REQUEST FOR PROPOSAL

CITY OF NAPLES
PURCHASING DEPARTMENT
CITY HALL, 735 8TH STREET SOUTH
NAPLES, FL 34102
PH: 239-213-7100 FX 239-213-7105

NOTIFICATION DATE:	TITLE	NUMBER:	OPENING DATE & TIME
3/30/12	**ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE**	**035-12**	**4/27/12**

PRE-BID DATE, TIME, AND LOCATION:

NAME OF PARTNERSHIP, CORPORATION OR INDIVIDUAL	
MAILING ADDRESS	
CITY STATE ZIP	
PH:	EMAIL:
FX:	WEB ADDRESS:

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder. In submitting a bid to the City of Naples the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the City of Naples all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of FL for price fixing relating to the particular commodities or services purchased or acquired by the City of Naples. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the bidder.

AUTHORIZED SIGNATURE	DATE	PRINTED NAME / TITLE

Please initial by all that apply
I acknowledge receipt of the following addendum (circle)

ADDENDUM 1 **ADDENDUM 2** **ADDENDUM 3** **ADDENDUM 4** **ADDENDUM 5**

PLEASE NOTE THE FOLLOWING:

> **This page must be completed and returned with your bid.**
> **Bids must be submitted in a sealed envelope, marked with bid number & closing date.**
> **Bids received after the above closing date and time will not be accepted.**
> ***If you do not have an email address* and you want a copy of the Bid Tab, please enclose a stamped, self-addressed envelope with your bid.**

ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE

SCOPE OF SERVICES: The City of Naples is seeking proposals for an enterprise resource planning (ERP) software system. The City provides service to approximately 20,000 residents with an annual budget of $108 million (Fiscal Year October 1 – September 30) and a workforce of 450 staff. Services provided include police and fire protection, water and wastewater utilities, planning and permitting, recreational amenities, roadway management and storm water protection. The new system will be judged on its ability to provide minimal if no customization, integration with existing information, intuitiveness to the user, critical reporting capabilities, and web integration.

The City purchased the SunGard Public Sector's Naviline suite of products for IBM's System I or iSeries in 1994. The IBM System I utilizes a DB2 data platform and the programming is written in a combination of RPGLE, CLP, and Java. The proposed Phase I suite includes, but may not be limited to, the following modules: Finance and Accounting, Purchasing, Human Resources, Community Development (Building and Planning, and Code Enforcement), Land, and E-Government. The proposed phase II of implementation will include Utility Billing and Work Orders. For purposes of this proposal, the City is requesting proposals for both phases.

EVALUATION CRITERIA: The proposals will be based on the following criteria: technical requirements, integration with existing information, approach to transition, price, experience and references.

Technical Requirements: Attached as part of this proposal are two questionnaires: technical requirements relating to the software application and questions relating to the Vendor's background. The technical requirements are listed as *EXHIBIT A* for twenty-four (24) categories listed in an Excel spreadsheet. Please respond to the questionnaire (Y/N) and provide comments as necessary. If the Vendor offers additional modules that are not listed, please include those with a brief description.

The second questionnaire requests information about the Vendor's qualifications. This is attached as *EXHIBIT B*.

Integration with Existing Information: The City presently utilizes SunGard and the IBM System DB2 data platform. Reporting of historical data is a critical component of the evaluation. Provide in technical detail how the new software will integrate with the data that was created under this platform. Vendor should explain what measures will need to be taken to integrate the existing data with the new software, any additional costs, methodology, and QA/QC approach.

Approach to the Transition: The City is interested in the approach to the software integration. This City will evaluate how the Vendor will transition from the existing system to the new system. The detailed response should include, but not be limited to, how the team will be structured, the Vendor's expectation of the City, the proposed order of implementation, anticipated project roll out schedule, a training plan, and communication plan approach. Hardcopy or electronic samples of training aids, manuals, and communication plans may be included.

Three process environments are expected (Production, Testing and Development) to complete the project. Provide which options are standard and which options and available but require customization of the software. A data migration environment is expected during the conversion period. The existing production environment will remain intact during the implementation process and support any fall back plans.

The vendor is to assign an implementation Project Manager (PM) who has extensive conversion experience, has worked for the vendor for at least 2-3 years and has been approved by the Client in advance. The Client expects that the vendor to provide a qualified project manager who has expert technical knowledge of the product, the system hardware and database, the methods and procedures needed to accomplish a full conversion, configuration and setup and who has a very positive track record for success. The PM does not have to remain onsite but must be present at key points or activities to ensure the project is progressing in order to meet the project schedule, resources available and costs. Effective PM communication with the City is critical. The Vendor PM assigned to this project should not be re-assigned at any time during the project.

As part of this category, vendors should also provide examples of “lessons learned” and how these issues will be addressed as part of this implementation.

Price: The vendor should price all modules with the exception of Utility Billing and Work Orders as one price along with full conversion of legacy data, training and all implementation support needed to complete the conversion. Utility Billing and Work Orders shall be priced as a separate item. The pricing sheet is attached as *EXHIBIT C.*

Any customizations or enhancements needed shall be negotiated separately. Negotiated tasks, efforts, items and events will be included in the final contract.

The vendor and client will agree upon an invoice or payment schedule that follows major milestone completions. Each milestone will be approved by the City’s project manager in writing before any payment is made. This payment and milestone schedule will be created during the contract process. The final payment (min 20% of total project cost) will be withheld until the project is complete. Billing for software support shall not begin before the project completion or go live, whichever is later.

Experience and References: Vendor shall provide documentation to show experience and strengths in a government environment comparable in size to the City of Naples. Each vendor is required to provide a single solution to support and fulfill this project.

A minimum of three (3) references *(EXHIBIT D)* shall be provided of clients where similar work/service (preferably within the State of Florida) is /was performed. Include the point of contact (POC) name, title, phone number and e-mail address.

EVALUATION PROCESS: The City Manager will appoint a five (5) member committee to review the proposals. The evaluation process will be comprised of a two part process. The first part will be the review of the written responses to this request-for-proposal. The committee will review the written proposals and rank Vendors according to following criteria.

Criteria	**Maximum Points**
Technical Requirements	20
Integration with existing information	20
Approach to the Transition	25
Price	20
Experience & References	15

The second part will include a software demonstration with questions and answers of the highest ranked vendors. During this presentation, the City will invite other stakeholders (staff) to review the demonstration and provide feed back to the committee. The Committee will rank the most qualified Vendor to provide the service based upon criteria that will be established prior to the presentation.

VENDOR SELECTION SCHEDULE: The City has an aggressive schedule to review and select the most qualified vendor. The software demonstration will occur within ten (10) days following the RFP submittal.

Advertisement of Bid	March 30, 2012
Submittals Due	April 27, 2012
Review of Written Proposals	Week of April 30, 2012
Software Demonstration	Week of May 7
Award of Contract	June 6, 2012

SUBMISSION: Vendor shall submit one original paper hardcopy titled "Master" and 6 compact discs (dvd's / cd's) of the exact duplicate of the Master either Word (Version 2003), Excel (Version 2003) or PDF form.

QUESTIONS: Questions regarding this bidder packet must be received in writing in the Purchasing Division, NO LATER THAN TEN CALENDAR DAYS PRIOR TO THE BID CLOSING DATE TO ENSURE AN ANSWER IS PROVIDED PRIOR TO CLOSING**.**

Direct all questions to:
John Dunnuck, Purchasing Manager
City of Naples, Purchasing Division
735 8th Street South
Naples, Florida 34102
PH: (239) 213-7100 FX: (239) 213-7105
jdunnuck@naplesgov.com

PROHIBITION OF CONTACT: Under no circumstances should any prospective organization or individual, or anyone acting for or on behalf of a prospective organization or individual, seek to influence or gain the support of any member of the City Council, public official or City staff favorable to the interest of any prospective organization or individual.

Likewise, contact with City Council, any public official or city staff against the interests of other prospective organization (s) and or individual(s) is prohibited. Any such activities will result in the exclusion of the prospective organization or individual from consideration by the City.

TERMS OF CONTRACT: Implementation will be coordinated with selected vendor based upon the best approach to maintain seamless operations.

BID PERFORMANCE & PAYMENT BONDS: A Bid Security Bond shall be submitted with the final bid, if the total bid is greater than $125,000.00, in an amount equal to at least five percent (5%) of the total amount of the final bid, or the equivalent in the form of a certified check or money order made payable to the City of Naples, Florida. Upon the award of the bid to the successful bidder, both bid performance bond and the payment bond will be required in the amount of one hundred percent (100%) of the price specified in the contract. Also proof of insurance from the successful bidder is required at the time of award as well.

STATEMENT OF NO BID: If you will not be bidding on this product/service, please help us by completing and returning *EXHIBIT E*.

GENERAL CONDITIONS:

1. TO INSURE ACCEPTANCE OF THE BID, PLEASE FOLLOW THESE INSTRUCTIONS. ANY AND ALL SPECIAL CONDITIONS, ATTACHED HERETO, HAVE PRECEDENCE.

2. SEALED BID: All bids must be submitted in a sealed envelope. The face of the envelope shall contain the bid name and bid number. Bids not submitted on attached bid form shall be rejected. All bids are subject to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

3. EXECUTION OF BID: Bid must contain a manual signature of authorized representative in the proposal section. Bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by bidder to his bid must be initialed.

4. NO BID: If not submitting a bid, respond by returning the Statement of No Bid and explain the reason in the spaces provided. Failure to respond 3 times in succession without justification shall be cause for removal of the supplier's name from the bid mailing list. NOTE: To qualify as a respondent, bidder must submit a "NO BID," and it must be received no later than the stated bid opening date and hour.

5. BID OPENING: Shall be public, on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that his bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by telegram; telephone; or fax are not acceptable. Bid files may be examined during normal working hours.

6. WITHDRAWAL OF BIDS: Withdrawal of a bid within sixty (60) days after the opening of bids is subject to suspension or debarment in accordance with Section 2-668 of the City Code for up to three years.

7. PRICES, TERMS and PAYMENT: Firm Prices include all packing, handling, shipping charges and delivery to the destination shown herein. Bidder is encouraged to offer cash discount for prompt invoice payment. Terms of less than 20 days will not be considered.
   a. TAXES: The City of Naples does not pay Federal Excise and Sales taxes on direct purchases of tangible personal property. See exemption number on face of purchase order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the improvement of City-owned real property.
   b. MISTAKES: Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of mistake in extension, the unit price will govern.
   c. CONDITION AND PACKAGING: It is understood and agreed that any item offered or shipped as a result of this bid shall be a new, current standard production model available

at the time of this bid. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

d. SAFETY STANDARDS: Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act and any standards there under.

e. UNDERWRITERS' LABORATORIES: Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall carry U.L. approval and re-examination listing where such has been established.

f. PAYMENT: Payment will be made by the buyer after the items awarded to a vendor have been received, inspected, and found to comply with award specifications, free of damage or defect and properly invoiced. All invoices shall bear the purchase order number. Payment for partial shipments shall not be made unless specified in the bid. Failure to follow these instructions may result in delay in processing invoices for payment. In addition, the purchase order number must appear on bills of lading, packages, cases, delivery lists and correspondence.

8. DELIVERY: Unless actual date of delivery is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, unless otherwise specified.

9. MANUFACTURERS' NAMES AND APPROVED EQUIVALENTS: Any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specification for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit with his proposal, cuts, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids which do not comply with these requirements are subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form.

10. INTERPRETATIONS: Any questions concerning conditions and specifications shall be directed in writing to this office for receipt no later than ten (10) days prior to the bid opening. Inquiries must reference the date of bid opening and bid number. Failure to comply with this condition will result in bidder waiving his right to dispute the bid.

11. CONFLICT OF INTEREST: All bid awards are subject to Section 2-973 Conflict of Interest, City of Naples Code of Ordinances, which states: *"No public officer or employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of or is doing business with the city; nor shall an officer or employee have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his private interests and the performance of his public duties or that would impede the full and faithful discharge of his public duties. Any member of the city council or any city officer or employee who willfully violates this section shall be guilty of malfeasance in office or position and shall forfeit his office or position. Violation of this section with the knowledge, express or implied, of the person or corporation contracting with or making* *a sale to the city shall render the contract or sale voidable by the city manager or the city council."*

12. AWARDS: As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received.

13. ADDITIONAL QUANTITIES: For a period not exceeding ninety (90) days from the date of acceptance of this offer by the buyer, the right is reserved to acquire additional quantities up to but not exceeding those shown on bid at the prices bid in this invitation. If additional quantities are not acceptable, the bid sheets must be noted "BID IS FOR SPECIFIED QUANTITY ONLY." (THIS PARAGRAPH DOES NOT APPLY FOR A TERM CONTRACT.)

14. SERVICE AND WARRANTY: Unless otherwise specified, the bidder shall define any warranty service and replacements that will be provided during and subsequent to this contract. Bidders must explain on an attached sheet to what extent warranty and service facilities are provided.

15. SAMPLES: Samples of items, when called for, must be furnished free of expense, on or before bid opening time and date, and if not destroyed may, upon request, be returned at the bidder's expense. Each individual sample must be labeled with bidder's name, manufacturer's brand name and number, bid number and item reference. Request for return of samples shall be accompanied by instructions which include shipping authorization and name of carrier and must be received with your bid. If instructions are not received within this time, the commodities shall be disposed of by the City of Naples.

16. BID PROTEST: The city has formal bid protest procedures that are available on request.

17. INSPECTION, ACCEPTANCE AND TITLE: Inspection and acceptance will be at destination unless otherwise provided. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency, unless loss or damage results from negligence by the ordering

18. DISPUTES: In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the buyer shall be final and binding on both parties.

19. GOVERNMENTAL RESTRICTIONS: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful bidder to notify the buyer at once, indicating in his letter the specific regulation which required an alteration. The City reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the City.

20. LEGAL REQUIREMENTS: Applicable provision of all Federal, State, county and local laws, and of all ordinances, rules, and regulations shall govern development submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City of Naples by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

21. PATENTS AND ROYALTIES: The bidder, without exception, shall indemnify and save harmless the City of Naples and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the City of Naples. If the bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

22. ADVERTISING: In submitting a bid, bidder agrees not to use the results there from as a part of any commercial advertising.

23. ASSIGNMENT: Any Purchase Order issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the buyer.

24. LIABILITY: The supplier shall hold and save the City of Naples, its officers, agents, and employees harmless from liability of any kind in the performance of this contract.

25. PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

26. DISCRIMINATION: An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

27. COUNTY TAXES: No proposal shall be accepted from and no contract will be awarded to any person, firm or corporation that is in arrears to the government of Collier County, Florida.

28. OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES: The City of Naples encourages and agrees to the successful bidder/proposer extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful bidder/proposer.

IF THIS BID IS FOR A TERM CONTRACT, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

29. ELIGIBLE USERS: All departments of the City of Naples are eligible to use this term contract. Such purchases shall be exempt from the competitive bid requirements otherwise applying to their purchases.

30. PRICE ADJUSTMENTS: Any price decrease effectuated during the contract period by reason of market change shall be passed on to City of Naples. Price increases are not acceptable.

31. CANCELLATION: All contract obligations shall prevail for at least one hundred eighty (180) days after effective date of contract. After that period, for the protection of both parties, this contract may be cancelled in whole or in part by either party by giving thirty (30) days prior written notice to the other party.

32. RENEWAL: The City of Naples reserves the option to renew the period of this contract, or any portion thereof for up to two (2) additional periods. Renewal of the contract period shall be by mutual agreement in writing.

33. ABNORMAL QUANTITIES: While it is not anticipated, should any unusual or abnormal requirements arise, the City reserves the right to solicit separate bids thereon.

34. FISCAL NON-FUNDING CLAUSE: In the event sufficient funds are not budgeted for a new fiscal period, the City shall notify the contractor of such occurrence and the contract shall terminate on the last day of the current fiscal year without penalty or expense to the City.

IF THIS BID IS FOR PERFORMING A SERVICE, THE FOLLOWING CONDITIONS SHALL ALSO APPLY

35. ALTERNATIVE BIDS: Bidders offering service delivery methods other than those permitted by the scope of work may submit a separate envelope clearly marked "ALTERNATIVE BID". Alternative bids will be deemed non-responsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all bids received to permit rewriting the scope of work to include the alternative method, or the alternative method may be considered for future requirements of the City of Naples.

36. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns and transfers to the City of Naples all rights, titles and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by the City of Naples under said contract.

37. BIDDER INVESTIGATIONS: Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City of Naples upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

38. CERTIFICATES AND LICENSES: The Contractor, at time of proposal, shall possess the correct occupational licenses, all professional licenses or other authorizations necessary to carry out and perform the work required by the City of Naples and Collier County for this project pursuant to all applicable Federal, State and Local Laws, Statues, Ordinances, and rules and regulations of any kind.

39. CHANGE IN SCOPE OF WORK: The City of Naples may order changes in the work consisting of additions, deletions or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the

contract unless such changes or adjustments have been made by written amendment to the contract signed by the City of Naples and the contractor. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify the City in writing of this belief. If the City believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

40. CONTRACTOR PERSONNEL: The City of Naples shall, throughout the life of the contract, have the right of reasonable rejection and approval of staff or subcontractors assigned to the work by the contractor. If the City reasonably rejects staff or subcontractors, the contractor must provide replacement staff or subcontractors satisfactory to the City in a timely manner and at no additional cost to the City. The day-to-day supervision and control of the contractor's employees and sub-contractors is the responsibility solely of the contractor.

41. COST REIMBURSEMENT: The contractor agrees that all incidental costs, including allowances for profit and tools of the trade, must be included in the bid proposal rates. If an arrangement is made between the contractor and the City to reimburse the contractor for the cost of materials provided in the performance of the work, the contractor shall be reimbursed in the following manner: The City shall reimburse the contractor on completion and acceptance of each assigned job, only for those materials actually used in the performance of the work that is supported by invoices issued by the suppliers of the contractor describing the quantity and cost of the materials purchased. No surcharge shall be added to the supplier's invoices or included in the contractor's invoice submitted to the City that would increase the dollar amount indicated on the supplier's invoice for the materials purchased for the assigned job.

42. EXCEPTIONS: Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

43. FAILURE TO DELIVER: In the event of the contractor to fail to deliver services in accordance with the contract terms and conditions, the City, after due oral or written notice, may procure the services from other sources and hold the contractor responsible for any resulting purchase and administrative costs. This remedy shall be in addition to any other remedies that the City may have.

44. FAILURE TO ENFORCE: Failure by the City at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the City to enforce any provision at any time in accordance with its terms.

45. FORCE MAJEURE: The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

46. INDEPENDENT CONTRACTOR: The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of the City of Naples and the City of Naples shall be at no time legally responsible for any negligence or any wrongdoing by the contractor, its servants or agents. The City of Naples shall not withhold from the contract payments to the contractor any federal income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, the City

shall not provide to the contractor any insurance coverage or other benefits, including Workers' Compensation normally provided by the City for its employees.

47. ORAL STATEMENTS: No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in this contract. All modifications to the contract must be made in writing by the City of Naples.

48. QUALIFICATIONS OF BIDDERS: The bidder may be required, before the award of any contract, to show to the complete satisfaction of the City of Naples that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy the City in regard to the bidder's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy the City that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:
    a. The ability, capacity, skill and financial resources to perform the work or service.
    b. The ability to perform the work service promptly or within the time specified, without delay.
    c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
    d. The quality of performance of previous contracts or services.

49. QUALITY CONTROL: The contractor shall institute and maintain throughout the contract period a properly documented quality control program designed to ensure that the services are provided at all times and in all respects in accordance with the contract. The program shall include providing daily supervision and conducting frequent inspections of the contractor's staff and ensuring that accurate records are maintained describing the disposition of all complaints. The records so created shall be open to inspection by the City.

50. RECOVERY OF MONEY: Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to the City, the same amount may be deducted from any sum due to the contractor under the contract or under any other contract between the contractor and the City. The rights of the City are in addition and without prejudice to any other right the City may have to claim the amount of any loss or damage suffered by the City on account of the acts or omissions of the contractor.

51. REQUIREMENTS CONTRACT: During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees that this is a requirements contract and that the City shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of the City for the period of the contract. The amount is only an estimate and the contractor understands and agrees that the City is under no obligation to the contractor to buy any amount of services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees that the City may require services in excess of the estimated annual contract amount and that the quantity actually used whether in excess of, or less than, the estimated annual contract amount and that the quantity actually used shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

52. TERMINATION FOR CONVENIENCE: The performance of work under the contract may be terminated by the City in whole or in part whenever the City determines that termination is in the City's best interest. Any such termination shall be effected by the delivery to the contractor of a written notice of termination of at least seven (7) days before the date of termination, specifying the extent to which performance of the work under the contract is terminated and the date upon which such termination becomes effective. After receipt of a notice of termination, except as otherwise directed, the contractor shall stop work on the date of the receipt of the notice or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as necessary for completion of such portion of the work not terminated; terminate all vendors and subcontracts; and settle all outstanding liabilities and claims.

53. TERMINATION FOR DEFAULT: The City of Naples reserves the right to terminate the contract if the City determines that the contractor has failed to perform satisfactorily the work required, as determined by the City. In the event the City decides to terminate the contract for failure to perform satisfactorily, the City shall give to the contractor at least seven (7) days written notice before the termination takes effect. The seven-day period will begin upon the mailing of notice by the City. If the contractor fails to cure the default within the seven (7) days specified in the notice and the contract is terminated for failure to perform satisfactorily, the contractor shall be entitled to receive compensation for all reasonable, allocable and allowable contract services satisfactorily performed by the contractor up to the date of termination that were accepted by the City prior to the termination. In the event the City terminates the contract because of the default of the contractor, the contractor shall be liable for all excess costs that the City is required to expend to complete the work under contract.

54. STATE AND FEDERAL EMPLOYMENT LAWS: Contractors providing service to the City are required to comply with all state and federal employment laws. This includes, but is not limited to, laws resulting from the Immigration and Reform and Control Act of 1986, wherein all employers are required to verify the identity and employment eligibility of all employees. The Department of Homeland Security, U.S. Citizenship and Immigration Services require employees and employers to complete Form I-9 and the employer must examine evidence of identity and employment eligibility within three business days of the date employment begins. Non compliant contractors will be subject to contract sanctions, up to and including contract termination.

55. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION: The contractor agrees to comply with Executive Order 12549 “Debarment and Suspension” and 2 CFR 180 “OMB Guidelines to Agencies on Government wide Debarment and Suspension.” These rules require all contractors using federal funds not be debarred or suspended from doing business with the Federal Government. This includes sub-recipients and lower tier participant for covered transactions. Signing and submitting this document certified the organization and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency, and further have not within the preceding three-year period been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction.

GENERAL INSURANCE REQUIREMENTS: The Contractor shall not commence work until he has obtained all the insurance required under this heading, and until such insurance have been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the Owner.

Certificates of insurance must be issued by an authorized representative of the insurance company at the request and direction of the policyholder and must include sufficient information so as to identify the coverage and the contract for Owner's improvements for which they are issued. Certificates of insurance must be issued by a nationally recognized insurance company with a Best's Rating of no less than B+VII, satisfactory to the Owner, and duly licensed to do business in the state of said Contract.

The Contractor shall procure and maintain, during the life of this Contract, Worker's Compensation Insurance for all of his employees to be engaged in work under this Contract, and he shall require any subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees to be engaged in such work, unless such employees are covered by the protection afforded by the Contractor's insurance. In case any employees are to be engaged in hazardous work under this Contract, and are not protected under this Worker's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate coverage for the protection of such employees. It is acceptable to use a State-approved Worker's Compensation Self-Insurance fund.

