



**REQUEST FOR PROPOSALS
13-02
FINANCIAL SERVICES SOFTWARE**

**City of Brookhaven
Purchasing Department
200 Ashford Center North, Suite 150
Dunwoody, GA 30338**

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Section I

RULES OF PARTICIPATION & INTRODUCTION

City of Brookhaven Financial Services Software

A. Introduction:

On December 17, 2012 the City of Brookhaven was officially incorporated as Georgia's newest municipality. The City provides municipal services to its citizens and businesses in a unique manner. The City provides public works, community development, and administrative services, through a partnership with five private firms. For Finance, Brookhaven has partnered with the tax and business consulting firm of UHY.

The FY2013 City of Brookhaven budget for all appropriated funds totals approximately \$16 million in revenues. This budget funds traditional government services such as public safety and infrastructure maintenance including repaving and traffic control systems. Copies of the 2013 Brookhaven budget are available on the City's website.

B. Anticipated Schedule

RFP available for distribution:	2:00 PM, April 24, 2013
Pre-Proposal Conference:	2:00 PM, May 8, 2013
Exceptions & Questions/Answers to RFP distributed	2:00 PM, May 10, 2013

Deadline for receipt of Proposals:

2:00 PM, May 23, 2013

Evaluation/Selection process :	May 24 through June 5, 2013
Oral presentations/ product: (if invited)	May 30 and 31, 2013
Final Evaluation	June 6, 2013
Projected award date:	June 11, 2013

C. Proposal Submittals

One original document (hard copy), two duplicate hard copies and one CD (a total of four) of the complete RFP must be received by 2:00 p.m. local time, May 23, 2013 at which time all RFP submittals (contractor's name) will be publicly announced. An electronic copy of the submittal list can be emailed upon request.

The original and all copies must be submitted in a sealed envelope or container stating on the outside the firm's name, address, telephone number, RFP title, number and due date and delivered to:

**City of Brookhaven
ATTN: Purchasing Department
200 Ashford Center North, Suite 150
Dunwoody, Georgia 30338**

Hand-carried and express mail Proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. and 5:00 p.m., local time, Monday through Friday, excluding holidays observed by the City. (Until 2:00 p.m. on due date, May 23, 2013.)

Firms are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. Any Proposal received after 2:00 p.m. (EST), May 23, 2013 will not be considered and will be returned unopened.

The Proposal must be signed by an officer of the company who is legally authorized to enter into a contractual relationship in the name of the firm, and firm(s) must affix their company's corporate seal to the Proposal. In the absence of a corporate seal, a Notary Public must notarize the Proposal.

The submittal of a proposal by a firm will be considered by the City as constituting an offer by the firm to perform the required services at the stated fees.

D. Communication with City Representatives

All communications regarding this Request for Proposals (RFP) from vendors and other sources MUST be directed as follows:

Brad Middlebrook, Purchasing Manager
200 Ashford Center East, Suite 150
Dunwoody, GA 30338
purchasing@brookhavenga.gov

Requests for information by firm(s) regarding the meaning or interpretation of terms or requirements in this RFP must be requested of the contact person listed above, in writing, as is further described below.

Firms are advised that from the date of release of this RFP until award of the contract, NO contact with City personnel or City officials is permitted, except as authorized by the contact person listed above. Any such unauthorized contact will result in the disqualification of the firm's submittal.

E. Additional Information/Addenda

Requests for additional information or clarifications must be made in writing, as described above, to be received no later than 5:00p.m. on May 7, 2013. The request must contain the firm's name, address, phone number, and facsimile number. All questions must be submitted by email to the contact person listed in Section D. All questions will be answered in the Pre-Proposal Conference. After the Pre-Proposal Conference no questions will be allowed.

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda on or before May 10, 2013. Firms should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

It is the firm's responsibility to be sure all addenda were received. The firm should verify with the designated contact persons prior to submitting a Proposal that all addenda have been received. Firms are required to acknowledge the number of addenda received as part of their Proposals.

Vendors shall quote a complete, entire system that is functional and usable by the City and addresses the needs expressed within this RFP without the requirement for change orders. Any items that the vendor's product cannot or will not be able to address for the price quoted must be clearly noted within the RFP response. The City does not intend to allow any change orders, which will increase the cost as quoted by the vendor and will expect that the vendor include any and all components in the price quoted so as to implement a complete and functional project.

F. Late Proposals/Modification

Proposals and/or modifications received after the RFP due date and time are late and will not be considered. Proposals submitted early may be withdrawn by the Offeror prior to the Proposal due date specified. Following the Proposal due date, the Proposal constitutes a binding offer and may not be withdrawn by the Offeror prior to the award.

G. Postponement/Cancellation/Waiver of Irregularities

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all, Proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the Proposals received as a result of this RFP.

H. Costs Incurred by Firms

All expenses involved with the preparation and submission of Proposals to the City, or any work performed in connection therewith shall be borne by the firm(s). No payment will be made for any responses received, or for any other effort required of or made by the firm(s) prior to commencement of work as defined by a contract approved by the City Council.

I. Oral Presentation/Product Demonstration

The City may require firms to provide oral presentations in support of their Proposals or to exhibit or otherwise demonstrate the information contained therein.

J. Exceptions to the RFP

Exceptions to any of the terms of this RFP to which a vendor will not or does not agree must be presented by the vendor in writing as provided in this section and directed to: purchasing@brookhavenga.gov. Such exceptions must be specific, and the vendor must state a reason for each exception and propose alternative language, if appropriate. The purpose of the exception process is to permit the City to correct, prior to the opening of the proposals, any technical or contractual requirement, provision, ambiguity or conflict in the RFP and related documents, which may be unlawful, improvident, unduly restrictive of competition or otherwise inappropriate. Unless timely submitted as an exception, any such ambiguity, conflict or problem shall be resolved in favor of the City of Brookhaven.

K. Proprietary Information

Responses to this Request for Proposals upon receipt by the City become public records subject to the provisions of Georgia Public Records Law. If you believe that any portion or all of your response is confidential and/or proprietary, you should clearly assert such exemption and the specific legal authority of the asserted exemption. All material that qualifies for exemption must be submitted in a separate envelope, clearly identified as "TRADE SECRETS EXCEPTION," with your firm's name and the RFP number marked on the outside.

Please be aware that any person may challenge the designation of an item as a trade secret by you in court. By your designation of material in your Proposal as a "trade secret" you agree to hold harmless the City for any award to a plaintiff for damages, costs or attorneys' fees and for costs and attorneys' fees incurred by the City by reason of any legal action challenging your claim.

L. Qualification of Firms

As a part of the Proposal evaluation process, the City may conduct a background investigation of firm. Firm's submission of a Proposal constitutes acknowledgment of the process and consent to such investigation.

No Proposal shall be accepted from, nor will any contract be awarded to, any firm who is in arrears to City upon any debt, fee, tax or contract, or who is a defaulter, as surety or otherwise, upon any obligation to City, or who is otherwise determined to be irresponsible or unreliable by City.

If the firm is determined to be irresponsible or unreliable, City will notify the firm of its finding, including evidence used, and allow the firm an informal hearing and the opportunity to come into compliance within three business days of notification.

M. Negotiations

The City may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the firm's best terms from a technical as well as a pricing standpoint.

The City reserves the right to enter into contract negotiations with the selected firm. If the City and the selected firm cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with the next highest scoring firm. This process will continue until a contract has been executed, all firms have been rejected, or the City suspends the RFP process. No firm shall have any rights against the City arising from such negotiations.

N. Rights of Appeal

Participants in this RFP solicitation may protest RFP specifications or award in accordance with the City of Brookhaven Purchasing Policy.

O. Rules, Regulations, Licensing Requirements

The firm shall comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest and collusion. Firms are presumed to be familiar with all Federal, State and local laws, ordinances, codes and regulations that may in any way affect the services offered.

P. Review of Proposals

Each Proposal will be reviewed to determine if it is responsive to the submission requirements outlined in the RFP. A responsive Proposal is one which follows the requirements of the RFP, includes all required documentation, is submitted in the format outlined in the RFP, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem your Proposal non-responsive.

