

Attachment X: Software Scope

Vendor:

[illegible]

[illegible]

Attachment X Level of Effort

VENDOR[illegible]

Attachment 11: Functional Requirements

Column F: Available Responses

Y	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
N	Requirement Not Met with Proposal
I	Need More Information/Discussion

Req #	Function	Process	Step	Requirement
1	GL	Chart of Accounts		System provides chart of accounts structure with multiple independent segments
2	GL	Chart of Accounts		Independent chart of accounts segments are independent of other segments (do not form hierarchical relationship between segments) of different types (fund, org, program, account, etc.)
3	GL	Chart of Accounts		Chart of accounts support multiple segments for org unit
4	GL	Chart of Accounts		Chart of accounts support multiple segments for program/activity
5	GL	Chart of Accounts		Segments of same type (org unit, program/activity, etc.) form hierarchical relationship
6	GL	Chart of Accounts		Chart of accounts supports project ledger (sub ledger) for detailed cost tracking
7	GL	Chart of Accounts		General Ledger and project ledger supports alpha numeric accounts
8	GL	Chart of Accounts		Segments of chart of accounts used in acceptable combinations to form full general ledger account
9	GL	Chart of Accounts		System supports segments representing programs that can extend across multiple departments
10	GL	Chart of Accounts		Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies
11	GL	Chart of Accounts		System allows reporting at summary level accounts (for example, accounts 5501, 5502, 5503 can be reported together as 5500)
12	GL	Chart of Accounts		System provides short cut key functionality to allow users to not enter full account characters
13	GL	Journal Entry	Workflow	Journal entries entered by department users and routed through workflow for approval
14	GL	Journal Entry		Journal entries are validated against the chart of account structure for valid accounts
15	GL	Journal Entry		Journal entries are validated against: Available funds (budget check or cash availability check)
16	GL	Journal Entry		Journal entries are validated against balancing entries (make sure all entries balance)
17	GL	Journal Entry	Interface	Users can import journal entries from spreadsheet (e.g., Microsoft Excel)
18	GL	Journal Entry	Interface	Imported transactions from spreadsheets are validated using the same business rules as transactions made in the system
19	GL	Journal Entry		System allows creation of a journal entry from previously entered journal entry format (copy journal), by: Line item
20	GL	Journal Entry		System allows users to reverse journal entry with proper security and approvals
21	GL	Journal Entry		Users can attach files for documentation to journal entry

22	GL	Journal Entry		System allows posting of transactions for multiple fiscal years at the same time
23	GL	Journal Entry		Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date)
24	GL	Recurring Journal Entry		System provides templates and notifications for recurring journal entries
25	GL	Recurring Journal Entry		System provides templates and notifications for recurring journal entries with the same dollar value
26	GL	Recurring Journal Entry		System provides templates and notifications for recurring journal entries with varying dollar amounts
27	GL	Recurring Journal Entry		Recurring journal entries occur at regular frequency (can set start and stop dates)
28	GL	Recurring Journal Entry		System allows journal entries to be scheduled (example: lease/debt schedules)
29	GL	Journal Entry		Posted journal entries provide notification through workflow
30	FINREP	CAFR	Reports	System used to produce all necessary schedules for CAFR
31	FINREP	Dashboard	Dashboard	System used to provide management dashboards for City users including directors, managers, and staff
32	FINREP	Dashboard	Dashboard	System provides indicators for decision support in dashboard and at system go-live, dashboards are configured to facilitate use
33	FINREP	Export	Reports	System reporting tools provide export to Excel
34	FINREP	Export	Interface	System data can be exported for use in other third party systems
35	BUD	Budget Projections		System used to project revenues and expenses and monitor budget throughout year
36	BUD	Budget Projections	Dashboard	Budget projections available through dashboard
37	BUD	Budget Monitoring	Workflow	System provides alerts and notifications for hitting defined budget thresholds (example: 90% of budget)
38	BUD	Budget Adjustments	Workflow	System allows departments to propose budget transfers within department authority with workflow approval
39	BUD	Budget Adjustments	Workflow	System provides workflow based on transfer to/from (example: within department/division/fund or between department/division/fund)
40	BUD	Budget Adjustments	Workflow	System provides workflow based on transfer based on within or between budget categories (example: salary/supplies/materials/etc.)
41	BUD	Budget Adjustments		System allows departments to propose additional budget requests
42	BUD	Budget Adjustments		System validates and enforces rule that all budget amendments and transfers must balance
43	BUD	Budget Adjustments		System provides funds availability check when entering budget amendments
44	GL	Budget Control		Budget control can be set to soft error (Warn user but allow)
45	GL	Budget Control		Budget control can be set to hard error (Do not allow)

46	GL	Budget Control		System allows for budgeting at one level and controlling at a different level (Example: budget by account/object but conduct budget control at program level)
47	GL	Budget Control		System allows budget control at summary roll up of account/object
48	GL	Budget Control		System allows budget control at summarized roll up categories (example, transact at 5501, 5502, 5503, but control at level of all 5500s)
49	PG	Project Set Up		Supports multiple-year projects
50	PG	Project Set Up		Supports parent/child relations for projects and sub-projects (list any limitations in the comments column)
51	PG	Project Set Up		System tracks funding sources (multiple funding sources for each project)
52	PG	Project Set Up		Funding sources can be grants, City dedicated revenues, other City funds, etc.
53	PG	Project Set Up		System allows decentralized project set up
54	PG	Project Set Up		System uses project start date and end date for determining eligible expenditures and doesn't allow transactions outside project eligibility period
55	PG	Project Set Up		Projects can be established across multiple funds and departments
56	PG	Project Set Up		System will identify and track user-defined multiple sub-levels of a project (e.g. design, pre construction, construction, post construction, completed)
57	PG	Project Set Up		User-defined sub-levels of project can be different for each project
58	PG	Project Budget		System allows creation of project budget for select projects (not required for all projects)
59	PG	Project Budget		Project budgets are established for entire project
60	PG	Project Budget		Project budgets are established by fiscal year within multi-year project
61	PG	Project Budget		Budget control for a project can be set for calendar year
62	PG	Project Budget		Budget control for a project can be set for period other than City fiscal year (grantor fiscal year)
63	PG	Project Budget		Budget control for a project can be set for entire Life of Project (multi-Year)
64	PG	Project Budget		System can control budget at project level
65	PG	Project Budget		System can control budget at sub-project level (example: phase, task, etc.)
66	PG	Project Budget		System can set level of budget control differently for each project
67	PG	Project Budget		Project budget can control to level of project funding (limit project expenses to funding sources)
68	PG	Project Budget		System can track and control budget for multiple projects using the same funding source
69	PG	Project/Grant Tracking		System allows for tracking direct costs (encumbrance) to project through purchasing
70	PG	Project/Grant Tracking		System allows for tracking direct costs (expense) to project through accounts payable
71	PG	Project/Grant Tracking		System allows for tracking direct costs and indirect costs (encumbrance and expense) to project through journal entries
72	PG	Project/Grant Tracking		System allows employees to charge time to projects and sub projects

73	PG	Project/Grant Tracking		System allows for tracking salary and benefit costs (expense) to project through payroll
74	PG	Project/Grant Tracking		System allocates indirect costs to projects based on pre-determined cost drivers and allocation schedules
75	PG	Project/Grant Tracking		System identifies eligible expenses for reimbursement based on criteria identified for each project (by account)
76	PG	Project/Grant Tracking		System identifies and tracks funding sources for projects
77	PG	Project/Grant Tracking		System will split the cost of projects across various funding sources by Percentage (e.g. 70% grant, 30% bond)
78	PG	Project/Grant Tracking		System will split the cost of projects across various funding sources by Priority (Grant first, local funds next)
79	PG	Project/Grant Tracking		System will split the cost of projects across various funding sources by priority up to limit (example: Charge grant first up to \$10,000 then charge local funds)
80	PG	Project/Grant Revenue		System allows revenue source to be split across multiple projects
81	PG	Project/Grant Revenue		System can assign multiple revenues sources to be used for single project
82	PG	Project/Grant Revenue		System allows multiple revenue sources to be split across multiple projects (each project has multiple sources)
83	PG	Project/Grant Billing		Projects link with accounts receivable to provide all billing, aging, and tracking capabilities.
84	PG	Project/Grant Billing		Generates revenue/receivable transactions from grants expenditure data
85	PG	Project/Grant Billing		System can generate invoice to bill for any project costs (bill to contractor, citizen, other government, or grant)
86	PG	Project/Grant Billing		System can generate invoice for appropriate billable expenses at any point (end of project, milestone, or any time)
87	PG	Project/Grant Billing		Project billing based on actual expenses (using current salary and benefit information)
88		Project/Grant Billing		Project invoice can be done at any point in project
89	PO	Requisition		Department staff initiates purchasing process through requisition entry into the system
90	PO	Requisition		Requestor can attach files to requisition
91	PO	Requisition		Requisition can be split into multiple lines
92	PO	Requisition		Purchase requisition allows user to add account at line item level
93	PO	Requisition		Purchase requisition can use project accounts at line item level
94	PO	Requisition		Purchase requisitions can link to work order
95	PO	Requisition		Requestor can attach files to requisition at line item level
96	PO	Requisition		Purchase requisition allows user to add NIGP commodity code to line item
97	PO	Requisition		System allows user to record information on competing quotes
98	PO	Requisition		Purchase requisition allows user to identify contract number for requisition

99	PO	Requisition		Purchase requisition can be saved without submitting for approval
100	PO	Requisition		Users identify the budget year to enter requisition (at end of fiscal year where there may be a need to transact in current and future year)
101	PO	Requisition		System records pre-encumbrance when purchase requisition is saved or submitted through workflow
102	PO	Requisition		System tracks pre-encumbrances (purchase requisitions)
103	PO	Requisition		Saved requisition pre-encumbers funds
104	PO	Requisition		System maintains detailed budget at line item level while allows for controlling (stopping transaction) at summarized level
105	PO	Requisition		System provides option for emergency purchase that will bypass workflow approvals and create purchase order
106	PO	Requisition	Workflow	System routes purchase requisition for approval/notification by chart of account information (object/account code)
107	PO	Requisition	Workflow	System routes purchase requisition for approval/notification by dollar amount
108	PO	Requisition	Workflow	System routes purchase requisition for approval/notification by if it is a capital item
109	PO	Requisition	Workflow	System allows users to cancel requisition before it is approved
110	PO	Requisition	Workflow	Users can query the status of requisition and determine step in the workflow process
111	PO	Requisition		Cancelled requisitions or cancelled requisition line items release pre-encumbrance
112	PO	Purchase Order		System links purchase order to requisition
113	PO	Purchase Order		Purchase orders created for specific items
114	PO	Purchase Order		Purchase orders created for dollar allowance with vendors (blanket purchase orders)
115	PO	Purchase Order	Workflow	PO automatically created after requisition approval based on \$ threshold
116	PO	Purchase Order		Creation of purchase order creates encumbrance
117	PO	Purchase Order		System allows for encumbrance of shipping and freight and allows user to add shipping and freight to purchase order
118	PO	Purchase Order		Shipping and freight charges distributed to accounts by line item on PO
119	PO	Purchase Order		User can attach files to purchase order at header level, files can be individually printed or printed with document
120	PO	Purchase Order		Purchase order sent to vendor through Email
121	PO	Purchase Order		Purchase order identifies requester of PO and contact information (from requisition)
122	PO	Purchase Order		Purchase order identifies alternate contact for PO (other than requester)
123	PO	Purchase Order		Purchase order prints with default contract terms based on type of purchase and commodity code
124	PO	Purchase Order		System allows purchase orders to be re-sent - system identifies re-printed purchase orders as duplicates
125	PO	Purchase Order		System calculate and encumbers sales and use tax
126	PO	Purchase Order		System calculates sales and use tax for encumbrance

127	PO	Change Order		Any open purchase order can be modified by change order
128	PO	Change Order	Workflow	City (department) staff only allowed to modify purchase order through change order request that goes through workflow
129	PO	Change Order		Departments can initiate request for a change to purchase order for increase quantity or amount
130	PO	Change Order		Departments can initiate request for a change to purchase order for decrease quantity or amount
131	PO	Change Order		Departments can initiate request for a change to purchase order for canceling line items
132	PO	Change Order		Departments can initiate request for a change to purchase order for canceling entire PO
133	PO	Change Order		Departments can initiate request for a change to purchase order for adding line items
134	PO	Change Order		Departments can initiate request for a change to purchase order for change of chart of account string
135	PO	Change Order	Workflow	Requests to change purchase order routed through workflow
136	PO	Change Order		Request to change purchase order (for increase) pre-encumbers funds
137	PO	Change Order		Request to change purchase order (for decrease) release encumbrance when change request is approved
138	PO	Change Order	Workflow	Approval of change to purchase order encumbers funds or releases encumbrance of funds
139	PO	Change Order		Printing of modified purchase order clearly labels that purchase order has been changed
140	PO	Change Order		Purchase order identifies information that was changed on header and line item
141	PO	Change Order		Revised purchase order sent to vendor through email
142	PO	Purchasing Cards	Interface	System provides automatic transfer of information from bank with purchasing card transaction details
143	PO	Purchasing Cards	Interface	Interface with bank provides amount, vendor, MCC code, vendor name, p-card holder, date
144	PO	Purchasing Cards	Interface	System automatically identifies vendor based on file from bank
145	PO	Purchasing Cards	Interface	Any new vendor (not in vendor file) where P-card is used is added to vendor file
146	PO	Purchasing Cards		System allows users to identify correct account for each p-card transaction
147	PO	Purchasing Cards		System allows users to identify correct project (including sub-project) for each p-card transaction
148	PO	Purchasing Cards		System allows users to identify correct contract for each p-card transaction
149	PO	Purchasing Cards		System allows users to identify correct purchase order for each p-card transaction
150	PO	Purchasing Cards		System allows users to identify correct NIGP commodity code for each p-card transaction
151	PO	Purchasing Cards		System allows upload of scanned receipt
152	PO	Purchasing Cards		System uses mobile camera to take photo of receipt and enter into the system
153	PO	Purchasing Cards		System allows multiple accounts for each p-card transaction
154	PO	Purchasing Cards		System allows user to identify p-card vendor (link to vendor file)