The Contractor shall take out and maintain during the life of this Contract, Public Liability and Property Damage and shall include Contractual Liability, Personal Injury, Libel, Slander, False Arrest, Malicious Prosecution, Wrongful Entry or Eviction, Broad Form Property Damage, Products, Completed Operations and XCU Coverage to be included on an occurrence basis, and to the full extent of the Contract to protect him, the Owner, and any subcontractor performing work covered by this Contract from damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall also maintain automobile liability insurance including "non-owned and hired" coverage. The entire cost of this insurance shall be borne by the Contractor.

The amount of such insurance shall be no less than $1,000,000 annual aggregate for bodily injury and property damage combined per occurrence.

The City of Naples must be named as Additional Insured on the insurance certificate <u>and the following must also be stated on the certificate</u>. "This coverage is primary to all other coverage the City possesses for this contract only." The City of Naples shall be named as the Certificate Holder. The Certificate Holder shall read as follows:

The City of Naples
735 Eighth Street South
Naples, Florida 34102

No City Division, Department, or individual name should appear on the Certificate.
<u>No other format will be acceptable</u>.

The Certificate must state the proposal number and title.

When using the "Accord"- 25 Certificate of Insurance only the most current version will be accepted.

The City of Naples requires a copy of a cancellation notice in the event the policy is cancelled. The City of Naples shall be expressly endorsed onto the policy as a cancellation notice recipient.

EXHIBIT A

General System

Reference		Functional Requirements	Response	Comments
		General	**Y/N**	
Gen	1	The solution automatically notifies users when a new version or update is available and provides a comprehensible non-invasive method to automatically install and update every client machine without the need for IT to touch the machine.		
Gen	2	The system provides flexible updates and install mechanisms for securely and automatically updating the server(s) and client(s) machines.		
Gen	3	Offers intuitive user interface with features such as drop-down lists, pop-up windows, check boxes, and radio buttons.		
Gen	4	The software is currently in use at other agencies in a similar environment.		
Gen	5	All client workstations are automatically updated during installation without the need to install software on individual workstations.		
Gen	6	Menu-driven software is arranged in a logical sequence with easy-to-understand directions and prompts. Authorized users can bypass menus and gain direct access to any program.		
Gen	7	Offers the ability to create custom menus for individual users and add client-specific options.		
Gen	8	Allows users to set up "favorites" for direct access to application functions.		
Gen	9	Applications avoid duplicate data entry. Data is entered once and replicated or accessed, when needed.		
Gen	10	Provides ability to store, access, and retrieve multiple years of historical data.		
Gen	11	Operates in a multi-user environment with features ensuring data integrity.		
Gen	12	Purges data based on user-defined criteria with appropriate controls.		
Gen	13	Provides flexible search criteria based on partial name, description, or other search fields and filtering capabilities that limit the items in the selection list to those that match the specified criteria.		
Gen	14	Offers the ability either to scroll or page through records or to call up a single record.		
Gen	15	Provides ability to "drill down" from a summary level to the detail transactions that created it.		
Gen	16	Allows users to adjust commonly altered variables, such as codes, tables, and report parameters, without the services of a professional programmer.		

EXHIBIT A

General System				
Reference		Functional Requirements	Response	Comments
Gen	17	System tables contain edit and validation rules to control data integrity.		
Gen	18	Offers ability to download or access application data through desktop productivity tools, such as spreadsheets, word processors, or report writers.		
Gen	19	Offers the capability to enter free-form notes.		
Gen	20	Provides for concurrent use of Windows Office applications: Word, Excel, PowerPoint, and Outlook.		
		Technical		
Gen	21	Supports Windows 7 or higher (preferred) for client workstations.		
Gen	22	Uses an industry recognized relational database management system.		
Gen	23	Provides for audit capability and recovery in the event of a system failure.		
Gen	24	Allows for backing up master files without bringing down the online applications.		
		Security		
Gen	25	Offers security permissions that enable users to view data without being allowed to add, delete, or modify it.		
Gen	26	Security permissions can be applied to groups of users in addition to individual users.		
Gen	27	Security can be assigned to the menu option level.		
Gen	28	Requires users to log onto the system once.		
Gen	29	System can restrict access to system features and restrict specific transaction processing to designated, authorized personnel, by user and by function.		
Gen	30	Automatically signs off a user after a pre-determined time of inactivity.		
Gen	31	The security interfaces with MS Active Directory and accommodates both Windows Authentication or Lightweight Directory Access Protocol (LDAP), allowing for role-based, as well as custom, navigation (inquiry and maintenance) views and data security.		
Gen	32	Security system is a role-based security system.		
Gen	33	Can define database level security for each role which includes read, insert, update, and delete permissions to individual tables/views based on a custom record filter defined and based on any column value in that table/view.		
		General Reporting		
Gen	34	Vendor offers an ad hoc report writer for flexible reporting.		

EXHIBIT A

General System

Reference		Functional Requirements	Response	Comments
Gen	35	Vendor offers a Web reporting module, delivering reports over the Web for organization-wide access.		
Gen	36	Users can establish specific report security levels.		
Gen	37	Offers basic arithmetic commands (add, subtract, multiply, and divide) that allow manipulating numbers and dates.		
		Users have the ability to determine:		
		Which fields display in the query		
		Selection or filtering criteria		
		Sort sequence		
Gen	38	Totals and subtotals		
Gen	39	User can set personal alerts on report data to inform via message or e-mail when value thresholds are detected.		
Gen	40	All reports contain organization name, report title, column heading descriptions, processing date, sequentially numbered pages, and totals, as appropriate.		
Gen	41	Users can electronically file reports for subsequent access.		
Gen	42	Reports can be saved in a variety of formats, including HTML, .pdf, .xls, or text.		
Gen	43	User can integrate reports/charts into MS Office Word, Excel, and PowerPoint creating 'live' links to easily refresh data when needed.		
Gen	44	Easy-to-use drag and drop report authoring interface.		
Gen	45	Offers ability to direct report data output to file for loading into PC applications.		
Gen	46	Reports can be viewed prior to printing.		
Gen	47	Users can view or print reports, as an option.		
Gen	48	Reports can be scheduled to run at anytime and results can be emailed.		
Gen	49	Printed output can be queued to any of the system or network printers.		
		Offers Dashboards (3 Types)		
		Personalized Dashboards		
		Report Dashboards		
Gen	50	Portal Dashboards		
Gen	51	Provides Scorecards (KPI Tracking)		
Gen	52	Enables report annotations - comments/notes to others viewing save reports.		
Gen	53	Shows data lineage - see origin of data on reports.		
Gen	54	User-selected charts can be displayed on dashboard/desktop for quick reference of daily/monthly/yearly statistics.		

EXHIBIT A

General System

Reference		Functional Requirements	Response	Comments
		Documentation		
Gen	55	Vendor provides HTML-based online help viewable through a browser.		
Gen	56	Documentation includes index, search, and table of contents.		
Gen	57	Documentation can be printed.		
Gen	58	Documentation includes step-by-step instructions on how to perform job tasks.		
Gen	59	Documentation is provided at no additional charge with each new release, providing a list of all new features.		
Gen	60	Vendor provides application training manuals.		
		Support		
Gen	61	Vendor provides Web-based support for diagnosis and resolution of software problems.		
Gen	62	Vendor provides an average response time for software support of 2 hours or less.		
Gen	63	Vendor has an active national users' group where software enhancements can be suggested and problems addressed and corrected.		
Gen	64	Vendor has regional users' groups.		
Gen	65	Users receive periodic software releases and enhancements at no additional cost with paid maintenance fee.		
Gen	66	Vendor provides an electronic customer newsletter.		
		Vendor provides Web site that enables customers to:		
		Submit support logs and view status		
		View frequently asked questions		
		Request available product upgrades		
		Download product documentation		
		Register for continuing education classes		
		Share ad hoc reports with other users		
Gen	67	Suggest and vote on enhancement requests		
Gen	68	View programming support coding changes for various products		
		Training		
Gen	69	Training takes place at the customer site.		
Gen	70	System administration training, as well as user training, employs a train-the-trainer approach.		
Gen	71	Vendor offers continuing education via Web conference training over the Internet.		
		Integration/Interfaces		
Gen	72	Software modules are seamlessly integrated.		

EXHIBIT A

General System

Reference		Functional Requirements	Response	Comments
Gen	73	Integrates with a word processing application to generate documents such as letters and notices.		
Gen	74	Interfaces with mapping products that support ESRI formats, including Shape files, Arc Coverages, Arc SDE layers, and Digital Aerial Photography.		
Gen	75	Vendor offers Web-based citizen access modules to provide citizens with interactive Web services.		
Gen	76	Supports integration with imaging solutions.		
Gen	77	Supports Microsoft .NET framework. If yes, please describe.		
Gen	78	Supports an enterprise Services Oriented Architecture (SOA),		
Gen	79	Supports XML design and authoring (data export). If yes, please describe.		
Gen	80	Supports Web-service (WS) standards. If yes, please list support WS standards.		

EXHIBIT A

Cash Receipts

Reference		Functional Requirements	Response	Comments
		General	**Y/N**	
Receipting	1	Offers 'touch screen' capabilities for receipt entry.		
Receipting	2	Multiple user-defined receipt formats.		
Receipting	3	Credit card can be scanned directly from receipt terminal.		
Receipting	4	Allows for the reprinting of a receipt.		
Receipting	5	Applies cash receipts on hierarchical basis (i.e., penalties, then utilities, then misc. fees) with ability for cashier to override.		
Receipting	6	If receipt is to be printed for an invoice issued by another module, the system provides the capability to search that module's database to determine an account number by entering a customer's name.		
Receipting	7	Maintains a user-definable table of revenue codes to facilitate uniform data entry and classify the transaction for posting.		
Receipting	8	Provides an automated interface to the Fund Accounting module by batch update.		
Receipting	9	Provides for revenue posting by source and by fund.		
Receipting	10	Provides receipting function to facilitate posting and reconciliation of cash payments for all types of revenue.		
Receipting	11	Provides the ability to handle short or overpayments.		
Receipting	12	Provides the option of printing a receipt for at-the-counter payments or updating the records without a receipt in the case of a mail payment.		
Receipting	13	Supports acceptance of multiple payment methods (cash, check, credit card, online, etc.).		
Receipting	14	Supports cashiering functions for counter payments.		
Receipting	15	The centralized receipting function can be used to search other databases for outstanding balances. The system can search all community development, accounts receivable, utility billing, business licensing, and related applications.		
Receipting	16	Tracks registers by user and register number and allows interfaces to be run by batch identified by the register information.		
Receipting	17	Void/adjustments to posted receipts can issue refunds as an AP transaction to the General Ledger.		
		Integration		
Receipting	18	Provides the ability to load a lockbox for bank or other outside payment sources.		
Receipting	19	Authorized users are able to pay charges from within their application rather than accessing cash receipts separately.		

EXHIBIT A

Cash Receipts				
Reference		Functional Requirements	Response	Comments
Receipting	20	Provides an automated GL Account Transactions for posting to the GL by either a native integration to the Financial Application or by the ability to export GL Account Transaction tables for import into third party GL systems.		
Receipting	21	During conversion to the new system the product can create General ledger transactions from the City's existing IBM DB2 platform data base programatically.		
		Reporting		
Receipting	22	Provides reconciliation reports including a detailed receipt listing, receipt summary by revenue code, and receipt summary by account to provide totals to assist in cash and check balancing.		

EXHIBIT A

General Community Development

Reference		Functional Requirements	Response	Comments
		Fee Schedule	Y/N	
		Provides a common fee calculation tool for all modules:		
		Flat Fee		
		Tier-based		
		Cumulative		
		If/Else		
		Accrual		
GC	1	Uses existing data - value, square footage, number of units, etc.		
GC	2	Distributes fees across multiple revenue/liability accounts.		
GC	3	Provides effective dates on fee schedules.		
GC	4	Offers deferred revenue abilities.		
		Inspections		
GC	5	Provides ability to schedule inspections for all areas and be able to work with those inspections in a central location.		
		Central location for all inspections should include:		
GC	6	Planning & Engineering inspections -Site inspections -Bond release inspections		
GC	7	Permit inspections		
GC	8	Code compliance inspections		
GC	9	Business inspections		
		Inspection area assignment is based on the following:		
		Location		
		Inspector availability		
		Inspection type		
		Permit type		
GC	10	Case type		
		Provides e-mail notification to the following parties when an inspection is scheduled:		
		Related party - applicant, owner, agent, etc.		
		General contractor		
		Subcontractor		
		Inspector		
GC	11	Project manager		
GC	12	Inspections can be added to a user's calendar.		

EXHIBIT A

General Community Development				
Reference		Functional Requirements	Response	Comments
GC	13	E-mail notification is based on the type of inspection and its result. Example: If final building inspection is approved, notify the Utility Clerk, Tax Assessor, General Contractor, and the Owner. If the final building inspection fails, notify the General Contractor and the Owner.		
		Standard Comment/Ordinance		
		Imports from International Code Council (ICC) I-Codes™.		
		ICC is the publisher and copyright owner of the following titles:		
		2009 International Building Code		
		2009 International Residential Code		
		2009 International Fire Code		
		2007 Florida Building Code		
		2007 Florida Test Protocols for High Velocity Hurricane Zone Code		
		2007 Florida Fuel Gas Code		
		2007 Florida Mechanical Code		
		2007 Florida Residential Code		
		2007 Florida Existing Building Code		
		2007 Florida Accessibility Code		
GC	14	2007 Florida Energy Code		
		Calendar		
GC	15	Schedules inspector activity.		
		Meeting calendars:		
		Council meeting		
		Code hearings		
GC	16	DRC or technical review meetings		
GC	17	Import of ICS calendar data.		
GC	18	Provides an agenda builder for meeting calendars:		
		Automatically includes items from other applications		
		- Planning & Engineering		
GC	19	- Code Compliance		
GC	20	Provides a minutes builder for meeting calendars:		
GC	21	Minutes obtained for each agenda item are automatically stored/sent to Planning & Engineering or Code Compliance Cases.		
		Searching		
GC	22	Provides multiple search ability.		
		All applications offer the ability to search for records based on the following land data:		
		Address		

EXHIBIT A

General Community Development				
Reference		Functional Requirements	Response	Comments
		Parcel		
		Related parties - i.e., owner name		
		Jurisdiction		
		Zoning		
		District		
GC	23	Subdivision		
GC	24	Allows the ability to display search results on a map.		
GC	25	Able to export search results to an Excel spreadsheet.		
		Other Common Tools		
GC	26	Provides a single location for all tasks assigned from multiple applications.		
GC	27	Provides a common desktop for all users with user preferences.		
GC	28	User can attach working files from applications such as Microsoft Word, Excel, pictures, drawings, to any database record. These files can be maintained in combination with the database record.		
GC	29	Administrator can schedule and configure the interval for purging data in the system for key areas defined to be purged. Examples include: purge of cash receipts posted records; or the purge of historical record changes in history tables. Able to archive these data areas prior to purge.		
		Cash Receipts		
GC	30	Offers a 'Pay Now' feature for all applications that allows authorized users to pay charges from their working application versus having to switch to a cash receipts system and find the record to pay.		
GC	31	Void/adjustments to posted receipts can issue refunds as an Accounts Payable transaction to the General Ledger.		
		Integration		
GC	32	Integration with Imaging Software enables archived files such as signed documents and council video to be accessed directly from the database records.		
GC	33	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		

EXHIBIT A

Land				
Reference		Functional Requirements	Response	Comments
		General Location Details	**Y/N**	
Land	1	Provides a centralized database for parcel location information which eliminates storing duplicate parcel and location information.		
Land	2	Allows multiple parcels to be associated to a single location.		
Land	3	Allows multiple addresses to be associated to a single location.		
Land	4	Allows multiple structures to be associated to a single location.		
Land	5	Allows unlimited user-defined codes for items such as setbacks on the location and parcel.		
Land	6	Creates mass change of location information.		
Land	7	Allows mass entry of location data.		
Land	8	Provides ability to view and drill down on detailed information for other integrated applications that have activity or balance due information.		
Land	9	Allows unlimited free-form notes to be entered specific to the location, address, or parcel. Allows these notes to be flagged to appear automatically on specific, integrated application screens.		
Land	10	Allows creation of "Critical Notes" which require the user to review and respond before continuing with the process. Overrides are recorded in an audit report of all overrides performed.		
Land	11	Allows creation of "Stop Work" orders that prevent the user from continuing with a process without an override. Overrides are recorded in an audit report of all overrides performed.		
Land	12	All changes to a location and its associated data; such as parcel, structure, related parties, addresses, zoning, etc., are recorded in history that is easily accessible by the user.		
Land	13	All changes to a location and its associated data, are stored as a "point-in-time" record so that history can be displayed on a given date.		
		Records-based search for location data:		
		Address information		
		Parcel data		
		Location data: zone, district, xyz coordinates		
Land	14	Related parties: owners, tenants, etc.		
Land	15	Intersecting Data Searches allow user to search for a set of data, and then perform another search within that selected group.		

EXHIBIT A

Land				
Reference		Functional Requirements	Response	Comments
		GIS		
Land	16	Integrated GIS map visualization sources include Google, local shape files, and ArcGIS Server rest services. Radius and proximity tools are included as part of the GIS interface.		
Land	17	User should be able to display and select locations from a map.		
Land	18	User can select multiple locations from a map and maintain records in mass or individually.		
		Map Advanced Searching allows user to enter search criteria and display results of locations found on a map:		
		Address information		
		Parcel data		
		Location data: zone, district, xyz coordinates		
Land	19	Related parties: owners, tenants, etc.		
Land	20	Integrates with existing GIS system to display GIS layers and GIS data not stored in Land System.		
Land	21	User can add a new location from a map.		
		Parcel Information		
Land	22	Allows user-defined Parcel ID.		
Land	23	Stores unlimited parcel user-defined information.		
Land	24	Allows multiple addresses to be associated with a parcel.		
Land	25	Provides ability to change and retrieve legal property descriptions.		
Land	26	Retains property valuations and exemptions for an unlimited number of years.		
Land	27	Tracks all changes made to parcel information and retains for history lookup.		
		Address Information		
Land	28	User should be able to enter any part of the address and the system will retrieve all addresses with that criteria.		
Land	29	If the user enters alias in the street name search, the system should retrieve the correct address.		
Land	30	Allows multiple parcels to be associated with an address.		
Land	31	Allows multiple structures to be associated to a single address.		
Land	32	Provides ability to create mass change of address information.		
Land	33	Allows mass location additions.		
Land	34	Allows mass add from a street dictionary file that sets defaults for mass addition, but allows the user to change each new record with differentiating data.		
Land	35	Provides a customized dictionary of all valid street names and number ranges.		

EXHIBIT A

Land				
Reference		Functional Requirements	Response	Comments
Land	36	Provides ability to set up and view commonly used terms (aliases) for street names or locations.		
Land	37	Enables automatic look up of valid address from street dictionary when creating a new address record.		
Land	38	Stores all valid postal zip codes and foreign countries.		
		Structure Information		
		Stores data about structures associated to a location, such as:		
		Structure Type: Single Family, Hotel, Bridge, Shell, Store		
		Occupancy Type and Construction Type		
		Square Footage and Valuation		
		GIS Coordinates: Latitude, Longitude, XYZ coordinates		
Land	39	User-defined data: Number of Floors, Units, HAZMAT, Fire Protection, etc.		
Land	40	View adjustments to structure square footage and valuations. Example: Reduced Square Footage - 500 square feet.		
Land	41	View the history of a structure from its initial build; all alterations, additions, and demolitions.		
Land	42	Allow multiple addresses to be associated to a single structure.		
		Owner/Name Information		
Land	43	Stores unlimited owner/name information.		
Land	44	Allows various name type identifications such as owner, tenant, landlord, second owner, property manager, etc.		
Land	45	Provides ability to create and view attached documents in Microsoft Word for a specific name.		
Land	46	Allows multiple names to be associated with parcels or locations.		
		Integration		
Land	47	Integrates with Geographic Information Systems (GIS).		
Land	48	Integrates with other land-based applications for use of parcel and location information.		
Land	49	Integrates with an ad hoc report writer to generate custom reports.		

EXHIBIT A

Permitting				
Reference		Functional Requirements	Response	Comments
		Building Job Processing	Y/N	
Permitting	1	Captures basic building job data and tracks the status of the job.		
Permitting	2	Allows an unlimited number of names, addresses, and phone numbers to be entered for a building job. Allows online searches by any of these names to locate a building job.		
Permitting	3	Ability to assign Multiple General Contractors and subs to large commercial jobs.		
Permitting	4	Multiple contractors can be associated with a single permit. For example, an electrical permit could have two or more subcontractors.		
Permitting	5	Tracks all contractors ever associated to a job and/or a single permit for that job. For example, the contractor originally associated with the job or permit may be replaced with a new contractor. History would show all contractors ever associated with the job.		
Permitting	6	An unlimited amount of free-form notes can be entered for a building job. These notes can be flagged to appear automatically at key processing points (such as inspection entry).		
Permitting	7	Allows creation of "critical notes" which require the user to review and respond before continuing with the process. Overrides are recorded in an audit report of all overrides performed.		
Permitting	8	Allows creation of "stop work" orders that prevent the user from continuing with a process without an override. Overrides are recorded in an audit report of all overrides performed.		
Permitting	9	Allows search and retrieval of a permit or application using address, parcel number, associated names, type of application, application status, responsible department, or any combination of these items.		
Permitting	10	Allows for multiple locations on a single building job.		
Permitting	11	Allows for multiple structures on a single building job.		
Permitting	12	Allows for multiple permits on a single building job.		
Permitting	13	On a large commercial job the user should be able to view all the site permits for all locations, and all construction permits for each structure on that job with a "flow chart" type visual.		
Permitting	14	Provides a diagram that shows all locations, structures, and permits for a single job.		
		Provides the following maintenance abilities from the diagram:		
		Location data		
		Structure data		

EXHIBIT A

Permitting				
Reference		Functional Requirements	Response	Comments
		Permit data		
		Inspection data		
Permitting	15	Fee processing		
Permitting	16	Automatically calculates permit expiration date based on user parameters. Expiration date extends automatically based on inspection activity.		
		Fee Schedules		
Permitting		Provides multiple fee calculation abilities:		
Permitting		Flat rates		
Permitting		Tier-based calculation with/without base fee - system should be able to calculate a permit fee based on a valuation range in addition to a base amount. Example: $50 + ($5 per $1,000 of valuation).		
Permitting	17	Tier-based w/accumulation calculation with/without base fee - system should be able to calculate a permit fee based on a valuation range in addition to a base amount. Example: $50 + [$5 per $1,000 of valuation (0 - 200,000 Valuation)] + [$3 per $1,000 of valuation (200,001 - 500,000)]		
Permitting	18	Conditional calculations - system should be able to calculate a fee based on conditions that exist for that job, parcel, structure, or permit. Example: If the Valuation of the Permit > $500,000, then Fee = (fee calculation TYPE A) if No, then Fee = (fee calculation TYPE B)		
		System should provide for the following variables in the fee calculations:		
		Job total value		
		Job total square footage		
		Structure value		
		Structure square footage		
		Permit value		
		Permit square footage		
		User prompts (i.e., resubmittal number)		
		Parcel data (i.e., number of acres)		
Permitting	19	Structure data (i.e., number of fixtures)		
Permitting	20	Calculates plan review fees based on the number of times plans have been resubmitted.		