The contractor(s) will be selected from the qualified vendors submitting responses to the Request for Proposal. The selection process will be as follows:

An evaluation committee consisting of staff will review the written Proposals. The evaluation process provides a structured means for consideration of all Proposals. The following factors will be used in the evaluation of each vendor's Proposals:

All Proposals received will be reviewed by the Purchasing Manager to ensure that all administrative requirements of the RFP package have been met by the offerors. Each RFP will be reviewed to ensure that the offeror submitted a separately packaged cost Proposal and technical Proposal, only technical information is included in the technical Proposal and only cost information is included in the cost Proposal, and that all documents requiring a signature have been signed. Failure to meet these requirements may be cause for rejection of a Proposal. All technical Proposals that meet the administrative requirements will then be turned over to the technical evaluation team members for further evaluation.

Cost will be evaluated only after technical evaluations are complete, and only for those firms deemed likely to be selected, based on technical evaluations. Information relative to Cost Proposals should be submitted in a separate, sealed envelope, and clearly marked with the firm name and the phrase "COST PROPOSAL."

Section II

SCOPE OF SERVICES

City of Brookhaven Financial Services Software

A. Existing Conditions

The Brookhaven Finance Department has no comprehensive financial software in place. We are currently using QuickBooks Online Accounting.

The City of Brookhaven operates a Microsoft Windows 2008 R2 & 2012 server environment with full level Active Directory integration using an Enterasys Layer 3 routing / switching infrastructure connecting 1GBPS to desktop and core network. Employees are equipped with, or have access to, desktop and laptop personal computers that function on Microsoft Windows 7 (Service Pack 1) operating systems, and are equipped with recent editions of Microsoft Office 2013. Mobile Data computer will use Wireless LAN cards or SSL VPN clients for remote connectivity.

B. Local Functionality

The Brookhaven Finance Department has expressed an interest in purchasing a Financial Management Software package for the networked laptop and desktop office environment computers, and wireless functionality that provides basic reporting features including, but not limited to General Ledger, Budget Management, Purchasing, Accounts Payable/Receivable, Fixed Assets, Central Cash Management, Court Services, Report Writer, Bank Reconciliation, Licenses & Permits, Project Management. .

E. Business Requirements

- Financial Stability: Vendor must provide proof of financial stability in the form of audited financial reports for their two (2) most recent audited fiscal year ends.
- Standard Product: The proposed software must be quoted and be supported as a standard product from the Vendor not as Custom Programming.
- References: All Vendors must provide at least 5 client references with installed software. Please provide the Jurisdiction Name, contact person's name, their position, telephone number, and address.
- Single Source: The Vendor should provide all the application software proposed and provide support to all of the software delivered.

G. Proposal Requirements

This section identifies the information which must be submitted as part of the Proposals. Firms must demonstrate their ability to satisfy all Qualification and Technical Requirements as well as detail their plan to perform the required services. The Technical Proposals must be structured in the following order and labeled with the corresponding titles stated below using the same outline numbers.

Company Background and Experience

Firm will describe their background, relevant experience and qualifications, including, but not limited to the following:

Company Structure

The Firm will include in their Proposal the legal form of their business organization, the City in which incorporated (if a corporation), the types of business ventures in which the organization is involved, the office location that will be the point of contact during the term of any resulting contract, and a chart of the organization structure, including the reporting relationships, as they relate to this RFP.

Experience

The Firm must provide the number of years experience as a Financial Management Software provider for a governmental entity.

The Firm will provide a list of at least 10 clients for whom similar services, as detailed in this RFP, have been provided during the past three years. (We are particularly interested in services provided to other Georgia municipalities.) The list must include:

- Dates of service
- Name of contact person
- Title of contact person
- Phone number of contact person

The Firm will also disclose any services terminated by the client(s) and the reason(s) for termination.

Business Litigation

The Firm will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation as well as the current status and or disposition.

Approach

The firm should provide a detailed summation of its approach to addressing the entirety of this project, from specification development through implementation and support.

System Requirements

Firm shall address its compliance with all system requirements listed above, and provide sufficient detail as is necessary for the City to determine the firm's ability to satisfy these requirements.

Answer the following using specified tabs in the proposal using MS Word and following the same outline. MS Project may be used for the Project Plan and MS Excel may be used for the Cost Sheets, if you prefer.

Software/Hardware List all current software, including proposed configuration and most recent release date.

Provide information about system requirements and hardware specifications for the proposed software. Include information on hardware platforms, operating systems, database management systems, development tools, network protocols, etc. for each component of the application (client, server, and host).

Describe how your system can be linked to an outside system. (Court Applications and Records Management Software) Detail back-up, data recovery and disaster recovery options.

Explain electronic bill payment options and positive pay file generation

Explain import/export capabilities.

Describe system security, including setup, types (read, edit, etc.).

Explain drill-down capabilities in all areas of the application.

Explain capability to attach electronic files to all areas of the application.

Describe system flexibility in adding user-defined fields.

Describe how system handles similar entity information as it is entered into the system, in an effort to deter duplication.

Describe file accessibility to report writers. Is a 3rd party report writer required or do you provide a proprietary report writer?

List standard reports and describe effort needed to customize these reports.

Can data from reports be exported?

Can reports be set up to run automatically based on time or data criteria?

Describe correspondence tracking within system.

Explain the ability to display field information on any screen in order to pull correct information into reports.

Describe workflows and automated ticklers within the system (include methodology used to develop built-in workflow). Describe any alerts within the system.

Data Conversion

A. Describe your data conversion methodology in detail.

B. Describe required CITY OF BROOKHAVEN involvement - information to be provided by CITY OF BROOKHAVEN; tasks to be performed by CITY OF BROOKHAVEN; etc.

C. Detail data to be converted.

D. Describe any data cleansing assistance available (include these in optional costs).

E. Provide an estimated conversion schedule implementation.

F. Describe Project Management services.

G. Describe business processes redesign services.

H. Describe implementation methodology include setups, testing, training, go-live assistance, etc. Clarify responsible party.

I. Provide a sample Project Plan.

Assume a start date of mid-June, 2013.
Assume a phased approach.
Show tasks, duration, responsible party, costs.

Support

- A. Describe in detail the customer support services that are available from your firm, including days and hours available.
- B. Provide a copy of your standard maintenance agreement.
- C. Explain your warranty and warranty period.
Describe information available on your website (e.g., FAQ's, patches, documentation, etc.).
- E. Describe your release schedule.

Functionality

Firm shall provide all information necessary to demonstrate functionality of all modules listed above. (Section B) If a firm is unable to demonstrate an existing situation in which any of the above modules are not in use in a Financial Management Government agency in the State of Georgia, the Proposal must state the following relative to that module: "NO EXISTING CUSTOMERS FOR THIS MODULE."

Cost Proposal

The cost Proposal should be comprehensive and include all requirements outlined in this RFP. It should be submitted in a separate, sealed envelope, and marked as instructed above.

Forms

The Proposal shall include complete and accurate copies of all attached forms.

Exceptions

The Proposal shall include a detailed list of any exceptions to the sample contract.

Section III

SYSTEM SPECIFICS

City of Brookhaven Financial Services Software

The City intends to select a vendor that can supply and deploy such a system, and is also committed to sustaining reliable operation of a new system.

Although a turnkey system is the optimal solution, it is understood that a certain amount of customization may be required to obtain the functionality requested in this RFP.

Vendors are expected to provide ready 7 days a week phone support as well as product updates and fixes.

Vendors that provide software support and maintain the system in a fully operational status will be evaluated more favorably than those that require significant support by City staff.

The City is willing to entertain innovative Proposals; however, there is no interest in being a beta site for any products. The City aims to procure a turnkey system that meets 85% to 90% of the requirements stated within this RFP and requires less than 10% to 15% customization.