155	PO	Purchasing Cards		System records expense when p-card transaction is processed by card-holder to update account
156	PO	Purchasing Cards	Workflow	System provides workflow approval of p-card transactions
157	PO	Purchasing Cards	Workflow	System provides workflow approval of entire month p-card statement
158	PO	Contracts		Purchase requisitions can be converted to contracts
159	PO	Contracts		Workflow approval process for establishing contract is determined by chart of accounts (example: department)
160	PO	Contracts		Workflow approval process for establishing contract is determined by type of contract
161	PO	Contracts		Workflow approval process for establishing contract is determined by dollar amount
162	PO	Contracts		Contracts can be converted to a purchase order
163	PO	Contracts		System tracks contracts without encumbering PO (for on-call vendors)
164	PO	Contracts		System allows option of encumbering value of contract or not encumbering
165	PO	Contracts		System allows encumbrances to be split across multiple fiscal years (user can identify encumbrance in each fiscal year)
166	PO	Contracts		System allows users to attach files to contract
167	PO	Contracts		System tracks required insurance, performance bonds, vendor licenses, or other requirements of contract
168	PO	Contracts		System tracks expiration dates of insurance, vendor licenses, or other contract requirements.
169	PO	Contracts		System can apply purchase orders/requisitions against contracts
170	PO	Contracts		Purchase orders encumber funds against a contract
171	PO	Contracts		The system tracks service performance against a contract (e.g., milestones and/or deliverables).
172	PO	Contracts		The system tracks and auto flag contract expiration dates with sufficient lead time to extend or re-solicit contract.
173	PO	Contracts		System tracks pricing for contract (unit prices for various items under contract)
174	PO	Contracts		System tracks performance milestones on contract
175	PO	Contracts		Contracts can track payment schedules
176	AP	Invoice Approval		System fills information for invoice from purchase order
177	AP	Invoice Approval		System allows entering of direct claims without purchase order
178	AP	Invoice Approval	Workflow	System provides workflow approval path for invoices from purchase orders
179	AP	Invoice Approval	Workflow	System provides workflow approval path for Invoices without purchase orders
180	AP	Invoice Approval	Workflow	Invoices routed through workflow for approval based on amount
181	AP	Invoice Approval	Workflow	Invoice routed through workflow based on point of entry (entered by department vs. AP)
182	AP	Invoice Approval	Workflow	Invoices routed through workflow for approval based on PO vs no PO
183	AP	Invoice Approval	Workflow	Invoices routed through workflow for approval based on chart of account information
184	AP	Invoice Approval		Supports partial payments (partial payment of invoice)

185	AP	Invoice Approval		Allow payment of multiple purchase orders from one invoice
186	AP	Invoice Approval		Allow multiple invoices to be received and processed for one purchase order
187	AP	Invoice Approval		System will automatically check for and prevent duplicate invoice numbers for the same vendor (don't pay same invoices twice)
188	AP	Invoice Approval		System allows files to be attached in the system to the invoice (scanned image of invoice)
189	AP	Invoice Approval		System allows payment of invoice with p-card
190	AP	Payment Process		After approval, schedule invoices for payment based on invoice date (example: 45 days after invoice date)
191	AP	Payment Process		After approval, schedule invoices for payment based on date entered by AP clerk
192	AP	Payment Process		After approval, schedule invoices for payment based on grouping of invoices (example: employee reimbursement)
193	AP	Payment Process		System will pay vendors electronically (ACH, wire transfer, etc.) using standard NACHA formats (ctx).
194	AP	Payment Process		The system prints checks based on regular schedule
195	AP	Payment Process		The system prints on-demand checks (single check printing)
196	AP	Payment Process		The system creates/sorts checks based upon chart of account information (example: fund or department)
197	AP	Payment Process		The system creates/sorts checks based upon vendor
198	AP	Payment Process		The system creates/sorts checks based upon payment type (employee reimbursement, one time vendors, need to route to department, etc.)
199	AP	Payment Process		System provides and sends electronic payment file to bank
200	AP	Payment Process		System sends electronic remittance advice for EFT payments to vendor through email
201	AP	Payment Process		System permits users to select to pay one invoice per check (issue multiple checks to one vendor in a single check run).
202	AP	Payment Process		System combines multiple invoice payments onto one check (issue one check for multiple invoices in a single check run)
203	AP	Payment Process		Enter broadcast messages which appears on all AP check stubs
204	AP	Payment Process		Users may enter a message for one specific vendor which appears on that specific check stub
205	AP	Payment Process		System provides electronic signature for check processing
206	AP	Payment Process		System provides option to pay vendor invoice with p-card
207	AP	Payment Process		System provides option to pay invoice outside of system (example: wire transfer)
208	AP	Payment Process		System allows more than one signature on each check
209	AP	Payment Process	Interface	System supports positive pay
210	AP	Void and Cancel		System allows user to void check and system makes all correct accounting entries to reverse payment, including contract balances
211	AP	Void and Cancel		System allows user to void check and re-issue replacement check

212	AP	Refunds		System processes refunds to one time customers
213	AP	Refunds	Interface	System allows upload of refund payments from other systems (e.g., Utility Billing)
214	AP	Refunds	Interface	System updates third party system when refund check clears
215	AP	Vendor File		Supports Parent/Child relationships for vendor records
216	AP	Vendor File		Maintains multiple location addresses for each vendor
217	AP	Vendor File		Stores DBA name
218	AP	Vendor File		System identifies default payment remittance address
219	AP	Vendor File		Vendor file stores vendor payment preference (ACH or check)
220	AP	Vendor File		System identifies preference for electronic payments and for those indicated makes all payments electronically
221	AP	Vendor File		System identifies 1099 vendors
222	AP	Vendor File		System can accommodate certification information (minority, women owned, dba, ccb license - type & #)
223	AP	Vendor File		Vendor files can identify terms and conditions that are applied to purchase orders for that vendor
224	AP	Vendor File		System records multiple commodity (NIGP) codes to classify vendors
225	AP	Vendor File		Vendor file stores insurance levels information
226	AP	Vendor File	Dashboard	System identifies cumulative purchase history by vendor to identify common vendors
227	AP	Vendor File		Cumulative purchase history includes p-card purchases
228	AP	Vendor File		System identifies one time vendors - vendors set up in normal vendor file but identified as one-time vendor for easier data entry and system search functions
229	AP	Vendor File		System provides role security to limit department users to making only some changes /adds to vendor record (not change bank account number)
230	AP	Vendor File		System provides role security to limit changes to AP information on vendor file while allowing access to manage vendor contacts, insurance/certification, and performance tracking
231	AP	Vendor withholding		System tracks withholding information on vendors
232	AP	Vendor withholding		System applies withholding percentage or amount to applicable vendor payments
233	AP	Employee Reimbursement		All employees have access to submit reimbursement for expenses
234	AP	Employee Reimbursement		System identifies any reimbursements that are taxable for inputted income
235	AP	Employee Reimbursement		Employees enter pre-travel reimbursement request through self-service (prior to travel)
236	AP	Employee Reimbursement		Pre-Travel reimbursement request is routed through workflow for approval (prior to travel)
237	AP	Employee Reimbursement		Employee uploads images of actual receipts to self service
238	AP	Employee Reimbursement		Employee uploads training/conference agenda
239	AP	Employee Reimbursement		System calculates per diem charges based on location and duration of travel

240	AP	Employee Reimbursement	Workflow	System routes travel reimbursement request to supervisor through workflow
241	AP	Employee Reimbursement		System allows employee to add account number to employee reimbursement request
242	PO	End of Year Process		Any open purchase orders at year end can be rolled to next fiscal year
243	PO	End of Year Process		Any open purchase order rolled to next fiscal year can roll associated encumbered budget to next fiscal year
244	PO	End of Year Process		System prepares budget amendment to authorize roll of encumbered funds for next budget year
245	PO	End of Year Process		Open purchase orders rolled to next year can encumber next year budget (not roll budget)
246	AP	Tax Reporting	Reports	Monitors cumulative payments to 1099 vendors
247	AP	Tax Reporting	Reports	On-demand 1099 form generation
248	AP	Tax Reporting		Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file) (all types of 1099)
249	AP	Tax Reporting	Interface	System can produce electronic file to send 1099 related forms to IRS
250	AR	Miscellaneous Billing		Departments will use system to create invoices for various charges
251	AR	Miscellaneous Billing		System allows departments to bill internal customers (other county departments)
252	AR	Miscellaneous Billing		System generates journal entry for internal billing (rather than creating invoice and requiring payment)
253	AR	Miscellaneous Billing		System allows users to create invoices for each type by entering dollar amount
254	AR	Miscellaneous Billing		System allows users to create invoices for each type by entering non-financial parameter and having system calculate appropriate fees according to pre-defined business rules
255	AR	Miscellaneous Billing		System generates statement with due invoices
256	AR	Miscellaneous Billing		Invoice prints with statement balance information
257	AR	Recurring Billing		System accommodates recurring invoices (regular invoices to occur at set dates or duration) (example: rent)
258	AR	Recurring Billing		System allows recurring invoices to be set up to handle invoices scheduled at set dates for same amount
259	AR	Recurring Billing		System allows recurring invoices to be set up to handle invoices scheduled at set dates for different amounts
260	AR	Recurring Billing		System saves templates for generating invoices (different template for each AR type)
261	AR	Receivable Tracking		System generates accounts receivable transaction for invoices
262	AR	Receivable Tracking		System provides receivable tracking and aging reporting capabilities
263	AR	Aging		System stores schedule of penalties and interest to apply to open receivables
264	AR	Aging		Penalties can be applied (or not applied) by type of receivable
265	AR	Aging		Penalties can be flat fee amounts
266	AR	Aging		Penalties can be percentage of original amount
267	AR	Aging		Interest charges can be applied monthly

268	AR	Point of Sale		System records payments for point of sale items (no invoices)
269	AR	Point of Sale		System records payments against open receivables
270	AR	Point of Sale		System applies sales tax to point of sale transactions
271				
272	AR	Point of Sale		System provides customer receipt
273				
274	AR	Point of Sale		System records payments with cash, credit, check
275	AR	Point of Sale	Interface	Credit card transactions are PCI compliant
276	AR	Point of Sale		System provides web payment option for open receivables
277	AR	Payment Receipt	Reports	System generates deposit slip
278	AR	Payment Receipt		System routes deposit slip for workflow approval
279	AR	Payment Receipt		System applies one payment to multiple receivables / point of sale transactions
280	AR	Payment Receipt		System allows using multiple payment types to pay for one invoice (example: cash and credit card)
281	AR	Payment Receipt		Automatically generate general ledger distribution entries needed to record receipts
282	AR	Customer File		Customer file is shared with vendor file used for purchasing and accounts payable
283	AR	Customer File		Single customer master is used for all receivables in the system
284	AR	Create Receivable		System creates receivable for all general billing
285	AR	Create Receivable		System allows user to create receivable manually for bill generated outside system
286	AR	Create Receivable	Interface	System allows for import of receivables (aggregate) from bills generated from external system (utility bill, etc)
287	AR	Cash Management	Interface	System allows import of daily bank activity and balances and reconciles to recorded receipts and disbursements
288	AR	Cash Management		System reconciles both cash/check transactions as well as credit card payments with potential lag in posting date
289	AR	Cash Management		System reconciles cleared checks
290	AR	Cash Management		System provides cash flow forecasts projecting outstanding payable, outstanding receivables, recurring payments, and current position
291	AR	Cash Management		System manages multiple City bank accounts
292	AR	Cash Management		System manages pooled cash where all funds share cash account and utilize due to / due from accounts
293	CA	Asset Acquisition		System is used to track capitalized items
294	CA	Asset Acquisition		System is used to track non-capitalized items
295	CA	Asset Acquisition		Asset can have multiple account distributions (including multiple funds)
296	CA	Asset Acquisition		System accommodates parent child relationships for assets
297	CA	Asset Acquisition		System must link component units (parent/child relationship) whereby each component maintains its own financial and historical information and depreciable life.
298	CA	Asset Acquisition		System is able to copy an asset record to create a similar asset record
299	CA	Asset Acquisition		System can import new assets from spreadsheet or other data file
300	CA	Asset Acquisition		If asset is replacement of other asset, it references old asset