EXHIBIT A

Permitting				
Reference		Functional Requirements	Response	Comments
Permitting	21	Provides escrow accounting for contractors and developers in which that money can then be posted to open charges for permits, inspections, and any other charges that may occur for that contractor.		
		Plan Review		
Permitting	22	Allows user-defined plan review routing based on type of work performed.		
		Job submittal/plan review configurable e-mail notifications to any or all internal and/or external related parties when any of the following occur:		
		Plans are submitted		
		Plans are accepted and in review		
		Plans are returned for corrections		
		Plans are approved and ready for permit issuance		
		Additional information is required		
		Reviews are late or approaching the deadline		
		Applicant has not returned corrections and the plan review period has expired.		
Permitting	23	Applicant fails to pay required fees in specified time period.		
Permitting	24	Automatically closes out "expired" jobs that are still in plan review.		
Permitting	25	Allows for the pre-issuance of specific permit types (to allow for inspection scheduling) prior to the completion of plans approval while still preventing the issuance of the structural building permit or any other trade permits for that job.		
Permitting	26	Allows for unlimited correction comments for each reviewing agency.		
Permitting	27	Allows for unlimited "conditions of approval" for each reviewing agency.		
Permitting	28	Allows for the ability to add miscellaneous notes on an agency review.		
Permitting	29	Provides user-defined table of standard comments that can be used during plan review to reduce the user entry when writing corrections or conditions of approval.		
Permitting	30	Can include comments from multiple reviewing agencies in a single document.		
Permitting	31	Generates statistical reports summarizing the number of days an application remains in plan review for each type of job by each reviewing department.		

EXHIBIT A

Permitting				
Reference		Functional Requirements	Response	Comments
		Inspection Processing		
Permitting	32	Allows inspection scheduling and logging of inspection results.		
Permitting	33	Allows setup of user-defined inspection sequences for each application based on the type of work. These inspection sequences can be altered for individual permits, as required.		
Permitting	34	The system should ensure that inspections are being performed in the correct order as specified by inspection sequence.		
Permitting	35	Allows inspection assignment to inspectors based on location area, permit type, or inspection type.		
		Performs error checking during inspection scheduling to ensure that:		
		Contractors' licenses are valid		
		Inspections are being performed in the proper sequence		
		Type of inspection requested is valid for the permit		
		All required fees have been paid		
		Permit has not expired		
Permitting	36	Permit has not been placed on hold		
Permitting	37	Allows user-defined penalties for failing inspections to be assessed during inspection results entry.		
Permitting	38	Result comments can be entered during inspection results entry.		
Permitting	39	Provides user-defined table of standard comments that can be accessed during results entry.		
Permitting	40	Allows user definition of security to assure that only authorized persons are allowed to use an inspector's ID to sign off on an inspection.		
Permitting	41	Schedules inspections for a period of time.		
Permitting	42	Prevents an inspector from being scheduled for a time period that is already occupied by other inspections.		
Permitting	43	Prevents inspections from being scheduled for inspectors not available during specified time periods.		
Permitting	44	Allows for different work schedules for each inspector and does not schedule inspections for scheduled unavailable time such as training, vacation, etc.		
Permitting	45	Allows a user-defined system of inspection time needed to assure that inspectors are not being over scheduled for a specific day. As inspections are scheduled, the system maintains the accumulated time for each inspector and warns when the maximum is exceeded.		
Permitting	46	Provides a method of re-assigning an inspector's scheduled inspections for such situations as an inspector calling in sick.		
Permitting	47	Re-assigns inspections from a map view.		

EXHIBIT A

Permitting				
Reference		Functional Requirements	Response	Comments
Permitting	48	Displays all inspections on a map and allows inspector to result inspections from the map.		
		Permit and Certificate of Occupancy Printing		
Permitting	49	Allows interactive printing of permits using user-defined permit print formats.		
Permitting	50	Allows flagging of conditions of approval from plan review to print on the permit.		
Permitting	51	Automatically blocks permits placed on "hold" from printing.		
Permitting	52	Users can define type of certificate to print (Example: Certificate of Completion vs. Certificate of Occupancy). Allows user-defined print formats for certificates. Users perform editing prior to printing certificate for such items as all fees paid, all permits final, etc.		
Permitting	53	Ability to issue individual certificates for each structure on a job so that tenants can start to move in prior to the final Certificate being issued for the entire job.		
		Contractor Tracking		
Permitting	54	Provides database for tracking contractor information, such as name, address, phone, type of contractor, licenses, and insurance policies.		
Permitting	55	Provides an area for unlimited free-form text comments and notes for each contractor.		
Permitting	56	Performs automatic checking of all contractor requirements for pulling a permit during permit processing. These requirements are user-defined and consist of both a document number (such as a state license #) and/or an expiration date (such as when state license expires).		
Permitting	57	Allows establishment and tracking of escrow accounts for contractors. Escrow accounts allow contractors to place money on account and are used to pay permit fees, eliminating the need to bring individual payments for each permit fee.		
		Reporting		
Permitting	58	Statistical reports of permits are issued by a user-defined date range.		
Permitting	59	Statistical reports of the types of jobs submitted by user-defined date range, including census/dodge report data.		
Permitting	60	Statistical reports of types of inspections performed by user-defined date range.		
Permitting	61	Statistical reports of inspector activity by user-defined date range.		

EXHIBIT A

Permitting				
Reference		Functional Requirements	Response	Comments
Permitting	62	Statistical reports of plan review processing, including numbers of jobs reviewed, average days to process, etc.		
Permitting	63	A report by contractor of all outstanding fees.		
Permitting	64	Statistical reports of Certificate of Occupancy activity.		
Permitting	65	Permit listings by contractor.		
Permitting	66	Reports that list all open inspections for a specified date range.		
Permitting	67	On-demand escrow account statements.		
Permitting	68	Escrow account summary reports containing the total balance in escrow-liability that can be balanced with liability accounts in the general ledger.		
Permitting	69	Outstanding fees reports based on contractor or fee type, containing information on fees that have a balance due.		
		Integration		
Permitting	70	Interfaces to a general ledger for posting of cash and other entries to proper accounts.		
Permitting	71	Integrates with a land management database that provides address and parcel information to the building permits system.		
Permitting	72	Provides verification of contractors' business registration and state requirements maintained in the Business Account Management Database.		
Permitting	73	Visibility to Conditions of Approval established by Planning & Engineering review processes/projects.		
Permitting	74	Integrates with Microsoft Word to create job submittal documents, plan review documents, permits, certificates of occupancy, and certificates of completion.		
Permitting	75	Integrates with an e-government solution that enables citizens and contractors to complete common steps in the building permit process over the Internet:		
Permitting	76	Access to view Plan Review status and comments		
Permitting	77	Inspection scheduling		
Permitting	78	Access to view inspection status and comments		
Permitting	79	Pay fees		
Permitting	80	Integrates to GIS mapping products that support ESRI formats, including Shapefiles, Arc Coverages, Arc SDE layers, AutoCAD files, and digital aerial photography.		
		Integrates with an Interactive Voice Response (IVR) telephone system to access permit processes.		
		Access to view Plan Review status and comments		
		Inspection scheduling		
		Access to review Inspection status and comments		
		Pay fees		

EXHIBIT A

Permitting				
Reference		Functional Requirements	Response	Comments
		Request copy Certificate of Occupancy		
Permitting	81	Inspector inspection result entry		
Permitting	82	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		
		Electronic Plan Review		
Permitting	83	Allows online mark-up of plans submitted by applicant.		
Permitting	84	Allows the ability to compare pages side-by-side or as an overlay to see the difference between pages, and between revisions.		
Permitting	85	Online access allows citizens to upload drawing files anytime, anywhere, using an Internet connection.		
Permitting	86	Online access allows citizens to download corrections/mark-up drawing files anytime, anywhere, using an Internet connection.		
Permitting	87	Provides an online repository of existing plans for use by multiple departments, including building departments, police, fire, and emergency first- responders.		
Permitting	88	After the review process is complete, drawings are electronically stamped “approved” and a PDF version can be published for the citizen to download and print.		
Permitting	89	Final notes can be added by field inspection teams via Web-enabled mobile devices to ensure that final plans contain the most accurate information possible.		
Permitting	90	Provides the ability for external reviewing agencies to review and markup plans without accessing internal database system.		

EXHIBIT A

Code Enforcement				
Reference		Functional Requirements	Response	Comments
		General	**Y/N**	
Code	1	Processes, organizes, and tracks all complaints and violations of jurisdictional ordinances.		
		Can process complaints for all of the following departments:		
		Code Enforcement		
		Housing		
		Health		
		Fire		
Code	2	Zoning		
Code	3	Can display cases on a map, and access those cases from the map.		
Code	4	Identifies violations by location/structure/address.		
Code	5	Allows user-defined violation types and related free form text.		
Code	6	Allows multiple violations to be associated with a single case.		
Code	7	Multiple locations can be associated to a case.		
Code	8	Multiple related parties can be associated to a case.		
Code	9	Able to protect anonymous complaints through security.		
Code	10	Provides notifications to responsible party and establishes a user-defined follow-up inspection program to ensure violation corrections are made.		
Code	11	Defines case types with user-defined sequence of actions.		
		Following type of actions are required:		
		Inspections		
		Notice Letters		
		Hearings		
Code	12	Miscellaneous actions for things such as door hangers, called property owner, or referred to court		
Code	13	Ability to drag and drop additional steps needed to enforce compliance.		
Code	14	Automatically schedules re-inspections.		
Code	15	Provides method of preparing agendas and backup documentation regarding cases for board meetings or hearings.		
Code	16	Generates user-defined notice letters to all concerned parties regarding cases.		
Code	17	Allows historical tracking/audit of all changes to case-related information.		
Code	18	Provides a method of assigning a case to an officer or multiple officers for follow-up.		
		Searches for cases based on the following information:		
		Case ID		
		Case Type		

EXHIBIT A

Code Enforcement				
Reference		Functional Requirements	Response	Comments
		Date Range		
		Origination (city clerk, citizen, police, routine patrol, etc.)		
		Case Status		
		Assigned Officer/Inspector		
		Land Data		
		Zoning		
		Districts		
		Parcel/Tax ID		
		Address		
Code	19	Property Owner		
Code	20	Displays search results on map.		
Code	21	Works with cases from the map.		
Code	22	Allows unlimited free form text for cases, violations, and inspections.		
Code	23	Allows fees to be assessed to preventative inspections.		
		Assesses fines/penalties:		
		Accrual (hourly, daily, monthly)		
		Flat Rate		
Code	24	Calculated amounts based on data entered by user		
Code	25	Fines/Penalties can be posted as receivables to the General Ledger.		
		Reporting		
Code	26	Creates and prints a case history report of multiple cases for a location or for multiple locations on one parcel.		
Code	27	Generates custom reports with an ad hoc report writer.		
		Integration		
Code	28	Integrates with a cash receipts system to validate code compliance account numbers and penalty amounts, and updates customer balances.		
Code	29	Integrates with a parcel database to provide address and parcel information to the code compliance system.		
Code	30	Integrates with Microsoft Word to produce user-defined notifications to multiple responsible parties.		
Code	31	Integrates with a building permits system to issue "stop work" orders on active building jobs or locations.		
Code	32	Integrates with a general ledger for cash entry posting to proper accounts.		
Code	33	Integrates with an e-government system that allows citizens to pay violations over the Internet.		

EXHIBIT A

Code Enforcement				
Reference		Functional Requirements	Response	Comments
Code	34	Integrates with an imaging system to attach and control all digital files related to a case(i.e., photos, e-mails, and recorded hearings).		
Code	35	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		

EXHIBIT A

Development Project Management				
Reference		Functional Requirements	Response	Comments
		General	**Y/N**	
Dev Proj Mgt	1	Manages planning and engineering projects through the review and approval process, tracking all phases of the project review process.		
		Ability to access any project by:		
		Project ID/Number		
		Project location		
		Project Name		
		Project Description		
		Type of Project		
		Project Date Ranges		
		Project Managers		
		Project Related Parties (owners, developers, etc.)		
		Property parcel number		
Dev Proj Mgt	2	Location Data (common location tab)		
Dev Proj Mgt	3	Provides the ability to visually present all search results on a map.		
Dev Proj Mgt	4	Provides the ability to export search results to Excel or csv file.		
Dev Proj Mgt	5	Able to group projects together with a common identifier.		
Dev Proj Mgt	6	Able to group projects and related permits together.		
		Able to place "holds" on locations or building permits to prevent the following processes without proper authority:		
		Submit permit building applications		
		Approval of building permit application		
		Issuance of permits		
		Scheduling of permit Inspections		
		Issuance of business license/registration		
Dev Proj Mgt	7	Renewal of business license/registration		
Dev Proj Mgt	8	Provides for user-defined data form based on type of project.		
		Allows automatic tracking and routing of projects through various user-defined processes consisting of agency and other review functions. Routing consists of the following user-defined steps:		
		Checklist		
		Departmental reviews		
		General tasks (posting property, legal notices, create packages)		

EXHIBIT A

Development Project Management				
Reference		Functional Requirements	Response	Comments
		Meeting schedules		
		Letters or comment documents to applicants		
Dev Proj Mgt	9	Site inspections		
Dev Proj Mgt	10	Inspections should be part of central inspection area that also contains inspections from permits, code cases, and business inspections.		
Dev Proj Mgt	11	Automatically calculates due dates for review processes and events, including scheduling meetings.		
Dev Proj Mgt	12	Tracks multiple re-submittals for the same review on a project.		
Dev Proj Mgt	13	Can track multiple requests for a single review process.		
		Notifies users when the following conditions exist:		
		Steps require action		
		Steps are at risk for being late		
		Steps are late		
Dev Proj Mgt	14	Steps have completed		
Dev Proj Mgt	15	Allows electronic entry of agency comments and conditions as the project review progresses.		
Dev Proj Mgt	16	Users can input time spent on review step.		
Dev Proj Mgt	17	Provides the ability to assess fees and collect payments for planning projects. Fees displayed during processing are determined by the type of reviews occurring on a project.		
Dev Proj Mgt	18	Prints "payment due" listing during project processing.		
Dev Proj Mgt	19	Automatically generates notification letters to each property owner in the project's surrounding area.		
Dev Proj Mgt	20	Surrounding Property Owner Notification letters uses map to obtain all properties affected by the request(s).		
Dev Proj Mgt	21	Produces meeting documents, including agendas and minutes.		
Dev Proj Mgt	22	Merges multiple project documents (i.e., department comments) from multiple departments into a simple summary document such as a staff report.		
Dev Proj Mgt	23	Incorporates data, such as legal descriptions and zoning data, from a central land file into documents created for the project.		
Dev Proj Mgt	24	Allows for collection of escrow deposits to be posted as project fees accrue from developers, architects, and other professionals.		

EXHIBIT A

Development Project Management				
Reference		Functional Requirements	Response	Comments
		Reports		
		Provides on-demand listings of planning projects in various sort orders and selection criteria:		
		Address		
		Type of project		
		Project number		
		Planner assigned		
		Status of project		
		Application date ranges		
Dev Proj Mgt	25	Planner assigned		
Dev Proj Mgt	26	Provides a report that indicates the amount of time each agency spends on plan review.		
Dev Proj Mgt	27	Prints escrow statements.		
		Provides listings of:		
		Hours spent by reviewer		
Dev Proj Mgt	28	Outstanding fees		
		Integration		
Dev Proj Mgt	29	Integrates with a cash receipts module that provides for central cash receipts to validate payments and update projects.		
Dev Proj Mgt	30	Integrates with a general ledger for posting cash entries to proper accounts.		
Dev Proj Mgt	31	Integrates with a general ledger for posting cash entries to General Ledger Projects, tracking issues such as Capital Projects.		
Dev Proj Mgt	32	Integrates with a building permit application that allows users to flag entire projects or individual project conditions to alert the Building Department counter personnel of a project or special condition at the time of permit application.		
Dev Proj Mgt	33	Integrates with a parcel database to allow multiple locations to be associated with a single project.		
Dev Proj Mgt	34	Integrates with a Geographic Information System (GIS) that allows users to graphically display project location information.		
Dev Proj Mgt	35	Uses a mapping feature to select locations and surrounding property owners for project notification letter mailings.		
Dev Proj Mgt	36	Assigns locations to projects using GIS map.		
Dev Proj Mgt	37	Integrates with an ad hoc report writer to generate custom reports.		

EXHIBIT A

Development Project Management				
Reference		Functional Requirements	Response	Comments
Dev Proj Mgt	38	Integrates with an e-government system that allows citizens to view project information on the Internet.		
		Uses a mapping tool to show dynamic relationships to centralized land databases that allow users to map, visualize, and interpret spatial relationships, including:		
		Projects		
		Permits		
Dev Proj Mgt	39	Inspections		
Dev Proj Mgt	40	Works with an imaging system to store and display digital plans, pictures, and documents. These images are accessible to all agencies reviewing the project.		

EXHIBIT A

eGovernment				
Reference		Functional Requirements	Response	Comments
		General	**Y/N**	
eGOV	1	System is Web-based and built upon a robust OS/language platform.		
eGOV	2	System is based on portal technology and follows industry standards.		
eGOV	3	System supports modern browsers like I.E. 5.5 or better.		
eGOV	4	System makes minimal use of cookies.		
eGOV	5	System performs session state management.		
eGOV	6	System utilizes Cascading Style Sheets (CSS) for presentation layer.		
eGOV	7	System allows configuration of general "look and feel".		
eGOV	8	System supports full content maintenance (of all displayed literals).		
eGOV	9	System supports replaceable graphics.		
eGOV	10	System supports multiple languages.		
eGOV	11	System supports full Web-based site administration and configuration.		
eGOV	12	System supports real time, online updates to/from core system.		
eGOV	13	System stores minimal information on Web server.		
eGOV	14	System stores no account/user data on Web server.		
eGOV	15	System supports customization of menu area.		
eGOV	16	System supports customization of header area.		
eGOV	17	System supports customization of footer area.		
eGOV	18	Functional support for system is available.		
eGOV	19	Technical support for system is available.		
eGOV	20	Hosted deployment of system is available.		
eGOV	21	Hosted deployment of system is not required.		
eGOV	22	Multiple functional modules are available.		
eGOV	23	System supports single sign-on to portal product.		
eGOV	24	Global user access supported (can access multiple sites using same ID).		
eGOV	25	System supports integrated mapping via Google maps.		
eGOV	26	System supports integrated, custom GIS layers.		
eGOV	27	System supports multiple custom GIS layers.		
eGOV	28	System supports user login history.		
eGOV	29	System supports user registering multiple user IDs/e-mail addresses.		
eGOV	30	System supports users changing their user ID.		
eGOV	31	System supports "strong" passwords.		
eGOV	32	System supports user password recovery.		

EXHIBIT A

eGovernment				
Reference		Functional Requirements	Response	Comments
eGOV	33	System supports user auto-lockout for too many failed login attempts.		
eGOV	34	System supports user auto-unlocking 24 hours after auto-lockout.		
eGOV	35	System supports manual user lockout.		
eGOV	36	System supports manual user unlocking.		
eGOV	37	System supports user self-registration and activation.		
eGOV	38	System supports integration of Twitter accounts.		
eGOV	39	System supports flagging of Twitter accounts as internal or external.		
eGOV	40	System supports color coding of Twitter accounts.		
eGOV	41	System supports integration of notifications and alerts cloud service.		
eGOV	42	System supports user registration for notifications and alerts service.		
eGOV	43	System supports targeted delivery of notifications and alerts.		
eGOV	44	System supports integrated calendar support.		
eGOV	45	System supports calendar with one-time events.		
eGOV	46	System supports calendar with recurring events.		
eGOV	47	System supports event details to include description, location, contact, etc.		
eGOV	48	System supports content-specific welcome page.		
eGOV	49	System supports citizen- and employee-specific areas.		
eGOV	50	System supports role-based user security.		
		Payment Processing		
eGOV	51	Payment solution performs real-time updates of core system.		
eGOV	52	Payment solution supports all major credit card brands.		
eGOV	53	Payment solution supports electronic check transactions.		
eGOV	54	Payment solution can be installed on main Web server.		
eGOV	55	Payment solution can be installed on alternate Web server.		
eGOV	56	Payment solution supports multiple batches per day.		
eGOV	57	Payment solution supports a separate batch per merchant account.		
eGOV	58	Payment solution supports ability for a CSR to manually enter a credit card transaction on behalf of a citizen.		

EXHIBIT A

eGovernment				
Reference		Functional Requirements	Response	Comments
eGOV	59	Solution supports recurring credit card transactions (module specific).		
eGOV	60	Solution supports ACH/bank draft transactions (module specific).		
eGOV	61	Payment solution supports "bill pay" indicator.		
eGOV	62	Payment solution stores all credit card details off site, in PCI-DSS facility.		
eGOV	63	Payment solution supports gift card / pre-paid card balance inquiry.		
eGOV	64	Payment solution supports hold reversal (CVV2 or AVS rejection).		
eGOV	65	Support for convenience fees.		
eGOV	66	Support for charitable contributions.		
		General "Per Module" Features		
eGOV	67	System supports configuration of available functionality.		
eGOV	68	Support for accepting credit cards for online payments.		
eGOV	69	Support for accepting electronic checks for online payments.		
eGOV	70	Integrated, online, third-party payments solution supported.		
eGOV	71	Support for hiding any displayed data or table columns.		
		Building Permits payment and inquiry module		
eGOV	72	Support for permit inquiry.		
eGOV	73	Support for viewing permit details.		
eGOV	74	Support for viewing permit locations.		
eGOV	75	Support for viewing permit structures.		
eGOV	76	Support for viewing permit inspection results.		
eGOV	77	Support for scheduling permit inspections.		
eGOV	78	Support for cancelling scheduled inspections.		
eGOV	79	Support for paying application fees.		
eGOV	80	Support for paying inspection fees.		
eGOV	81	Support for submitting application for permits.		
eGOV	82	Support for electronic plan submission as part of application process.		
eGOV	83	Support for accepting applications involving multiple structures.		
eGOV	84	Support for accepting applications involving multiple locations.		
eGOV	85	Support for owner submitted applications.		
eGOV	86	Support for contractor submitted applications.		
eGOV	87	Support for contractor registration and management.		

EXHIBIT A

eGovernment				
Reference		Functional Requirements	Response	Comments
eGOV	88	Support for viewing application fees.		
		Business Account Licenses module		
eGOV	89	Support for business license search/inquiry.		
eGOV	90	Ability to view business license details.		
eGOV	91	Ability to renew a business license online.		
eGOV	92	Ability to explore a business license renewal online.		
eGOV	93	Ability to apply for a business license online.		
eGOV	94	Ability to explore a business license application online.		
eGOV	95	Ability to base a renewal exploration on an existing license or classification.		
eGOV	96	Ability to base an application exploration on an existing license or classification.		
eGOV	97	Support for annual and non-annual business license applications.		
eGOV	98	Support for annual and non-annual business license renewals.		
eGOV	99	Support for managing multiple licenses.		
eGOV	100	Support for managing multiple branches.		
eGOV	101	Support for managing multiple contact details.		
eGOV	102	Support for managing multiple related professionals.		
eGOV	103	Ability to pay outstanding balance without performing a renewal.		
eGOV	104	Ability to review prior periods.		
		Code Compliance module		
eGOV	105	Ability to search for a case by address.		
eGOV	106	Ability to search for a case by case number.		
eGOV	107	Ability to search for a case by owner.		
eGOV	108	Ability to protect a case and require a password to access.		
eGOV	109	Ability to view case details.		
eGOV	110	Ability to view pending and completed case actions.		
eGOV	111	Ability to view and pay outstanding fees.		
eGOV	112	Ability to view all case comments.		
eGOV	113	Ability to view violations.		
eGOV	114	Ability to view pending and completed violation actions.		
eGOV	115	Ability to view related liens information.		
eGOV	116	Ability to view legal description of target property.		
eGOV	117	Support for digital wallet (secure storage of payment options).		
eGOV	118	Support for public and private cases.		
eGOV	119	Support for public and private names.		
		Planning and Engineering module		

EXHIBIT A

eGovernment				
Reference		Functional Requirements	Response	Comments
eGOV	120	Ability to search for a project by project number.		
eGOV	121	Ability to search for a project by address.		
eGOV	122	Ability to search for a project by name.		
eGOV	123	Ability to search for a project by description.		
eGOV	124	Ability to search for a project by parcel/land key.		
eGOV	125	Ability to view project information/details.		
eGOV	126	Ability to view project contacts with details.		
eGOV	127	Ability to view project location details.		
eGOV	128	Ability to view project review information and review steps.		
eGOV	129	Ability to view project conditions.		
eGOV	130	Ability to view project documents.		
eGOV	131	Ability to view project text.		