		GENERAL LEDGER	
		SPECIFICATION DESCRIPTION	VENDOR
ITEM			RESPONSE
#			Y/N
		General Features	
GL -	1	The General Ledger System shall utilize a Graphical User Interface.	[]
GL -	2	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 -	3	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 -	4	The system must have the capability to post to any of the months in the current fiscal year or the next fiscal year without closing any of the months of the current fiscal year	[]
GL -	5	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 -	6	Support up to a thirty-two-digit account number. The account number must be user definable in at least 5 components.	[]
GL -	7	Ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds, which are accounted for in one centralized (pooled) bank account.	[]
GL -	8	Provide the ability to account for cash in funds where cash is maintained separately from the pooled cash bank account.	[]
GL -	9	Ability to maintain unlimited detailed 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 -	10	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. 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 to comply with GASB 34.	[]
GL -	11	The system must have the ability to run interim financial reports during an accounting month.	[]
GL -	12	Provide for an automated bank reconciliation process for multiple cash and bank accounts.	[]
GL -	13	Have an optional "adjustment period" available for posting audit adjusting entries to prior year balances (period 13).	[]
GL -	14	Allow the user to reverse a previously posted journal entry. The system must also be able to re-post a journal entry after its reversal. The system should provide a complete audit trail in the general ledger for journal entry reversal and re-post by requiring a separate journal entry number or code for each reversal/re-post. This applies to both manually entered general journal entries and journal entries created internally by the system.	[]

GL -	15	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, participate in user group discussions, and download updates via secure connection.	[]
GL -	16	Journal entries must have a unique identifying transaction code or number automatically generated by the system.	[]
GL -	17	There must be a field for a user-defined journal entry number (other than the transaction number automatically generated by the system).	[]
GL -	18	Must prevent journal entries from posting to months, fiscal years, or accounting periods, which have already been closed for accepting business transactions.	[]
GL -	19	Authorized users must be able to close and re-open accounting periods as necessary.	[]
GL -	20	Maintain detailed transaction descriptions in the general ledger for both system and manually generated journal entries.	[]
GL -	21	Prevent posting transactions to invalid general ledger account numbers.	[]
GL -	22	The system must have the ability to automatically balance all journal entries when posting a transaction to one fund which will affect other funds.	[]
GL -	23	The system must provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.	[]
GL -	24	Print journal entry transaction detail and allow for corrections prior to posting the journal entry to the general ledger.	[]
GL -	25	Ability to set up predefined sets of accounts and corresponding descriptions for repetitious journal entries. Provide ability to distribute the amount of the journal entry on a predefined percentage basis or by stated amounts entered by the operator.	[]
GL -	26	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 -	27	The system should provide on-line account number look-up at any prompt for a general ledger account number. Filtering options should be available on the look-up to allow the user to quickly find the desired account.	[]
GL -	28	General Ledger Data Display - Data on status and history of an account including general ledger number, account name, type account and account balance.	[]
GL -	29	Provide on-line account information including account number, account name, type of account (asset, revenue, expense, etc.), account balance, both the original and current amount budgeted, and the amount encumbered.	[]
GL -	30	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, etc.	[]

GL -	31	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 an unlimited number of previous years.	[]
GL -	32	Ability to inquire on transactions by journal entry number or transaction number, including transactions created internally in the system.	[]
		Reports:	
GL -	33	Provide the ability to design and create reports in a user-friendly reporting tool. Data elements for purposes of creating reports should include at a minimum, the following: current year-to-date actual, prior year-to-date actuals for up to three years, current year budget amounts, prior year budget, current month actual, prior year month actual, YTD budgeted amount remaining, and percentage comparison of YTD amount and total budget amount. These elements should have the ability to be summarized by fund and in total.	[]
GL -	34	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.	[]
GL -	35	The system should print an expenditure report by fund, department 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 accounts.	[]
GL -	36	Ability to generate financial statements by individual funds or combination of funds (including the ability to modify groupings).	[]
GL -	37	Ability to combine funds into an unlimited number of user-defined groups for sub-totaling and filtering purposes.	[]
GL -	38	Provide the ability to run all applicable reports for the current fiscal year's data or from data from any previous fiscal year.	[]
GL -	39	The system must generate data necessary for compliance with all state and federal laws and regulations.	[]
		The following financial reports must be included:	
GL -	40	Chart of Accounts	[]
GL -	41	Statement of Revenues and Expenditures (as well as budgeted amounts vs. actual)	[]
GL -	42	Trial Balance	[]
GL -	43	Balance Sheet	[]
GL -	44	Budget Worksheet	[]
GL -	45	Budget Presentation	[]
GL -	46	General Ledger Detail Report: Report parameters should include the ability to choose fund or any other account section, range of dates, and range of accounts. There should also be an option to include unposted journal entries. For each account selected, the report should print the account number and name, beginning balance, debits and credits for the periods selected, and ending balance.	[]
GL -	47	Budget Analysis: Report parameters should include the ability to choose the fund(s), budget code, accounting period(s), starting and ending general ledger account. For each account selected, the report should print the account name and number, and beginning balance, and current balance.	[]

		The General Ledger system should interface with the following modules:	
GL	48	Accounts Payable	[]
-			
GL	49	Purchase Orders & Requisitions	[]
-			
GL	50	Accounts Receivable / Special Assessments	[]
-			
GL	51	Central Cash Collection	[]
-			
GL	52	Project Accounting	[]
-			
GL	53	Work Orders	[]
-			
GL	54	Permits & Inspections	[]
-			
GL	55	Business Licenses	[]
-			
GL	56	Fixed Assets	[]
-			
GL	57	Budget Management	[]
-			
GL	58	Bank Reconciliation	[]
-			
GL	59	Court	[]
-			
GL	60	Report Writer	[]
-			

		System-Wide Requirements	
		SPECIFICATION DESCRIPTION	VENDOR
ITEM			RESPONSE
#			Y/N
SS -	1	System is a true 32-bit Windows Graphical User Interface application.	[]
SS -	2	Must have ability to utilize an application server for (a) scheduling processes and reports, (b) running processes and reports in the background on the server, and (c) archiving reports.	[]
SS -	3	System must allow a single user to be in multiple modules at the same time, without running multiple sessions of the application.	[]
SS -	4	System must allow multiple users to be in the same module at the same time, even if another user is updating customer records and/or posting data to the General Ledger module.	[]
SS -	5	System uses Drop-Down Menu Lists or other look-up features to make sure the entry of data is consistent, and to provide validation during data entry.	[]
SS -	6	The user interface provides “drill-down” features, such as the ability to drill down from a GL account to the source document that created it.	[]
SS -	7	The drill-down features can be used without keyboard intervention.	[]
SS -	8	All fields should allow users to type information directly into the field. Look-up screens should always be optional.	[]
SS -	9	Combo boxes or lookup screens are accessible by both a mouse click and a keyboard shortcut.	[]
SS -	10	All screens can be navigated and completed with or without the use of a mouse.	[]
SS -	11	Data entry order can be modified on all screens, and each user can have their own data entry order.	[]
SS -	12	Data used to create graphical data analysis can be easily exported in an Excel format.	[]
SS -	13	The software is inherently (does not require a third-party interface) ODBC compliant providing the ability to access data with third party products such as Microsoft Excel, Microsoft Access, etc.	[]
SS -	14	Does your staff hold information technology related certifications?	[]
SS -	15	The product must be capable of running in a Windows 2003 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.	[]

SS -	16	Lock-out of specific modules (no access)	[]
SS -	17	Read-only access to specific modules	[]
SS -	18	Lock-out of specific menu items (no access)	[]
SS -	19	Read-only access to specific menu items	[]
SS -	20	Lock-out of specific field-level items (can remove them from the screen)	[]
SS -	21	Read-only access to specific field-level items (view-only on screen)	[]
SS -	22	The system should provide a management tool for work flow, so that supervisors may be automatically notified when certain steps are completed in a process.	[]
		Reports should support the following features:	
SS -	23	All reports can be previewed on the screen prior to being sent to a printer.	[]
SS -	24	Print Preview: Page up and page down through a report.	[]
SS -	25	Print Preview: Go to bottom and go to top of report buttons.	[]
SS -	26	Print Preview: Provide the ability to archive a report via PDF instead of printing.	[]
SS -	27	Print Preview: Ability to print a single page or range of pages.	[]
SS -	28	At each workstation, reports can be sent to any printer available either locally or on the network.	[]
SS -	29	All standard reports are modifiable by the user.	[]
SS -	30	All reports should include the name and title of the report, date and time the report was produced and the date(s) the report covers.	[]
SS -	31	System should have built-in report-writing tools that allows an employee with no knowledge of report-writing programs to build their own reports.	[]
SS -	32	Built-in report-writing tools should allow the user to export reports to XML datasets.	[]
SS -	33	All reports can be exported to an electronic file.	[]
SS -	34	The system supports multiple concurrent users in separate modules.	[]
SS -	35	The system supports multiple concurrent users in each individual module.	[]