301	CA	Asset Acquisition		Asset tracks expiration date of asset
302	CA	Asset Acquisition		Asset tracks warranty information on asset
303	CA	Asset Acquisition		Assets identify custodian for asset (employee linked to asset) (example: cell phone identifies user)
304	CA	Asset Acquisition		System links capital asset to purchase requisition, purchase order, and accounts payable transaction
305	CA	Asset Acquisition	Interface	ERP system stores GIS information on asset or links to County GIS system for all infrastructure / facility assets
306	CA	Asset Acquisition		System is able to identify/record all capitalize costs associated with the construction or purchase/acquisition of an asset (from project accounting)
307	CA	Asset Acquisition		System allows users to identify/classify costs as capitalized costs / non capitalized costs
308	CA	Asset Acquisition		System can recognize fixed/capital assets when they are completed, regardless of whether the project has been completed/closed
309	PG	Project Capitalization		System will move a project to Capital Assets but allow for any subsequent expenditures to be charged to that project.
310	PG	Project Capitalization		Transfers construction-in-progress accounts to capital asset accounts at project close or completion
311	PG	Project Capitalization		One project can be converted into multiple assets
312	CA	Asset Acquisition		System used to store leased assets
313	CA	Asset Acquisition		System records financial transactions as required by GASB 87 for all leased assets
314	CA	Depreciation		System automatically calculate depreciation in accordance with the depreciation method and convention designated for an asset
315	CA	Depreciation		Depreciation calculated by month or by year
316	CA	Depreciation		System calculates pro-rated depreciation for assets sold or acquired mid-year or mid-month / mid-year.
317	CA	Depreciation		System can designate some assets as non-depreciable (i.e., land, assets not in use)
318	CA	Disposal		Upon disposal, system calculate partial period depreciation and generate appropriate profit/loss calculation
319	CA	Disposal		System tracks reason for disposal
320	CA	Disposal		System stores information on disposed assets
321	CA	Disposal	Workflow	System provides workflow approval/notification for disposed assets
322	CA	Disposal		Disposal tracks revenue from disposal on asset
323	CA	Physical Inventory		System produces asset list by department for physical inventory
324	CA	Physical Inventory		System produces asset list by location for physical inventory
325	CA	Physical Inventory		Departments validate assets are present
326	CA	Physical Inventory		System produces asset list of non-capitalized assets by department
327	INV	Receipt of Inventory		System prepares purchase requisition for ordering inventory items
328	INV	Receipt of Inventory		Purchasing system identifies inventory item and adds to inventory quantity when received / invoice processed
329	INV	Receipt of Inventory		Track donated items or other items not from purchasing system

330	INV	Receipt of Inventory		System provides on-line requisition form for items in inventory (Request to use inventory item)
331	INV	Use of Inventory		System generates inventory use / pick ticket
332	INV	Use of Inventory		System tracks item usage
333	INV	Use of Inventory		User can define, by item, reorder points and reorder quantities
334	INV	Track Inventory		System tracks location of inventory item by warehouse (including multiple warehouses)
335	INV	Track Inventory		System tracks location by section of warehouse
336	INV	Track Inventory		System provides online form to transfer inventory between warehouse
337	INV	Track Inventory		System indicates stock on hand for each location
338	INV	Track Inventory		System indicates stock on hand for multiple locations
339	INV	Track Inventory		Identify inventory items as critical spare
340	INV	Track Inventory		System calculates and allocates cost of inventory by: average price
341	INV	Track Inventory		System tracks inventory used as part of work order
342		Track Inventory		Bar Code for Inventory Items
343	WO	Service Request		Allow users to directly input a service request into the system.
344	WO	Service Request		Routes the service request to the appropriate reviewer based on pre-defined roles.
345	WO	Service Request		Allows requester to review the status of the service request and make additional comments.
346	WO	Work Order		System creates work order from service request
347	WO	Work Order		Generate a work order without a service request
348	WO	Work Order		Generate preventative maintenance work orders based on asset attributes (mileage, hours, age)
349	WO	Work Order		Generate multiple work orders from one service request.
350	WO	Work Order		Divide the work order into multiple activities, tasks, and phases.
351	WO	Work Order		Work order identifies safety information or standard operating procedures
352	WO	Work Order		Work order identifies priority
353	WO	Work Order		Assign the work order to one employee, multiple employees, or groups of employees.
354	WO	Work Order		Work order identifies materials required for work order
355	WO	Work Order		Work order can view and commit inventory items
356	WO	Tracking		System tracks work order scheduled completion
357	WO	Tracking		System tracks time spent on work order
358	WO	Tracking		Notification to the requester when a work order has been completed.
359	WO	Tracking		Tracks the completion of discrete phases of the work order.
360	WO	Completion		Upon completion, system closes work order and tracks necessary labor, material, equipment and other cost information
361	BUD	Budget Requests		Departments enter budget requests through system including requested budget amount
362	BUD	Budget Requests		Budgets preparation system accommodates entering budget detail for project budget (over multiple years - up to life of project)
363	BUD	Budget Requests		System pre-populates budget entry fields with past budget version, and actual expenditures and revenues

364	BUD	Budget Requests		System used to prepare budgets for revenues and expenses
365	BUD	Budget Requests		Departments enter budget requests through system including changes/additions/deletions of positions
366	BUD	Budget Requests		Departments enter department and narrative information along with budget requests (Example: program goals, challenges, highlights of major changes, etc.)
367	BUD	Budget Requests		Departments enter budget requests through system including attaching documents
368	BUD	Budget Requests		Departments can enter notes/justification for budget requests
369	BUD	Budget Requests		Departments enter information on service level (or what is proposed for budgeted program)
370	BUD	Budget Requests		Budget requests can be grouped into decision packages (multiple line items that go together)
371	BUD	Budget Requests		Budget requests (decision packages) can be prioritized
372	BUD	Budget Requests		System allow users to create different budget projections/scenarios (example: what if 5% cut)
373	BUD	Budget Requests		Users can flag one-time budget events and the system automatically removes them from the next years' budget
374	BUD	Scenario Planning		Users can create multiple versions of a budget request for "what if" scenario simulation
375	BUD	Scenario Planning		System allows users to compare multiple scenarios
376	BUD	Multi-Year		System supports multi-year budgeting
377	BUD	Multi-Year		System supports budgeting for one year and forecasting multiple years
378	BUD	Multi-Year		Users can view multiple years of actual and budget data while preparing budget request
379	BUD	Program Budgeting		System allows users to prepare budgets by program (can be across multiple departments)
380	BUD	Program Budgeting		System allows program budgets to link to strategic goals
381	BUD	Program Budgeting		System tracks performance measures on each program
382	BUD	Program Budgeting		System tracks program narrative and goals for each program
383	BUD	Budget Development		Department worksheets are automatically rolled into organization-wide master budget
384	BUD	Budget Development		System maintains history of multiple budget versions including requested Budget
385	BUD	Budget Development		System allows budget users to modify all department budget worksheets within allowed permissions for each user
386	BUD	Budget Development		System allows budget users to roll budget to new version
387	BUD	Budget Development		System maintains history of multiple budget versions including recommended Budget
388	BUD	Budget Development		System maintains history of multiple budget versions including adopted Budget
389	BUD	Budget Development		System maintains history of multiple budget versions including revised budget
390	BUD	Personnel Budgeting		System projects and budgets tax and benefit costs based on current regular employee salary and current benefit elections

391	BUD	Personnel Budgeting		System projects and budgets tax and benefit costs based on position salary range and default benefit elections
392	BUD	Personnel Budgeting		System allows user to propose new position in proposed budget
393	BUD	Personnel Budgeting		System provides ability to propose changing position status as part of budget development (funded - unfunded positions)
394	BUD	Personnel Budgeting		System provides ability to request new positions as part of budget process
395	BUD	Personnel Budgeting		With changes to salary amounts, system automatically adjusts any benefits/tax amounts
396	BUD	Personnel Budgeting		System allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts (i.e. organizational codes, programs, projects, grants, etc.)
397	BUD	Personnel Budgeting		System provides what if forecasting for salary adjustments
398	BUD	Personnel Budgeting		System budgets salary with COLA occurring on identified date and prorate salary
399	BUD	Personnel Budgeting		System can assume step change in salary upon employee anniversary date and budget with change in salary mid year
400	BUD	Personnel Budgeting		System budget full cost for employee including all salary, benefit, and pension costs
401	BUD	Capital Budgeting		Capital budgets prepared by project or asset
402	BUD	Capital Budgeting		Project/asset budgets created roll up to create department capital budget and overall capital budget plan
403	BUD	Capital Budgeting		System allows individual capital project budgets created in project module to feed budget module
404	BUD	Capital Budgeting		System allows for the reappropriation of funds from one fiscal year to the next for projects with capital carryover.
405	BUD	Capital Budgeting		Estimated operating budget impacts can be captured at the time of project budget entry.
406	BUD	Capital Budgeting		Multiple departments view project
407	BUD	Capital Budgeting		System allows departments to develop replacement schedule for capital assets
408	BUD	CIP		System supports developing 5 year CIP projections
409	BUD	CIP		System connects individual projects to City priority
410	BUD	CIP		Identify funding source by fund/department on projects
411	BUD	CIP		Identify all funding source for project
412	BUD	CIP		System provides asset replacement schedules
413	BUD	CIP		System identifies any new assets required for service
414	POS	Position Structure		All positions are tied to job classification
415	POS	Position Structure		System allows multiple positions in each job classification
416	POS	Position Structure		Each position identified by unique position control number
417	POS	Position Structure		Positions tied to funding source / chart of account information
418	POS	Position Structure		Positions identify FTE and headcount limit
419	POS	Position Structure		System allows split funded position (funded from multiple accounts/departments/programs)

420	POS	Position Structure		System stores default schedule for each position / job classification
421	POS	Position Structure		Security permission tied to position / role
422	POS	Position Structure		Security permission default based on position
423	POS	Position Control		System requires each regular employee to be placed in a position
424	POS	Position Control		One employee can have multiple positions
425	POS	Position Control		Multiple employees can share a single position
426	POS	Position Control		System can set FTE limit for position (not always 1)
427	POS	Position Control		System prevents FTE limit from being exceeded without proper approval
428	POS	Position Control		System prevents headcount limit from being exceeded without proper approval
429	POS	Position Control		System tracks special assignment (within position) - time limits on special assignment
430	POS	Position Structure		System allows for position reclassification (moving position to different classification)
431	POS	Position Structure		System tracks job classification assigned to each position and history of job classification assigned to each position as well as incumbent history for the position.
432	POS	Position Structure		System provides for online request for re-classification
433	POS	Position Structure		System supports workflow approach for new and re-classifications
434	POS	Position Structure		New Positions and re-classifications are effective dated
435	POS	Position Structure		System identified supervisor for position
436	POS	Position Structure		System shows org-chart with current incumbent
437	POS	Position Structure		The system is able to track revisions to Job Description
438	POS	Position Structure		Job can be created and moved through multiple statuses
439	POS	Position Structure		Job can be kept un-published until approval is received
440	POS	Position Structure		A Job can be defined with its competences
441	POS	Position Structure		The system can generate Personnel Action based on change in specific Position attributes
442	POS	Position Structure		The system can trigger Personnel Actions based on changes in Position attributes
443	POS	Position Structure		The system can maintain draft/alternate Organizational structures in different statuses and can be published to revise the existing structures
444	HR	Employee Master		Employee file for each employee stored in the system and available to users based on security access
445	HR	Employee Master		Security access to employee file set on individual components of the employee file
446	HR	Employee Master		System allows documents to be scanned and attached to employee records
447	HR	Employee Master		System records equipment issued to each employee such as items that would need to be returned upon termination
448	HR	Employee Master		System records equipment issued to each employee such as items that have been issued to employee (example: uniform)
449	HR	Employee Master		Track City retirees
450	HR	Certifications		System tracks employee certifications

451	HR	Certifications		System notifies employee, supervisor, other of expiring certifications
452	HR	Certifications		System tracks ongoing certification compliance (training credits/CEUs)
453	HR	Certifications		Track required training based on job classifications
454	HR	Personnel Actions	Workflow	Departments enter personnel actions directly into the system for workflow approval
455	HR	Personnel Actions	Workflow	Each personnel action type can have different workflow approval type
456	HR	Personnel Actions		System effective dates employee transactions (example: add employee, remove employee, promote, etc.)
457	HR	Personnel Actions		All personnel actions can be effective dated forward or backward
458	HR	Personnel Actions		System maintains history of all personnel actions including maintaining all attachments for individual personnel actions.
459	HR	Personnel Actions		System allows identifying sequencing for multiple personnel actions that occur on same day, including multiple changes to salary (example: provide % COLA first, and then \$.50 per hour merit increase)
460	HR	Personnel Actions	Workflow	Upon approval of the personnel action and effective date reached, changes are automatically made to the employee record.
461	HR	Personnel Actions		For personnel actions that require notification to be sent to third party (benefit changes, name change, etc.), system provides notification.
462	HR	Personnel Actions		System allows personnel actions and salary changes at any date (mid pay period) and prorates changes correctly.
463	HR	New Hire		System initiates new hire personnel action
464	HR	New Hire		System provides new hire check list which includes notification of various City departments of pending tasks (example: IT for network access, Facilities for prox, benefits for benefit packet, etc)
465	HR	New Hire		System initiates new hire checklist
466	HR	New Hire		System tracks completion of important tasks in hiring process (on boarding checklist).
467	HR	New Hire		System tracks different checklist based on job classification
468	HR	New Hire		System tracks dates for items in checklist
469	HR	New Hire		System tracks different checklist based on department/division
470	HR	New Hire		System provides online onboarding experience for new employees
471	HR	New Hire		Provides self-service for initial enrollment in benefits
472	HR	New Hire		Provides self-service for on-line completion and auto processing of W-4 form to payroll.
473	HR	New Hire		Provides self-service for on-line completion of direct deposit for payroll
474	HR	Performance Evaluation		System allows information to be entered into performance evaluation forms online
475	HR	Performance Evaluation		System to build in due dates when evaluations are to be completed
476	HR	Performance Evaluation		Personnel evaluation dates set at anniversary of hire date, promotion date.