EXHIBIT A

Licensing and Business Tax				
Reference		Functional Requirements	Response	Comments
		General	**Y/N**	
		Process business classifications for all of the below types:		
		Business Tax		
		Event Registration		
		Contractor License/Registration		
		Vending Tags/Stickers		
		Vehicle Tags/Stickers		
		Business License		
Licensing	1	Liquor License		
Licensing	2	Automates record billing, issuing, renewal, and payment processing in a timely manner.		
Licensing	3	Businesses can request e-mail statements for business renewals.		
Licensing	4	Records multiple industry codes for each business.		
Licensing	5	Provides ability to have pre-defined and user-defined review processes for each business classification type.		
Licensing	6	Allows user-defined routing to departments determined by type of classification.		
Licensing	7	Allows duplication of data elements during transaction entry.		
Licensing	8	Provides ability to have multiple classification records at the same business location (i.e., a business may have a restaurant tax and a liquor license). These should exist on the same record.		
Licensing	9	Provides fee calculations, billings, and collections.		
Licensing	10	Calculates flat fees with user-defined "add on" fees, as well as fees based on receipts of business.		
Licensing	11	Allows for progressive rate increases and prorating of partial-year payments.		
Licensing	12	Allows additional charges for special fees and assessments to be part of business record billing and collection.		
Licensing	13	Tracks receivables and calculates variable late penalties for fees owed.		
Licensing	14	Provides multiple fee structures with an effective date for each.		
Licensing	15	Automatically determines the appropriate fee structure based on issue date of the license.		
Licensing	16	Allows multiple periods (monthly, quarterly, semiannual, multi-year) with separate fees for each period.		
Licensing	17	Provides partial name search capability on business name and owner name.		
Licensing	18	Provides online search/query by business name, license type, owner name, location, or business corporate officer's name.		

EXHIBIT A

Licensing and Business Tax				
Reference		Functional Requirements	Response	Comments
Licensing	19	Permits capture of information on hazardous operations or materials by parcel and address for police/fire/building usage.		
Licensing	20	Issues and tracks tags and stickers used with licenses (such as vending machine stickers). Multiple tags/stickers can be issued with a single license and recalled by the tag or sticker number.		
Licensing	21	Provides for businesses that are exempt from normal fees, charges, etc.		
Licensing	22	Provides a method for multiple departments (i.e., building, health, city clerk, and housing) to share the system's business files for each department's license record, while maintaining security to personal information and gross receipts.		
Licensing	23	Provides for identification of non-renewable license types so renewal notices will not be produced for them.		
Licensing	24	Provides for identification of types of licenses where no partial year discounting should be used. System automatically bypasses discounting these licenses.		
Licensing	25	Allows for entry of license deposits prior to entry of license data. Deposits entered in this manner can be applied to license charges at time of cash receipts or may be automatically applied.		
Licensing	26	Provides ability to generate refund checks through an accounts payable system for overpayment of license fees.		
Licensing	27	Provides for cash receipts system to validate accounts and update business license receipts.		
Licensing	28	Provides ability to quickly view outstanding fees for any business.		
Licensing	29	Provides ability to identify fees to be charged only with the first license and automatically by-passed for renewals (for such fees as initial application fee).		
Licensing	30	Designates accounts that are in uncollectible payment pending status as "Uncollectible" .		
		Reporting		
Licensing	31	On-demand list of outstanding business applications.		
Licensing	32	Periodic or on-demand summaries of license activity levels by business class.		
Licensing	33	Prints certifications/licenses/registrations either in batch or on demand during processing without exiting the processing program. Allows for either single license print or combines selected licenses under the same business.		

EXHIBIT A

Licensing and Business Tax				
Reference		Functional Requirements	Response	Comments
Licensing	34	Provides for user-definition of print formats for all record types and renewal forms. Format is determined by type of classifications the business holds.		
Licensing	35	Prints licenses and renewal notices on forms created in Microsoft Word.		
Licensing	36	Prints mailing labels on a laser printer.		
		Integration		
Licensing	37	Integrates with a parcel management database that provides address/parcel information, such as property, variances, special use permits, and certificates of occupancy for the business license system.		
Licensing	38	Integrates with a building permits system to validate contractor's business license.		
		Integrates with a building permits system, displaying valid contractor license information during:		
		Building Permit application		
		Building Permit issuances		
Licensing	39	Inspection processing		
Licensing	40	Integrates with GIS mapping products that support ESRI formats, including Shapefiles, Arc Coverages, Arc SDE layers, AutoCAD files, and digital aerial photography.		
Licensing	41	Integrates with an imaging system to scan documents and attach them to a business or license.		
Licensing	42	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		

EXHIBIT A

General Ledger

Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
GL	1	Provides all procedural functions of a fund accounting system in conformity with GAAP and GASB accounting standards.		
GL	2	System supports encumbrance accounting.		
	3	All subsidiary systems/ledgers (e.g., purchasing, AP, AR) integrate and post to the general ledger in real time.		
		Supports the following basis of accounting:		
		Cash		
		Modified Accrual		
GL	4	Full Accrual		
GL	5	Transfers-out must be a unique expenditure type and transfers-in must be a unique revenue type.		
		Stores the following non-financial data for each unique fund:		
		Date established		
		Source of revenue		
		Acceptable uses		
		Vendor Name		
		PO Number		
		Check Number		
		Description		
GL	6	Date of last activity		
GL	7	System allows transactions in multiple fiscal years (please define any limitations in the Comments field).		
GL	8	When working in multiple fiscal years the detail transactions are maintained for each year.		
GL	9	System maintains detailed financial records for ten years.		
GL	10	Provides warnings or alerts for available funds checking for non-budgeted accounts.		
		Chart of Accounts Design		
GL	11	Chart of Accounts supports multiple reporting entities (e.g., primary government, component unit).		
GL	12	Provides unlimited levels of structure for each segment of the Chart of Accounts. Please indicate any limits in the Comments field. Ex. Fund, Dpt/Div, Func and Obj		
GL	13	System permits the length of each Chart of Accounts segment data field to be at least 13 characters. Please list indicate any limits in the Comments field.		
GL	14	Provide for Chart of Account segments to have a short description of at least 50 alphanumeric characters. Please list any limitations in the Comments field.		

EXHIBIT A

General Ledger				
Reference		Functional Requirements	Response	Comments
		Designates each general ledger account by the following account types:		
		Asset		
		Liability		
		Fund equity		
		Revenue		
		Expenditure		
GL	15	Statistical (Non-financial)		
		System contains the following indicators for accounts:		
		Active (available for posting)		
		Active (available for budget)		
		Inactive (not available for posting)		
		Inactive (not available for budget entry)		
GL	16	Effective date (not available for posting until the effective date)		
GL	17	Supports chart of account changes and maintains records of historical Chart of Accounts.		
GL	18	Effective dating on active/inactive accounts that maintains all historical information for reporting purposes.		
GL	19	System prevents accounts from being deleted if any activity is posted to them without proper security.		
GL	20	Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies. Ex. Budgeting, CAFR presentation		
		Organizational Design		
		Organizational elements within the Chart of Accounts supports the following organizational structures:		
		Primary government (highest level of reporting)		
		Component units		
		Cost centers		
		Departments		
		Division		
		Programs (Cross-units)		
GL	21	Activities		
		System supports reorganizations:		
		Restate or not restate history after a re-organization (as of date reporting)		
GL	22	Supports multiple organizational structures concurrently for reporting purposes		
GL	23	Organizational units can be grouped or ungrouped for reporting purposes.		

EXHIBIT A

General Ledger				
Reference		Functional Requirements	Response	Comments
		Journal Entry		
		System assigns journal entry numbers:		
		Automatically		
GL	24	Manually		
GL	25	System supports multiple line items for journal entries. Please indicate any limitations in the Comments field.		
GL	26	System shows the source of the transaction (e.g., manual entry or automated entry from another module).		
GL	27	System shows the source of the transaction (e.g., manual entry or automated entry from an ancillary/outside system).		
GL	28	Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date).		
		Users can look up the following information on the screen as a reference during journal entry:		
		General ledger accounts		
		Budgetary accounts		
		Project accounts		
GL	29	Grant accounts		
		Journal entries are posted:		
		In real-time		
GL	30	Batch		
		Journal entries are validated against:		
		Chart of Account structure		
GL	31	Pre-defined acceptable values for each field		
GL	32	Users can import journal entries from desktop applications (e.g., Microsoft Excel).		
GL	33	Users can enter journal entries as of a certain date (e.g., to allow back-dating).		
GL	34	Imported transactions from desktop applications are validated using the same business rules as transactions made in the system.		
		System allows creation of a journal entry from previously entered journal entry format (copy journal) by:		
		Line item		
GL	35	Entire journal entry		
GL	36	System allows users to reverse journal entry with proper security and approvals.		
GL	37	System supports auto reversals for accruals.		

EXHIBIT A

General Ledger				
Reference		Functional Requirements	Response	Comments
GL	38	Journal entries support "required" data fields and prevents transaction from posting until all "required" fields are completed.		
GL	39	Supports recurring journal entries:		
GL	40	with the same dollar value		
GL	41	with varying dollar amounts		
GL	42	Supports line item descriptions with unlimited text. Please list any limitations in the Comments field.		
GL	43	Users can create and process transactions against statistical and memo accounts in addition to financial accounts.		
GL	44	Users can save journal entries that have not yet been posted or cleared for all validation errors online.		
GL	45	All journal entries balance prior to posting (hard error if entries not balanced, manual override of error with proper security authorization).		
		Interfund and Interdepartmental Vouchers		
GL	46	Transfers within and between funds are balanced.		
GL	47	Processes interfund transfers without having to generate a check.		
GL	48	Tracks interfund transactions through “due to” and “due from” entries.		
GL	49	Tracks interfund transactions through cash entries.		
GL	50	Tracks interfund transactions through multi-year funds.		
GL	51	Restricts inter-fund postings based upon security.		
		Closing		
GL	52	System accommodates a minimum of 13 periods. List limitations in the Comments fields.		
GL	53	Additional closing periods are available for year-end adjustments (i.e. 13th, 14th period). Please specify limitations in Comments field.		
GL	54	Supports year-end processing at any point in time, as well as multiple times, after the end of the fiscal year (i.e., doesn't have to occur on last day or on any particular day).		
		Closes encumbrances by:		
		All encumbrances		
		Individual encumbrances		
GL	55	Groups of encumbrances		
		Parameters to close all selected open purchase orders/encumbrances, and requisitions/pre-encumbrances, include:		
		Dollar amount		

EXHIBIT A

General Ledger				
Reference		Functional Requirements	Response	Comments
		Age of encumbrance		
		Purchase order type (example: blanket PO, purchase by item, etc)		
		Department		
GL	56	Vendor		
		System closes at end of period by:		
		Fund		
		Account		
		Project		
		Grant		
GL	57	Organization (e.g., Department)		
GL	58	Accommodates soft and hard close.		
GL	59	Maintains multiple fiscal years concurrently, which allows users to post transactions for a new fiscal year prior to closing the previous year.		
		Reports/Queries		
GL	60	System allows department users to see available budget.		
GL	61	System supports "as-of date" reporting.		
		Produce the following financial reports:		
		Budget variance report		
		Detail or summary level		
		Trial balance		
		Budget vs. Actual on a user defined time frame		
		Fund balance report		
		Balance sheet		
GL	62	Income statement		
		System produces the following CAFR reports:		
		Government-Wide Statements:		
		Statement of Net Assets		
		Statement of Activities		
		Fund Financial Statements:		
		Balance Sheet - Governmental Funds		
		Reconciliation of Balance sheet - Governmental funds to statement of net assets.		
		Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds		
		Reconciliation of the Statement of Revenue, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities		
		Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual - General Fund		

EXHIBIT A

General Ledger				
Reference		Functional Requirements	Response	Comments
		Statement of Net Assets - Proprietary Funds		
		Statement of Revenues, Expenses, and changes in net assets - proprietary funds		
GL	63	Statement of cash flows - proprietary funds		

EXHIBIT A

Budgeting				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
Budget	1	Budget system uses the primary system's Chart of Accounts.		
Budget	2	Supports multi-year budgeting.		
		System maintains the following budget and actuals data by period by:		
		Current Year		
Budget	3	Prior ten years		
		Departments have the capability to develop:		
		Summary Budgets		
Budget	4	Detailed Budgets		
		Departments throughout the organization can access budget information with proper security to:		
		View data		
Budget	5	Change data		
Budget	6	System supports import/export of budget data to/from external applications (e.g., Excel).		
Budget	7	Free form user defined text fields for budget justification.		
Budget	8	System allows budgeting for non-financial accounts (setting goals and targets for performance measures).		
		Budget Control		
		System provides multiple levels of controls for the following types of budgets:		
		Fund		
		Department		
		Division (Should mirror the organizational structure in the GL)		
		Program		
		Project		
		Grant		
Budget	9	Account		
		System provides the ability to allot each appropriation budget by the following periods (with flexibility based on account):		
		Semi-Annual		
		Quarter		
		Month		
		Percentage		
Budget	10	Allocation based on seasonal trend		
Budget	11	System provides the ability to carry forward appropriation allotments to the next allotment period based on the funding source. Clarify within the current budget year.		

EXHIBIT A

Budgeting				
Reference		Functional Requirements	Response	Comments
		Individual appropriation budgetary control options in the system include:		
		Hard - prevents transaction from processing without override approval		
		Soft – provides warning message but allows transaction to process with override		
Budget	12	No control – allows transaction to process without warning		
		Budget Preparation		
		Online budget request worksheet contains (used for budget prep):		
		Current year budget		
		Current year actuals projected		
		Up to ten years actuals projected		
		Historical previous budget data (original, amended, etc.)		
Budget	13	Online budget request worksheets contains dollar amounts and non financial statistics (performance goals and results)		
		Budget preparation system accommodates the following:		
		Fund budget		
		Line item budget		
		Program budget		
		Project budget (multi-year)		
		Grant budget		
		Sponsor Fiscal Year		
Budget	14	Organization's Fiscal Year		
Budget	15	Department worksheets are automatically rolled into organization-wide master budget.		
Budget		Users can view prior year's line-item budget while entering new budget.		
Budget	16	Users can view prior 2 years line-item budget while entering new budget.		
Budget	17	Users can view actuals at detail and/or summary level while entering the new budget.		
		Supports entering and viewing the following versions of the budget:		
		Original Request		
		Department Manager Request		
		Budget Office Request		
		Executive level request		
Budget	18	Commission Request		

EXHIBIT A

Budgeting				
Reference		Functional Requirements	Response	Comments
Budget	19	Supports multiple versions of the budget with a final control version.		
Budget	20	System stores reason for budget version.		
		System creates an initial version of the budget using the following:		
		Zero balances in all accounts		
		Text or any attachment (copy) from previous budget to any other budget version		
		Current year's original budget		
		Last year's budgeted total		
		Last year's actuals		
		Last year's amended		
		Current year's actuals plus/minus a percentage		
		Current year's budget plus/minus a percentage		
		Projection based on percentage of last year's actual		
Budget	21	Projection based on estimated actuals from current year		
Budget	22	Users can flag one-time budget events.		
Budget	23	Forecasts can be saved.		
		System allows users to adjust the base budget line items or summary totals by:		
		Percentage		
Budget	24	Dollar amount		
Budget	25	System allows attaching non-financial data; for example: mission statements, performance measure (operational data), org charts, etc.		
Budget	26	System allows the user to copy formulas from one field to many cells.		
Budget	27	System compares budget versions to demonstrate changes that have been made between versions.		
Budget	28	Locks budget changes after specified date.		
Budget	29	System stores budget data for a minimum of ten years.		
		Salary Positions and Budgeting		
		Provide the ability to track positions at multiple levels of authorization:		
		Ordinance		
		Budgeted		
		Authorized		
		Filled		
Budget	30	Vacant		
Budget	31	Identifies funding sources for positions (multiple funding sources).		

EXHIBIT A

Budgeting				
Reference		Functional Requirements	Response	Comments
		Provide the ability to track positions by different status:		
		Active		
		Frozen		
		Held		
Budget	32	Unfunded		
		System provides multiple types of positions, including but not limited to:		
		Full-time		
		Part-time		
		Hourly		
		Temporary (Project/Grant Funded Positions)		
		Seasonal		
		Contractual/At-Will		
Budget	33	Volunteer		
Budget	34	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.).		
		System provides the ability to perform the following operations (for projection purposes) online with the proper security authorization:		
		Add or delete the number of authorized, or budgeted positions		
Budget	35	Modify filled/vacant status (for projection purposes)		
		Analysis and Forecasting		
		Forecast current year budget and actual (either on a line-by-line basis or on an entire budget) by multiple budget elements including:		
		Straight line projection		
		Percentage based on last year actual		
		Last year actual or budget for the remainder of the current fiscal year		
		Units (positions) or staffing levels		
		Employee groups		
		Characteristics of positions (e.g., longevity increases, step and grade increases, etc.)		
		Personnel Costs		
Budget	36	Revenue		
		Calculate position costs based on incumbent for the following assumptions:		
		Service Increment (by anniversary date)		
		Full-time vs. part time		

EXHIBIT A

Budgeting				
Reference		Functional Requirements	Response	Comments
		Certifications (when certifications to be earned would be effective)		
Budget	37	Shift pay		
Budget	38	Calculates available dollars to forecast budget.		
Budget	39	Calculate position vacancy costs.		
Budget	40	System provides multiple calculation methodologies for salaries and benefits budget monitoring.		
Budget	41	System can accommodate "what if" forecasting.		
Budget	42	System can accommodate "what if" forecasting for mass salary changes that includes all benefit calculations.		
Budget	43	System allows users to save multiple budget scenarios.		
Budget	44	System calculates long-term budget forecasts for 10 years.		
		Budget Maintenance and Monitoring		
Budget	45	Users can view the amount of funds remaining in the budget (i.e., amount budgeted, amount encumbered, amount spent, etc.).		
Budget	46	System stores narrative justification for budget adjustments at the departmental level.		
		System track all budget changes including:		
		Type of change		
		Reason for change		
		Who requested the change		
		Approval Date		
		The original change request		
Budget	47	Amended vs. Original		
		Budget Adjustments		
		System allows transfers:		
		Within a division		
		Within a department		
		Between divisions		
		Between departments		
Budget	49	Between funds		
Budget	50	Lock out budget changes after specified date, but maintain ability to view those in progress.		
Budget	51	System supplies a method to load budget adjustments to multiple budgets (adopted budget, current budget w/transfers, etc.).		
Budget	52	Tracks all budget changes (transfers/amendments), type of change, and reason for change.		
		Reports/Queries		

EXHIBIT A

Budgeting				
Reference		Functional Requirements	Response	Comments
Budget	53	Allows user to create footnotes and comments for budget publications.		
		System provides the following reports with the ability to filter by fund/division/department:		
		Original Expenditure Balance		
		Beginning Budget Balance		
		Beginning Budget		
		Amended Budget		
		County Approved Budget		
		Encumbrances/Pre-encumbrances		
		Actuals Expenditures		
		Actuals Revenues		
		Transfers (In and Out)		
		Available Expenditure Budget Balance		
		Revenue Surplus/Deficit		
		Monthly Analysis Report		
		Year to Date Report		
Budget	54	Quarterly Analysis Report		
Budget	55	Generates a standard, configurable budget variance report (budget to amended to actuals).		
Budget	56	Provides reports/inquiries to review multiple versions of budget.		
Budget	57	Ability to report on financial and non-financial budget data.		

EXHIBIT A

Reference		Functional Requirements	Response	Comments
Cash Receipts				
		General Requirements	**Y/N**	
Receipting	1	Interface cashiering module with the general ledger.		
Receipting	2	The system downloads (by batch) automated cash receipts and collections data from remote sites.		
Receipting	3	Ability to print receipts on multiple printers (one at POS and one in the kitchen, etc.).		
Receipting	4	Allows to operate multiple cash drawers on a single register.		
Receipting	5	The cash register operator must be validated by cash register and as an employee.		
Receipting	6	A full audit trail will be provided for each cash register.		
Receipting	7	Allows multiple cash register batches to be created or closed at any point in day.		
		Automatically updates both the appropriate customer master file and the GL posting file with a single cash receipt or batch with the following information detailed: Required during conversion from iSeries DB2 platform as well.		
		Reference ID or number		
		Transaction types (sale, refund, account adjustment, etc.) (Identify any limitations in the Comments field)		
		Payment type (cash, credit, etc.) (Identify any limitations in the Comments field)		
		Date		
		Payor		
		Description		
		Invoice number		
		Amount detailed by cash, cashier's check, money order, credit card, debit card, electronic transfer or check		
		Credit card number or debit card number, if applicable		
		GL organization		
		Credit account(s) and amount(s) including project and sub-project accounts		
		Debit account(s) and amount(s)		
		Batch ID		
		Accounts where billing occurred		
Receipting	8	User defined receipt field (identify any character limitations in the comments field)		
		The system shall receive the following payment types:		
		Cash		
		Lock Box		
		Check (personal, travelers, cashiers)		

EXHIBIT A

Cash Receipts				
Reference		Functional Requirements	Response	Comments
		Money orders		
		Gift Certificates		
		Gift Cards		
		Check (personal, travelers, cashiers)		
		Electronic transfers (EFTS), indicating destination		
		Credit card		
		Combination of Above		
		Direct Debit (Debit Card)		
Receipting	9	Other payment types (define limitations in the comments field)		
Receipting	10	System accommodates user defined length of characters for storing check number. Please list maximum number of characters.		
Receipting	11	The system shall inquire against pending transactions.		
		Apply payments according to the following:		
		Accept third party billing		
		Partial payments against individual line items on a receivable		
		Partial payments against funds and/or accounts		
		Overpayments against individual line items on a receivable		
Receipting	12	Maintain open receivable until all items are satisfied		
		Point of Sale		
		Provide the following cashiering functions:		
		Generate receipt to payee		
		Provide a deposit slip		
Receipting	13	Generate electronic form of reporting		
Receipting	14	Balance daily cash receipts to bank deposit.		
		Balance daily cash receipts by:		
		Cashier		
		Drawer		
Receipting	15	General ledger code		
Receipting	16	Automatically generate general ledger distribution entries needed to record receipts.		
Receipting	17	Interface this module with the General Ledger.		
Receipting	18	Interface to other administrative systems that collect (bill) revenue.		
Receipting	19	System flags cash-only accounts at the point of sale.		
		Look up the customer master file by:		
		Customer name		

EXHIBIT A

Cash Receipts				
Reference		Functional Requirements	Response	Comments
		Customer number		
		Invoice number		
		Partial customer name		
		Telephone number		
		Physical/Mailing Address		
		Email address		
		Partial Address		
Receipting	20	Any other field in customer account		
Receipting	21	Allows cashiers to view all outstanding payments on customer account.		
Receipting	22	Allows cashiers to apply payments to more than one outstanding payment.		
Receipting	23	Allows cashiers to collect partial payment.		
Receipting	24	Allows cashiers to collect payment in multiple forms of payment (cash, check, credit, etc.).		
Receipting	25	Check scanning capabilities.		
		Reports/Queries		
Receipting	26	Produces report listing total of all transactions processed by cashier during shift.		
Receipting	27	Produce an invoice listing based on posted and unposted data.		
Receipting	28	Report by product code(s) and discount code(s).		
Receipting	29	Report on unbilled charges.		
Receipting	30	Provide a report by account of open receivables and account balances.		
Receipting	31	Produce detailed and summary audit trails.		
Receipting	32	Produce a report of detailed customer account information.		
Receipting	33	Produce a receivable report by type.		
Receipting	34	Flag payments received for which no match to an invoice has been determined (pre-payments, duplicates).		
Receipting	35	Provide a cash receipts report by customer and account.		
Receipting	36	Provide a cash receipts report by type of transaction.		
		Generate a variance report for:		
		Lists of receipts for daily cash deposits		
		Cash receipts registers		
		Cash journals		
		Customer account adjustments		
Receipting	37	Daily bank deposits		
Receipting	38	Produce a daily, weekly and monthly report of revenues by type.		