		BUDGET MANAGEMENT	
		SPECIFICATION DESCRIPTION	VENDOR
ITEM			RESPONSE
#			Y/N
BM -	1	The Budget Management system shall utilize a Graphical User Interface.	[]
BM -	2	The system must include a user defined budget worksheet and budget proposal report as specified by the City. A report generator should be available that provides the capability for the user to create additional user defined budget reports.	[]
BM -	3	Budget worksheets and proposals should be capable of including account number, account name, one or more previous year's budget amounts, one or more previous year's actual amounts, current year's actual YTD, estimated final annual amount, and current fiscal year budget in addition to the proposed budget.	[]
BM -	4	The system must allow automatic installation of the adopted budget.	[]
BM -	5	The system should allow the user to create projected budgets for an unlimited number of years into the future.	[]
BM -	6	System must have roll-up/roll-down capabilities for all line items.	[]
BM -	7	The system should provide the ability to include free form text notes at the line item, department, and fund level. These notes can be printed with budget work sheets and budget proposals at the user's discretion.	[]
BM -	8	The system must have the capability to have seamless export and import capabilities to and from Microsoft Excel.	[]
BM -	9	During budget formulation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.	[]
BM -	10	The system must be able to accommodate an unlimited number of versions, per year, of the budget and multiple changes per cost center.	[]
BM -	11	These changes must be maintained in separate records, and displayed in separate windows in the system.	[]
BM -	12	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 and report printing.	[]
BM -	13	The City 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.	[]
BM -	14	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Ability to e-mail support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	[]
BM -	15	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Budget Management 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
ITEM			RESPONSE
#			Y/N
PO -	1	The Purchase Order and Requisition system shall utilize a Graphical User Interface.	[]
PO -	2	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 -	3	Ability to allow add/edit functionality of general ledger accounts from input with system level security.	[]
PO -	4	Vendor numbers and G/L account numbers should be validated by the system at the field level prior to the user leaving the screen on which the G/L account number was entered.	[]
PO -	5	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 -	6	Provide the ability to look up purchase orders for inquiry purposes by purchase order number, range of numbers, all purchase orders with a specific vendor, all purchase orders that encumber a specific general ledger account number, date range, 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 -	7	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, unit prices based on purchase order number, and up to five bids or quotes, with a field for additional comments.	[]
PO -	8	When requisitions are entered and approved, purchase order is created without additional re-entry required.	[]
PO -	9	Provide for detailed analysis of open, closed, or voided PO's.	[]
PO -	10	Anytime a General Ledger account number is required in the Purchase Order, or Requisition system, the user should have the ability to lookup General Ledger accounts based on a portion of the account number. 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 -	11	An unlimited amount of history should be available, with an option to purge all paid items prior to a user specified date.	[]
PO -	12	Must have centralized vendor file, accessible by all purchasing/payable transactions, must be accessible by vendor number, address, or name lookup.	[]
PO -	13	The system must allow next year funds to be pre-encumbered.	[]
PO -	14	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 -	15	The system must provide on-line status listings of purchase orders as they are processed through the procurement/payment cycle.	[]

PO -	16	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 -	17	Allow each PO to be distributed to any combination of up to an unlimited number of funds and accounts, either by percentage or flat amounts.	[]
PO -	18	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	[]
PO -	19	Validation of available budget against the appropriate budget year as each item is entered.	[]
PO -	20	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 -	21	The system must provide a table of commodity codes using either the NIGP codes or a user-defined set of codes.	[]
		Requisition data should include but not necessarily be limited to the following:	
PO -	22	Requisition number	[]
PO -	23	Vendor number	[]
PO -	24	Vendor name	[]
PO -	25	Commodity Code	[]
PO -	26	Status	[]
PO -	27	Department	[]
PO -	28	Approved by	[]
PO -	29	Ordered by	[]
PO -	30	Summary description	[]
PO -	31	Ship to address code	[]
PO -	32	Date issued	[]
PO -	33	Estimated delivery date	[]
PO -	34	Free form text to be printed on PO	[]
PO -	35	General Ledger coding for each item	[]
PO -	36	Description for each item	[]
PO -	37	Number of units	[]
PO -	38	Price per unit	[]
PO -	39	Amount	[]
PO -	40	Once a requisition has been processed, the above information should be displayed for each purchase order during the purchase order receiving process.	[]
PO -	41	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 -	42	Before processing the requisition, the user should be able to access the requisition as many times as desired to make changes.	[]
PO -	43	There should be a means of easily deleting requisitions no longer needed from the system.	[]
PO -	44	Requisitions that have been processed and have become purchase orders should automatically be purged from the system.	[]
PO -	45	Ability to allow vendor terms, codes, and predefined General Ledger	[]

		allocation to be over-riden when turning Requisitions into Purchase Orders.	
PO -	46	Must have a flag on the Purchase Order to designate Fixed Asset purchases.	[]
PO -	47	Must provide for printing and reprinting of purchase orders.	[]
PO -	48	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 -	49	Provide for both full and partial liquidation of encumbrances and make provisions for properly accounting for items that have been back ordered or discontinued.	[]
PO -	50	The entry of vendor invoices into the Accounts Payable system should automatically reduce the encumbrance created by the Purchase Order system by the amount of the invoice.	[]
PO -	51	Accommodate multiple invoices for one purchase order and/or multiple purchase orders for one invoice.	[]
PO -	52	There should be a means of voiding a purchase order and removing the encumbrances from the ledger.	[]
PO -	53	The system should allow for an unlimited number of electronic files to be attached to a single Purchase Order record. The system should provide for scanning directly into the system without a third-party interface.	[]
PO -	54	When entering an invoice, the user should be able to override the system calculated payment date with the desired payment date.	[]
PO -	55	Purchase Order Status Report: User defined parameters should include range of vendors, status, and purchase order number range. The report should be available in both detail and summary formats. The summary report should print one line per purchase order and include purchase order number vendor number, vendor name, purchase order status, department number, date ordered, date items last received, dollar amount ordered, dollar amount received and amount outstanding. Totals should be printed for each status. Detail format should provide line-by-line detail on each purchase order.	[]
PO -	56	Purchase Order Receipt Report: Print vendor number and name, invoice number, receipt date, bank code, purchase order number, general ledger account number and name, item description, distribution amount, invoice amount, and totals by vendor.	[]
PO -	57	Purchase Order Encumbrance Report: User defined parameters should include fund, vendor range, General Ledger account number range, date range, status, and detailed or summary. The report should be sorted by general ledger account number and should print the general ledger account number, account name, purchase order number, issue date, vendor number and name, item description and amount outstanding.	[]
PO -	58	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.	[]
		The Purchase Order module should interface with the following modules:	
PO -	59	Interfaces to General Ledger	[]
PO -	60	Interfaces to Accounts Payable	[]
PO -	61	Interfaces to Budget Management	[]

PO -	62	Interfaces to Project Accounting	[]
PO -	63	Interfaces to Fixed Assets	[]
PO -	64	Interfaces to Report Writer	[]