477	HR	Performance Evaluation		Personnel evaluations done at six months for new hires
478	HR	Performance Evaluation		System notifies employee, supervisor and other department staff (example: department head, HR) of upcoming evaluation
479	HR	Performance Evaluation		Personnel evaluations track goals for management staff
480	HR	Performance Evaluation		Personnel actions evaluation employees against unique goals
481	HR	Performance Evaluation		System notifies employee, supervisor and HR of late evaluation
482	HR	Performance Evaluation		System allows employee to make notes on evaluation form prior to evaluation
483	HR	Performance Evaluation		System stores multiple evaluation forms based on position, departments, and job
484	HR	Performance Evaluation		System can link performance evaluation to personnel action (such as merit increase)
485	HR	Performance Evaluation		System provides scoring for personnel action questions
486	HR	Performance Evaluation		System's performance evaluations are electronically routed to the appropriate users for approval via workflow and electronic signature.
487	BEN	Benefit Eligibility		System tracks available benefit plans and which employee job classification (and status) are available for each
488	BEN	Benefit Eligibility		System automatically determines employee eligibility by employee status (full time vs. not full time)
489	BEN	Benefit Eligibility		System automatically determines employee eligibility by work group (one bargaining unit may be in different plan)
490	BEN	Benefit Eligibility		System places employee in default benefit based on-work group
491	BEN	Benefit Eligibility		When employee changes positions, system prompts users for any change in benefit eligibility
492	BEN	Benefit Set Up		System maintains multiple benefit plans
493	BEN	Benefit Set Up		Benefit premium amount differs by job classification/bargaining unit/work group
494	BEN	Benefit Set Up		System tracks benefits and manages payroll deductions for benefits for employees
495	BEN	Benefit Set Up		Enrolling employee in benefit plan automatically sets payroll deductions
496	BEN	Benefit Set Up		Benefit premium amount differs by employee election (tiers)
497	BEN	Enrollment		Creation of Hire/Rehire action is able to open New Hire Enrollment in Self Service for a pre-determined period of time.
498	BEN	Enrollment		System manages employee dependents
499	BEN	Enrollment		System tracks history of all dependents changes
500	BEN	Enrollment		Employees provided set amount for benefits based on job classification / employee group
501	BEN	Enrollment		Some benefits are required (others optional)
502	BEN	Enrollment		City employees opting out of some benefits (health) receive cash payment
503	BEN	Deductions		Benefit deductions to occur for each pay period
504	BEN	Deductions		Benefit deductions to occur for 1st pay period of the month

505	BEN	Deductions		Benefit deductions to occur for 2nd pay period of the month
506	BEN	Deductions		Benefit deductions to occur for 3rd pay period of the month
507	BEN	Deductions		Benefit deductions to occur for off cycle pay cycles
508	BEN	Deductions		System allows user to select each period individually (example: 1st and 2nd of month, but not 3rd.)
509	BEN	Deductions		System deducts employer paid amount and transfers funds to internal service funds
510	BEN	Deductions		Deduction rate can be set as a flat amount
511	BEN	Deductions		Deduction amount/rate can be set as a percentage of eligible pay (not all pay code types would be eligible)
512	BEN	Deductions		System tracks maximum deduction amounts and tracks deduction totals against maximum allowed per pay period
513	BEN	Deductions		System tracks maximum deduction amounts and tracks deduction totals against maximum allowed per year
514	BEN	Deductions		System tracks accumulated payments across multiple plans when comparing against a maximum amount
515	BEN	Deductions		System tracks limit to deductions by year (System automatically stops taking deduction after limit is reached)
516	BEN	Deductions		System will provide invoice to employees with deductions and garnishments greater than compensation
517	BEN	Deductions		System will alert and track for employees with net pay less than benefit deductions
518	BEN	Deductions		Deductions and garnishments can be prioritized
519	BEN	Deductions		System prepares payment to third party for all deductions that were collected
520	BEN	Benefit Plan Administration		System allows all changes to benefit plans, rates, and eligibility be made through effective dating
521	BEN	Benefit Plan Administration		System allows changes in premium amounts to be made with effective dating
522	BEN	Benefit Plan Administration		System track history of benefit elections
523	BEN	COBRA		System generates COBRA notification letter
524	BEN	Benefit Plan Administration	Interface	System provides interface to update benefit carriers of change in enrollment, status, dependents, or other required information
525	BEN	Benefit Plan Administration		System provides benefit reconciliation to compare provider billing to deductions
526	BEN	Benefit Plan Administration		Move employee to new classification, identify which no longer apply.
527	BEN	Benefit Plan Administration		City provides cash amount to be used towards benefits.
528	BEN	Self Service		System allows web portal for employees to select benefit options for initial and open enrollment, including the option to waive coverage
529	BEN	Self Service		System provides web portal for employees to update benefit elections for qualifying life events
530	BEN	Self Service		System determines employee eligibility and only offers eligible benefit packages to employees through self service

531	BEN	Self Service		Open enrollment indicates employee's current selection (for previous year)
532	BEN	Self Service		Employees using self-service for open enrollment can re-select all benefit elections
533	BEN	Self Service		Employees using self-service for open enrollment can confirm existing benefit elections (selections from previous year are carried over)
534	BEN	Self Service		Employees not entering self-service for open enrollment have previous selections applied to next year
535	BEN	Self Service		System identifies employees that have not yet re-enrolled and provides notification to RISK and/or employee
536	BEN	Self Service		Employees can make changes to dependents through self-service:
537	BEN	Self Service	Workflow	Any benefit changes made through self-service are routed through workflow for approval
538	BEN	Self Service		Employees are able to attach documentation if necessary to benefit elections, dependent information, or qualifying life events (example: birth certificate), including documentation if Waiving coverage
539	BEN	Self Service		System provides self-service payroll calculate to allow users to see impact of changing deduction amount
540	BEN	Self Service	Workflow	Notification / confirmation email sent to employee for benefit changes
541	PAY	Salary Administration		System supports step (longevity) and grade (job classification/type) salary structure
542	PAY	Salary Administration		System supports salary range (employee salary falls between min and max)
543	PAY	Salary Administration		Changes to employee salary made by effective dating and can occur at any day of the pay period (system prorates changes)
544	PAY	Salary Administration		System supports mass change for COLA on step grade and/or salary ranges
545	PAY	Salary Administration		Changes to salary tables made through effective dating
546	PAY	Salary Administration		System identifies employees working out of class and applies out of class rate (rate is same as higher class)
547	PAY	Salary		System notifies of approaching anniversary date
548	TE	Time Entry		Employees can enter time in system by punch-in, punch-out
549	TE	Time Entry		Employees can enter time in system by exception based hours entry (against pre-defined schedule)
550	TE	Time Entry		Employees can enter time in system by hours worked per day
551	TE	Time Entry		Employees can enter time for regular hours (default allocation)
552	TE	Time Entry		System stores default schedule for each position/job classification.
553	TE	Time Entry		System allows for multiple unique schedules (4/10, 5/40, 9/80)
554	TE	Time Entry		Employees can enter time for projects by overriding the default earnings distribution
555	TE	Time Entry		System allows for time entry on mobile device

556	TE	Time Entry		Ability to pay employees different pay rates during one day, week, and pay period
557	TE	Time Entry		Employees in multiple positions can enter time against each position
558	TE	Time Sheet Approval	Workflow	System provides workflow for review and approval of timesheets with ability to activate notifications.
559	TE	Time Sheet Approval	Workflow	Allow for supervisory approval of time on a pay period basis
560	TE	Time Sheet Approval	Workflow	System supports multiple approvals for timesheets or individual timesheet
561	TE	Time Sheet Approval	Workflow	System allows for the workflow approval of vacation or requests of time off
562	TE	Time Sheet Approval	Workflow	For employees in multiple positions, timesheet is route to supervisor of each position
563	TE	Time Sheet Validation		Business rules in timesheet automatically apply correct: Shift differential (if 50% of shift is worked in shift then whole shift gets the rate. If not, it is the proportion of the shift that gets the rate).
564	TE	Time Sheet Validation		Business rules in timesheet automatically apply correct overtime based on hours worked and other qualifying hours per period (defined by business rules)
565	TE	Time Sheet Validation		Business rules in timesheet automatically apply correct shift differential based on time of day worked
566	TE	Time Sheet Validation		Overtime rules can identify type of hours to track for overtime calculation (hours worked, all hours (work and leave)
567	TE	Time Sheet Validation		Business rules for timesheets can vary by employee type, earnings program, and/or work group
568	TE	Time Sheet Validation		System alerts if employees have recorded zero hours
569	TE	Time Sheet Validation		System compares FLSA OT vs. MOU OT and pays employee greater of two
570	TE	Time Sheet Approval		System provides approver the ability to track the status of timesheets of employees that report to the approver.
571	PAY	Payroll Processing		Payroll process bi-weekly
572	PAY	Payroll Processing		System will process pay for one employee with multiple jobs and employee will receive one paycheck
573	PAY	Payroll Processing		System will run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.
574	PAY	Payroll Processing		System will cut special or immediate (on-demand) checks.
575	PAY	Payroll Processing		System allows posting new adjustments/corrections for a prior period for tax reporting (overrides)
576	PAY	Garnishments		System records garnishments on employee and can accommodate multiple garnishments with priority order
577	PAY	Garnishments		Garnishments calculated as percentage of disposable income
578	PAY	Garnishments		Garnishments withheld and paid to appropriate agency/organization through accounts payable (integration between garnishment and accounts payable)

579	PAY	Special Pay		System supports rates for special pays, shift differentials, and other add to pays
580	PAY	Special Pay		System calculates add-to-pays and special pay amounts every pay period
581	PAY	Special Pay		Special pay/add-to-pay is calculated as flat amount
582	PAY	Special Pay		Special pay/add-to-pay is calculated as an hourly amount.
583	PAY	Special Pay		Special pay/add-to-pay is calculated as percentage of eligible pay (identify eligible pay for each special pay by pay code)
584	PAY	Special Pay		Add to pays included in overtime calculation
585	PAY	Special Pay		System automatically applies imputed income for employees receiving non-cash benefits
586	PAY	Special Pay		System identifies pensionable earnings vs. non-pensionable earnings.
587	PAY	Leave Accruals		System tracks multiple types of leave for each employee
588	PAY	Leave Accruals		Leave eligibility determined by bargaining unit and state and federal law
589	PAY	Leave Accruals		Leave can be earned as accrual rate
590	PAY	Leave Accruals		Leave can be provided by City to employees at set time (example: leave hours for year provided at beginning of year)
591	PAY	Leave Accruals		Accrual rate based on pay period
592	PAY	Leave Accruals		Accrual rate based on scheduled hours
593	PAY	Leave Accruals		Accrual rate based on eligible hours (vacation, sick, leave, worked, etc.)
594	PAY	Leave Accruals		System tracks comp time for employees
595	PAY	Leave Accruals		Leave balances can be set to roll over depending on leave type at end of anniversary year
596	PAY	Leave Accruals		Leave balances can be set to roll over depending on leave type at end of calendar year
597	PAY	Leave Accruals		Leave balances can be set to roll over depending on leave type at end of specified date
598	PAY	Leave Accruals		Leave balances can be set to not roll over depending on leave type at end of anniversary year
599	PAY	Leave Accruals		Leave balances can be set to not roll over depending on leave type at end of calendar year
600	PAY	Leave Accruals		Leave balances can be set to not roll over depending on leave type at end of specified date
601	PAY	Leave Accruals		Balances can be capped at maximum amount at any time
602	PAY	Leave Accruals		Balances can be capped at fixed amount
603	PAY	Leave Accruals		All leave balances are printed on pay stub
604	PAY	Leave Accruals		System allows user to have negative leave balance
605	PAY	Leave Accruals		System allows employees to take leave the period it was earned.
606	PAY	FMLA		System tracks FMLA on rolling 12 month calendar
607	PAY	FMLA		System accommodates forward and backward rolling calendars
608	PAY	FMLA		System tracks multiple leave periods (multiple FMLA and OFLA periods within rolling calendar)
609	PAY	FMLA		System allows employees to take FMLA/CFRA leave and sick leave (or other leave type) at the same time
610	PAY	FMLA		System tracks FMLA/CFRA leave taken intermittently (example: FMLA leave taken every other day of leave period)

611	PAY	FMLA		System provides workflow for notification and approval of FMLA leave
612	PAY	Risk		System calculates and pays employees earning workers comp benefit the “make whole” difference to salary
613	PAY	Self Service		Employees can use self service to view compensation package
614	PAY	Self Service		Employees can use self service to view W-2, including history
615	PAY	Self Service		Employees can use self-service to view W-4
616	PAY	Self Service		System meets federal and state requirements for accepting online W-4. System must support state withholding
617	PAY	Self Service		Employees can use self-service to view pay stub
618	PAY	Self Service		Employees can use self-service to view pay history
619	PAY	Self Service		Employees can use self-service to view leave balances
620	PAY	Self Service		Provides self-service for on-line completion or update of direct deposit for payroll
621	PAY	Self Service	Workflow	All changes made by employees via the self-service module are routed to the appropriate approver/supervisor for review and approval via workflow before the change is posted.
622	PAY	Retro Pay		Retro pay calculation used to back date and correct for personnel actions
623	PAY	Retro Pay		Retro pay calculation used to back date and correct for salary step/grade changes
624	PAY	Retro Pay		Retro pay calculation used to back date and correct for corrections to errors
625	PAY	Retro Pay		Retro pay calculation used to back date and correct for changes to timesheet
626	PAY	Retro Pay		Retro pay calculation used to back date and correct for back pay
627	PAY	Retro Pay		Retro pay will automatically correct salary amounts
628	PAY	Retro Pay		Retro pay will automatically correct tax deductions (additional income tax withheld)
629	PAY	Retro Pay		Retro pay will calculate benefit deductions
630	PAY	Retro Pay		Retro pay will calculate garnishments
631	PAY	Retro Pay		Retro pay will automatically correct FLSA Calculations (Overtime)
632	PAY	Retro Pay		Retro pay will automatically correct leave balances
633	PAY	Retro Pay		System will retain previous salary and hours and days worked data and effective dates for use when calculating retroactive pay adjustments
634	PAY	Payroll Reporting		System generates pension earnings and deductions report
635	PAY	End of Year Process	Reports	System will produce W-2s (and to reprint single W-2)
636	PAY	End of Year Process	Reports	System will store W-2s
637	PAY	End of Year Process	Reports	System will produce quarterly Form 941 report (IRS)
638	PAY	End of Year Process	Reports	System will produce amended W-2 for multiple years
639	PAY	End of Year Process	Reports	System will produce a report showing FICA wages, by individual, W-2 Plan, and in total
640	PAY	End of Year Process	Interface	System produces electronic files for social security and IRS