EXHIBIT A

Cash Receipts				
Reference		Functional Requirements	Response	Comments
Receipting	39	Produce a revenue by customer report, on a user defined basis.		
Receipting	40	List receivables written off.		
Receipting	41	Account and report for cash receipts revenue.		
Receipting	42	Prepare an aging report according to user defined categories (i.e., 30, 60, 90 days).		
Receipting	43	Sort and display accounts receivable in a prescribed aging format.		
		Produce a report of transactions by cashier:		
		Cashier		
		Drawer		
		Date		
		User defined time period		
		Type of transaction		
		Total Dollar amount		
Receipting	44	Dollar amount by payment type		
Receipting	45	System provides ad hoc reporting capabilities.		

EXHIBIT A

Accounts Receivable				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
		Assign invoice numbers:		
		Manually		
AR	1	Automatically		
AR	2	System allows invoices to be categorized by type (e.g., rentals, etc.).		
AR	3	Establishes default account distributions for each type of receivable.		
AR	4	Supports electronic fund transfer from bank for customer payments.		
AR	5	System automatically applies penalties based upon system-defined rules or criteria.		
AR	6	System automatically calculates interest based upon system-defined rules or criteria.		
AR	7	Ability to handle credits across receivable types.		
AR	8	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		
		Customer File		
AR	9	Customer file is linked with AP vendor file.		
AR	10	Customer file is linked with purchasing vendor file.		
		Record the following customer information:		
		Last account activity		
		Multiple contact names		
		Contact email address		
		Social Security Number or Tax ID Number		
		Multiple phone number (e.g., office, cell, fax, etc.)		
		Multiple addresses		
		Balance due		
		Last payment amount		
		Payment History		
		Payment Arrangements		
		Average number of days to pay		
		Customer type		
		Notes/comments (miscellaneous additional information)		
		Date customer was added		
		Deposit Requirements (system deposit information must include type deposit, date of deposit, amount, receipt number, check number, and refund date)		
AR	11	Other user defined fields		

EXHIBIT A

Accounts Receivable				
Reference		Functional Requirements	Response	Comments
AR	12	Audit trail of all changes to customer file (changed from, date/time stamp, user that changed record).		
AR	13	System masks sensitive customer information e.g., Social Security Number information, credit card information, etc.).		
		Invoices		
		Accommodates:		
		One-time invoices		
AR	14	Recurring invoices		
AR	15	System saves templates for generating invoices.		
AR	16	Generate invoices for internal customers (Departments).		
AR	17	System allows users to adjust penalties and fees applied to invoices with proper security authorization.		
		Generate account statements for the following:		
		Organizational/Summary detail		
		Specific account types		
		Range of accounts within a department		
		Range of customers or individual customers		
		Delinquent accounts		
		Customers with debit/credit balances		
AR	18	Other user defined criteria		
AR	19	Generate consolidated statements for customers with multiple accounts.		
AR	20	System maintains detail of unbilled charges.		
AR	21	Reprints a duplicate invoice.		
AR	22	Reprints invoices and statements after corrections are made.		
AR	23	Stores multiple dunning messages templates.		
AR	24	Automatically generate dunning letters based on passage of time (e.g., 30, 60, 90 days).		
AR	25	Users can write off small discrepancies between the amount due and the amount received with proper security.		
AR	26	Generates an invoice with sufficient and flexible text area to adequately describe services provided-customized invoice process. Please provide any character limitations in the Comments field.		
		Receipts/Point of Sale (PoS)		
AR	27	Apply customer payments to multiple charges.		
		Accommodate the following transactions for payment:		
		Cash		
		Lock box		
		Gift Certificates		

EXHIBIT A

Accounts Receivable				
Reference		Functional Requirements	Response	Comments
		Gift Cards		
		Credit card		
		Direct Debit (Debit Card)		
		Check (personal, travelers, cashiers)		
		Electronic transfers (EFTS), indicating destination		
		Combination of above		
AR	28	Other payment types (define limitations in the Comments field)		
		Provide the following cashiering functions:		
		Generate receipt to payee		
		Provide a deposit slip		
		Balance daily cash receipts to bank deposit		
AR	29	Option to Print a receipt without the balance (mask)		
		Balance daily cash receipts by:		
		Drawer		
		Cashier		
AR	29	General ledger code		
AR	30	Ability to search daily transactions by dollar amount.		
AR	31	Automatically generate general ledger distribution entries needed to record receipts.		
AR	32	Interface to other administrative systems that create receivables.		
		Look up the customer master file by:		
		Customer name		
		Customer number		
		Invoice number		
		Customer Social Security Number (last 4 digits)		
		Partial customer name		
		Telephone number		
		Physical/Mailing Address		
		Email address		
AR	33	Payment history (30/60/90 aging, etc.)		
AR	34	Allows cashiers to view all outstanding payments on customer account.		
AR	35	Allows cashiers to apply payments to more than one outstanding payment.		
AR	36	Allows cashiers to apply credits on customer accounts (over tender payment).		
AR	37	Allows cashiers to collect partial payment.		
AR	38	Identify partial payments made on customer accounts (i.e., initial balance, amounts paid, remaining balance).		

EXHIBIT A

Accounts Receivable				
Reference		Functional Requirements	Response	Comments
AR	39	Allows cashiers to collect payment in multiple forms of payment (cash, check, credit, etc.).		
		Collections		
AR	40	System can accommodate collection fees.		
AR	41	System can consolidate multiple receivables into one collection action.		
		Reports/Queries		
		Generate a report by user/department/category for:		
		Aging reports with user-defined aging categories		
AR	42	Cash register journals		
AR	43	Provide a cash receipts report by customer and account.		
AR	44	Provide a cash receipts report by type of transaction.		

EXHIBIT A

Accounts Payable				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
AP	1	Schedule invoices for payment based on invoice date.		
AP	2	Supports partial payments.		
AP	3	Supports purchasing card transactions.		
AP	4	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		
		Vendor Data		
AP	5	AP shares vendor file with purchasing.		
AP	6	AP vendors are linked to AR customers.		
AP	7	Supports Parent/Child relationships for vendor records.		
AP	8	Maintains multiple location addresses for each vendor.		
AP	9	Contains field for "country" (e.g., Canadian vendors).		
AP	10	Flags vendor records as “one-time” vendors.		
AP	11	System generates alerts when the following is entered:		
AP	12	Duplicate names		
AP	13	Duplicate tax IDs (with override capabilities with reason)		
AP	14	Duplicate addresses		
AP	15	Duplicate invoices (with override capabilities with reason)		
AP	16	Flags vendors that are 1099 eligible.		
AP	17	Accommodates user defined vendor categories (e.g., Minority Business Enterprises, Small Business Enterprise, problem vendors, etc.).		
AP	18	System allows vendors to set up alternate vendor for payment (example: payment received by bank rather than vendor).		
		Invoice Processing		
AP	19	System allows notes or comments to be posted to an invoice.		
AP	20	Uses two-way matching process before processing invoice with override.		
AP	21	Uses three-way matching process (purchase order/receiving document/invoice) before processing invoice with override.		
AP	22	Two and three-way matching process based on system defined thresholds by:		
AP	23	Percentage (i.e. - don't allow if invoice is over 10% of PO) with override		
AP	24	Dollar		
AP	25	User, with proper security, can override the three-way match.		
AP	26	System supports account distribution by line item.		
AP	27	System allows prepayment of invoices.		

EXHIBIT A

Accounts Payable				
Reference		Functional Requirements	Response	Comments
AP	28	System allows for grouping of vendors for payments on specified dates (e.g., employee reimbursements).		
AP	29	System supports:		
AP	30	Credit memos		
AP	31	Debit memos		
AP	32	System applies credit and debit memo amounts before producing payment.		
AP	33	Applies credit memos only to the extent that they do not produce a negative payment.		
AP	34	Users are notified when a credit memo exceeds the payment voucher amount.		
AP	35	System tracks balance remaining on credit memo.		
AP	36	System supports net payments (balance between a receivable and a payable for a vendor).		
AP	37	System allows users to place a payment on hold.		
AP	38	System records reason for placement of hold.		
AP	39	System allows zero balance transactions or negative balance transactions (apply coupons, free merchandise).		
		IRS Reporting Requirements Processing		
AP	40	Monitors cumulative payments to 1099 vendors.		
AP	41	Provides on-demand 1099 form generation (example: real estate acquisitions).		
AP	42	Collects necessary information for generation of Federal 1099s at year-end (both manually and per IRS approved file).		
AP	43	System automatically recognizes/flags missing tax ID numbers.		
AP	44	System produces a trial 1099 report before final run.		
AP	45	System prints collected 1099 payments into appropriate reporting boxes (i.e., rent, non-employee compensation, etc.).		
AP	46	Generates a trial 1099 system for verification before actually generating the forms.		
AP	47	Corrects 1099 information in the system, reprints the 1099 form(s), and produces a correction file for the IRS.		
AP	48	System can produce electronic file to send 1099-related forms to IRS.		
		Check Processing		
AP	49	Accommodates the following:		
AP	50	Printing on blank check stock		
AP	51	MICR encoding		
AP	52	Bank approved bar codes		
AP	53	Electronic signatures		

EXHIBIT A

Accounts Payable				
Reference		Functional Requirements	Response	Comments
AP	54	Prints checks according to the following timeframes:		
AP	55	Scheduled		
AP	56	On-demand		
AP	57	Accommodates retainage.		
AP	58	Allows user to enter a message for one specific vendor which appears on that specific check stub. Please enter any character limitations in the Comments field.		
AP	59	Supports the use of multiple banks with multiple accounts for both checks and EFTs.		
AP	60	Consolidates multiple invoices for the same vendor on one check.		
AP	61	Itemizes the invoices (including the vendor invoice number) on the remittance advice.		
AP	62	Sorts checks and prints according to user defined criteria (e.g., petty cash requires that separate checks be created even if they are part of the same check run).		
AP	63	Designate specific items to be held from check run.		
AP	64	Designate checks for special handling and specify priority in printing cycle.		
AP	65	System accommodates escheatment process.		
AP	66	Prevents the printing or producing of blank, negative, or zero amount issuances on a regular check run.		
AP	67	Prevents the printing of issuances with no payee specified, with override.		
AP	68	Issue/print a blank check on demand, with proper security rights.		
AP	69	Generate a replacement check within the same payment cycle.		
AP	70	Reprint checks in case of a printer jam or when check stock runs out.		
		Bank Reconciliation		
AP	71	Produce electronic files containing:		
AP	72	Detail of checks		
AP	73	ACH (Automated Clearing House) items		
AP	74	Produce a file containing all rejected:		
AP	75	Checks		
AP	76	ACH items		
AP	77	Deposit reconciliation transactions		
AP	78	System will flag outstanding checks that are stale, based on user defined time frame (180 days, 280 days, etc.).		

EXHIBIT A

Accounts Payable				
Reference		Functional Requirements	Response	Comments
AP	79	Deletes selected check, ACH items, and deposits the following information on the error suspense file using appropriate security controls:		
AP	80	Check		
AP	81	ACH items		
AP	82	Deposit information		
AP	83	When payment is cancelled, the system automatically generates general ledger transactions to reverse all associated accounting distributions in the appropriate accounting period.		
AP	84	Perform on-line bank reconciliation based upon electronic file (daily or monthly data) sent by various banks.		
AP	85	System supports Positive Pay.		
		Reports/Queries		
AP	86	Track and analyze anticipated cash requirements for disbursements.		
AP	87	Produce the following reports and sort by department/division:		
AP	88	Summary payment report by vendor (for a user determined time period)		
AP	89	List of 1099 vendors and reports by tax category		
AP	90	Check register		
AP	91	Check register of checks above a user defined dollar amount		
AP	92	Invoices outstanding by department, project, or work order (expensed but not paid)		
AP	93	Track electronic payments by vendor and product type/commodity code (e.g., p-card, credit card)		
AP	94	Vendor history by account number		
AP	95	Vendor history by user-defined criteria		
AP	96	AP transaction history by vendor category		
AP	97	Monthly expenditures report by fund		
AP	98	Monthly check reconciliation reports of manual transaction by fund and check type		
AP	99	Monthly report that show the total amount as well as the number of outstanding checks by fund		
AP	100	Reconciliation activity report showing all the daily on-line update activity in the system		
AP	101	Status of a check (e.g., outstanding, voided, cancelled, stale-dated, paid, etc.)		
AP	102	Aging Reports		

EXHIBIT A

Fixed Assets				
Reference		Functional Requirements	Response	Comments
		General Requirements		
Fixed Assets	1	System tracks:		
Fixed Assets	2	Capitalized items		
Fixed Assets	3	Non-capitalized items		
Fixed Assets	4	System tracks donated assets (i.e., developer donated land and infrastructure).		
Fixed Assets	5	System must identify fixed asset, based upon:		
Fixed Assets	6	GL/Account code		
Fixed Assets	7	Serial number		
Fixed Assets	8	Unique ID #		
Fixed Assets	9	Fund		
Fixed Assets	10	Class		
Fixed Assets	11	Type		
Fixed Assets	12	Project / Program		
Fixed Assets	13	Department/Division/Section		
Fixed Assets	14	Building/Facility		
Fixed Assets	15	Cost		
Fixed Assets	16	Funding Source:		
Fixed Assets	17	Grant		
Fixed Assets	18	Bond		
Fixed Assets	19	Lease		
Fixed Assets	20	Other user defined		
Fixed Assets	21	Primary Contact Person (custodian of the asset)		
Fixed Assets	22	System can attach electronic documents (including photos, CAD, etc.) to an asset record. Please identify any file format limitations in the Comments field.		
Fixed Assets	23	Tracks information for assets with shared ownership (shared with other agencies).		
Fixed Assets	24	Track percentage of asset owned for shared assets that can be different for each asset (e.g., 35%/65%).		
Fixed Assets	25	System supports identification of equipment with:		
Fixed Assets	26	Asset ID tag		
Fixed Assets	27	Date driven workflow notification upon a specific expiration date (leases, grants, warranties, etc.)		
Fixed Assets	28	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		
		Asset Additions and Maintenance		
Fixed Assets	29	System tracks the following categories of assets:		
Fixed Assets	30	Land		
Fixed Assets	31	Buildings		

EXHIBIT A

Fixed Assets				
Reference		Functional Requirements	Response	Comments
Fixed Assets	32	Improvements		
Fixed Assets	33	Equipment		
Fixed Assets	34	Furniture and fixtures		
Fixed Assets	35	Vehicles		
Fixed Assets	36	Capitalized Leases		
Fixed Assets	37	Non-capital leases		
Fixed Assets	38	Easement/ROW		
Fixed Assets	39	Building Components (Paint/Doors/Windows, etc.)		
Fixed Assets	40	Infrastructure		
Fixed Assets	41	Software Licenses		
Fixed Assets	42	Other user defined asset types (please identify any limitations in the comments field). Ex.Different types of equip		
Fixed Assets	43	Addition of asset units (e.g., feet of pipe).		
Fixed Assets	44	System specify the location of an asset by:		
Fixed Assets	45	Building and room number		
Fixed Assets	46	Address		
Fixed Assets	47	Parcel number		
Fixed Assets	48	Legal description		
Fixed Assets	49	Warehouse		
Fixed Assets	50	Contact information for asset custodian		
Fixed Assets	51	System assigns asset number(s):		
Fixed Assets	52	Automatically		
Fixed Assets	53	Manually		
Fixed Assets	54	System maintains detailed property information required to identify and track assets, including:		
Fixed Assets	55	Project Number		
Fixed Assets	56	Asset number		
Fixed Assets	57	User defined fields		
Fixed Assets	58	Chart of Account distribution		
Fixed Assets	59	Organization		
Fixed Assets	60	Department		
Fixed Assets	61	Asset acquisition date		
Fixed Assets	62	In-service date		
Fixed Assets	63	Asset condition		
Fixed Assets	64	Asset status (e.g., inactive)		
Fixed Assets	65	Asset status (e.g., fully depreciated)		
Fixed Assets	66	Unit cost/value		
Fixed Assets	67	Value basis		
Fixed Assets	68	Trade-in credit		
Fixed Assets	69	Vendor number, name		

EXHIBIT A

Fixed Assets				
Reference		Functional Requirements	Response	Comments
Fixed Assets	70	Asset descriptive information		
Fixed Assets	71	Manufacturer number, name		
Fixed Assets	72	Model year		
Fixed Assets	73	Model number		
Fixed Assets	74	Serial number		
Fixed Assets	75	Employee name for employee to whom asset is assigned (if applicable)		
Fixed Assets	76	Employee number for employee to whom asset is assigned (if applicable)		
Fixed Assets	77	Hazardous Materials		
Fixed Assets	78	Warranty/maintenance information		
Fixed Assets	79	Maintenance company		
Fixed Assets	80	Disposal information		
Fixed Assets	81	Lease asset information (if applicable)		
Fixed Assets	82	Estimated useful life		
Fixed Assets	83	Replacement cost (this field can be updated, as needed, by users)		
Fixed Assets	84	Depreciation schedule (method and life)		
Fixed Assets	85	Depreciation convention (beginning of month, half-year, mid-month, etc.)		
Fixed Assets	86	Disposal limitations (grant prohibits sale or sale proceeds go to funding agency)		
Fixed Assets	87	Free-form notes field (identify any character limitations)		
Fixed Assets	88	Asset can have multiple account distributions.		
Fixed Assets	89	System must link component units (parent/child relationship) whereby each component maintains its own financial and historical information.		
Fixed Assets	90	System allows addition and maintenance of assets obtained through non-expenditure transactions (e.g., gifts, donations, eminent domain).		
Fixed Assets	91	System is able to copy an asset record to create a similar asset record.		
Fixed Assets	92	System records insurance information including:		
Fixed Assets	93	Insurance company name		
Fixed Assets	94	Insurance company address		
Fixed Assets	95	Insurable value		
Fixed Assets	96	Policy number		
Fixed Assets	97	Insurance Segment number		
Fixed Assets	98	Policy period (term)		
Fixed Assets	99	Type(s) of coverage		
Fixed Assets	100	Amount of coverage		

EXHIBIT A

Fixed Assets				
Reference		Functional Requirements	Response	Comments
Fixed Assets	101	Liability limits		
Fixed Assets	102	Contents description		
Fixed Assets	103	Premium		
Fixed Assets	104	Other user-defined fields		
Fixed Assets	105	System allows transfer of fixed assets, including partial transfers, within or between locations/organizations at the individual asset level.		
Fixed Assets	106	System allows assets to be transferred from one fund to another.		
Fixed Assets	107	Ability to select individual "child" assets to transfer.		
Fixed Assets	108	Assets that have been transferred maintain detailed history.		

EXHIBIT A

Fixed Assets				
Reference		Functional Requirements	Response	Comments
		Asset Disposition, Retirement, and Theft		
Fixed Assets	109	System records the following information related to disposals, partial disposals, trade-ins, missing, lost, or stolen assets:		
Fixed Assets	110	Asset number		
Fixed Assets	111	Reporting individual		
Fixed Assets	112	Date of occurrence or date first noticed missing		
Fixed Assets	113	Description of circumstances surrounding the disappearance/disposition		
Fixed Assets	114	Steps taken to locate item		
Fixed Assets	115	Disposal date		
Fixed Assets	116	Disposal amount		
Fixed Assets	117	Disposal method		
Fixed Assets	118	Original cost		
Fixed Assets	119	Accumulated deprecation		
Fixed Assets	120	Book value		
Fixed Assets	121	Disposal type:		
Fixed Assets	122	Surplus		
Fixed Assets	123	Unusable		
Fixed Assets	124	Sold		
Fixed Assets	125	Other (user defined field)		
Fixed Assets	126	Proceeds, if any		
Fixed Assets	127	Like-kind exchange		
Fixed Assets	128	Tracks estimated useful life for asset.		
Fixed Assets	129	Ability to dispose asset by asset component.		
Fixed Assets	130	Ability to dispose asset by individual "child".		
Fixed Assets	131	Attach grant expiration date to asset and notify users when expiration date is imminent.		
Fixed Assets	132	System can flag assets with disposal restrictions and display the restriction message for user handling (e.g., federal grant items that must be returned to the federal government).		
Fixed Assets	133	System flags donated items during disposal. (Donated items may need to go back to grantor.)		
		Depreciation		
Fixed Assets	134	System provides the following depreciation functionality:		
Fixed Assets	135	Provides depreciation schedules on fixed assets		
Fixed Assets	136	Automatically calculates depreciation in accordance with the depreciation method and convention designated for an asset		
Fixed Assets	137	Maintains multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods		

EXHIBIT A

Fixed Assets				
Reference		Functional Requirements	Response	Comments
Fixed Assets	138	Automatically charges depreciation to multiple chart of accounts for split-ownership assets		
Fixed Assets	139	System allows for changing the following and will automatically recalculate depreciation expense in accordance with such changes (with proper authorization):		
Fixed Assets	140	Asset useful life		
Fixed Assets	141	Value basis		
Fixed Assets	142	Salvage value		
Fixed Assets	143	Depreciation method		
Fixed Assets	144	Disposal (Retroactive Date)		
Fixed Assets	145	System can simulate depreciation calculations for user defined time periods for the following without being required to post the results (please explain any time period limitations):		
Fixed Assets	146	Individual assets		
Fixed Assets	147	Groups of assets		
Fixed Assets	148	System supports multiple depreciation methods including:		
Fixed Assets	149	Straight line		
Fixed Assets	150	Declining balance		
Fixed Assets	151	System prevents the depreciating of an asset's value below zero.		
Fixed Assets	152	Depreciation calculated at:		
Fixed Assets	153	Beginning of month		
Fixed Assets	154	Half-year		
Fixed Assets	155	Mid-Month		
Fixed Assets	156	Other user defined criteria		
Fixed Assets	157	Depreciation methods can be changed for an asset or group of assets, to depreciate the assets for the balance of the asset's useful life.		
Fixed Assets	158	System can designate some assets as non-depreciable (i.e., land).		
		Capital Projects		
Fixed Assets	159	System is able to identify/record all capitalizable costs associated with the construction or purchase/acquisition of an asset.		
Fixed Assets	160	System captures activity/costs incrementally resulting from several government departments working concurrently on a project.		
Fixed Assets	161	System can recognize fixed/capital assets when they are completed, regardless of whether the project has been completed.		