		ACCOUNTS PAYABLE	
		SPECIFICATION DESCRIPTION	VENDOR
ITEM			RESPONSE
#			Y/N
		General Features	
AP -	1	The Accounts Payable system must utilize a Graphical User Interface.	[]
AP -	2	System can utilize a designated disbursement fund.	[]
AP -	3	System can utilize a pooled cash account.	[]
AP -	4	Support cash, accrual, modified accrual, or combinations thereof.	[]
AP -	5	Ability to process credit memos on-line.	[]
AP -	6	Ability to store credit memos for each vendor.	[]
AP -	7	Ability to provide a comment field that can accommodate various comments, which are printed on the check.	[]
AP -	8	At any time during data entry, inquiry, or maintenance, the system must allow immediate access to vendor data and invoice history.	[]
AP -	9	Ability to automatically accept and create liabilities.	[]
AP -	10	Must automatically accept all refund batches from customer-based modules such as miscellaneous Accounts Receivable, Licenses, Permits, Billing, and Special Assessments.	[]
AP -	11	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 -	12	The system must internally generate all entries to keep all funds in balance if an item is expensed to multiple funds.	[]
AP -	13	Ability to pay an invoice out of current calendar year before printing 1099's from previous calendar year.	[]
AP -	14	The system must accommodate payment of all invoices from a single disbursement fund account and automatic generation of receivables and payables between various funds and a disbursement fund.	[]
AP -	15	Provide function for automated process of voiding accounts payable checks. Provides option to automatically create reversing entries in the general ledger, and void the check in the check reconciliation system. When voiding a check, the system will give the user the option to leave the invoice open for payment, or void the invoice automatically.	[]
AP -	16	Vendor numbers and G/L account numbers must be validated by the system at the field level.	[]
AP -	17	The system must accept future dated entries, which would not be processed until that date is reached. These entries must be maintained in the unpaid file until processed.	[]
AP -	18	The system must provide an option to print separate checks for a single vendor, when needed. The system default, however, must be to pay all invoices from a vendor with one check.	[]
AP -	19	Payment information will be maintained both on a calendar basis and on a fiscal year basis for each vendor.	[]
AP -	20	When checks have been issued, and files are updated, the vendor file must automatically be updated for subsequent 1099 use.	[]

AP -	21	The system must not require any type of month-end or year-end closing procedure. If this type of procedure is required, please explain why it is necessary.	[]
AP -	22	Vendor record must contain fields for both ordering and be able to accommodate multiple remittance addresses.	[]
AP -	23	Remittance address must be easily selected via a drop-down menu or other similar object during invoice entry.	[]
AP -	24	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	[]
AP -	25	Vendor number	[]
AP -	26	Name	[]
AP -	27	Remittance address	[]
AP -	28	1099 Type Code	[]
AP -	29	Telephone number	[]
AP -	30	Fax number	[]
AP -	31	Contact person (unlimited number of contacts)	[]
AP -	32	E-mail addresses for all contacts	[]
AP -	33	Taxpayer ID numbers (federal, state, and local)	[]
AP -	34	Vendor Terms	[]
AP -	35	At least 10 user-defined fields	[]
AP -	36	Ability to automatically calculate and take vendor discounts based upon invoice number entered and vendor terms.	[]
AP -	37	Provide lookup capability by vendor number, vendor address, 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.	[]
AP -	38	Provide a process to merge the vendor master information and vendor history for duplicate vendors.	[]
AP -	39	Must be able to select invoices for payment based upon manual selection or automatic selection using payment dates, vendors, bank accounts, funds, invoice batches, or invoice numbers.	[]
AP -	40	Option to pay items with a specific vendor or for all vendors.	[]
AP -	41	Ability to print edit report of selected items with option to make desired changes prior to processing checks.	[]
AP -	42	Print laser or non-laser accounts payable checks and check register.	[]
AP -	43	Provides emergency check writing with concurrent authorization controls.	[]
AP -	44	Ability to add/edit vendors from item input with system maintained security.	[]
AP -	45	The system must be able to handle handwritten (manual) checks and bank drafts (EFT's).	[]
AP -	46	The system must allow an unlimited number of distributions for the invoice amount. Prior to processing, the user must be able to access the invoice to change the account distribution as needed. The user must be able to make these changes directly to the accounts and/or amounts.	[]
AP -	47	Ability to allow individual documents to be held back when generating a batch of recurring documents.	[]

AP -	48	Allow invoices to be associated with predefined projects and funding sources from the Project Accounting system directly from input with project code lookup using drop-down lists.	[]
AP -	49	Must be able to flag a Fixed Asset at the time invoices are entered and have the system create a Fixed Asset record in that module.	[]
AP -	50	Must be able to attach an unlimited number of electronic files to an invoice.	[]
AP -	51	Must be able to scan invoices directly through the system without a third-party interface and automatically attach those scans to the invoice record.	[]
AP -	52	Must be able to enter multiple invoices and multiple line items per invoice, split among an unlimited number of G/L accounts, on a single screen.	[]
AP -	53	Must support creating a Positive Pay file to send to the bank for every batch of checks processed in the system.	[]
AP -	54	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.	[]
AP -	55	Vendor number	[]
AP -	56	Vendor name	[]
AP -	57	Invoice number	[]
AP -	58	Description	[]
AP -	59	Due date	[]
AP -	60	Adjustments and purchase orders number	[]
AP -	61	Item date	[]
AP -	62	General ledger distribution	[]
AP -	63	Amount paid	[]
AP -	64	Discount taken	[]
AP -	65	Date paid	[]
AP -	66	Check number paid.	[]
AP -	67	An unlimited amount of history must be available, with an option to purge all paid items prior to a user specified date.	[]
AP -	68	Provide ability for users to lookup and display a listing of all checks issued to a vendor.	[]
AP -	69	All invoices, even when paid, must be available for on-line review for a user specified period of time	[]
AP -	70	System to provide an option to look at unpaid items or all items.	[]
AP -	71	The system must be able to print 1099's for selected vendors at the end of the calendar year.	[]
AP -	72	Must be able to flag invoices as 1099 items even after they are paid.	[]
AP -	73	The system must be able to provide a cash requirement report based on user defined periods of time.	[]
AP -	74	The system must produce all registers and audit reports necessary to provide a complete audit trail.	[]
AP -	75	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 -	76	Accounts Payable Check Register: must print vendor number, invoice number, vendor name, check date, amount for each invoice, check number, check amount.	[]
AP -	77	History Check Register: Provide the ability to print a check register for any range of dates, check numbers, vendors, vendors by date, or transaction number.	[]

AP -	78	Ability to print a detailed history for specified vendor by date, including detailed description of each charge.	[]
AP -	79	Must print 1099s on a laser printer.	[]
AP -	80	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 -	81	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 module must interface with the following modules:	
AP -	82	General Ledger	[]
AP -	83	Purchase Orders	[]
AP -	84	Bank Reconciliation	[]
AP -	85	Project Accounting	[]
AP -	86	Budget Management	[]
AP -	87	Fixed Assets	[]
AP -	88	Accounts Receivable / Special Assessments	[]
AP -	89	Licenses & Permitting	[]
AP -	90	Court	[]
AP -	91	Purchase Orders & Encumbrances	[]
AP -	92	Work Orders	[]
AP -	93	Report Writer	[]