641	PAY	Payroll Processing	Reports	System provides required payroll file for upload to KPERS web portal for each payroll
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Attachment 11: Functional Requirements

Column F: Available Responses

Y	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
N	Requirement Not Met with Proposal
I	Need More Information/Discussion

Req #	Function	Process	Step	Requirement
1	UB	Customer Account		System tracks customer information for multiple accounts
2	UB	Customer Account		System tracks customer owning multiple properties
3	UB	Customer Account		System tracks history of customer
4	UB	Customer Account		System tracks history of location
5	UB	Customer Account		System tracks deposit for service on customer
6	UB	Customer Account		System refunds deposit upon closing account or meeting other criteria, such as number of months with no late payments.
7	UB	Customer Account		System supports transfer of service where one account is closed and another opened without loss of data on customer history
8	UB	Customer Account		System maintains alternate address for customers
9	UB	Customer Account		System identifies time period to send bill to alternate address
10	UB	Customer Account		System identifies customer billing address
11	UB	Customer Account		System allows user to search for account by name
12	UB	Customer Account		System allows user to search for account by address
13	UB	Customer Account		System allows user to search for account by phone number
14	UB	Customer Account		System allows user to search for account by email
15	UB	Customer Account		System allows user to search for account by meter number
16	UB	Customer Account		System allows user to search for account by account number
17	UB	Customer Account		System provides flags or notes on customer records for delinquent payments
18	UB	Customer Account		System tracks deposit for service
19	UB	Customer Account		System refunds deposit upon closing account with interest
20	UB	Customer Account		System refunds deposit upon closing account without interest
21	UB	Customer Account		System supports transfer of service where one account is closed and another opened without loss of data on customer history
22	UB	Account Information		System tracks account for each service at each location
23	UB	Account Information		Accounts support multiple service types
24	UB	Account Information		Accounts linked to customer
25	UB	Account Information		System creates parent/child relationship with accounts/customers (landlord/tenant)
26	UB	Account Information		System tracks deposition for service on account
27	UB	Account Information		System tracks inactive accounts, e.g. property in development phase
28	UB	Account Information		System allows for creation of user-defined fields
29	UB	Location Information		System tracks history of all accounts at location
30	UB	Location Information		Interface with ESRI for City's meter files

31	UB	Location Information		Location linked to Johnson County's GIS for parcel/ property data
32	UB	Location Information		Location stores service availability information
33	UB	Location Information		System can have multiple locations for each master location (parent/child) (e.g., apartments in larger building)
34		Meter Readings	Interface	System updates customer account with AMI reads from Neptune meter system
35	UB	Meter Readings		System tracks meter reading history by location
36	UB	Meter Readings		System tracks meter reading history by customer
37	UB	Meter Readings		System tracks meter readings for vacant properties
38	UB	General Billing		System allows users to create and edit annual billing calendar
39	UB	General Billing		System maintains multiple rate tables that can determine charges by type of service
40	UB	General Billing		System maintains multiple rate tables that can determine charges by type of customer (residential / commercial)
41	UB	General Billing		System maintains multiple rate tables that can determine charges by consumption
42	UB	General Billing		System maintains multiple rate tables that can set flat fee charges
43	UB	General Billing		System maintains multiple rate tables that can set as a percentage
44	UB	General Billing		Rate tables can be set to tiered rate tables
45	UB	General Billing		Rate tables can be set to consumption charged one rate depending on total usage
46	UB	General Billing		Rate tables can be set to flat fee (service charge, e.g. backflow testing, after hour turn ons/turn offs, etc.)
47	UB	General Billing		Tables can accommodate negative rates
48	UB	General Billing		System can apply fee to customers by group or user-defined attribute, e.g. located in pressure zone
49	UB	General Billing		System provides option to consolidate all accounts for customer on one bill
50	UB	General Billing		System provide bills monthly for customers
51	UB	General Billing		System generates bills on multiple billing cycles
52	UB	General Billing		System generates bill on off cycles (movable meters that are rented)
53	UB	General Billing		System generates bills in pdf format
54	UB	General Billing		System has option to determine who receives bills (tenant, landlord)
55	UB	General Billing		System generates bill to multiple recipients (tenant gets bill, landlord gets notice)
56	UB	General Billing		System supports budget billing (smoothing bill amount based on annual average)
57	UB	General Billing		System supports electronic billing (email copy of bill to customer)
58	UB	General Billing		System supports electronic billing (customer access bill from online portal)
59	UB	General Billing		System supports estimated billing (monthly billing with bi-monthly meter read)
60	UB	General Billing		System provides option to consolidate some of accounts on single bill while providing separate bills for others
61	UB	General Billing		System prints bill with consumption amount
62	UB	General Billing		System prints bill with graphical display of usage

63	UB	General Billing		System prints bill with notes / Special Instructions to Customer
64	UB	General Billing		System generates files for a third-party bill printer.
65	UB	General Billing		System allows City to adjust bill without vendor involvement
66	UB	Collections		System provides mail merge templates that use system information to generate customer letters
67	UB	Collections		System automatically applies late penalties to any overdue payments
68	UB	Collections		System generates reminder notices for late payments
69	UB	Collections		System provides statement with all outstanding payments and late charges
70	UB	Collections		System supports budget billing where annual estimated charges are identified and bills are equalized across months
71	UB	Collections		System will automatically maintain a reserve account for level billing enrollees
72	UB	Collections		System generates statement with outstanding charges, penalties/interest
73	UB	Collections		System generates statements with consumption history
74	UB	Collections		System generates statement with collection / turn off notices
75	UB	Water Billing		Water billed by consumption using tiered rate structure by type of customer
76	UB	Water Billing		Water billed by consumption using tiered rate structure by meter size
77	UB	Water Billing		System accommodates meter reads with different units (some meter read in CCF, others in gallons)
78	UB	Water Billing		Water billing rates have minimum charge with allowable usage
79	UB	Water Billing		System will combine multiple meters for one account
80	UB	Water Billing		System supports deduct metering
81	UB	Account Close		Calculates final bills during any cycle, based on the internal system issuance of a turn-off service order, or closing/transfer of a customer account.
82	UB	Account Close		System permits off-cycle billing for accounts that have been disconnected in order to get final bills to customer's sooner
83	UB	Account Close		System applies deposit amount to final bill
84	UB	Account Close		System refunds remaining deposit through AP. System has integrated link to AP.
85	UB	Self Service		System allows new customer to complete service application online
86	UB	Self Service		System allows customer to upload documents online
87	UB	Self Service		System allows customer to provide deposit online
88	UB	Self Service		System allows users access online payment portal to view current and past bills
89	UB	Self Service		System allows users access online payment portal to review consumption information
90	UB	Self Service		System allows users access online payment portal to view payment history
91	UB	Self Service		System allows users access online payment portal to make payment

92	UB	Self Service		System allows customer to make payment through credit card
93	UB	Self Service		System allows customer to make payment through direct withdrawal from checking account
94	UB	Self Service		Customer can set up automatic payments on website through bank draft
95	UB	Self Service		System interfaces with City's website where customers enter service request
96	UB	Service Request		System tracks service request types by task codes
97		Service Request		System should accept work orders from external customers (citizens)
98	UB	Service Request		System should accept service request from required fields that external customers should enter (i.e., address, phone number, issue, email- for automated notification)
99	UB	Service Request		System allows internal users to be able to view status of service request
100	UB	Service Request		System allows internal users to view results of service request (e.g., meter replacement)
101	UB	Service Request		System triggers service requests automatically based on account status, e.g. meter read for shutoffs
102	UB	Service Request		System triggers work order creation based on certain service request codes (e.g., meter read)
103	UB	Service Request		System routes updated meter read information to Customer Service when work order has been closed
104	CASH	Centralized Cashiering		System supports manual payments scanned into the system for processing
105	CASH	Centralized Cashiering		System records point of sale transactions
106	CASH	Centralized Cashiering		System records transactions against receivables
107	CASH	Centralized Cashiering		System allows decentralized collection of payments on any receivable in system
108	CASH	Centralized Cashiering		System tracks one central customer file that all invoices are charged against
109	CASH	Recording Payments		System applies one payment to multiple receivables / point of sale transactions
110	CASH	Recording Payments		System allows using multiple payment types to pay for one invoice (e.g., cash and credit card)
111	CASH	Recording Payments		System allows users to enter daily deposits into system
112	CASH	Recording Payments		Reversal of receivable for denied transactions, e.g., bounced checks, denied credit card transactions, etc. and automatically add NSF fees to customer's AR balance, with override ability
113	CASH	Recording Payments		When processing payment, system provides capability to look up the customer master file by any value in customer file
114	CASH	Recording Payments		Apply payments against individual line items on invoice
115	CASH	Recording Payments		Apply payments to customer and allow system to determine priority order of invoices
116	CASH	Recording Payments		System supports splitting one transaction type between multiple chart of accounts
117	CASH	Recording Payments		System generates a receipt to the payee
118	CASH	Recording Payments		System generates bank deposit slip
119	CASH	Recording Payments		Produces report listing total of all transactions processed by cashier during shift (z-tape report)

120	CASH	Web Payments		System allows customers' account statuses to change after web payment is received
121	CASH	Recording Payments		System allows customers to create an account and make web payments to other point of sale transactions
122	CASH	Recording Payments		System accepts credit cards online
123	CASH	Recording Payments		System accepts direct debit online from checking account
124	CASH	Recording Payments		System allows customers to set up and authorize recurring payments for the same amount every month (fees)
125	CASH	Recording Payments		System allows customers to set up and authorize recurring payments for different amounts each month (water bills)
126	CASH	Web Payments		System allows customers to create an account and make web payments to any receivable in the system
127	CASH	Web Payments		System allows customers' account statuses to change after web payment is received
128	CASH	Customer Overpayment		System stores overpayment amount on customer accounts and applies to next bill
129	CASH	Customer Overpayment		System provides refund to customer account for overpayment through accounts payable
130	CASH	Customer Deposit		System tracks customer deposits and applies charges to deposit amount
131	CASH	Customer Deposit		Customer deposits can be applied to customer (available for use on any invoice)
132	CASH	Customer Deposit		Customer deposits can be applied to account (only available for one type of charge)
133	CASH	Customer Deposit		System provides bill through accounts receivable if deposit amount is exceeded

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Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
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Req #	Function	Process	Step	Requirement
1	BL	General		Classify businesses and assess/collect licenses due to the City in accordance with City Licensing Ordinances
2	BL	General		Provide a business licensing system that fully automates business license issuing, renewal and payment processing
3	BL	General		System tracks delinquent payments for licenses
4	BL	General		System is integrated with accounts receivable and cashiering for tracking and collecting payments
5	BL	General		System workflow to accommodate the city business rules for each type of license
6	BL	General		Need ability to add contractors into system that will not be licensed with the city (county/state licenses) (for issuance of permits to the contractor)
7	BL	General		Need the ability to track lead certification nbrs and expiration dates.
8	BL	General		System will allow users to view screens, functions at the same time (i.e., allow multiple users to view the same business license at the same time)
9	BL	General		Ability to mask certain data (SS#, date of birth) on the BL from being printed on the actual license, reports, and renewal forms
10	BL	General		Special class may require workflow for other action (health inspection for food establishment)
11	BL	General		Allows for multiple classification codes on the same business license
12	BL	General		Allows for multiple cycle codes (i.e., annual, quarterly, semi monthly, monthly, bi-yearly)
13	BL	General		Date that business record was last updated and a tracking system that reflects what operators performed what prior transactions
14	BL	General		Date the business paid their license
15	BL	General		Indicator for a transferred business - Used when an owner sells business
16	BL	General		Track State/County Contractor Certification number
17	BL	General		Ability to collect flat fee based on location of contractor (in city or working in city)
18	BL	General		Disadvantaged Business Enterprise data / MBE
19	BL	General		Ability to track exempt businesses
20	BL	General		Ability to capture miscellaneous notes regarding business.
21	BL	General		Access a lookup of valid business license receipt codes via a drop-down list and select the desired code when entering a new business license receipt
22	BL	General		Businesses can apply for and renew licenses online
23	BL	General		Issue business license receipts on demand
24	BL	General		Attach various document types and pictures to an license