EXHIBIT A

Fixed Assets				
Reference		Functional Requirements	Response	Comments
Fixed Assets	162	Integration with Purchasing and Project/Grant Accounting module to capture costs for constructed assets.		
		Asset Warranties and Service		
Fixed Assets	163	System maintains online maintenance history and warranty/service agreement information for assets.		
Fixed Assets	164	System records and tracks regular/preventive maintenance performed on selected assets.		
		Reports/Queries		
Fixed Assets	165	Ability to search asset record by alpha or 'wildcard' criteria.		
Fixed Assets	166	System produces a physical Inventory Report.		

EXHIBIT A

Project Accounting				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
Project Acctg	1	Supports multiple-year projects.		
Project Acctg	2	Supports parent/child relations for projects and sub-projects. List any limitations in the Comments field.		
Project Acctg	3	Projects can be established across funds and departments.		
Project Acctg	4	Allocates direct and indirect costs to projects.		
Project Acctg	5	Projects are linked to:		
Project Acctg	6	Purchase Orders		
Project Acctg	7	Fixed Assets		
Project Acctg	8	Grants		
Project Acctg	9	Work Orders		
Project Acctg	10	Contracts		
Project Acctg	11	Other sources of revenue		
Project Acctg	12	Ensures that project billings do not exceed the reimbursable budget with an override capability based on security.		
Project Acctg	13	System contains project budget forecasting capabilities.		
Project Acctg	14	Projects and project phases have the following status:		
Project Acctg	15	Active		
Project Acctg	16	Inactive		
Project Acctg	17	Pending (Cannot post financial transactions)		
Project Acctg	18	Closed (Cannot post financial transactions)		
Project Acctg	19	Construction in Progress (CIP)		
Project Acctg	20	Projects can track the following:		
Project Acctg	21	Expenditures (from purchasing module)		
Project Acctg	22	Hours for Project (direct hours) - from time and attendance module		
Project Acctg	23	Salary Costs (direct costs)		
Project Acctg	24	Overhead costs		
Project Acctg	25	Donated items		
Project Acctg	26	In kind matches		
Project Acctg	27	Revenues		
Project Acctg	28	Equipment costs		
Project Acctg	29	Material costs and quantities		
Project Acctg	30	Supplies from inventory		
Project Acctg	31	Contractor costs/professional services		
Project Acctg	32	FEMA Requirements		
Project Acctg	33	Expenditures for project can be identified as capitalized expenses.		
Project Acctg	34	System can generate invoice to bill for any project costs (i.e., bill to contractor, citizen, or grant).		

EXHIBIT A

Project Accounting				
Reference		Functional Requirements	Response	Comments
Project Acctg	35	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		
		Project Ledgers		
Project Acctg	36	Maintains the following general financial project information:		
Project Acctg	37	Budgets		
Project Acctg	38	Encumbrances		
Project Acctg	39	Expenditures		
Project Acctg	40	Receivables		
Project Acctg	41	Revenues		
Project Acctg	42	Penalties		
Project Acctg	43	Retention		
Project Acctg	44	Amendments/Change orders		
Project Acctg	45	Project budgets can be controlled by the following elements:		
Project Acctg	46	Fiscal year		
Project Acctg	47	Sponsor fiscal year		
Project Acctg	48	Funding source budget year		
Project Acctg	49	Department		
Project Acctg	50	Phase		
Project Acctg	51	Tracks the following dates:		
Project Acctg	52	Planned start date		
Project Acctg	53	Actual start date		
Project Acctg	54	Phase		
Project Acctg	55	Planned completion date		
Project Acctg	56	Actual completion date		
		Project Close		
Project Acctg	57	Users can carry forward or not carry forward fiscal year appropriations at year-end for multi-year projects.		
Project Acctg	58	Prevents deletion of a project account which still has an available balance for spending until the project is closed out.		
Project Acctg	59	Allows for multiple user defined closure dates.		
Project Acctg	60	Partially close a project (capitalize portion of closed project).		
Project Acctg	61	System provides ability to attach project close-out form.		
Project Acctg	62	System provides an automated procedure to purge and archive data for closed projects.		
Project Acctg	63	Closes project using effective dating.		
Project Acctg	64	Updates the following types of accounts during a close:		
Project Acctg	65	Assets		
Project Acctg	66	Capital Assets (Depreciable assets)		

EXHIBIT A

Project Accounting				
Reference		Functional Requirements	Response	Comments
Project Acctg	67	Expenditures		
Project Acctg	68	Automatically transfers construction-in-progress accounts to fixed asset accounts at project close or completion.		
		Reports/Queries		
Project Acctg	69	Produce variance reports by project.		
Project Acctg	70	Provide report for any current or completed project listing expenditures by:		
Project Acctg	71	Funding source (bond, grant, etc.)		
Project Acctg	72	Funding source by department/division		
Project Acctg	73	Type (fixed asset, component, construction, design, etc.)		
Project Acctg	74	Vendor/contractor		
Project Acctg	75	Month		
Project Acctg	76	Year-to-date		
Project Acctg	77	Inception to date		
Project Acctg	78	Fiscal year		
Project Acctg	79	Multiple fiscal years		
Project Acctg	80	Project Close Report		

EXHIBIT A

Parking				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
PT	1	A complete Parking Ticket system that allows you to add, maintain, and track all types of parking tickets.		
PT	2	The system automatically ages and creates late notices, boot notices, and DMV hold statuses.		
PT	3	Centralizes ticket entry, ticket maintenance, and payments.		
PT	4	Provides online ticket entry and validation of ticket information.		
PT	5	Allows users to monitor current ticket status, use standard notices, and enter default ticket information.		
PT	6	Display tickets by:		
PT	7	a. Ticket number		
PT	8	b. License number		
PT	9	c. Offender name		
PT	10	d. Location		
PT	11	e. Make of vehicle		
PT	12	Automatically validates date and vehicle type information against the vehicle registered owner file and attaches the information to the ticket.		
PT	13	Utilizes preset ticket information to create and customize new tickets with similar information.		
PT	14	Searches by the following to find ticket information:		
PT	15	a. Ticket number		
PT	16	b. License plate or tag number		
PT	17	c. Offender name		
PT	18	d. Location		
PT	19	e. Vehicle make		
PT	20	Sends standard notices to offenders or vehicle owners rather than having to retype information each time.		
PT	21	Automatically identifies documents as ready to print when a ticket status changes.		
PT	22	Prints all forms and notices at once using standard document features.		
PT	23	Identifies vehicle owners by license plate number and state using information supplied by the DMV through an optional interface. Easily updates ticket information with this information.		
PT	24	Allows you to set up standard ticket information that displays for each ticket, saving duplicate entry of information that is the same on all or most tickets. Preset information can be changed, as needed, for individual tickets.		

EXHIBIT A

Parking				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
PT	25	Provides the ability to view and update ticket status history information.		
PT	26	a. Maintains detailed status history of all events that occur for a ticket, including payment status.		
PT	27	b. Automatically adds a new status when an event occurs or manually adds a new status to a ticket at any time.		
PT	28	c. Allows you to manually add a new status to a ticket at any time.		
PT	29	d. Maintains a history of all the statuses that have been assigned to each ticket.		
PT	30	Provides the ability to transfer ticket information from officers' hand-held ticketing devices to Parking Tickets application using an optional interface. Then update ticket information, as necessary.		
PT	31	Users can determine the ticket information that displays on screens and indicate mandatory fields.		
PT	32	The system compiles a database of vehicle information for matching automobiles with owner information. You can update this information manually or through a state DMV interface and use this information to automatically update new ticket information with the registered owner names and addresses.		
PT	33	Provides the ability to use current delinquency schedules to automatically monitor tickets that become delinquent and assess all appropriate penalties.		
PT	34	Provides the ability to selectively purge and archive tickets.		
PT	35	Provides the ability to retrieve and display archived tickets.		
PT	36	Allows you to enter ticket information to accept payments for tickets that are not yet in the system.		
PT	37	Enables citizens to pay parking fines from work, home, kiosks, or anywhere there is a connection to the Internet.		
		Reports		
PT	38	Prints standard reports for managing and monitoring ticket activity, such as citations by driver's license, citations by location, and citations by officer, violation statistics.		
PT	39	Provides the ability to use an ad hoc report writer to easily create custom reports.		

EXHIBIT A

Parking				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
		Integration		
PT	40	The system integrates with an accounts receivable application to track delinquencies, access and apply ticket-related costs, and update general ledger accounts. Refund, reverse, transfer, or void payments, as necessary.		
PT	41	Integrates with a cash receipts system to receive payments for ticket-related charges.		
PT	42	Should provide an interface to new Financial package from the existing DB2 Platform to generate transactions automatically until conversion is complete.		
PT	43	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		

EXHIBIT A

Payroll				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
Payroll	1	System will handle all aspects of Fair Labor Standards Act (FLSA).		
Payroll	2	System will prevent exempt employees from being paid overtime with exceptions:		
Payroll	3	Exempt Pay Codes		
Payroll	4	Non-Exempt Pay codes		
Payroll	5	System will accept and process multiple Standard Hours (average annual hours per pay period). This must be 5-7 minimum.		
Payroll	6	The system will calculate Normal Shift Regular Time, Holiday & Leave Hourly Pay Rates.		
Payroll	7	System allows multiple overtime types.		
Payroll	8	System will store payroll history for a minimum of ten years.		
Payroll	9	System will maintain recurring pay types including:		
Payroll	10	Set a fixed and calculated amount (allowances)		
Payroll	11	Set start/stop dates for multiple funding sources		
Payroll	12	System will support generating additional pay based on circumstances as follows:		
Payroll	13	Duties performed (e.g., "acting director" pay, temporary assignment pay)		
Payroll	14	Skills, certificates		
Payroll	15	System will calculate differential pay rates (e.g., hazardous duty, disasters) and shift differentials.		
Payroll	16	System will maintain multiple pay groups.		
Payroll	17	System will handle multiple pay calculations: (Please provide how many types of pay calculations the system will handle in the Comment field.)		
Payroll	18	Regular		
Payroll	19	OT		
Payroll	20	Comp. Time		
Payroll	21	Straight Time		
Payroll	22	Part Time Holiday		
Payroll	23	System will handle different work schedules (i.e., administrative staff, temporary help).		
Payroll	24	System allows flexible work schedules, such as 8, 10, 12, 24 hour work days.		
Payroll	25	System will maintain multiple earnings types.		
Payroll	26	System will accommodate flexible overtime rates (straight time versus a user-defined factor).		

EXHIBIT A

Payroll				
Reference		Functional Requirements	Response	Comments
Payroll	27	System will accommodate multiple accrual leave schedules/balances per employee.		
Payroll	28	System will handle the payout for accumulated balances at retirement based on user-defined formula and different classifications.		
Payroll	29	System will handle the payout for accumulated balances at separation based on user-defined formula and different classifications.		
Payroll	30	System will handle miscellaneous incentive and award programs (flat amount, percentage, amount).		
Payroll	31	System will automatically apply retroactive pay calculation.		
Payroll	32	Retro pay will automatically correct:		
Payroll	33	Salaries		
Payroll	34	Tax deductions		
Payroll	35	Benefit deductions		
Payroll	36	Garnishments		
Payroll	37	System will handle different payroll cycles:		
Payroll	38	Monthly		
Payroll	39	Semi-monthly		
Payroll	40	Bi-weekly		
Payroll	41	Off cycle (on demand)		
Payroll	42	System will process all types of wage and pending wage attachments including liens, levies, garnishments, child support, etc., from any State and all Federal wage attachments with automatic calculation of disposable earnings.		
Payroll	43	System will calculate and record military supplements (difference between military pay and regular pay) for up to 24 months.		
Payroll	44	System will track flexible spending accounts (FSA) for multiple years and plans and permit overlaps.		
Payroll	45	System will track HSA (Health Savings Accounts) and provide the taxable/non-taxable information.		
Payroll	46	System will post current pay period wages to year-to-date and fiscal to-date file.		
Payroll	47	System will set any pay code and any deduction code to be a specific tax inclusive or specific tax exclusive.		
Payroll	48	Ability to freeze leave based on user request (FMLA/Probationary).		
Payroll	49	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		
		Salary Administration		

EXHIBIT A

Payroll				
Reference		Functional Requirements	Response	Comments
Payroll	50	Tracks the following data within each salary schedule:		
Payroll	51	Step		
Payroll	52	Grade		
Payroll	53	Percent of base		
Payroll	54	Schedule type (fixed, range, etc.)		
Payroll	55	Minimum		
Payroll	56	Maximum		
Payroll	57	Midpoint		
Payroll	58	Provides the following data for additional pay items:		
Payroll	59	Pay code		
Payroll	60	Calculation method (%, flat rate, etc.)		
Payroll	61	Amount (fixed amount, %, etc.)		
Payroll	62	Calculation frequency (every pay period, monthly, on anniversary date, or user-specified date etc.)		
Payroll	63	Taxable (Federal, State, FICA, and retirement according to multiple plans etc.)		
Payroll	64	Allows multiple separate salary schedules to be maintained.		
Payroll	65	System will track pre-determined salary ranges by position.		
Payroll	66	Maintains effective dates for salary data to allow for future pay adjustments.		
Payroll	67	System will retain previous salary and hours and days worked data and effective dates for use when calculating retroactive pay adjustments.		
Payroll	68	Provides salary data for user defined employee groups.		
Payroll	69	Automatically recalculates salary due to personnel actions such as promotions, demotions, etc.		
Payroll	70	Supports mass pay transactions based on any field held within the database (e.g., travel allowances).		
Payroll	71	System will perform mass salary changes to:		
Payroll	72	All employees		
Payroll	73	Group of employees		
Payroll	74	Salary schedules		
Payroll	75	Mass salary changes validated against maximum salary for position.		
Payroll	76	System will allow pay rate changes based on different user-defined criteria (e.g., service years, longevity, etc.).		
Payroll	77	System will record historical information for all changes.		
		Deductions, Garnishments, and Special Pays		
Payroll	78	Allow one-time deduction and earnings overrides.		
Payroll	79	System will maintain multiple deduction types.		
Payroll	80	Automatic calculations of retroactive deductions.		

EXHIBIT A

Payroll				
Reference		Functional Requirements	Response	Comments
Payroll	81	System will pay Benefit providers for which deductions are taken through Accounts Payable (e.g., paying benefit providers).		
Payroll	82	Additional lump sum withholding (W-4).		
Payroll	83	System will alert and track for employees with net pay less than benefit deductions.		
Payroll	84	System will process multiple garnishments per employee and assign pre-defined priorities.		
Payroll	85	System will apply garnishments to multiple vendors.		
Payroll	86	System will accommodate up to ten garnishments and automatically calculate that maximum percentage of total pay is not exceeded.		
Payroll	87	System will set cap for garnishments and voluntary deductions so that a certain total amount is not exceeded.		
Payroll	88	System will create a special deduction and apply to a single group of employees.		
Payroll	89	System can exclude certain employees from Medicare deduction.		
Payroll	90	System can exclude certain employees from Social Security deduction.		
Payroll	91	System accommodates deductions either on a pre-tax or post-tax basis defined per deduction.		
Payroll	92	System will prioritize garnishments/deductions.		
		Payroll Processing		
Payroll	93	System will process pay for one employee with multiple jobs and employee will receive one paycheck.		
Payroll	94	System will run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.		
Payroll	95	System will cut special or immediate (on-demand) checks.		
Payroll	96	System will allow individuals to forward Direct Deposit (to multiple accounts).		
Payroll	97	System will print leave taken in hours or days and leave remaining on paychecks and advices on all leave categories.		
		Reports/Queries		
Payroll	98	System will produce earnings and withholding earnings, Medicare, and FICA total reports, including associated taxes, for the following periods:		
Payroll	99	Fiscal Year		
Payroll	100	Calendar Year		
Payroll	101	Policy Year (e.g., Worker's Compensation)		
Payroll	102	User-defined		

EXHIBIT A

Payroll				
Reference		Functional Requirements	Response	Comments
Payroll	103	Produce edit reports of all payroll adjustments.		
Payroll	104	System will produce W-2s (and to reprint single W-2).		
Payroll	105	System will store W-2s for a minimum of five years.		
Payroll	106	System will produce quarterly Form 941 report (IRS).		
Payroll	107	System will produce a report showing FICA wages, by individual and in total.		
Payroll	108	System will create reports sorted by user-defined criteria.		
Payroll	109	System will comply with Federal and State payroll tax reporting requirements.		
Payroll	110	System will create a payroll accrual report.		
Payroll	111	Provides Worker's Compensation Reporting: by Department, total payroll compensation, rate, premium pay and overtime pay.		
Payroll	112	System will allow for date range queries by employee.		
Payroll	113	System will produce a payroll variance report.		
Payroll	114	System will produce a sick and vacation leave benefit cost report by hours and value.		

EXHIBIT A

Human Resources				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
HR	1	System will maintain employee number from applicant through retirement.		
HR	2	System will provide functionality to store employee pictures attached to employee file.		
HR	3	Effective dating employee transactions (e.g., add employee, remove employee, promote, etc.).		
HR	4	Interface with applicant tracking module to facilitate the full hire to termination process.		
		Employee Data		
HR	5	The system should have the ability to maintain at least the following minimum information on the Employee's Master File:		
HR	6	Employee name		
HR	7	Maiden/former name/aliases/nicknames		
HR	8	Employee number		
HR	9	Social Security number		
HR	10	Birth date		
HR	11	Seniority Date (tied to benefit rules)		
HR	12	Multiple Addresses		
HR	13	Multiple telephone numbers		
HR	14	Multiple email address		
HR	15	Ethnicity		
HR	16	Emergency contact information		
HR	17	Original service/hire date		
HR	18	Date in current position		
HR	19	Rehire date(s)		
HR	20	Retirement date		
HR	21	Spouse and dependent information:		
HR	22	Date of birth		
HR	23	Social Security Number		
HR	24	Employee status (active, inactive, retired, laid off, FMLA status, terminated) using predefined codes		
HR	25	Current service/hire date		
HR	26	Anniversary Date		
HR	27	Marital status		
HR	28	Promotion dates		
HR	29	Date for next performance evaluation		
HR	30	Termination date		
HR	31	Immigration Status (Form I-9)		
HR	32	Termination reason		

EXHIBIT A

Human Resources				
Reference		Functional Requirements	Response	Comments
HR	33	Termination code		
HR	34	Drivers license type		
HR	35	Drivers license number		
HR	36	Drivers license expiration		
HR	37	Insurance certificate		
HR	38	Certifications/qualifications/skills		
HR	39	User defined employee group		
HR	40	System tracks information on non-employees:		
HR	41	Volunteers		
HR	42	Other groups		
HR	43	System will allow for probationary status types		
		Position Control		
HR	44	System provides ability to create and maintain job descriptions.		
HR	45	All personnel transactions will be linked to position control such that position data is verified/updated at the completion of each transaction (new hire, termination, transfer, etc.).		
HR	46	Position control database shall track all positions whether filled or vacant and be able to describe the positions as part-time, full-time, etc.		
HR	47	System fully integrates with personnel actions (e.g., a new employee could not be hired until system verifies that an authorized position is, or will be, vacant at effective date of hire.).		
HR	48	System integrates with budget process to provide costs including benefits of current and proposed positions, including vacancies.		
HR	49	System will “freeze” positions (revoke authorization to hire) at different levels based on user definable parameters.		
HR	50	System allows the assignment of an employee to multiple positions across organizational boundaries.		
HR	51	Allows overfilling of a position with appropriate authorization (i.e., provide overlap between employee leaving and coming).		
HR	52	System allows under filling of a position with appropriate authorization (i.e., filling with a lower pay grade or title).		
HR	53	System tracks a position based on authorization for creating position.		
HR	54	System identifies the following position status (by total, employee group classification, department or facility location):		
HR	55	Budgeted		
HR	56	Allocated		

EXHIBIT A

Human Resources				
Reference		Functional Requirements	Response	Comments
HR	57	Encumbered		
HR	58	Vacant		
HR	59	Position information stores "reports to" information.		
HR	60	Supports organizational hierarchy.		
		Position Data		
HR	61	Tracks the following data on the position:		
HR	62	Position number		
HR	63	Position name		
HR	64	Position Classification (Exempt, Non-Exempt)		
HR	65	EEO Class and Function		
HR	66	Position description		
HR	67	Salary schedules step, grade		
HR	68	FTE		
HR	69	Job class (for workers comp)		
HR	70	Required certifications		
HR	71	Work schedule		
HR	72	User defined		
		Performance Evaluations		
HR	73	Ability to attach unlimited performance evaluations to the employee record.		
HR	74	Ability to accommodate various performance evaluation schedules (e.g., every 6 months, annual, etc.).		
HR	75	Ability to track evaluation completions and overdue status.		
		Personnel Action		
HR	76	Sort personnel action forms by type of action.		
HR	77	Support the following Personnel Action types:		
HR	78	New hire		
HR	79	Authorization to hire		
HR	80	Separation		
HR	81	Re-hire		
HR	82	Change of Address/Phone		
HR	83	Promotion		
HR	84	Demotion		
HR	85	Transfer		
HR	86	Re-classification		
HR	87	Salary/Rate Change		
HR	88	Status Change		
HR	89	Position title change (non-promotion)		
HR	90	User defined personnel action types		
		Disciplinary Action		

EXHIBIT A

Human Resources				
Reference		Functional Requirements	Response	Comments
HR	91	System accommodates and tracks multiple grievance procedures based upon type of employee (i.e., administration, firefighter, police officer, management).		
HR	92	System records historical disciplinary action by:		
HR	93	Employee		
HR	94	Date		
HR	95	Type of incident		
HR	96	Type of follow-up action taken		
HR	97	System tracks all disciplinary complaints, investigations, and actions:		
HR	98	Letters of reprimand		
HR	99	Warnings		
HR	100	Suspensions with pay		
HR	101	Suspensions without pay		
HR	102	Discharge		
HR	103	User defined disciplinary action types		
HR	104	The system must track the following information for all disciplinary actions:		
HR	105	Employee name		
HR	106	Employee number		
HR	107	Budget unit (department, division, section)		
HR	108	Issue (e.g. insubordination)		
HR	109	Proposed discipline (e.g. letter of reprimand, suspension, demotion and termination)		
HR	110	Date discipline was received		
HR	111	Date the final discipline will take place		
HR	112	Classification name and number		
HR	113	Person who administered the discipline		
HR	114	Work location		
HR	115	Supervisor's name		
HR	116	Appealed		
HR	117	User defined disciplinary action		
HR	118	System will provide historical information for all disciplinary actions.		
HR	119	System will track litigation details related to a disciplinary action.		
HR	120	System will flag an employee record, once terminated, preventing them from reapplying.		
		Performance Appraisals		
HR	121	System will track performance appraisal scores.		
		Training		

EXHIBIT A

Human Resources				
Reference		Functional Requirements	Response	Comments
HR	122	Track training courses and certifications for each employee.		
		Workers Compensation		
HR	123	System will maintain and track information on each filed claim:		
HR	124	Claimants name and information		
HR	125	Employee Department/Division		
HR	126	Date claim received		
HR	127	Police and/or incident report number		
HR	128	Location of incident/accident		
HR	129	Injury		
HR	130	Date of Injury		
HR	131	Physician of Choice		
HR	132	Date Employee Received Claim Form		
HR	133	Date Supervisor Received Claim Form from Employee		
HR	134	Open and Close dates		
HR	135	Return to Duty Date		
HR	136	System tracks costs of workers compensation benefits paid to and on behalf of an employee.		
HR	137	System will track loss time hours by employee.		
HR	138	System will flag if claim is eligible for OSHA Log 300 filing.		
HR	139	System will track different types of claims including: incident only, medical only claim, loss time claim.		
HR	140	System will keep a record of change to type of claims.		
HR	141	System will track claim status, including number and types of claims.		
HR	142	System maintains employee injury information such as physician's name.		
HR	143	System tracks TORT for non employees (e.g., customers, volunteers, etc).		
		Drug and Alcohol Testing		
HR	144	System will maintain and track test dates and results on:		
HR	145	Pre-employment testing		
HR	146	Random testing		
HR	147	Reasonable Suspicion/Cause		
HR	148	Post Accident		
HR	149	Return to Duty		
HR	150	Follow-up		
HR	151	Other user defined fields		
		Reports/Queries		
HR	152	System produces the following reports:		

EXHIBIT A

Human Resources				
Reference		Functional Requirements	Response	Comments
HR	153	Employee certifications		
HR	154	Workers compensation claims		
HR	155	System allows users to query employees using any field in employee record.		