		MISCELLANEOUS ACCOUNTS RECEIVABLE & SPECIAL ASSESSMENTS	
		SPECIFICATION DESCRIPTION	VENDOR
ITEM			RESPONSE
#			Y/N
AR -	1	The Accounts Receivable system must utilize a Graphical User Interface.	[]
AR -	2	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	[]
AR -	3	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Receivable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications (Microsoft Excel, Access, etc.)	[]
AR -	4	Handle an unlimited number of fees and rates.	[]
AR -	5	Have both taxable and non-taxable fees.	[]
AR -	6	System allows for individual late fee codes associated with a rate.	[]
AR -	7	Data must share a centralized customer table with all other customer-based modules, such as Billing, Licenses, Permits, Special Assessments, etc.	[]
AR -	8	Unlimited accounts and history.	[]
AR -	9	Allow for recurring invoices that can be grouped together to facilitate creating invoices.	[]
AR -	10	Track credits and deposits.	[]
AR -	11	Allow credit and deposits to be applied to accounts and have a process for any other adjustments such as write-offs.	[]
AR -	12	Have the capability to automatically create refund invoices in Accounts Payable to refund credits and deposits. The system will automatically create a vendor record for the customer without having to re-enter the data into the AP system.	[]
AR -	13	Allow for multiple billing cycles.	[]
AR -	14	Minimum 24 user defined fields with field labels.	[]
		Reports:	
AR -	15	Aging report that allows the user to define the dates and ages that print on the report.	[]
AR -	16	Statements can be printed at any time.	[]
AR -	17	Detail report for each receivable G/L account.	[]
AR -	18	Trial balance for a user-defined date range that provides beginning balance, invoices, payments and adjustments during the period, and ending balance by customer.	[]
AR -	19	Ability to bill special assessments on specified frequencies	[]
AR -	20	Ability to calculate special assessment payoff amount	[]
AR -	21	Ability to calculate special assessment per diem charges	[]
AR -	22	Ability to import lien files to third-party vendor using CSV format	[]
AR -	23	Ability to generate a report showing past due special assessments in order to begin foreclosure process	[]
AR -	24	Ability to provide reports showing individual and group special assessments and related history for each assessment	[]

AR -	27	General Ledger	[]
AR -	28	Central Cash Collection	[]
AR -	29	Accounts Payable	[]
AR -	30	Project Accounting	[]
AR -	31	Permits & Inspections	[]
AR -	32	Business Licenses	[]
AR -	33	Budget Management	[]
AR -	34	Bank Reconciliation	[]
AR -	35	Work Orders	[]
AR -	36	Report Writer	[]

		FIXED ASSETS	
		SPECIFICATION DESCRIPTION	VENDOR
ITEM			RESPONSE
#			Y/N
FA -	1	The Fixed Assets module must utilize a Graphical User Interface.	[]
FA -	2	Menus have drill-down capabilities for detail.	[]
FA -	3	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	[]
FA -	4	Integrated with Accounts Payable system to facilitate additions to the fixed assets inventory.	[]
FA -	5	Assets sent over from the Accounts Payable system will automatically record the purchase amount, purchase date, description, vendor, invoice number, and purchase order number.	[]
FA -	6	Allows user to assign fixed assets to one or more funds.	[]
FA -	7	Allows the user to define classes of fixed assets.	[]
FA -	8	Must be able to attach an unlimited number of electronic files to an asset.	[]
FA -	9	Must be able to scan invoices directly through the system without a third-party interface and automatically attach those scans to the asset record.	[]
FA -	10	Acquisition method is tracked.	[]
FA -	11	Capability of bar coding assets for physical inventory.	[]
FA -	12	Generate depreciation amounts and post automatically to the General Ledger.	[]
FA -	13	Calculates depreciation and records it to the appropriate G/L accounts.	[]
		The Fixed Asset module must interface with the following modules:	
FA -	14	General Ledger	[]
FA -	15	Accounts Payable	[]
FA -	16	Work Orders	[]
		Reports:	
FA -	17	Additions, Deletions, and ending fiscal year balances in compliance with GASB 34	[]
FA -	18	Unlimited user-defined fields, with customizable labels.	[]

BANK RECONCILIATION			
SPECIFICATION DESCRIPTION			VENDOR
ITEM			RESPONSE
#			Y/N
BR -	1	The Bank Reconciliation System shall utilize a Graphical User Interface.	[]
BR -	2	The Bank Reconciliation system should be an interactive set of programs/modules that allow the user to reconcile monthly bank statements to General Ledger cash accounts.	[]
BR -	3	The program shall allow the user to identify items to clear during the current month's reconciliation in a batch, full screen, or individual item mode.	[]
BR -	4	The system shall process an unlimited number of cash accounts per fund.	[]
BR -	5	Accounts Payable, Cash Receipts, shall be integrated with cash account transactions and automatically posted to the Bank Reconciliation system.	[]
BR -	6	Ability to automatically upload an electronic file of cleared items from the bank to the check reconciliation system.	[]
BR -	7	The system shall produce monthly reconciliation statements detailing the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, and miscellaneous items.	[]
BR -	8	The system shall provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities.	[]
BR -	9	All reports shall 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.	[]
BR -	10	Reconciliation Statement: this report shall produce a new bank balance with a detail of outstanding items to prove the General Ledger cash account balance. It can be run by account and as of a specific date.	[]
BR -	11	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.	[]
		The Bank Reconciliation module must interface with the following modules:	
BR -	12	General Ledger	[]
BR -	13	Accounts Payable	[]
BR -	14	Accounts Receivable / Special Assessments	[]
BR -	15	Central Cash Collection	[]

		CENTRAL CASH MANAGEMENT SPECIFICATION DESCRIPTION	VENDOR
ITEM			RESPONSE
#			Y/N
CC -	1	The Central Cash Collection System must utilize a Graphical User Interface.	[]
CC -	2	Accepts any type of cash receipt including accounts receivable, building permits, licenses, fees, etc.	[]
CC -	3	Cashiers are to have a workstation with a dedicated receipt/validation printer, automated cash drawer, and an optional bar code scanner. Certain workstations can be designated for cash collections without the peripheral equipment, but will have restricted capabilities as a result.	[]
CC -	4	The system provides the option to have more than one operator logged in to a workstation at the same time. Each operator is given a code that must be used by the operator receiving the payment. If only one operator is logged on to the workstation, the code should not have to be re-entered before each payment posted.	[]
CC -	5	Each operator can have multiple batches active in the system and the ability to update each separately.	[]
CC -	6	Cash receipts for integrated systems such as Licenses, Permits, Accounts Receivable, etc., will post to those accounts with a true real-time.	[]
CC -	7	Each type of receipt should carry a unique code that indicates the type payment being posted. A look-up feature should be provided that allows the operator to view the available codes authorized for that operator and make their selection.	[]
CC -	8	Support an unlimited number of predefined general ledger accounts that may be debited/credited for each transaction code using the category and type codes.	[]
CC -	9	The system should be capable of endorsing checks and validating a customer's bill on one pass-through or printing a separate receipt. The time, date, operator code, amount paid, how paid, amount posted, and change given, should be printed on the receipt or bill.	[]
CC -	10	The user should be able to edit the receipt template in the system without using a separate report-writing tool.	[]
CC -	11	Provide on-line account number validation for any integrated subsystems such as Accounts Receivable, Miscellaneous AR, etc., with on-line look up of the respective account available once the transaction code for that subsystem is selected.	[]
CC -	12	If a customer pays less than the current balance on an account, the system should distribute the payment to revenue categories based on a user defined formula. The system should provide the ability to override this distribution at the operator's request. Users should also have the ability to designate how overpayments are applied.	[]
CC -	13	When posting a payment to a customer's account, the Central Cash Collection system should provide the ability to look-up	[]

		accounts by account number, the account name or a portion of the name. (i.e. If the letters "SM" are entered, the system should display all account names beginning with "SM" and provide the ability to select the desired account). Once the account is selected, the operator can choose from all invoices available for that customer to apply payment, no matter which module created the invoice.	
CC -	14	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, notary fees, donations, etc.	[]
CC -	15	From the receipt window, the operator with appropriate security rights can create, open, and close batches. The operator can also enter payments, void a receipt, and reprint a receipt.	[]
CC -	16	At the end of a cashier's scheduled work day, a close-out report should be printed to be balanced with the cash, checks, money orders, etc. in the operator's drawer.	[]
CC -	17	The system should provide for the ability to void a receipt (for users with appropriate security clearances).	[]
CC -	18	The system should never allow receipts to be deleted. They can only be voided.	[]
CC -	19	System should provide a complete audit trail that shows the user name, date, time, and a description of the change. This audit trail is not editable by any user.	[]
CC -	20	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note 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.	[]
CC -	21	When processing a customer's payment, the system should provide the ability to go to the account management window and inquire on information such as transaction history, detailed data of current bill, etc based upon security rights.	[]
CC -	22	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 (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 -	23	Support the processing of payments for multiple accounts from one customer as a single transaction and print a single receipt.	[]
CC -	24	Support the processing of a single payment for different types of transactions from one customer as a single transaction (accounts receivable invoice, building permit) and print a single receipt or multiple receipts based on the types of transactions..	[]
CC -	25	When posting a payment to a customer account, the system should default to the balance currently owed by the customer	[]