25	BL	General		Create user defined renewal letters for user defined classification codes
26	BL	General		System to track the number of "allowable" licenses (e.g., only allow x liquor licenses in City)
27	BL	General		Credit card payments are PCI compliant
28	BL	General		Allows the ability to import and export selected data items to a variety of file formats (Microsoft Word, Excel and Access)
29	BL	General		System to allow for system generated and manually created license numbers
30	BL	General		System will allow users to override penalties or fees, with workflow approval
31	BL	General		System to flag or prevent the approval on delinquent accounts with approval
32	BL	General		System to allow mailing labels to be printed based on (accounts/licenses/permit)
33	BL	General		System will allow only certain users to view or report on data (by user, role, department, etc.)
34	BL	Licenses / Receipts		Define an expiration date for each business license receipt
35	BL	Licenses / Receipts		System workflow will generate will communicate with business license applicant to provide necessary information related to the application
36	BL	Licenses / Receipts		System to issue a renewal letter for licenses that are about to expire (issue letter 30 days prior to expiration)
37	BL	Licenses / Receipts		System to allow for proration of the license (6 month license vs. a year)
38	BL	Licenses / Receipts		Allow licenses that are not connected to an actual address (food trucks)
39	BL	Licenses / Receipts		Accommodates effective dating capabilities for business license renewals to issue renewal letters
40	BL	Licenses / Receipts		System workflow to notify appropriate staff that a license is approaching the expiration
41	BL	Licenses / Receipts		Ability to assign license categories to designated city staff
42	BL	Licenses / Receipts		Generate and auto-fill and e-mail, either on demand or through a pre set protocol:
43	BL	Licenses / Receipts		vendor placards
44	BL	Licenses / Receipts		all forms
45	BL	Licenses / Receipts		letters
46	BL	Licenses / Receipts		notices related to an alcohol business
47	BL	Licenses / Receipts		When a business license receipt is produced, the system should automatically calculate the applicable fees based on data entered in fee sensitive fields (number of units, gross receipts, inventory value, square footage, etc.).
48	BL	Licenses / Receipts		When a new business license receipt is generated, the system should automatically assign the next unique business license receipt number
49	BL	Licenses / Receipts		When issuing a business license receipt, once the issue date is entered, the system should automatically display the expiration date based on the parameters defined for the business license receipt code
50	BL	Licenses / Receipts		Indicate the general ledger accounts that will be debited and credited for transactions related to each business license receipt code

51	BL	Licenses / Receipts		Print, issue and track various types of business license receipts
52	BL	Licenses / Receipts		Track information through system by contact and property
53	BL	Licenses / Receipts		Capture business name & address and:
54	BL	Licenses / Receipts		owner name and address
55	BL	Licenses / Receipts		parcel #
56	BL	Licenses / Receipts		email
57	BL	Licenses / Receipts		mailing address
58	BL	Licenses / Receipts		bond expiration date
59	BL	Licenses / Receipts		general liability date
60	BL	Licenses / Receipts		business type information
61	BL	Licenses / Receipts		# of employees
62	BL	Licenses / Receipts		Social Security #
63	BL	Licenses / Receipts		Fed Tax ID
64	BL	Licenses / Receipts		Workers Comp Insurance
65	BL	Licenses / Receipts		Other User Defined fields (specify any limitations.)
66	BL	Licenses / Receipts		Appropriate signatures (to be included in the BL template/form)
67	BL	Licenses / Receipts		manager name and address.
68	BL	Licenses / Receipts		Establish a unique calculation formula for each business license receipt code for both initial fees and renewal fees
69	BL	Licenses / Receipts		System to allow for multiple license templates (dog, liquor)
70	BL	Renewals		For business license receipts that are renewed:
71	BL	Renewals		Indicate the frequency of renewal, and automatically generate user defined renewal letters/email/notification
72	BL	Renewals		provide for reminder letters at 0, 30, 90, 120, and user defined day increments with user defined text for each reminder notice
73	BL	Renewals		assess penalty at renewal
74	BL	Renewals		System generates renewal letter to include all expiration and renewal dates (bond renewal, workers comp, liability insurance, other misc. dates)
75	BL	Renewals		Interface to a common property file which may be cross referenced by the software vendor's utility billing, building permits, and other property related applications
76	BL	Renewals		Ability to indicate if each business license receipt or permit code requires a property file cross reference
77	BL	Renewals		Print user defined renewal letters for all business license receipts expiring within a specified range of dates
78	BL	Renewals		See all business license receipts (current and prior) at a given property
79	BL	Renewals		Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions
80	BL	Renewals		Set up an unlimited number of user defined business license receipt codes or types
81	BL	Renewals		Specify whether the business license receipt expiration date is updated after full payment has been received and posted or at the time of renewal.
82	BL	Renewals		Allow for automated generation of unpaid license on the next years license bill.

83	BL	Renewals		Automatically renew license if valid conditions are met and print renewed license
84	BL	Renewals		Add user defined fields that may be used for fee calculation to accommodate unforeseen changes in fee requirements in the future.
85	BL	Fees / Charges		Specify a base charge on penalty codes.
86	BL	Fees / Charges		Allow for different charges on penalty codes
87	BL	Fees / Charges		System to allow for progressive penalties
88	BL	Fees / Charges		Allow for fees to be overridden
89	BL	Fees / Charges		System to track and report on all fee and penalty change history (track when fees have been waived)
90	BL	Fees / Charges		Set up adjustment codes for refund check and reverse payment adjustments.
91	BL	Fees / Charges		System to calculate additional fee if payments haven't been received by X date. (double fee if license hasn't been received)
92	BL	Fees / Charges		Allow receipts to be processed directly through the Business License Receipt module/application or through the integrated Cashiering/Cash Collection System
93	BL	Fees / Charges		Interface to General Ledger should be present that facilitates on-line posting of receipts to the General Ledger
94	BL	Fees / Charges		Allows for late fees/penalties to be calculated for business license receipts not renewed on time
95	BL	Fees / Charges		Maintain a financial history consisting of new business license receipt charges, renewal charges, adjustments, penalties, and payments for the life of the business license receipt
96	BL	Fees / Charges		Rate calculations should include the ability to include base charges, minimum charges, maximum charges
97	BL	Fees / Charges		Rate calculations should include the ability to reference user-defined input values such as:
98	BL	Fees / Charges		NAICS
99	BL	Fees / Charges		Number of units.
100	BL	Fees / Charges		Number of employees, etc.
101	BL	Fees / Charges		Gross Receipts
102	BL	Payments		Ability of a web-based payment option for the system.
103	BL	Payments		Adjust fees to accommodate business that are exempt from normal fees and charges.
104	BL	Payments		Attach a file to a record.
105	BL	Payments		Bill on an alternative address
106	BL	Payments		Ability to charge for special fees and assessments based on a user defined criteria. This criteria can include (but not limited to) business type and parcel location.
107	BL	Payments		Complete a batch renewal for current licenses
108	BL	Payments		Apply penalties for non-renewals
109	BL	Payments		Ability to generate renewal reminders
110	BL	Payments		Create custom reports as needed
111	BL	Payments		Generate cash receipts listings by day, by operator, including total detailed receipts with appropriate general ledger account numbers
112	BL	Payments		Have multiple licenses at the same business location

113	BL	Payments		Link parcel database to the business license application to allow user to track business license information
114	BL	Payments		Pro-rate for partial year payments
115	BL	Payments		Roll user defined unpaid classification fees to new fiscal year
116	BL	Payments		Provide multiple fee structures with an effective date for each
117	BL	Payments		Ability to prorate fees based on prior year reported receipts
118	BL	Payments		Automatically determine the fee structure based on issue date of license
119	BL	Payments		Add on classifications during the tax year to paid and unpaid licenses
120	BL	Payments		Quickly view outstanding fees for any business
121	BL	Payments		Allow user defined routing to departments determined by NAICS code. Routing shall be done electronically via email interface with a link directly into the system
122	BL	Payments		An integrated audit system that tracks entries by user ID with name and date stamp
123	BL	Payments		Cross reference reporting by name, business name, location, owner, and user defined GIS Area
124	BL	Payments		Generated monthly, semi-annual, quarterly and annual license notices
125	BL	Payments		Create on demand notices
126	BL	Payments		Print late/delinquency notices, by date and time period(s), on city or custom developed forms, with penalties listed individually for any given time period
127	BL	Payments		Provide identification for non-renewable business license receipt types
128	BL	Payments		Set and adjust rates of license without affecting history
129	BL	Payments		Track receivables and develop aging reports
130	BL	Enforcement		Run comparison report identify businesses without valid licenses
131	BL	Enforcement		Generate letters to unlicensed businesses
132	BL	Enforcement		Kickoff application process
133	BL	Enforcement		Generate citation notices
134	BL	Enforcement		Generate citation notices for non-property related violations
135	BL	Enforcement		Assess penalties if necessary
136	BL	Enforcement		Generate reassessment charges for under reporting businesses
137	BL	Enforcement		Export non-compliant and delinquent businesses to collections
138	BL	Enforcement		System to create enforcement citation
139	BL	Enforcement		System to issue citations via electronic formats (email, self service)
140	BL	Enforcement		Auto generate case and violation number
141	BL	Enforcement		System to create a case to track the citation activity, including:
142	BL	Enforcement		Type / Purpose (routine, complaint)
143	BL	Enforcement		Date issued
144	BL	Enforcement		Resolution / due date
145	BL	Enforcement		Status (open, closed)
146	BL	Enforcement		Hearing required?

147	BL	Enforcement		Hearing date (s)
148	BL	Enforcement		Hearing Resolution
149	BL	Enforcement		Elapsed time for case (open to close)
150	BL	Enforcement		User-defined
151	BL	Mobile Access		Record inspection results remotely using wireless technology
152	BL	Mobile Access		Generate and review e-mails, accommodate new business applications, collect license payments, access business license module/application, from the field
153	BL	Mobile Access		Print business license receipt at business site
154	BL	Mobile Access		Allow license inspectors to access the business license receipt module/application using wireless technology
155	BL	Mobile Access		Allows for easy access for completing new business license application, printing application information for field license inspectors
156	BL	Mobile Access		Has a wireless component that enables staff to utilize laptop computers (or other field input devices) in the field for conducting inspections and printing notices
157	BL	Mobile Access		Have a mobile solution for work out in field so license inspectors can record business license information at the business site. The data would then synchronize with the system upon reconnection to the network.
158	BL	Online Access		Citizens (non-city employees) can generate service requests in an online, self-service portal directly with the system/City
159	BL	Online Access		Citizens (non-city employees) can generate complaints or other communications in an online, self-service portal directly with the system/City
160	BL	Online Access		Handle e-payments and other transactions in the proposed system
161	BL	Online Access		Search paid licenses to see if business has license and print a copy
162	BL	Online Access		The software provides the following on-line capabilities:
163	BL	Online Access		Complete, submit and inquire into status of business license applications
164	BL	Online Access		Pay license fees
165	BL	Online Access		System to produce Inspection Reports (violations, type)(food inspection)
166	BL	Self Service		Allow for the uploading of documents (pdf, jpeg, gif, word, tif, excel, etc.)
167	BL	Self Service		System provides online access for customers to:
168	BL	Self Service		View current business license status
169	BL	Self Service		Change business contact information
170	BL	Self Service		Apply for license
171	BL	Self Service		Renew license
172	BL	Self Service		Provide payment
173	PER	General		A fully integrated system that tracks developments from the beginning of the cycle (i.e., site plan application) until the end of the building cycle (i.e., issuance of the Certificate of Occupancy).
174	PER	General		Ability to track all City costs of all related permit processes, applications, reviews, inspections, violations, enforcements, etc.

175	PER	General		System integrated to accounts receivable and cashing systems in real time
176	PER	General		System integrated with document management system (Laserfiche - currently being implemented at the City)
177	PER	General		Allows the capture of multiple telephone numbers and e-mail addresses for all applicants, owners, contractors and subcontractors.
178	PER	General		Allows the City to create workflow procedures to duplicate or replace existing procedures.
179	PER	General		Allows the City to determine/identify items that would prevent certain permits from being issued. For example, outstanding fees, code enforcement cases or utility system holds, property type, etc.
180	PER	General		Automatically calculate user-defined "key dates" for a permit as part of the approval process.
181	PER	General		Automatically enters "today's date" as the date of creation on a permit at the time of application; also identifying the creator and time of data entry activity
182	PER	General		Ability to back date permits
183	PER	General		Captures/pulls comments from one type of permit to another type of permit on the same property when requested by user.
184	PER	General		Create custom permit templates for common permit types
185	PER	General		Issue permit refunds
186	PER	General		Issue permit refunds and update the permit status (paid, refunded)
187	PER	General		Track deadline dates with effective dating capabilities
188	PER	General		Generates list of permits nearing expiration, including TCOs
189	PER	General		Generates corresponding notices on delinquency of permits
190	PER	General		Has a method to allow the homeowner to act as their own contractor for certain permit situations / types.
191	PER	General		Has a way to show the current status of applications/permits under one specific development project.
192	PER	General		Has the Add specific conditions to an application/permit via a drop-down box
193	PER	General		Provides on-demand listings of permits/applications in various sort orders (by address, date, type of permit, permit number, assigned inspector, etc.) and with various selections criteria (i.e., permit status, application data ranges, inspector assigned or involved in
194	PER	General		Browse and access any permit by permit number, PIN number, property address, permit description, any of the names associated with the permit (owners, applicants, developers, etc.), type of permit, and user-defined lookup fields.
195	PER	General		Provides the flexibility to allow for updating code or fee tables for implementation at a future effective date

196	PER	General		Receipting/Cashiering accesses permits fees by entering the permit number
197	PER	General		System can create a master building permit number that is linked to all auxiliary permits
198	PER	General		Ability to pull a minor permit, without the master permit
199	PER	General		The system records payments of permit fees and track payments by cash, check and/or credit card. The system must issue and print receipts or multiple receipts.
200	PER	General		Ability to track multiple permit types
201	PER	General		Has the ability to expire applications/permits in bulk based upon established expiration date guidelines
202	PER	General		Verify business license status for all contractors and to add business license application to permit and have fees directed appropriately
203	PER	General		Permitting functionality to be fully integrated with BL
204	PER	General		Allow for some permits to be issued to something other than an address (issued to a vehicle or intersection for example.)
205	PER	General		Ability to have multiple contractors per a permit. (Plumber and excavator for example)
206	PER	General		Capable of generating a variety of documents utilizing either preprinted forms or have the capability of incorporating graphics of sufficient quality to generate documents including:
207	PER	General		Permits (Building, Right of Way, Land Disturbance, Blasting, etc.)
208	PER	General		Inspection Tickets
209	PER	General		Certificates of Occupancy
210	PER	General		Temporary Certificates of Occupancy
211	PER	General		Certification of Completion
212	PER	General		Letters of Authorization
213	PER	General		Other reports and/or letters
214	PER	General		System to pre-populate address when entering system
215	PER	General		System will accommodate interface with parcel valuation information (photos, characteristics, valuation)
216	PER	General		Allows for holds to be placed on applications, permits, and/or parcels to stop development. Allow user to specify what types of permits and other conditions should result in a held permit.
217	PER	Parcel Management		Provides search indexes to the property records and related permit and inspection records by a minimum of map/parcel ID, owner name or location address.
218	PER	Parcel Management		View all City activities/history (utilities, code enforcement, legal action, etc.) for a parcel and/or address
219	PER	Parcel Management		Allows users to access a list of properties using either a street address or a parcel number. Users shall be able to easily store and immediately retrieve information from a variety of City departments