EXHIBIT A

Benefit Administration				
Reference		Functional Requirements	Response	Comments
		Benefit Plan Administration	**Y/N**	
		System supports various types of benefit plans, including, but not limited to the following:		
		Deferred Compensation		
		Cafeteria Plan		
		Pre-tax and After-tax Plans		
		System will enroll various levels (i.e. Single, Employee and Children, Employee and Spouse, or Family)		
		Medical with:		
		PPO (multiple)		
		HMO		
		Waived participation		
		Opt Out (employee paid not to take insurance)		
		Life Insurance:		
		Accidental death and dismemberment		
		Supplemental life		
		Dependent and spouse life		
		Dental		
		Vision		
		Flexible spending accounts including Premium Only Plan (POP), Dependent Spending Account and Health Care Savings Account		
		Health spending accounts		
		Long term disability		
		Short term disability		
		Retirement:		
		State retirement plan(s)		
		Deferred comp plan(s)		
		Tax sheltered annuity		
		Employee matching programs		
		COBRA		
		Employee Assistance Program		
		Wellness		
		FMLA		
		Tuition Reimbursement		
		Relocation Allowance		
Benefits	1	Uniform Allowance		
Benefits	2	System supports multiple versions of benefit plans.		
Benefits	3	System supports multiple State of Florida retirement plans (please identify any limitations in the Comments field).		

EXHIBIT A

Benefit Administration				
Reference		Functional Requirements	Response	Comments
Benefits	4	System supports multiple deferred comp plans. Please identify any limitations in the Comments field.		
Benefits	5	Plan versions are processed based on effective date.		
Benefits	6	System stores benefit plan rules.		
		System tracks dependent and beneficiary information, including:		
		Name		
		Date of birth		
		Effective Date		
		Address (if different than employee/retiree)		
		Social security number		
		Relation (child, spouse, etc)		
		Medicare eligible		
Benefits	7	Student status		
		Benefit Plan Eligibility		
Benefits	8	System maintains multiple eligibility dates for different benefit plans based on different rules.		
Benefits	9	System supports different enrollment periods for union versus non-union staff and overlap in plan years.		
		System should provide for processing the following benefits eligibility events:		
		Establishment and maintenance of participant information		
		Activation of coverage for participant, spouse, and non-spouse dependents		
		Activation of coverage for survivors (former dependents of participants that are allowed to continue their benefits coverage)		
		Maintenance of beneficiary information		
		Initiation of COBRA processing when an individual's coverage is terminated due to a COBRA qualifying event (system must be able to handle various reasons)		
		Evidence of insurability		
		Initiation of and return from leave without pay (LWOP, including military leave and FMLA) coordinated with sick leave balances		
		New hires, re-hires, and transfers		
		Terminating/retiring employees (permanent and temporary employees)		

EXHIBIT A

Benefit Administration				
Reference		**Functional Requirements**	**Response**	**Comments**
		Termination of coverage for participant, spouse and non-spouse dependents		
		Participant transfers		
Benefits	10	Medicare eligible		
Benefits	11	System provides a chronological history of benefits elections.		
Benefits	12	System will prepare benefit billings online and create a receivable that integrates with the AR module.		
Benefits	13	System will track initial COBRA payments.		
Benefits	14	System will track COBRA duration.		
Benefits	15	System will track reason for employee termination.		
Benefits	16	System will track COBRA justification.		
		Benefit Plan Costs		
		System will provide for the following financial processes associated with group benefits administration, including:		
		Billing of departments and direct premium payers for costs of group benefits		
		Refunds and adjustments of insurance premiums to employees taking into consideration pre- and after-tax contributions and retirement		
		If a premium is refunded and it is pre-tax, then employer and employee taxes contribution are deducted from the refund		
		If a premium is adjusted, employer and employee taxes and retirement contribution are deducted/added to the adjustment		
		Receive manual payments for cost-share and/or COBRA for benefit plan members who do not receive a paycheck		
		System will determine premium amount based on category of employment (e.g., administrative, police or firefighter)		
		System will track 457, 401(k), Roth 401(k) participation and show percentage of gross income contributed		
		Track multiple 457, 401(k), Roth 401(k) providers and allow elections		
Benefits	17	Allow employees to split Employer retirement contribution between retirement and defined contribution plans based on IRS requirements, not to exceed the Federal 25% of total compensation cap		

EXHIBIT A

Benefit Administration				
Reference		Functional Requirements	Response	Comments
		System maintains premium or contribution rate history (employee and employer costs) on-line by:		
		Plan		
		Employee		
		Provider		
Benefits	18	Post retiree		
		System tracks current and historical benefit costs including:		
		Employer cost		
		Employee cost		
		Post employee		
Benefits	19	Total premiums/contributions		
		Data Requirements		
		System tracks the following key data on providers:		
		Provider ID (vendor code)		
		Full name		
		Short name		
		Address		
		Primary Contact Name, Job Title, Fax, and Phone		
		Service Contact Name, Job Title, Fax, and Phone		
		Billing Contact Name, Job Title, Fax, and Phone		
		Subscriber Contact Name, Job Title, Fax, and Phone		
		Direct Deposit Banking data		
		Tax ID and Social Security Number		
		History of changes (dates)		
Benefits	20	Master group number and name		
		System tracks the following data for benefit plans:		
		Plan Type		
		Plan name/number		
		Option code (e.g., retiree rehire)		
		Retirement contribution rate		
		Effective date		
		Termination date of coverage		
		Cafeteria deduction code		
		Level of coverage (e.g., life insurance)		
		Option Semi-monthly amount		
Benefits	21	Option Bi-weekly amount		
		System tracks the following key data for benefit packages:		
		Deduction code		
		Description		
		Effective date		
		Provider ID (vendor code)		

EXHIBIT A

Benefit Administration				
Reference		Functional Requirements	Response	Comments
		Plan code		
		Calculation method (fixed, % gross, based on age, etc.)		
		Frequency of deduction allowed		
		Total plan cost		
		Administration Fee		
		Standard vs. optional		
Benefits	22	Other (user-defined)		
		System tracks the beneficiary for each benefit:		
		Name		
		Relationship		
		Date assigned		
		Address (if different than employee/retiree)		
		Social Security Number		
		Birth date		
		Medicare eligible		
		Allocation date		
		Deferred Compensation		
		Section 457, 401 (k), Roth 401 (k)		
		Section 125 plan (Flexible Benefit Plans, Deferred Health Insurance Premiums)		
		Retirement		
		Life and supplemental life		
Benefits	23	User-Defined		

EXHIBIT A

Inventory Management				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
Inventory	1	Accommodates multiple warehouses.		
Inventory	2	Generates and print labels with bar coding.		
		Maintains and tracks the following information for inventory items:		
		By organizational unit (department/office)		
		By warehouse for multiple warehousing		
		Item description (short)		
		Text description (long)		
		Multiple alias names		
		Unit of measure for:		
		Purchase		
		Issue		
		Unit cost		
		Actual price		
		Bulk cost		
		Average price (calculated value)		
		Vendor number		
		Primary vendors		
		Min-max points		
		Quantity on hand		
		Quantity on order		
		Quantity received on orders		
		Quantity on back-order		
		Ordered year-to-date		
		Received year-to-date		
		Issued current period		
		Issued year-to-date		
		Item number		
		Warranty term		
Inventory	3	Location		
Inventory	4	Component items list (e.g., subtitles of a series of books)		
Inventory	5	Text field for miscellaneous entry		
Inventory	6	Hazardous Materials		
		Updates stock item data and maintains all the specific data for:		
		Purchases		
		Returns to stock		
		Returns to supplier		
		Adjustments (credits, etc.)		

EXHIBIT A

Inventory Management				
Reference		**Functional Requirements**	**Response**	**Comments**
		Transfers		
		Receipts		
		Requisitions		
		Employee number (of requestor)		
		Backorders		
		Defective or damaged parts returned to vendor		
		Issuance of Inventory		
		Surplus/ junk/ spoiled items		
		Recalls		
Inventory	7	Other user defined items		
Inventory	8	System must review returns or adjustments documents in real-time.		
Inventory	9	System must review, in real-time, inventory after returns or adjustments.		
Inventory	10	Provides on-line stock catalogs.		
Inventory	11	Reads catalog data from the following sources:		
Inventory	12	Online catalogs		
Inventory	13	Electronic files		
Inventory	14	Automatically assigns stock requisition numbers.		
Inventory	15	System allows users to merge multiple inventory items to a new or existing inventory item with an audit trail.		
Inventory	16	Images can be attached to inventory items in the system.		
Inventory	17	System can accommodate items with zero dollar value and/or zero quantity.		
		System must provide a multi-level location structure including:		
		Building		
		Room		
		Desk		
		Warehouse (multiple warehouses)		
		Storage area (e.g., 2nd floor NW quadrant)		
		Aisle		
		Bin		
		Shelf		
		Rack		
		Cart		
		Vehicle (e.g. van, etc.)		
		Required environmental conditions for the specific location		
Inventory	18	Other fields as defined by users		
		System allocates purchases and stock to the following:		
		Departments		

EXHIBIT A

Inventory Management				
Reference		Functional Requirements	Response	Comments
		Warehouses		
		Section of warehouse		
		Cost center		
Inventory	19	User-defined category		
Inventory	20	System indicates stock on hand for each location.		
Inventory	21	System indicates stock on hand for multiple locations.		
Inventory	22	System records transfer of inventory stock among locations.		
Inventory	23	System must allow users to specify uniform mark-up or overhead costs for inventory item.		
Inventory	24	System allows users to specify and/or override a mark-up or overhead cost for an item.		
		System provides the following inventory costing methods:		
		Actual cost		
		Moving average		
		Last in first out (LIFO)		
		First in first out (FIFO)		
		Replacement		
Inventory	25	User-defined costing methods		
Inventory	26	System creates issue tickets automatically with appropriate approval, based on electronic supply requisitions.		
Inventory	27	System reserves stock items for specific projects or work orders.		
Inventory	28	System processes partial pick/issue tickets of reserved items while keeping the remaining balance of items on reserve.		
Inventory	29	System generates trip/delivery tickets.		
Inventory	30	System can place a cap on the quantity of an item that can be issued to a requestor during a specified time period.		
Inventory	31	System can place a cap on the dollar amount of an item that can be issued to a requestor during a specified time period.		
Inventory	32	System compares stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.		
Inventory	33	System provides an automatic reorder process for all or selected stock items, including electronic request and approval (integration with Purchasing module).		
Inventory	34	System tracks item usage.		
Inventory	35	User can define, by item, the variables used in determining reorder points and reorder quantities.		
Inventory	36	System allows manual overrides of reorder points and reorder quantities.		

EXHIBIT A

Inventory Management				
Reference		Functional Requirements	Response	Comments
Inventory	37	System automatically updates inventory on order information at the time that a requisition is created.		
Inventory	38	Creates Transactions in the new general ledger system from the iSeries DB2 Platform during the conversion		
		Physical Inventory		
Inventory	39	System can freeze inventory to prevent inventory action within the building.		
Inventory	40	System provides cycle count scheduling.		
		Inventory counts from the worksheets are entered into the system by:		
		Manually		
Inventory	41	Bar code		
Inventory	42	System automatically interfaces with the general ledger for physical inventory adjustments with appropriate workflow approval and security.		
		Reports/Queries		
		System produces the following reports by user selected criteria:		
		Inventory stock catalog by criteria (e.g., office supplies)		
		Inventory count report		
		Inventory status report		
		Usage year-to-date		
		Receiving activity by receiver		
		Inventory history by usage/date range		
Inventory	43	Backorders		
		System can create physical inventory reports, including the following:		
		Exception report of quantity variances		
Inventory	44	Physical inventory discrepancy report		
Inventory	45	System can create report detailing inventory use by department.		

EXHIBIT A

Purchasing				
Reference		Functional Requirements	Response	Comments
		General Requirements	**Y/N**	
Purchasing	1	System to maintain history and relationships for all bid, requisition, invoice, check, POs, and receiving documents.		
Purchasing	2	System can accommodate emergency purchases.		
		Allow vendor numbers, purchase requisition numbers, contract numbers, bid numbers, and purchase order numbers to be assigned:		
		Manually		
Purchasing	3	Automatically		
Purchasing	4	Modify some fields on requisitions with appropriate security and/or workflow (some changes may not require workflow approval).		
Purchasing	5	System to classify one-time vendors with limited required data entry.		
Purchasing	6	Deactivate vendor separately from purchasing process and AP process (e.g., don't want to buy from vendor again, but still have outstanding invoice to be paid).		
Purchasing	7	Generates Transaction in the General Ledger from the iSeries DB2 Database during the conversion to the new product.		
		Requisitions		
Purchasing	8	Capability to store multiple shipping address locations (drop down menu or coding for shipping address).		
Purchasing	9	System allows user to copy existing PR to create a new one.		
Purchasing	10	Split items on a requisition in multiple bids or POs.		
Purchasing	11	Combine multiple requisitions into one PO.		
		Maintain the following data elements in respect to procurement transactions:		
		Requested by		
		Date		
		Scheduled delivery dates		
		Shipping address		
		Delivery instructions (i.e., pick-up, ship to, other)		
		Vendor contact person		
		Requisition number		
		Vendor name & address		
		Ability to perform vendor roll-up (e.g., affiliates, brother-sister)		
		Vendor number		
		Vendor history (e.g., name change, acquisitions, mergers)		
		Vendor Quote #		

EXHIBIT A

Purchasing				
Reference		Functional Requirements	Response	Comments
		Comment (text) field (please identify character limitations in the comments field)		
Purchasing	12	Expiration date of PO (Deliver by date)		
		Maintain the following "line item" data elements in respect to procurement transactions:		
		Quantity requested		
		Unit of measure		
		Unit price		
		Extended price		
		Descriptions with free form text		
		Account code		
		Freight/shipping charges		
		Stores #		
Purchasing	13	Fixed Asset #		
Purchasing	14	Users can effective date PRs to start in next FY and impact next year's budget.		
Purchasing	15	Calculate discounts by item or by total order on the requisition.		
Purchasing	16	Enter zero amounts (no charge items).		
Purchasing	17	Enter negative amounts (credits).		
Purchasing	18	Create requisition templates for frequently-ordered items.		
Purchasing	19	Capture multiple ship-to addresses on one requisition.		
Purchasing	20	System to flag/alert if non-sufficient funds.		
Purchasing	21	System will support a hard stop of any purchasing transaction with non sufficient funds (with override).		
Purchasing	22	System will support a soft stop of any purchasing transaction with non sufficient funds.		
Purchasing	23	Create a bid from a requisition.		
Purchasing	24	Track vendors in the bid or quote process without establishing them as vendors in the vendor file.		
		Track bid/RFP by:		
		Dollar amount		
		Vendors requesting copy of RFP/Bid		
		Vendor response (submitted proposals)		
		Attachment of files for vendor response		
		Date		
		Bid number		
		RFP number		
Purchasing	25	Project Title		
		Vendor File		
Purchasing	26	Purchasing and AP share same vendor file.		
		Store the following vendor information:		

EXHIBIT A

Purchasing				
Reference		Functional Requirements	Response	Comments
		Vendor name		
		Vendor type		
		Vendor category (e.g., attorneys, plumbers, etc.)		
		Individual name (first, middle, last)		
		Corporation/Company name		
		"Doing Business As" Name		
		Vendor number		
		Multiple addresses (e.g., bid, orders, remit to, etc.)		
		Vendor e-mail and web site information		
		Contact person(s)		
		Federal Tax Identification Number (TIN)		
		Tax ID status/W-9 information		
		Phone and fax number(s)		
		Preferred contact method		
		Business type indicators:		
		Minority		
		Woman		
		Small Business Enterprise (SBE)		
		Disadvantaged		
		Certification status of minority type		
		Other user-defined categories		
		Last date vendor utilized		
		Active/Inactive status (based on date last utilized)		
		Parent/child relationships		
		Payment methods		
		Type of company (e.g., corporation, partnership, etc.)		
		Business license #		
		Commodities/services offered (per user defined list)		
		Standard payment terms		
		Problem vendor flag		
		Associated memo field with the problem vendor indicator		
		Preferred vendor flag		
		Associated Memo field with the preferred vendor Indicator		
		Vendor-on-hold flag (e.g., litigation, payment dispute, etc.)		
		Free form comments (Please identify any character limitations in the comment field)		
Purchasing	27	Local vendor program flag		
Purchasing	28	Search the vendor file by any vendor data field (e.g., vendor name, address, phone number, etc.) and by 'wildcard' terms.		

EXHIBIT A

Purchasing				
Reference		Functional Requirements	Response	Comments
Purchasing	29	Maintain pricing information, quantity breaks, freight terms and shipping information for each vendor.		
Purchasing	30	Track the details of vendor performance including complaints and resolution.		
Purchasing	31	System allows users to merge two vendors and maintain history (i.e., duplicate vendor, one vendor buys another).		
		Bid and Quote Processing		
Purchasing	32	Ability to support the following types of bids: advertised sealed bids, phone and fax quotes and written requests for proposals (information) and quotations.		
Purchasing	33	Ability to access and update the vendor tables from within the bid/quote process with proper security.		
Purchasing	34	Ability to develop bid/quote documents directly out of requisitions.		
Purchasing	35	Ability to create bid mailing lists of vendors by specific commodities/services.		
Purchasing	36	Ability to use system tools to analyze bids by price, quantity and availability by entire bid or single line item.		
Purchasing	37	Ability to copy information from one bid transaction to another with proper security.		
Purchasing	38	Ability to provide a facility for standard and prototype bids with any number of associated vendors.		
Purchasing	39	Ability to track Bid/RFP by awards, dollar amounts, vendor responses, buyer, and commodity.		
Purchasing	40	Ability to track bid list / file by commodity code.		
Purchasing	41	Ability to track vendor bid list by vendor history, past awards, bid responses, and new vendors.		
Purchasing	42	Ability to maintain an accumulated bid history (including both bids awarded and not awarded) for each vendor in the system.		
Purchasing	43	Ability to tie all bids (even those not awarded) to an associated project budget.		
Purchasing	44	Ability to enter budgeted amount for a bid.		
Purchasing	45	Ability to track bid addenda (before opening and award).		
Purchasing	46	Ability to post award information on our Web site.		
Purchasing	47	Ability to produce documents for mailing to potential vendors/bidders (i.e., bid documents, addenda).		
Purchasing	48	Ability to launch bid or quote utilizing vendor list by commodity		
Purchasing	49	Ability to receive e-bids , RFP's electronically		
Purchasing	50	Ability to create calendars for bid submissions / launches.		
		Contract Administration		
		System validates purchase orders against contract for appropriate:		

EXHIBIT A

Purchasing				
Reference		Functional Requirements	Response	Comments
		Date		
		Dollar amount		
Purchasing	51	Chart of Account structure		
Purchasing	52	Track multiple contracts per vendor.		
Purchasing	53	Track milestones and/or deliverables for contract.		
		Record and calculate retention amounts by:		
		Deliverable/task		
		% Amount		
Purchasing	54	Dollar amount		
		System allows existing contracts to be modified by changing:		
		Increase contract value		
		Decrease contract value		
		End date		
		Contract milestones		
Purchasing	55	Vendor contact information		
Purchasing	56	System tracks change orders to contract.		
Purchasing	57	System allows for user defined percentage variance of originally approved contract.		
Purchasing	58	System will generate workflow notification when defined variance threshold is reached.		
Purchasing	59	Search for a contract by account, vendor, and/or description.		
Purchasing	60	Support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).		
Purchasing	61	Encumber only a portion of a contract or purchase order based on fiscal year.		
Purchasing	62	Create a workflow notification for contract expiration dates.		
Purchasing	63	Encumber entire value of contract.		
		Store and maintain contract historical information, including but not limited, to the following details:		
		Vendor information		
		Commodity information		
		Bid number		
		Contract number		
		Contract administrator's name, phone, fax numbers and email		
		Component unit		
		Milestones		
		Start/end and extension dates		
		Expiration dates		
		Multiple approval dates (Commission Approval)		
		Status (text reference field)		

EXHIBIT A

Purchasing				
Reference		Functional Requirements	Response	Comments
		Payment schedule & adjustments		
		Retainage		
		Insurance information		
		Contingency amounts by % of contract or flat dollar amount		
Purchasing	64	Other user defined items		
		Retainage calculations can be defined by:		
		Date (Age of contract)		
Purchasing	65	Percent complete		
		Purchase Orders		
Purchasing	66	Original requisitioner stored on PO.		
Purchasing	67	Allow any field associated with PO to be printed on PO (user defined based on user and type of purchase).		
		System allows creation of purchase order:		
		Directly (with proper security)		
Purchasing	68	From an existing bid or requisition		
Purchasing	69	Unit price field can accommodate $99,999,999,999.9999 (including 4 to right of the decimal). Please list limitations in Comments field.		
Purchasing	70	Carry over open purchase orders to the following fiscal year.		
		Closes purchase orders by either closing:		
		All purchase orders		
Purchasing	71	Select purchase orders		
		Criteria to select open purchase orders for close at end of year includes:		
		Dollar amount		
		Age of encumbrance		
		Purchase order type (i.e., blanket PO, purchase by item, etc.)		
		Date		
		Vendor		
Purchasing	72	GL acct # number range		
Purchasing	73	Ability to roll encumbrances at year end.		
Purchasing	74	Accommodate blanket purchase orders.		
Purchasing	75	Reprint hard copy of purchase orders and change orders when required.		
Purchasing	76	Identify hard copy reprints as duplicates.		
Purchasing	77	Accommodate change orders to existing POs.		
Purchasing	78	Accommodate tolerances of either percentages or dollar amounts (if PO value is exceeded).		

EXHIBIT A

Purchasing				
Reference		Functional Requirements	Response	Comments
Purchasing	79	Require approval for change orders over a user-defined percentage of the original amount.		
		Receiving		
Purchasing	80	Identify orders that have not been received after a user-specified period of time.		
		Record receiving document to include:		
		Receiving staff		
		Date and time		
		Complete		
		Partial		
Purchasing	81	Damaged		
Purchasing	82	Supports 2 way matching (purchase order, invoice).		
Purchasing	83	Supports 3 way matching (purchase order, packing slip, invoice) with override.		
Purchasing	84	Will support 2, 3 way matching for user defined PO categories.		
Purchasing	85	System to track and identify any under/over shipments.		
Purchasing	86	System to accommodate partial receipts.		
		Reports/Queries		
Purchasing	87	Produce report summarizing contract activity (present and past) by vendor.		
Purchasing	88	Report on dollars spent per contract.		
Purchasing	89	Report by active and inactive vendors.		
Purchasing	90	Open requisition/PO report by: date, range of dates, vendor, account, commodity code, department.		
Purchasing	91	Bid report by: date, range of dates, vendor, account, commodity code, department.		
Purchasing	92	Produce a receipt/invoice variance report.		
Purchasing	93	Produce a report of outstanding encumbrances for an effective date that reconciles to general ledger.		
Purchasing	94	Report listing all MBE/WBE/DBE/SBE activity.		
Purchasing	95	Track or report on unreceived merchandise.		
Purchasing	96	Track or report on damaged merchandise.		
Purchasing	97	Produce a report based on Purchasing thresholds i.e. levels of spending.		
Purchasing	98	Exception report of insufficient funds.		

