All Sections							
<b>General Requirements:</b>							
2 Processes application software data files with the ability to extract data in any user defined order.							
3 Links multiple data files for access.							
4 Able to combine information from multiple fields in one report.							
5 Creates output for review by user either on screen, in report format (printable), or as a file to be transferred (ASCII, .pdf and Excel).							
6 Provides the ability to use the Report Writer from within the application software.							
7 Provides sorted output on any fields in the data files.							
8 Provides the ability to perform arithmetic functions such as add, subtract, multiply, divide on any numeric field in the data files.							
9 Provides the ability to compute subtotals, grand totals and averages.							
10 Provides the utility to create the report form format.							
11 A data dictionary is provided for applications files.							
12 Program is user friendly, prompting the user step by step.							
13 Provides on-line help screens.							
14 Able to access all data in the applications software file.							
15 Capable of saving user defined reports and/or queries for later use.							
16 Visual reporting options such as charts and graphs							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>CAFR Reporting</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Chart of Accounts							
<b>General Requirements:</b>							
3 Generates data necessary for compliance with state and federal reporting requirements for financial statements and conforms to GFOA and GAAFR standards.							
4 Ability to designate major and non-major funds on a user defined basis.							
5 Ability to designate fund types for presentation.							
6 Ability to define funds combined into columns for CAFR presentation.							
7 Works in conjunction with chart of accounts to determine placement of individual accounts in the financial statements.							
8 Ability to track and report required supplementary information.							
9 Ability to format statements for inclusion in CAFR .							
10 Ability to save reports generated as Microsoft Word document.							
11 Ability to save reports generated as .pdf files.							
12 Ability to process "presentation only" entries to General Ledger Accounts.							
13 Ability to export to Microsoft Excel.							
<b>Reports:</b>							
14 Ad Hoc report writer available for CAFR reporting.							
15 Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							
16 Statement of Net Positions (Government-wide)							
17 Statement of Activities (Government-wide)							
18 Balance Sheet - Governmental Funds							
19 Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds, Budget to Actual and Non-Major Governmental Funds.							
20 Statement of Net Positions -Proprietary Funds							
21 Statement of Revenues, Expenses and Changes in Fund Net Assets - Proprietary Funds							
22 Statement of Cash Flows - Propriety Funds							
23 Non-Major Governmental Fund Combining Balance Sheets							
24 Non-Major Governmental Funds Combining Statement of Revenues, Expenditures and Changes in fund Balances.							
25 Budgeted Non-Major Governmental Funds Combining Statement of Revenues, Expenditures, and Changes in Fund Balances							
26 Combining Statement of Net Assets - Internal Service Funds							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>CAFR Reporting</b>							
27 Combining Statement of Revenues and Expenses and Changes in Net Assets - Internal Service Funds							
28 Combining Statement of Cash Flows - Internal Service Funds							
29 Statement of Fiduciary Net Position							
30 Create note disclosures that will tie back to the financial statements, i.e. Fund Balance note, capital assets, long term debt.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>SUPPORT AND TRAINING</b>							
<b>System Interfaces:</b>							
1 All Systems							
<b>General Requirements:</b>							
2 Vendor provides telephone support and maintenance.							
3 Vendor provides VPN/Secure remote management support.							
4 Vendor provides software and documentation updates.							
5 Organized user groups exist within the State of California for the proposed solution.							
6 Vendor actively participates in user groups for proposed solution, providing staff and training sessions at organized meetings.							
7 Online Training available for all proposed systems.							
8 Documentation and help features built into the software.							
9 Test Environment will be installed for use in both testing and training.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>COMMUNITY DEVELOPMENT:</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Cash Receipting							
3 Accounts Receivable							
4 Accounts Payable							
<b>General Requirements:</b>							
5 Ability to process and track building permits.							
6 Ability to schedule inspections.							
7 Ability to track business licenses and collect business license fees.							
8 Ability to apply for and make payment for a business license online.							
9 Ability to automatically calculate business license fees based on established parameters.							
10 Ability to apply for building permit online.							
<b>Reports:</b>							
10 Ad Hoc report writer available for Community Development.							
Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>PURCHASING</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Accounts Payable							
3 Project Accounting							
4 Fixed Assets							
<b>General Requirements:</b>							
5 Provides budget validation against appropriate budget year upon entry with option to validate by line item or budget category.							
6 Provides electronic submission of purchase requisitions with electronic routing and approval.							
7 Provides lookup table for entry of delivery addresses at various City locations.							
8 Ability to edit purchase requisition information until final approval.							
9 System review to prevent approval of requisitions that are incomplete or contain invalid codes or GL numbers.							
10 <i>Purchase Order Information should include (but not be limited to):</i>							
11 Requisition number							
12 Vendor number							
13 Vendor name							
14 Vendor Address							
15 Department							
16 Approved by							
17 Requested by							
18 Summary description							
19 Ship to address code							
20 Date Issued							
21 Estimated delivery date							
22 General ledger coding for each item							
23 Description for each item							
24 Number of units							
25 Price per unit							
26 Amount							
27 Sales/Use Tax							
28 Creation of purchase order creates encumbrance for posting to the general ledger.							
29 Allows encumbrance against multiple funds and accounts on a single purchase order.							
30 Allows for full and partial liquidation of encumbrances.							
31 Liquidates all remaining obligation upon indication of final payment against the PO.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>PURCHASING</b>							
32	Before processing the purchase order the user is able to access the purchase order as many times as desired to make changes.						
33	Ability to edit purchase order to include change orders and budget amendments.						
34	Provides for printing and reprinting of purchase orders.						
35	Allows PO's to be printed individually or by batch.						
36	Provide listing and analysis of open, closed and voided PO's.						
37	System provides for automatic close, release or roll-over of encumbrances at year-end close.						
38	Provides vendor file lookup by vendor number or name.						
39	Provides function to void a purchase order and remove all obligations form the general ledger.						
40	Provides option to assign consecutive purchase order number automatically.						
41	Ability to look up PO's by PO number, all PO's tied to a specified vendor number or name.						
42	Ability to track contract information including tracking of contract renewal dates.						
43	Ability to indicate active/inactive status on contracts and display status when searched from accounts payable.						
44	Ability to attach contracts to vendors numbers.						
<b>Reports:</b>							
45	Ad Hoc report writer available for Accounts Receivable.						
46	Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.						
<b>Reports listed below must exist on the system at the time of delivery.</b>							
47	PO Status report by vendor, status, PO number, department or date range. Report should be one line per PO including PO number, vendor number, vendor name, PO status, department number, date, amount, payments, remaining balance.						
48	Purchase Order General ledger report by fund or division showing PO detail for all encumbered general ledger accounts.						
49	Contract Renewal report tracking contract expiration dates.						
50	Contract Status report						
51	Reprint Purchase Order						