220	PER	Parcel Management		Full ESRI GIS integration
221	PER	Parcel Management		Functionality provided to help users identify and display property information about any lot or parcel in the system.
222	PER	Parcel Management		System links all permits, code enforcement records, land use changes, etc. to land record
223	PER	Parcel Management		Provides access to building information, attached images (i.e. blueprints, maps, GIS data), property references, and property zoning information
224	PER	Parcel Management		Coordinate and distribute updated property and address information from other functions, modules and databases interfaced with the system
225	PER	Parcel Management		Extract parcel information from GIS and attach it to the permit record
226	PER	Parcel Management		Track historical districts graphically with GIS viewer capability
227	PER	Parcel Management		Has the ability to pull GIS information, street and address range spatial data into the application at the time of permitting
228	PER	Parcel Management		Links all permits, inspections and code enforcement activity to a geographic unit
229	PER	Planning		Support online planning process with workflow capabilities
230	PER	Planning		Collect revenue fee for planning process and distribute to applicable departments
231	PER	Planning		Ability to track actual costs of pre-application process
232	PER	Planning		Provide for the tracking of the following Planning applications:
233	PER	Planning		General Plan Amendments
234	PER	Planning		Design Review and revisions
235	PER	Planning		Variances
236	PER	Planning		Zoning Amendments
237	PER	Planning		Conditional Use Permits and revisions, including tracking of approvals and expiration dates
238	PER	Planning		Administrative Preliminary and Final Site Plan and revisions
239	PER	Planning		Design Review
240	PER	Planning		Tentative Tract, Tentative Parcel Map and revisions
241	PER	Planning		Other Applications
242	PER	Planning		Ability to flag property by type (historical)
243	PER	Planning		System to allow for workflow for certain property types because planning restrictions will apply for certain property
244	PER	Planning		Provide for the user-definition of application work flow within multiple departments and to external agencies based on the type of application
245	PER	Planning		Ability to track multiple comments
246	PER	Planning		Provide for the tracking of the application review process, status and related reporting. Maintain historical application information by parcel
247	PER	Planning		Provide for automatic mail-out notice to selected parcel owners regarding proposed changes to related parcels
248	PER	Planning		Provide for standard land use classification (i.e., Single Family Residence, Commercial, etc.) by parcel.

249	PER	Planning		Provide for the definition of the development code regulations
250	PER	Planning		Provide for notes related to any restrictions or special conditions that are established by reviewing departments as a prerequisite for permit approval with expiration dates on the conditions or restrictions
251	PER	Planning		System shall calculate standard fees using user supplied criteria
252	PER	Planning		System shall provide for the tracking of fee collections and receivables
253	PER	Planning		Provide the capability to research land use for specific geographic areas
254	PER	Planning		Provide the ability to establish review and expiration dates for all events
255	PER	Application		System shall capture basic application data and track review status across multiple departments
256	PER	Application		Allow for some applications and permits that are not tied to an address
257	PER	Application		Allow for an online planning application process
258	PER	Application		Ability to tie formal application to pre-application
259	PER	Application		Ability to track standard customer information for applicants
260	PER	Application		Accepts permit applications online
261	PER	Application		Pay multiple permits in one online transaction
262	PER	Application		Accepts payments online for services
263	PER	Application		Ability for a flexible permit renewal process: annually, monthly, etc.
264	PER	Application		Ability of a report writer/list generator function to create customized lists from current or historical data
265	PER	Application		Attach various document types, pictures and video to an application/permit/inspection
266	PER	Application		Categorize businesses by type, ownership, ordinance requirements, etc.
267	PER	Application		Define business rules and workflows required to guide system procedural flow
268	PER	Application		Define conditions of approvals for plans, permits and licenses and inspections
269	PER	Application		Ability to approve application with conditions
270	PER	Application		System supports a multi-step workflow process between planner and applicant with notes and comments
271	PER	Application		Ability to flag for conditions based on parcel address
272	PER	Application		Ability to assign multiple application statuses
273				
274	PER	Application		Send comments on conditions that need to be rectified by applicant
275				
276	PER	Application		Track multiple meetings and results
277	PER	Application		Allow access to all permit history searching by any data element in the database
278	PER	Application		Provide for the tracking of plan examination among multiple departments
279	PER	Application		Ability to catch and prevent duplicate permit applications
280	PER	Application		Ability to copy applications & permits or have the ability to do a mass entry

281	PER	Application		Allows for the issuance of permits based upon one application/permit number for the entire project, regardless of the permits attached to the project
282	PER	Fees		Maintain historical data such as:
283	PER	Fees		Start date
284	PER	Fees		Payment amounts and dates
285	PER	Fees		Gross receipts
286	PER	Fees		Changes to structure, ownership, location, etc.
287	PER	Fees		Report on state or county collections
288	PER	Fees		Provide for calculation of standard fees with effective dates using user provided formulas or tables
289	PER	Fees		Track fee collections and receivables, provide for late penalties as appropriate, and generate payment receipts
290	PER	Fees		Provide for the calculation of a fee estimate for printing in a City-defined format
291	PER	Fees		Provide capability to track receivables related to fees estimate
292	PER	Fees		Schedule and collect fees for consults in instances where a site visit is needed, but no work requiring a permit has been done
293	PER	Fees		Set variable rates by business type or category
294	PER	Fees		Set rates by occupancy type, construction type, square footage, lot size, percentage of valuation, percentage of other fees, and project categories. Allow tiered rates within those parameters.
295	PER	Fees		Ability to assess multiple fees including plan check fee and all permit types; building, fire, etc.
296	PER	Fees		Rate calculations should include the ability to include base charges, minimum charges, maximum charges
297	PER	Fees		Certain fee types should be able to be automatically applied in certain permit situations/types
298	PER	Fees		Allows for funds to be posted for a contractor/realtor and "drawn down" as applications/permits are issued.
299	PER	Fees		Allows for pre-payments on deposit for contractor/realtors.
300	PER	Fees		Edit and calculate fees by different variables for different permit types (fixed rate, square footage, etc.)
301	PER	Fees		Integrates with a cashiering system that allows for fee collection and receipt printing
302	PER	Fees		Apply fees electronically to the accounts specified
303	PER	Fees		Assess fees for applications, permits, licenses, inspections, and penalties
304	PER	Fees		Accept real-time fees from the City's central cashiering system (permitting is integrated with AR)
305	PER	Fees		Allow for additional fees on a permit including re-inspection fees, administrative fees, and plan review fees
306	PER	Fees		Allow for the collection and tracking of fees for other agencies (state, county)
307	PER	Fees		Allow for waiver of fees in special condition
308	PER	Fees		Allows for the establishment of various fee structures

309	PER	Fees		Calculate permit fees based on a fee schedule. System must provide the capability to change the fee schedules and calculation routines.
310	PER	Fees		Capability to export transactions to finance (revenue) module - General Ledger
311	PER	Fees		Record company account information
312	PER	Fees		Support future date effective fee structures
313	PER	Fees		System allows for flexibility in calculating tap fees
314	PER	Hearing Process		Document complaints, complaint types, and condemnations and save them in a form that can be tracked
315	PER	Hearing Process		Schedule public hearings and start cases for complaints
316	PER	Hearing Process		Generate notice of decision with notices to adjacent properties
317	PER	Hearing Process		Track online request for appeals
318	PER	Inspection		Provide notification of inspection results as soon as possible upon completion of the inspection.
319	PER	Inspection		Alert user when there are code violations, outstanding permit or license fees by applicant, multiple permits as an owner/builder
320	PER	Inspection		Allows for the list of close-out documents to be required once the Final Inspection is held prior to recommending a CO to be edited by City staff
321	PER	Inspection		Allows users to enter, display, and modify inspection data either through an "inspections" selection on the basic permit/application, or through another menu option
322	PER	Inspection		Application/module contains an enhanced inspection checklist, which would enable the user to use predefined inspection result comments as well as to tie those same comments to specific building code text
323	PER	Inspection		Automatically calculate permit expiration date based on user parameters. Extend expiration date automatically based on inspection activity and manually based on written request.
324	PER	Inspection		Functionality provided to help users identify and display information concerning inspection activities in the system
325	PER	Inspection		Generate a daily inspection schedule for each inspector or inspector group.
326	PER	Inspection		Generates form letters, certificates and permits. Typical examples include: violation notices, public notices, expiration notices, approval letters, flood zone letters, etc.
327	PER	Inspection		Inspection results must be recorded into a permit history file. Permit history files must include:
328	PER	Inspection		Partial inspections
329	PER	Inspection		Stop work orders
330	PER	Inspection		Re-inspections
331	PER	Inspection		Final Inspections
332	PER	Inspection		Certificates of Occupancies
333	PER	Inspection		Other special conditions
334	PER	Inspection		Application for modifications
335	PER	Inspection		Modifications granted
336	PER	Inspection		Applications for appeals
337	PER	Inspection		Appeal decisions

338	PER	Inspection		Inspector calendar coordination – View each inspector's schedule.
339	PER	Inspection		Other types as needed
340	PER	Inspection		Issue a permit job card with a list of appropriate inspections for the job
341	PER	Inspection		Track all related inspections by property address
342	PER	Inspection		System to notify of business of the scheduled inspection
343	PER	Inspection		Inspection frequency will be determined by inspection type to include, but not limited to the below:
344	PER	Inspection		grocery every six month
345	PER	Inspection		commercial kitchen hood
346	PER	Inspection		sprinkler units annually
347	PER	Inspection		Others
348	PER	Inspection		Allow for the ability to assign a sequence of necessary inspections for a permit and notify if an inspection type will occur out of order. (For example, cannot have a final inspection before a rough-in inspection) For certain permit situations/types.
349	PER	Inspection		Prohibits the scheduling of inspections if a permit has been revoked, fees are unpaid or a hold has been placed on the specific contractor
350	PER	Inspection		Provide a method for reassigning an inspector's schedule when necessary
351	PER	Inspection		Capture field drawings and digital photographs in the field and attach them to specific address or permit files
352	PER	Inspection		Provides field inspectors the ability to check the status of existing violations and update information
353	PER	Inspection		Provides reminders of pending compliance hearings (meeting notices) and notices of when additional action is required to follow-up on existing violations
354	PER	Inspection		Store and retrieve real-time inspection information, as well as have the capability to coordinate and distribute inspection data to other City departments with a need for this data
355	PER	Inspection		Schedules multiple inspections for a particular location at the same time
356	PER	Inspection		Schedules inspections based on predefined time amounts assigned to each inspection type
357	PER	Inspection		Provide for inspection request via:
358	PER	Inspection		IVR
359	PER	Inspection		Internet
360	PER	Inspection		Allow logging of inspection results
361	PER	Inspection		Records an inspector's mileage and then reports mileage to financial system to issue mileage reimbursement checks monthly.
362	PER	Inspection		Print out a permit visitation which displays any of the data that has been collected and any pertinent comments as well as a place for an inspector to document his work
363	PER	Inspection		Allows for recalculation of application/permit fees based upon updated information
364	PER	Inspection		Allows for the use of mobile devices in the field

365	PER	Inspection		Allows multi-tasking enabling users to access multiple applications or functions without leaving the initial application, function or system
366	PER	Inspection		Calendar for scheduling daily building inspections that can be queried and included in reports
367	PER	Inspection		Scheduling of inspections by geographic area, project/permit types and inspection types. Allow rescheduling by authorized users.
368	PER	Inspection		Electronically route permit application for approval and inspection management
369	PER	Inspection		Creates inspection activity reports
370	PER	Inspection		Has the Interface with Microsoft Office in order to produce written notifications regarding finding of inspections.
371	PER	Inspection		Track code violations and related documentation
372	PER	Inspection		Links all permits and inspections activity to property records, owners and contractors.
373	PER	Inspection		Provide narrative description of business, notations, etc.
374	PER	Inspection		Manages contractor information via integration with BL module
375	PER	Inspection		Offers the flexibility to allow individual departments to manage data and processes based on security
376	PER	Inspection		Provides a user-defined table of standard or recurring conditions that can be accessed and applied to a permit during permit processing, thereby eliminating the need to key standard' conditions
377	PER	Inspection		Provides integration with word processing for entry of comments and conditions and produce permit summary documentation
378	PER	Inspection		Reporting ability to include:
379	PER	Inspection		History detail by date or customer
380	PER	Inspection		Aging report
381	PER	Inspection		Delinquent listing
382	PER	Inspection		New/ceased business listing
383	PER	Inspection		Active business report
384	PER	Enforcement		Ability to track mandatory, inspection-generated and complaint-based enforcement actions
385	PER	Enforcement		Track evidence of violations
386	PER	Enforcement		Generate enforcement actions
387	PER	Enforcement		Produce violation listings with related fines and fees
388	PER	Enforcement		Notify enforcement officers
389	PER	Enforcement		Provide tickler capabilities (30 days to abate a violation)
390	PER	Enforcement		Generate multiple types of fines based on City Ordinance
391	PER	Enforcement		Provide escalation capabilities of enforcement actions
392	PER	Enforcement		Generate invoices for non-compliance
393	PER	Enforcement		Outstanding / delinquent invoices will be attached to their special assessment
394	PER	Enforcement		Recurring invoices can be created
395	PER	Enforcement		Need to track classes and types of violations
396	PER	Enforcement		Auto generate case and violation number