EXHIBIT A

Work Order - Financial Management				
Reference		Functional Requirements	Response	Comments
		General	**Y/N**	
WO-FM	1	Provides ability to process service request/work orders in an online interactive manner.		
WO-FM	2	Provides ability to record the source of the service request, for example by telephone, in-person, or via e-mail.		
WO-FM	3	Provides ability to close a service request, if no action was required.		
WO-FM	4	Provides ability to assign one or more jobs to a work request.		
WO-FM	5	Provides ability to access a work order by location, customer, facility, project, department assigned, and work order number.		
WO-FM	6	Provides ability to filter work order views by one or more work order attribute such as type, priority, origin, and date with the option to save as a preference by individual user.		
WO-FM	7	Provides ability to assign a priority code to service requests and work orders for scheduling and follow-up purposes.		
WO-FM	8	Provides ability to have status information that shows a work order as open, completed, on hold, closed, or awaiting approval.		
WO-FM	9	Provides ability to refer work orders to a contractor and retain contractor information.		
WO-FM	10	Provides ability to assign a target date for completion.		
WO-FM	11	Provides ability to create periodic work orders, for example once-a-year-change filters.		
WO-FM	12	Provides ability to print standard monthly work orders, such as storm sewer check, sign replacement, and park safety.		
WO-FM	13	Enables internal service departments to track requests for service and to document charge-back costs to appropriate departments.		
WO-FM	14	Identifies the nature of the request, requesting party, phone number, and address of the requesting party, time and dates of the request, location information, and responsible department.		

EXHIBIT A

Work Order - Financial Management				
Reference		Functional Requirements	Response	Comments
WO-FM	15	Improves service request response time by immediately notifying supervisors when certain types of requests are received.		
WO-FM	16	Automates customer notification regarding the status of requested work.		
WO-FM	17	Provides ability to attach narrative to each work order.		
WO-FM	18	Tracks scheduled versus actual dates.		
WO-FM	19	Provides ability to track outside labor and materials.		
WO-FM	20	Provides ability to print multiple copies of work orders at remote sites.		
WO-FM	21	Provides ability to set up overhead rates for work orders to be used in the calculation of actual overhead charges during month-end processing.		
WO-FM	22	Captures work order completion data, including when completed, action taken, and problems encountered.		
		Reports		
WO-FM	23	Demand reports concerning service requests, including status, overdue, closed, or canceled.		
WO-FM	24	Generates an overdue work order report optionally limited by crew or department.		
WO-FM	25	Produces current, historical, and variance reports to provide critical management information for tracking costs and inventory.		
WO-FM	26	Provides a work order report in summary or detail that can be selected by type, status, or facility.		
WO-FM	27	Produces a report about material usage on work orders.		
WO-FM	28	Generates a monthly report of closed work orders with detail by category.		
		Produces a monthly or annual report of the following information:		
		* Total number and cost of work orders processed		
		* Total number and cost of work orders by type of service performed (activity code)		
WO-FM	29	* Total number of person-hours used by work order category		
WO-FM	30	An Estimate Variance report to compare estimated and actual costs.		

EXHIBIT A

Work Order - Financial Management				
Reference		Functional Requirements	Response	Comments
WO-FM	31	A facility costing report that summarizes equipment, labor, materials, and overhead costs by facility types and subtypes.		
WO-FM	32	A report that shows expenses for each facility, including total cost, total hours, number of jobs, cost per job, etc.		

EXHIBIT A

Work Order - Financial Management				
Reference		Functional Requirements	Response	Comments
		Maintenance		
WO-FM	33	Provides ability to enter and maintain service request data, for example, location, name and telephone of person reporting, and problem description.		
WO-FM	34	Provides ability to require and maintain user-defined information by work order type.		
WO-FM	35	Provides ability for building maintenance to track requests for service, building repairs, costs, and charge-back costs to departments.		
WO-FM	36	Provides ability to associate one or more tasks with each work order separately tracking materials, labor, equipment, and other costs.		
WO-FM	37	Provides job estimating capabilities for both new construction and major maintenance projects.		
		Facilities		
		Maintains a diverse inventory of facilities with specific attributes by type.		
		Facility types supported:		
		* Buildings		
		* Distribution and collection lines		
		* Equipment		
		* Grounds		
		* Miscellaneous		
		* Signs		
		* Streets and roads		
WO-FM	38	* Trees		
WO-FM	39	Provides a means to track preventative and corrective maintenance with associated labor and material costs.		
WO-FM	40	Stores parts lists by tasks and facilities.		
WO-FM	41	Defines scheduled and preventive maintenance tasks.		
		Document Generation		
WO-FM	42	Interfaces with word processing program to produce follow-up letters to residents.		
WO-FM	43	Automatically includes information from the work order, such as name, address, description, and completion date in generated correspondence.		
		Multiple Departments		

EXHIBIT A

Work Order - Financial Management				
Reference		Functional Requirements	Response	Comments
WO-FM	44	Captures work request (complaint tracking) information entered by any department that may be contacted by the public.		
WO-FM	45	Can be used by all departments that want to track requests for service, whether the job order system is utilized or not.		
WO-FM	46	Automatically notifies responsible department of each new work request.		
WO-FM	47	Provides department level security whereby users may only access work orders assigned to departments to which they are authorized.		
WO-FM	48	Provides user-defined tables and codes to enable departments to customize information on work requests directed to them.		
		Integration/Interfaces		
WO-FM	49	Interfaces to an accounts receivable program so costs recorded on work orders can be sent to billing for invoicing responsible parties.		
WO-FM	50	Interfaces with an ad hoc report writer.		
WO-FM	51	Captures labor and benefit costs through integration with a payroll system.		
WO-FM	52	Performs internal billing.		
WO-FM	53	Interfaces to a general ledger application, allowing charges to be applied to the appropriate accounting period.		
WO-FM	54	Provides option that enables citizens to submit requests for service 24-hours a day over the Internet.		
WO-FM	55	Retrieves customer and location information from a utility billing application to include service-related job orders.		
WO-FM	56	Integrates with an inventory program to create parts lists for facilities and preventative maintenance tasks.		
WO-FM	57	Integrates with a property records program to capture and classify results of construction activity.		
WO-FM	58	Integrates with a land management program that provides location references for work requests and facilities.		
WO-FM	59	Integrates with a code enforcement application enabling the creation of code enforcement cases from work orders or work orders from cases.		

EXHIBIT A

Work Order - Financial Management				
Reference		Functional Requirements	Response	Comments
WO-FM	60	Interfaces with a document management application that can print estimates, send and print notifications, and store documents related to work requests, job orders, and facilities.		
WO-FM	61	Utilizes a document management system to send e-mail notifications and capture images for a work request or facility ID.		
WO-FM	62	Integrates with a mapping application allowing users to spatially inquire upon and analyze work order activity.		

EXHIBIT A

Utility Billing				
Reference		Functional Requirements	Response	Comments
		General	**Y/N**	
Utility Billing	1	Processes utility billing in an online interactive manner. Billing can be handled in a batch process to run after hours.		
Utility Billing	2	Generates one utility bill covering all services and charges and itemizes charges separately.		
Utility Billing	3	Provides online inquiry capabilities.		
Utility Billing	4	Performs an alphabetic search by all characters or by the first characters of the last name or by the street address as part of data entry or inquiry processing.		
Utility Billing	5	Provides ability to inquire into account information (online or printed) by entering the account number, the account name (occupant or owner last name), or the street address (street name, house number, and direction).		
Utility Billing	6	Identifies the history (online) related to meter reads including their origin, date of entry, and modified reads.		
Utility Billing	7	Provides ability to inquire by street without providing exact abbreviation; for example, Av, Ave, Avenue.		
Utility Billing	8	Accommodates a nine-digit zip code.		
Utility Billing	9	Prints billing name in "first name first" order on bills, letters, and delinquent notices.		
Utility Billing	10	Restricts file maintenance using system security.		
Utility Billing	11	Automatically handles meter "turnover" without manual intervention and accordingly calculates usage correctly.		
Utility Billing	12	Provides ability to enter a meter change without interruption of the billing cycle and final billing.		
Utility Billing	13	Tracks accounts receivable application for posting of invoices.		
Utility Billing	14	Maintains owner data where the owner is not the occupant.		
Utility Billing	15	Provides ability to have terminated services revert automatically to owner.		
Utility Billing	16	Maintains occupant data where the occupant is not the owner.		
Utility Billing	17	Maintains all master files in an online, interactive fashion.		
Utility Billing	18	Maintains customer master file.		

EXHIBIT A

Utility Billing				
Reference		Functional Requirements	Response	Comments
Utility Billing	19	Provides full maintenance and inquiry functions for billing history, usage, and current receivable status.		
Utility Billing	20	Automatically maintains as much customer account history as the hardware allows.		
		Identifies which address receives the bill:		
		* Owner		
		* Occupant		
Utility Billing	21	* Other (building management company, etc.)		
Utility Billing	22	Identifies a meter by type and size.		
Utility Billing	23	Identifies the number of registers on a meter.		
Utility Billing	24	Identifies a meter as a master or a sub-meter.		
Utility Billing	25	Associates various sub-meters (up to 10) to a master meter.		
Utility Billing	26	Provides ability to enter owner or occupant data for a new resident before the final bill of the previous resident has been paid without loss of the previous resident's history.		
Utility Billing	27	Maintains miscellaneous charges in an online, interactive fashion individually by account.		
Utility Billing	28	Maintains individual service rates by account type.		
Utility Billing	29	Maintains penalty charge percentages in an online, interactive fashion.		
Utility Billing	30	Provides ability to enter meter reading data through data entry screens or read meter readings into the computer from a hand-held device.		
Utility Billing	31	Provides ability to perform bank drafting for direct payment of utility bills.		
Utility Billing	32	Includes current cancel/rebill transactions on pending bank drafts and automatically updates amounts, if changed.		
Utility Billing	33	Pending bank draft amounts display on an account analysis screen.		
Utility Billing	34	Provides option to re-create bank draft tapes.		
Utility Billing	35	Provides ability to schedule an update to process in the future by setting up the number of days into the future (excluding holidays and weekends) in system rules.		
Utility Billing	36	Comments entered during the transfer balance process can be viewed.		
Utility Billing	37	Provides ability to secure social security numbers and drivers license numbers.		

EXHIBIT A

Utility Billing				
Reference		Functional Requirements	Response	Comments
Utility Billing	38	Provides ability to verify account numbers during manual meter reading entry by displaying the customer's name and address without leaving the data entry sequence.		
Utility Billing	39	Flags a meter reading as a final bill or last reading upon final reading entry.		
Utility Billing	40	Defines the quantity of metered service used to determine low and high usage. The quantity is a percentage below or above the average usage for the past X months.		
Utility Billing	41	Identifies low-volume users as accounts for whose usage falls below the low usage amount.		
Utility Billing	42	Identifies high-volume users as accounts for whose usage is above the high usage amount.		
Utility Billing	43	Generates work orders based on meter reading exception messages.		
Utility Billing	44	Holds an account based on user-defined variables.		
Utility Billing	45	Holds an account from billing until error messages are resolved or an authorized person indicates the account can bill. Accounts without errors will bill without intervention.		
Utility Billing	46	Estimates consumption for a location or customer based on one or a combination of the following methods:		
		* Same period last year		

EXHIBIT A

Utility Billing				
Reference		Functional Requirements	Response	Comments
		* Same period last year plus or minus a period		
		* Previous three periods		
		* Average consumption		
Utility Billing	47	* Specific service for a customer account		
Utility Billing	48	Maintains reading instructions by service meter and prints instructions on the route listing. Instructions include location and warning information; for example, look behind stairs, beware of dog.		
Utility Billing	49	Maintains meter readings and entry sequences independent of customer account number sequences.		
Utility Billing	50	Bills different accounts or cycles (residential or commercial) on a different frequency (residences bill every other month, commercial bill monthly; etc.)		
Utility Billing	51	Bills on a cyclic basis by cycle/route according to a geographic code contained in a master record.		
Utility Billing	52	Allows different billing types and rates.		
Utility Billing	53	Bills customers for metered or non-metered services based on hourly consumption and a user-defined hourly price.		
Utility Billing	54	Charges a different water rate for each account type, independent of sewer rates.		
Utility Billing	55	Defines and maintains a customer service charge schedule by meter size.		
Utility Billing	56	Provides a customer service charge on a customer's bill based on the size of the customer's meter.		
Utility Billing	57	Provides electronic bill notification in parallel with or in lieu of a paper statement.		
Utility Billing	58	Allows effective dates on rates and provides for proration between old and new rates when a rate change occurs in a billing period.		
Utility Billing	59	Allows Teired pricing based on consumption (required by ordinance).		
Utility Billing	60	Includes user-defined messages on e-notifications.		
Utility Billing	61	Cancels and rebills a previous bill, ensuring the correct rate that was in effect is used for the calculation.		
Utility Billing	62	Defines a different customer service schedule and different rates for customers in unincorporated areas.		
Utility Billing	63	Provides for budget billing for a customer account.		

EXHIBIT A

Utility Billing				
Reference		Functional Requirements	Response	Comments
Utility Billing	64	Bills an occupant where the occupant is responsible for utilities but is not the owner.		
Utility Billing	65	Prints an identifying code and definition for each charge on a bill.		
Utility Billing	66	Prints a billing edit before bills are printed showing total consumption, dollars billed for services, penalty charges, and total dollars.		
Utility Billing	67	Flags and generates a report of customers that have received three consecutive estimated utility bills.		
Utility Billing	68	Provides ability to manually override system with calculated estimates and readings, although these amounts may be beyond the account's normal usage.		
		Includes the following on the bill:		
		* Billing date		
		* Account number		
		* "Service from" date		
		* "Service to" date		
		* Current reading (for all meters)		
		* Prior reading (for all meters)		
		* Usage billed		
		* Service charges		
		* Miscellaneous charges		
		* Utility tax		
		* Balance forward		
		* Total amount due		
Utility Billing	69	* Due date		
Utility Billing	70	Generates a return stub (precoded) so that cash receipts can be read with an optical character reader, scanning the account number and amount *(requires appropriate hardware)* .		
Utility Billing	71	Maintains a file of comments for inclusion on utility bills, reminder notices, or shut-off notices.		
Utility Billing	72	Handles one-time or recurring miscellaneous utility charges.		
Utility Billing	73	Handles all non-cash and non-billing transactions from one screen/location.		
Utility Billing	74	Prints final bills without penalty charges.		
		Creates a manual invoice on the computer for special services as follows:		

EXHIBIT A

Utility Billing				
Reference		Functional Requirements	Response	Comments
		* Extra, unmetered usage, such as for construction usage at the standard consumption rate		
		* Meter installation at a flat, one-time charge entered at the time the bill is created		
		* Miscellaneous charges		
Utility Billing	75	Provides ability to input a one-time charge to be added to the next bill.		
Utility Billing	76	Automatically prints a mandatory billing register after bills are printed showing the same data as the billing edit.		
Utility Billing	77	Assigns default general ledger accounts to all utility billing charges. Utility charges are automatically posted to the default general ledger accounts.		
Utility Billing	78	Accepts deposits for customer accounts.		
Utility Billing	79	Processes interest on deposits.		
Utility Billing	80	Processes good credit deposit refunds.		
Utility Billing	81	Bills a deposit on the customer bill and allows multiple installments.		
Utility Billing	82	Assesses a penalty charge for past due bills. Penalties are calculated as a percentage of the current bill and proportionally applied to utilities, and miscellaneous charges.		
Utility Billing	83	Flags selected accounts as exempt from receiving past due notices.		
Utility Billing	84	Add penalty charges after the due date of the bill automatically.		
Utility Billing	85	Provides ability to override manual penalty charges, by individual account, producing an audit trail.		
Utility Billing	86	Automatically assesses a charge to an account if a shut-off notice is issued.		
Utility Billing	87	Adds a penalty "x" days after billing. The penalty period is user-defined to change the number of days.		
Utility Billing	88	Prints reminder notices that include account number, due date, total amount due, and total delinquent amount.		
Utility Billing	89	Issues a credit as required.		
Utility Billing	90	Makes financial adjustments for items such as checks returned for insufficient funds.		
Utility Billing	91	Processes accounts for collection and write-off.		
Utility Billing	92	Tracks total consumption by month and year.		

EXHIBIT A

Reference		Functional Requirements	Response	Comments
		Utility Billing		
Utility Billing	93	Analyzes metered service consumption in a variety of ways to identify usage patterns and trends. Data can be tracked by actual/demand consumption, adjusted meter/demand consumption, and net actual/demand consumption.		
Utility Billing	94	Tracks utility appliance installation agreements and contracts.		
Utility Billing	95	Maintains stats and billing information for merchandise/services sold by the organization.		
		Reports		
Utility Billing	96	A route list in reading (route) sequence.		
Utility Billing	97	Reminder notices.		
Utility Billing	98	Final notices.		
Utility Billing	99	Shut-off notices.		
Utility Billing	100	A payment remittance information (including last payment date and amount) on customer portion.		
Utility Billing	101	A shut-off list that includes account number, name, address, and balance due.		
Utility Billing	102	A high and low usage report as a part of meter reading edit.		
Utility Billing	103	An on-demand report or screen display for individual customer account history, including billings, payments, adjustments, penalties, shut-offs, checks returned for insufficient funds, etc.		
Utility Billing	104	A monthly customer balance report, noting all final balances.		
Utility Billing	105	A consumption list for a range of customers; for example, top 10, top 100, etc.		
Utility Billing	106	A monthly usage and receipts report detailing utilities usage and dollars by residence class (single or multiple, two flat, institutional, family, industrial, commercial, etc.)		
Utility Billing	107	Flags those readings outside the normal range on an exception report.		
Utility Billing	108	A billing exception report that includes route number, ID number, name, and address to determine whether any accounts have not been billed.		
		A billing register before printing bills. This report includes:		
		* Account number		
		* Names and address		

EXHIBIT A

Utility Billing				
Reference		Functional Requirements	Response	Comments
		* Usage		
		* Past due amount		
		* Current charges		
		* Balance		
Utility Billing	109	* Number of days covered		
Utility Billing	110	Provides ability to track, inquire, and print all transactions for customer accounts, including bills, cash receipts, penalties, shut-offs, turn-ons, etc.		
Utility Billing	111	An account master list by route.		
Utility Billing	112	A master file maintenance edit list showing the date of the last file change.		
Utility Billing	113	An automatic mandatory billing register including bill amount, number of units, address, and rates.		
Utility Billing	114	Inactive service report showing locations with inactive services and location services without a customer assigned to them.		
Utility Billing	115	A report to show the interactive changes made to customer account records.		
Utility Billing	116	A work order statistical summary report showing information on completed work orders.		
Utility Billing	117	An on-demand report showing customer accounts that participate in a service assistance program with start and end dates, as well as maximum distance to receive and assistance received to date.		
Utility Billing	118	An on-demand report by user-defined cycle/route and/or number of estimates displaying customer account, name, service, and number of estimates, read date, and reading.		
		Integration		
Utility Billing	119	Integrates with a general ledger/financial reporting for posting of revenues.		
Utility Billing	120	Integrates with a parcel file for miscellaneous information on addresses.		
Utility Billing	121	Interfaces with a cashiering system for processing payments.		
Utility Billing	122	Provides ability to pay bills electronically via the Internet and have the payment reflected in real-time on the customer account.		
Utility Billing	123	Integrates with a mapping product to display locations, meters, and work orders.		

EXHIBIT A

Utility Billing				
Reference		Functional Requirements	Response	Comments
Utility Billing	124	Offers citizens comprehensive, up-to-date account information, billing history, and service and consumption summaries over the Internet.		
Utility Billing	125	Offers a comprehensive voice response solution that works with the utility billing software application to allow an organization to respond effectively and efficiently to routine customer requests for account information.		

EXHIBIT B

VENDOR PROFILE INFORMATION

Item	(Company Name)
Contact Date	
Website	
Company Longevity	
Total Staff	
Support Staff Size	
Client Count	
Client to Staff Ratio	
Is support line toll free	
Hours of East Coast Support	
Online or Electronic Ducumentation	
Database Platform	
Client Interface Language	
Custom Report Generator	
Report Drill Down	
OAW Services	
GIS	
Regimented Work Flows	
Fincials GASB 34 Compliant	
Stay ahead of all Changes to laws and regulations	
GL	
Summary GL Posting	
AP	
Procurement	
Inventory	
Fix Assets	
Cash Receipts	
Accounts Receivable	
Utility Billing	
Can you bill tiered pricing?	
Work Order	
Job Costing	
Facilities	

EXHIBIT B

VENDOR PROFILE INFORMATION

Item	(Company Name)
Human Resources	
Payroll	
Stay ahead of all Changes to laws and regulations	
Time Clock interface	
Business tax	
Permitting	
Planning	
Parking Tickets	
E-Government	
e-utilities	
e-permitting	
e-parking tickets	
e-business tax	
IVR Capable	
Document Imaging Capable	
Menu security	
User groups in security	
Cost of Conversion	
Cost	
Annual Maintenance	
Cost of customization	

EXHIBIT C

PRICING PROPOSAL

PHASE I: Pricing to include installation of new software, conversion costs including legacy data, and training for the following categories of Modules as proposed:

Community Development

- System
- Cash Receipts- Building
- General Community
- Land
- Permits
- Code
- Development Project Management

E-Gov

- E-Gov

Finance & Accounting

- Licensing- Business Tax
- General Ledger
- Budget
- Cash Receipts- Finance
- Accounts Receivable
- Accounts Payable
- Fixed Assets
- Project Accounting
- Parking Tickets
- Payroll
- Inventory
- Purchasing

Human Resources

- Human Resources
- Benefits Administration

TOTAL PRICE:_________________________________

PHASE II: Pricing to include installation of new software, conversion costs including legacy data, and training for the following categories of Modules as proposed:

- Work Orders
- Utility Billing

TOTAL PRICE:_________________________________

ANNUAL LICENSING / MAINTENANCE FEE:

ANNUAL FEE:_________________________________

****Include exceptions or clarifications as an attachment to pricing proposal.****

EXHIBIT D

REFERENCES

PROVIDE AT LEAST THREE REFERENCES FOR WHOM YOUR COMPANY HAS PROVIDED SAME OR SIMILAR SERVICES WITHIN THE LAST 2 YEARS.

COMPANY NAME:____

ADDRESS: ____

TELEPHONE: ____

CONTACT PERSON:____

CONTACT E-MAIL ADDRESS:____

COMPANY NAME:____

ADDRESS: ____

TELEPHONE: ____

CONTACT PERSON:____

CONTACT E-MAIL ADDRESS:____

COMPANY NAME:____

ADDRESS: ____

TELEPHONE: ____

CONTACT PERSON:____

CONTACT E-MAIL ADDRESS:____

EXHIBIT E

STATEMENT OF NO BID

If you will not be bidding on this product/service, please help us by completing and returning only this page to:

City of Naples, Purchasing Division
City Hall, 735 8th Street South
Naples, FL 34102
Fax 239-213-7105

Bid # **035-12** and Description:____

We, the undersigned, decline to proposal on the above project for the following reason(s):

___ We are not able to respond to the Invitation to Bid or Request for Proposals by the specified deadline.
___ Our Company does not offer this product or service.
___ Our current work schedule will not permit us to perform the required services.
___ Specifications are incomplete or information is unclear (Please explain below).

____

____

___ Other (Please specify below)

____

____

Company Name__________________________ PH ____________

Name and Title of individual completing this form:

____

(Printed Name) (Title)

____

(Signature) (Date)