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>WORK ORDER / JOB COSTING</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Accounts Receivable							
3 Payroll							
4 Cash Receipts							
<b>General Requirements:</b>							
5 Capable of creating and tracking work orders for a variety of user defined services.							
6 Work orders provide cost calculation for staff, materials, fees and equipment used based upon hourly rates for equipment used, cost of materials used (quantity x unit cost), and full cost hourly rate for employee time.							
7 Maintains employee contact and salary information in conjunction with current payroll information.							
8 Ability to apply indirect costs to an employees' hourly rate as either a flat rate of a percentage our salary.							
9 Work orders may be created to generate general ledger transactions for costing of internal services.							
10 Data may be entered on work orders by multiple users.							
11 Driver/Operator may be indicated on work orders for individual vehicles or pieces of equipment.							
12 Field is provided on Work Order for work location/site.							
13 Narrative field provided to detail the work actually done.							
<b>Reports:</b>							
14 Ad Hoc report writer available for General Ledger.							
15 Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							
16 Summary and detail reports of activity on work orders by employee, material type, fee type, vehicle/equipment category, project number or GL account for user defined time period.							
17 Summary and detail report of outstanding work orders for user defined date(s).							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>CAPITAL PROJECT / GRANT MANAGEMENT</b>							
<b>System Interfaces:</b>							
1 General Ledger							
2 Accounts Payable							
3 Accounts Receivable							
4 Budget							
5 Purchasing							
6 Payroll							
7 Fixed Assets							
<b>General Requirements:</b>							
8 The project accounting system is designed to allow tracking of projects across fiscal years.							
9 Individual projects can be setup and tracked for up to 10 years.							
10 Allows project activity to be posted automatically as expenses and revenues associated with the project are posted to the specified General Ledger accounts.							
12 Provides field for short project description.							
14 Provides field to enter and track project manager.							
15 Provides field with space for project management notes.							
18 Project types and/or groupings can be designated, tracked and reported on (capital project, grant, planning).							
19 Projects can be associated with a particular division.							
20 Provides fields with space for not less than 20 characters for both the Grant numbers and grant funding agency name.							
21 Provides for tracking multiple funding sources (including multiple grants) on a single project.							
22 Interfaces with purchasing to provide the balance of purchase orders associated with projects.							
23 Interfaces with accounts payable and purchasing to provide vendor and contract information associated with projects.							
24 Allows for planning and tracking project time frames and important dates.							
25 Provides for input and task tracking of multiple critical dates and deadlines.							
26 Automatically generates a user defined tickler email to project manager or other designated employee when deadlines are approaching.							
27 Provides for creation and tracking of multiple and different project phases.							
28 Percentage of project completed can be designated (user defined) and tracked.							
29 Provides separate field with unlimited space for funding details and notes.							
30 Project budget information is provided with the ability to drill down to actual transaction detail posted to the general ledger.							
31 Project expenditure information is provided with the ability to drill down to actual transaction detail posted to the general ledger.							