		for all modules (Accounts Receivable, Permits, etc.).	
CC -	26	Automatically prompt the operator to have the receipt printer endorse checks.	[]
CC -	27	Have a process for entering mail-in payments so that receipts are not printed. The operator should be able to scan the customer's bar code, ensure the amount of the payment matches the balance due, and proceed to the next payment. The only input required would be in the event the amount paid does not match the customer's current balance displayed on the screen.	[]
CC -	28	Ability to initiate automatic payments from customer bank accounts.	[]
CC -	29	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.	[]
CC -	30	Cash Collection Receipt Register: This report should be printed when an operator is ready to closeout a batch of payments taken by the operator. This report should include all transactions handled by the operator in the batches selected. The report should be printed in receipt number or transaction number order and should include receipt number, date, time, operator code, workstation number, payment type (court fine, etc.), amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment will update, voided receipts, account number and customer name. The batches can then be approved and updated.	[]
CC -	31	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 (court, 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.	[]
CC -	32	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, and change, how paid, reference and subsystem the transaction will be posted to. The report should include summaries by operator and workstation.	[]
CC -	33	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 (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.	
CC -	34	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.	[]
CC -	35	General Ledger	[]
CC -	36	Accounts Receivable / Special Assessments	[]
CC -	37	Building Permits	[]
CC -	38	Business Licenses	[]
CC -	39	Special Assessments	[]
CC -	40	Budget Management	[]
CC -	41	Bank Reconciliation	[]
CC -	42	Court	[]
CC -	43	Report Writer	[]

		COURT	
		SPECIFICATION DESCRIPTION	VENDOR
ITEM	(May or may not be included)		RESPONSE
#			Y/N
CT -	1	The court system must utilize a Graphical User Interface	[]
CT -	2	Ability to run court docket	[]
CT -	3	Ability to run trial docket	[]
CT -	4	Ability to generate court calendar	[]
CT -	5	Generate and print revenue reports by receipt number	[]
CT -	6	Automatically generate "Failure to Appear" notices and envelopes	[]
CT -	7	Generate court account receivable reports	[]
CT -	8	Ability to run reports by: Officer, date, location, offense(s)	[]
CT -	9	Ability to look up docket number by defendant first name, last name, date of offense, location of offense, type of offense, and date of offense.	[]
CT -	10	Generate disposition report	[]
CT -	11	Ability to attach records with common defendant	[]
CT -	12	Ability to scan and attach an unlimited number of documents, any existing electronic document file, or any MS Office file to docket. Scanning must be available through software, without having to use third-party scanning software.	[]
CT -	13	Ability to post multiple transactions to the same account without reentering docket number	[]
CT -	14	Ability to electronically transfer collections information to collections agency	[]
The Court module should interface with the following modules:			
CT -	15	General Ledger	[]
CT -	16	Account Receivable / Special Assessments	[]
CT -	17	Accounts Payable	[]
CT -	18	Project Accounting	[]
CT -	19	Central Cash Collections	[]
CT -	20	Budget Management	[]
CT -	21	Bank Reconciliation	[]
CT -	22	Report Writer	[]

		REPORT WRITER	
		SPECIFICATION DESCRIPTION	VENDOR
ITEM			RESPONSE
#			Y/N
RW -	1	Process Application Software data files with the ability to extract data in any user defined order.	[]
RW -	2	Have Pre-Linked multiple data files for access.	[]
RW -	3	Create output for review, either on screen, in report format, or as an export file.	[]
RW -	4	Report style printed output.	[]
RW -	5	The system must provide the ability to use the Report Writer from within the application software.	[]
RW -	6	The system must provide sorted output on any field in the data files.	[]
RW -	7	The system must provide the ability to perform arithmetic functions on any numeric field in the data files.	[]
RW -	8	The system must provide the ability to compute subtotals, grand totals and averages.	[]
RW -	9	The system must provide the utility to create the report form format.	[]
RW -	10	A data dictionary should be provided for application files.	[]
RW -	11	The report writer should be able to access all data in the application software files.	[]
RW -	12	The report writer should provide the capability to save user defined reports and/or queries for later use.	[]
RW -	13	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 to an ASCII file.	[]
RW -	14	Should support the ability to combine information from multiple fields in one report.	[]
RW -	15	Should provide arithmetic functions such as add, subtract, multiply, divide.	[]
RW -	16	Sort by ascending, descending, or alphabetical order by selected data field(s).	[]
RW -	17	Support subtotalling, totaling and averaging.	[]
RW -	18	The system must provide the utility to create data configuration procedures and store them for recall later from within the applications.	[]
RW -	19	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.	[]
RW -	20	Ability to send reports via e-mail	[]
		The Report Writer module should interface with the following modules:	
RW -	21	General Ledger	[]
RW -	22	Budget Management	[]
RW -	23	Accounts Payable	[]
RW -	24	Purchase Orders	[]
RW -	25	Accounts Receivable	[]
RW -	26	Permits & Inspections	[]

RW -	27	Business Licenses	[]
RW -	28	Fixed Assets	[]
RW -	29	Central Cash Collections	[]
RW -	30	Project Accounting	[]
RW -	31	Work Orders	[]
RW -	32	Bank Reconciliation	[]
RW -	33	Court	[]

		WORK ORDERS	
		SPECIFICATION DESCRIPTION	VENDOR
ITEM			RESPONSE
#			Y/N
WO -	1	The Work Order system must utilize a Graphical User Interface.	[]
WO -	2	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.	[]
WO -	3	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.	[]
WO -	4	Must allow for estimates before a work order is actually created in the system.	[]
WO -	5	Have default rates for overhead for labor, materials, services, and equipment charges. The default rates can be overwritten on individual work orders.	[]
WO -	6	System must have a user-defined index field to allow for grouping work orders for searching and reporting purposes.	[]
WO -	7	Work orders can contain service address information that links to a system-wide shared table of service addresses. Using a service address should be optional.	[]
WO -	8	Unlimited work orders and detail history.	[]
WO -	9	User should be able to assign a department to a work order from a system-wide shared table of departments.	[]
WO -	10	Have an unlimited character field for tracking notes on individual work orders.	[]
WO -	11	Be able to assign labor costs from a specific employee or from a position table.	[]
WO -	12	Be able to assign equipment costs from a specific Fixed Asset or from a table within work orders.	[]
WO -	13	Be able to assign material costs from the Inventory module.	[]
WO -	14	Minimum 24 user defined fields with field labels.	[]
WO -	15	Be able to set up a work order template for routine work orders.	[]
WO -	16	Be able to modify a work order after it is created from a template.	[]
WO -	17	Be able to progress bill a work order by selecting work order items to be sent to Accounts Receivable to automatically create an invoice, which can be edited before being sent to the customer. The system should keep track of what has been billed on each work order.	[]
WO -	18	Have the option to wait until the work order is completed and bill the entire work order at once.	[]

WO -	19	Unlimited number of attachments, which can be scanned documents, any existing electronic document file, or any MS Office file. Scanning must be available through the software, without having to use 3 rd party scanning software.	[]
WO -	20	Work orders can be grouped as “maintenance”, “new construction/capital outlay”, “improvements”, or “other” for sorting and reporting purposes.	[]
WO -	21	Improvements can be linked to existing Fixed Assets.	[]
WO -	22	Finished work orders can be left as expense items for maintenance, added as an improvement to an existing Fixed Asset, or create a new Fixed Asset.	[]
WO -	23	Work Orders should include a process to reimburse the various sources of labor, equipment, and inventory (inter-fund transfers).	[]
		The Work Order module should interface with the following modules:	
WO -	24	General Ledger	[]
WO -	25	Accounts Payable	[]
WO -	26	Project Management	[]