397	PER	Enforcement		System to create a case to track the citation activity, including:
398	PER	Enforcement		Type / Purpose (routine, complaint)
399	PER	Enforcement		Date issued
400	PER	Enforcement		Resolution / due date
401	PER	Enforcement		Status (open, closed)
402	PER	Enforcement		Hearing required?
403	PER	Enforcement		Hearing date (s)
404	PER	Enforcement		Hearing Resolution
405	PER	Enforcement		Elapsed time for case (open to close)
406	PER	Enforcement		User-defined (provide any limitation in the comments field)
407	PER	Security		Ability for the user to establish an online account in order to query their own projects, schedule inspections, etc.
408	PER	Security		Allows the ability to import and export selected data items to a variety of file formats (Microsoft Word, Excel and Access)
409	PER	Security		Automatically creates an audit trail to track transactions by user id, date and/or time
410	PER	Security		Provides field and screen level security and allows for multiple user class configurations for the various modes. Security is to include Set fixed number of login attempts before system lockout.
411	PER	Security		Security level features to control access (add, edit, delete).
412	PER	Permits		Tracks temporary use permits. (For example, a temporary permit is good for 60 days and on day 60 the system alerts the user to the pending expiration.)
413	PER	Permits		Allows users to enter permit applications, store them for immediate retrieval at any time, provide on-line coordination and distribution, display them to review progress, and/or print them on-line
414	PER	Permits		Allows the user to place a permit on hold. A hold will prohibit the continuance of permit activity for a project until the hold is removed.
415	PER	Permits		Application allows users to review the progress of a permit/application either by displaying the application and reviewing the activities to which the application is connected, or by accessing individual screens from the main menu to review individual progress
416	PER	Permits		Automatically verifies all required fees, approvals, and contractor requirements are met prior to issuing a permit.
417	PER	Permits		Allow for the requirement of another permits being issued prior to issuing a permit for certain permit situations. (Land
418	PER	Permits		Building permits may stand alone or be associated with an extensive number of trade permits.
419	PER	Permits		Electronically forward notification to appropriate departments, e.g. Fire Department, that CO has been issued.
420	PER	Permits		Generate the proper affidavits providing owner/builder with conditions that are relevant to permit type and use

421	PER	Permits		Inspections can be manually selected by users from an inspection list which may be edited by the City as necessary
422	PER	Permits		Notify the appropriate employee that an application has been received and that review and approval are needed
423	PER	Permits		Permits for work within subdivisions that are still under construction (water, sewer, streets, drainage, etc.) are tied to that site work. No Certificate of Occupancy can be issued if the site improvements have not been accepted.
424	PER	Permits		Provides a permit application function that automates the entire development process, permit recording, processing, and tracking activities
425	PER	Permits		The software is capable of tracking over 100 different permit types.
426	PER	Permits		Tracks code violations from initial recording of violation through closing the violation either by compliance or legal action.
427	PER	Permits		Under specific circumstances, certain permitting activities may not be allowed until violations are corrected.
428	PER	Permits		Ability to create a workflow to notify various departments when certain types of permits are issued
429	PER	Plan Review		Ability to accept digital plans
430	PER	Plan Review		Assign plan review to a single plan reviewer or a team of plan reviewers
431	PER	Plan Review		Create and distribute plan review checklists and comment sheets
432	PER	Plan Review		Look up the plan review information by either project number or plan review control number.
433	PER	Plan Review		Ability to mark up digital plans
434	PER	Plan Review		Allow for a drop down box for selection of commonly used/standard comments.
435	PER	Plan Review		Schedule and assign Preliminary Plan Review appointments
436	PER	Plan Review		Tie preliminary plan review information to plan review project once plans are officially submitted
437	PER	Plan Review		Allows for easy entry and tracking of multiple re-submissions for plan review
438	PER	Plan Review		Allows users to identify, display, and update plan review activities either through the permit application, or by using a separate menu option. Users shall be able to easily store and retrieve plan review activities.
439	PER	Plan Review		Auto-Assign plan review to last reviewer
440	PER	Plan Review		Customer ability to pay for preliminary plan review appointment online
441	PER	Plan Review		Customer can request a preliminary plan review appointment on the web
442	PER	Plan Review		Full document management integration for mark-up/comments on plans by all reviewers and public access to documents by citizens/contractors
443	PER	Plan Review		Provides the ability for comments to be created and added to each workflow plan review.
444	PER	Plan Review		Track and Assign Plan Review

445	PER	Plan Review		The ability to track plan reviews and permits issued with a plan review number
446	PER	Plan Review		The ability to immediately give a plan review number upon receipt of an application for plan review.
447	PER	Plan Review		Track and routes permits through various user-defined processes automatically (activity review functions)
448	PER	Plan Review		Tracks plan review steps and department comments
449	PER	Plan Review		Tracks permits that were issued to a specific plan
450	PER	Plan Review		System to generate renewal letter and reminders for expired licenses
451	PER	Plan Review		Tracks plan review response times by department.
452	PER	Conditions of Approval		Allows users to create conditions of approval by accessing an appropriate table in a table maintenance function to identify, define, display, and update conditions as they are met for permits, inspections, plan review, and license issuance.
453	PER	Conditions of Approval		Allows users to record, track, and disseminate conditions of approval for recent and existing developments.
454	PER	Conditions of Approval		Function provided to help users identify and display information concerning conditions of approval that affect operations in the system.
455	PER	Conditions of Approval		Easily store and retrieve real-time City information, as well as have the capability to coordinate and distribute this information to other City departments that have a need for the data.
456	PER	Field/Mobility		Allow inspectors to access the system using wireless technology. Including acceptance of payments.
457	PER	Field/Mobility		Allows for easy access and printing permit information, application information and current inspections for field inspectors.
458	PER	Field/Mobility		Electronically notify inspectors of due dates for inspections and corrections.
459	PER	Field/Mobility		Have a mobile solution for work out in field so inspectors can generate tickets and record information on the job site. The data would then synchronize with the system upon reconnection to the network.
460	PER	Field/Mobility		Print correction notices from the field
461	PER	Field/Mobility		Provide for Create permitting kiosks at remote locations that allow all permitting activities
462	PER	Field/Mobility		Provide for logging of inspection results from field.
463	PER	Field/Mobility		Citizens (non-city employees) can generate service requests in an online, self-service portal directly with the system/City
464	PER	Field/Mobility		Citizens (non-city employees) can generate complaints or other communications in an online, self-service portal directly with the system/City
465	PER	Web Presentation/Gov Portal		Customer ability to request docs and forms online
466	PER	Web Presentation/Gov Portal		Customers should be able to print comment sheets and checklists
467	PER	Web Presentation/Gov Portal		Customers should be able to submit electronic forms into the system from the web
468	PER	Web Presentation/Gov Portal		Customers should have access to permit, inspection and plan review data for their project

469	PER	Web Presentation/Gov Portal		Ability for internal or external customers to access the system via an online web-portal or self-service area (city website) to log complaints or other information
470	PER	Web Presentation/Gov Portal		The software provides the following on-line capabilities:
471	PER	Web Presentation/Gov Portal		Complete and submit applications
472	PER	Web Presentation/Gov Portal		Pay fees are PCI compliant
473	PER	Web Presentation/Gov Portal		View existing applications or permits and comments
474	PER	Web Presentation/Gov Portal		View plan review status
475	PER	Web Presentation/Gov Portal		Request inspections and view inspection results
476	PER	Web Presentation/Gov Portal		Submit code enforcement or zoning complaints
477	PER	Web Presentation/Gov Portal		Collect miscellaneous customer feedback

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Attachment 12 (Costs)

Vendor:

Cost Categories	Total Costs	Explanation/Notes (if necessary)
Project Fees (Schedule 3 and 4)		
Professional Services (Schedules 3):	\$ -	
Other Fees (Schedule 4)	\$ -	
Total Cost During Project Period	\$ -	
Software Fees (Schedule 2)		
Initial Software Fees (Schedule 2)	\$ -	
Ongoing Software Fees (Schedule 2)	\$ -	
Total 5 Year Costs	\$ -	
Total Proposed Price	\$ -	

Schedule 2: Software Fees

Vendor: 0

PRODUCT NAME (Only list software products that would be required in addition to those listed in the IRFP)	FUNCTION	ACCESS LIMITATIONS (CONCURRENT USERS, NAMED USERS, CPU, ENTERPRISE)	QUANTITY PROPOSED	INITIAL COST	ONGOING COSTS (5 Years)	
				One-time Cost	Total for 5 Years	
Total			-	\$ -	\$ -	

Schedule 3: Professional Service Fees

Vendor: 0

PAYMENT #	PHASE OF PROJECT	DESCRIPTION	MILESTONE / DELIVERABLE	PAYMENT AMOUNT	RETAINAGE	COMMENTS
			ADD MORE ROWS IF NECESSARY			
			Total	\$ -		

Schedule 4: Other Fees

Vendor: 0

[illegible]

City of Edgerton, Kansas
Insurance Requirements for Software Vendor Contract

Contractor shall procure and maintain at its sole cost and expense, the following insurance coverage with minimum acceptable limits:

(1) COMMERCIAL GENERAL LIABILITY

\$1,000,000 Per Occurrence

\$2,000,000 Aggregate

Coverage shall be written on ISO occurrence form CG 0001 or equivalent, and shall cover liability arising from premises, operations, independent contractors, products- completed operations, and personal and advertising injury. It shall also name City, its officers, employees, Mayor, and City Council Members, volunteers and agents as additional insureds on a primary basis, not contributing with any insurance maintained by the additional insured, for ongoing operations, using ISO additional insured endorsement CG 2010 or its equivalent, copy of which is required to be attached to the certificate of insurance. Contractor shall maintain this coverage for itself and for each additional insured for the duration of the contract.

(2) WORKERS COMPENSATION - STATUTORY & EMPLOYERS LIABILITY

\$500,000 Each Accident

\$500,000 Policy Limit - Disease

\$500,000 Each Employee – Disease

Coverage shall apply to all workers and employees related to the work, including sole proprietors, partners, members of an LLC, and officers of a corporation, regardless of whether or not such persons come under the statutory requirements to carry this coverage.

(3) TECHNOLOGY PROFESSIONAL LIABILITY ERRORS & OMISSIONS

\$1,000,000 Per Claim

\$1,000,000 Aggregate

This coverage, appropriate to the Contractor's profession and work hereunder, shall apply to actual or alleged wrongful acts, errors and omissions resulting in claim(s) for damages related to the work, and be sufficiently broad to respond to the duties and obligations of Contractor in this contract (with no policy limitations or exclusions related to the work) and shall include, but not be limited to, claims involving infringement of intellectual property, copyright, trademark, invasion of privacy violations, information theft, release of private information, alteration of electronic information, extortion, and network security. This policy shall also provide coverage for breach response costs as well as regulatory fines and penalties and credit monitoring expenses with limits sufficient to respond to these obligations. The policy shall include or be endorsed to include Cyber liability coverage to cover the full replacement value of damage to, alteration of, loss of, or destruction of electronic data and/or information "property" of the City in the care, custody, or control of the Contractor.

If such policy is "claims-made" form, the retroactive date must be shown and must be before the date of the contract or the beginning of contract work. This insurance must be maintained and evidence of insurance must be provided for at least five (5) years after the completion of the contract of work. If coverage is canceled or non-renewed and not replaced with another "claims-made" policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting period" (tail) coverage for a minimum of five (5) years after completion of contract work.

(4) WAIVER OF SUBROGATION

Contractor, and in addition, its insurers, through policy endorsement, and to the fullest extent permitted by law, waives all rights against City, its officers, employees, Mayor, and City Council Members, volunteers and agents.

(5) CERTIFICATE OF INSURANCE AND MISCELLANEOUS PROVISIONS

Prior to commencing the work, Contractor shall furnish an acceptable certificate(s) of insurance, identifying insurers that write Contractor's coverages, with minimum Best's Guide Rating of A- and Class VIII or better, and authorized to do business in the state of Kansas, along with the policy dec page and endorsements page of the Technology E&O policy. Certificate will evidence the required coverage and endorsements stated above. Should any of the above described policies be cancelled or non-renewed, the City shall first be provided 30 days prior written notice, except 10 days for non-payment of premium. This cancellation provision shall be indicated on the certificate of insurance. For all claims related to this contract, the Contractor's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of Contractor's insurance and shall not contribute with it. City also reserves the right to obtain copies of Contractor's policies to validate coverage in effect if certificates or dec pages are ambiguous to the City's Risk Manager. Annually, Contractor agrees to provide a new/replacement formal certificate of insurance and dec pages one week prior to the expiration date. If any portion of the work is to be subcontracted, Contractor shall require that the subcontracted Contractor(s) shall comply with the same indemnification agreement terms and be required to provide and maintain all insurance coverages and provisions as stated above, with a formal certificate of insurance acceptable to City evidencing same. Acceptance of any certificate that does not comply with the above requirements shall not operate as a waiver of Contractor's obligations hereunder. And the fact that insurance is obtained by Contractor shall not be deemed to release or diminish the liability of Contractor including, without limitation, liability under the indemnity provisions of this contract. Damages recoverable by City shall not be limited by the amount of the required insurance coverage. Contractor shall notify City in writing as soon as possible after any occurrence that could potentially lead to any lawsuit and/or after it receives notice or knowledge of any demand, claim, cause of action, lawsuit, or action arising out of the work performed under this contract.