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>CAPITAL PROJECT / GRANT MANAGEMENT</b>							
32	Project revenue information is provided with the ability to drill down to actual transaction detail posted to the general ledger.						
33	Project obligation (purchase order) information is provided with the ability to drill down to actual transaction detail posted to the general ledger.						
<b>Reports:</b>							
34	Ad Hoc report writer available for Project / Grant Management.						
35	Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.						
36	Reports can be run by project or by all projects within a division or grouping.						
<b>Reports listed below must exist on the system at the time of delivery.</b>							
37	Transaction listing providing detail of individual transactions posted to project including effective date, unique transaction number, description, GL account, and amount.						
38	Project report providing general information about each project including name, number, description, department, fiscal year, purchase orders, contracts, and budget listing for each line item.						
39	Budget vs. Actual report by budget line item.						
40	One (1) page project summary report including project name, number, description, project manager, user defined fields and project budget by fiscal year for up to 6 years, suitable for inclusion in capital budget document.						

Specification Description	Specification Met?			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost?
<b>Eservices</b>							
<b>System Interfaces:</b>							
1 Accounts Receivable							
2 Cash Receipts							
3 Payroll							
<b>General Requirements:</b>							
4 Provides employees online access to their pay stub information							
5 Provides employees online access to check their leave balances.							
6 Provides employees online access to review and make or request changes to employee information including address, phone number and withholding options.							
7 Provides customers online access to pay bills generated by Accounts Receivable system.							
8 Provides customers ability to pay using ACH transactions.							
9 Maintains PCI compliance through third party processing of credit card/debit card payments and information.							
10 Provides customer printable and email receipt upon complete payment.							
11 Provides customers with an automated email "paperless" billing option. (includes delinquent payment reminders)							
12 Provides customers automatic monthly payment option.							
13 Provides ability to link multiple billing accounts to a single user account.							
<b>Reports:</b>							
14 Ad Hoc report writer available for eServices.							
15 Each report must contain the report name/title, date and time generated, date(s) covered, summary of and user defined parameters and page numbering.							
<b>Reports listed below must exist on the system at the time of delivery.</b>							
16 Online payment report detailing all payment received online by user defined day or date range.							
17 Summary of ACH payments by user defined day or dates range.							

**Exhibit D - PROPOSED COSTS - WORKSHEET**

	Description	Pricing	Comments
1	Software		
2	Licensing		Please indicate if one-time or recurring
3	Third Party Software		
4	Warranty		Please define warranty period
5	Installation		
6	Integration		
7	Data Conversion		
8	Data Hosting (if applicable)		
9	Modification (if noted)		
10	Training & Support		
11	Travel and Lodging		
12	Annual Maintenance		

**On-Going/Additional:**

	Description	Pricing	Comments
13	Additional on-site Training (per day)		
14	Additional Online Training		
15	Additional Modifications		
16	Additional Report/Form Customization		

**Hardware:**

Please list any hardware required for implementation of the proposed system.

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