LICENSES/PERMITS			
SPECIFICATION DESCRIPTION			VENDOR
ITEM			RESPONSE
#			Y/N
LP -	1	Must utilize a Graphical User Interface	
LP -	2	Real time system processing, not batch processing.	[]
LP -	3	Menus have drill-down capabilities for detail.	[]
LP -	4	System has complete on-line help function.	[]
LP -	5	Report writer for ad-hoc reporting.	[]
LP -	6	Handle an unlimited number of fees and rates.	[]
LP -	7	Rates must allow for calculation based on user-defined units, such as number of employees, gross receipts, square footage, etc.	[]
LP -	8	System allows for individual late fee codes associated with a rate.	[]
LP -	9	System integrates with General Ledger, Cash Receipts.	[]
LP -	10	Data must reside in the central CIS database with UB, Misc. AR, etc.	[]
LP -	11	Unlimited licenses, accounts and history.	[]
LP -	12	Allow for credits and deposits.	[]
LP -	13	Minimum 24 user defined fields with field labels.	[]
LP -	14	In addition to NAICS and SIC, must allow unlimited user-defined business codes.	[]
LP -	15	Maintain contact file, contact checklist.	[]
LP -	16	Licenses and Renewals forms must be stored in MS Word.	[]
LP -	17	Renewal schedules must be user-defined and not limited to monthly or annual.	[]
LP -	18	Must track business information, including number of employees.	[]

PROJECT MANAGEMENT			VENDOR
SPECIFICATION DESCRIPTION			RESPONSE
ITEM			Y/N
#			Y/N
PM - 1	The Project Management System must utilize a Graphical User Interface.		[]
PM - 2	In addition, Project Management will need to maintain subsidiary ledger activity for each project and will need to record, store and allow retrieval of both current and historical project related information. This inception to date data maintenance and reporting is required for meaningful project budgeting, monitoring and reporting.		
PM - 3	The Project Management system is designed to allow tracking of projects across multiple fiscal years.		[]
PM - 4	The system can set up project budgets and track activity for up an unlimited number of fiscal and calendar years.		[]
PM - 5	Software should provide budgeting and reporting capability based on any date range.		[]
PM - 6	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, and download updates via secure connection.		[]
PM - 7	Support the ability for multiple departments to access the project information simultaneously.		[]
PM - 8	Ability to correct errors or edit on-line in real time.		[]
PM - 9	Ability to calculate budget, expenditures, and available balances (e.g. daily, weekly, monthly, and annual) with totals to date.		[]
PM - 10	Project set up should allow projects to be continued over one or more fiscal years as deemed necessary by user.		[]
PM - 11	General information associated with a project can be set up with a minimum of 3 levels below the project level.		[]
PM - 12	Define the line item budgets for the project.		[]
PM - 13	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 - 14	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 - 15	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 - 16	Ability to Identify and report status of project using user definitions.		[]
PM - 17	Identify and track money expended on entire project by project total and or by object code.		[]
PM - 18	Identify department in charge of work being completed by project.		[]
PM - 19	Identify and report status of project using user definitions.		[]
PM - 20	A six-character code to identify the project.		[]

PM - 21	The project name is a thirty-character name or title of the project.	[]
PM - 22	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 - 23	The associated department can be entered.	[]
PM - 24	The department number can be up to seven characters long.	[]
PM - 25	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 - 26	A short description of the project can be added.	[]
PM - 27	Additional lines for detailed descriptions and notes can be displayed.	[]
PM - 28	Reports can be run for groups of projects related to a specified master project.	[]
PM - 29	Provide summary information on activity and total expenses for the entire group of projects.	[]
PM - 30	A project can be tied to a master project by selecting from a list of master project codes.	[]
PM - 31	If a project is funded by a grant, there is an option of entering the grant number.	[]
PM - 32	A grant number can be up to eight characters long.	[]
PM - 33	The name of the entity from which the grant came can be up to twenty characters long.	[]
PM - 34	If a project is associated with a particular contract, a contract number can be assigned to the project.	[]
PM - 35	The contract number can be up to six characters long.	[]
PM - 36	The name of the contractor can be up to twenty-five characters.	[]
PM - 37	The project can be tracked by entering the starting month and year for the project fiscal year.	[]
PM - 38	Must be able to attach an unlimited number of electronic files to a project or to a specific phase of a project.	[]
PM - 39	Must be able to scan invoices directly through the system without a third-party interface and automatically attach those scans to the project record.	[]
PM - 40	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 - 41	These transactions are listed in order by date.	[]
PM - 42	When posting items to projects through the Accounts Payable, Purchase Order, Accounts Receivable, Cash Receipts, and General Ledger systems, a detail transaction is also posted to the Project Management files.	[]
PM - 43	The project report provides general information about each project (such as description, type, department, grant and contract information), and lists the budgets for each line item.	[]
PM - 44	A report can be run for a range of project numbers and you may select a master project for which to run the report, if you want report totals to provide a summary for all projects tied to a selected master project.	[]
PM - 45	The Line Item report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year.	[]

PM - 46	The Line Item report can be run for a range of project numbers, and you can select a master project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected master project.	[]
PM - 47	The detail report prints the detail of each transaction posted within a selected range of dates.	[]
PM - 48	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 - 49	Report can be run for a range of project numbers, and you may select a master project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected master project.	[]
The Project Management module should interface with the following modules:		
PM - 50	General Ledger	[]
PM - 51	Purchase Order	[]
PM - 52	Accounts Payable	[]
PM - 53	Inventory	[]
PM - 54	Accounts Receivable	[]
PM - 55	Cash Receipts	[]
PM - 56	Work Orders	[]

Q. Cost Proposal

COST

Detailed cost sheets with line items for the following areas:

Additional hardware needed to run the proposed solution Software Licenses - proprietary and 3rd party Project Management (should match tasks in project plan) Data Conversion (should match tasks in project plan) Professional Services (should match tasks in project plan).

An itemized list for the cost of all additional modules. (The City may purchase the items independently of the contract with the successful proposer).

Provide a total cost for a base Financial Management System and include a list of base modules.

Support

Costs for 5 years - support, business process review, refresher training, network assessments, etc.

Total Contract Value for ALL Requirements including G & A*

\$ _____ **

*G & A = **all** General and Administrative Costs, Profits, Travel, Per Diem, and **ALL** costs associated with this contract.

****This is the figure that will be used in the evaluation.**

Where there is a reference in the RFP to deliverables, submission requirements or other response and contract performance discussions, said discussion may not be all inclusive of all requirements in the RFP. It is incumbent upon the contractor to read this entire RFP carefully and respond to, and price, **all requirements** and ensure “**Total Contract Value for ALL Requirements**” above includes **all requirements**.

This document must be in a sealed opaque envelope separate from the technical proposal.

R. Contractors Compliance Requirements

**Contractor's Compliance with Requirements of
O.C.G.A. 13-10-91 and Rule 300-10-1-.02**

Compliance with the requirements of O.C.G.A. 13-10-91 and Rule 300-10-1-.02 are conditions of this Contract. Contractor has the number of statutory employees checked below:

- 500 or more employees
- 100 or more employees
- Fewer than 100 employees

Contractor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 shall be attested by the execution of the affidavit below, which is hereby incorporated as part of the Contract. In the event the contractor employs or contracts with any subcontractor in connection with this Contract, the contractor will secure from the subcontractor such subcontractor's indication of the employee-number category applicable to the subcontractor and will secure from such subcontractor(s) attestation of the subcontractor's compliance with O.C.G.A. 13-10-91 and Rule 300-10-1-.02 by the subcontractor's execution of the subcontractor affidavit shown in Rule 300-10-1-.08 or a substantially similar subcontractor affidavit, and maintain records of such attestation for inspection by the public employer at any time. Such subcontractor affidavit shall become a part of the contractor/subcontractor agreement.

CONTRACTOR'S AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13- 10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor in connection with the physical performance of services pursuant to this contract, contractor will secure from such subcontractor similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10- 01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor is retained to perform such service.

Contractor's EEV/Basic Program User Identification Number _____

BY: Date

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE ___ DAY OF _____,
2013.

Notary Public

My Commission Expires: _____