The City of Hawaiian Gardens

Request for Proposal (RFP)
for
Enterprise Resource Planning (ERP)
System and Implementation Services

Issue Date: January 20, 2026

Proposal Due: February 24, 2026 @ 4pm PT

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1 RFP Overview

1.1 Purpose of RFP

The City has issued this Request for Proposal (RFP) to solicit responses from vendors (Proposers) offering proven, integrated Enterprise Resource Planning (ERP) solutions to replace the City's existing ERP with one that supports the following high-level functions:

- Finance and related functionality, including Payroll and Time & Attendance
- Human Resources, including Recruitment, Employee Benefits, Employee Performance and related activities

Additional details regarding specific functionality is provided in Section 4.1 of this RFP.

The City seeks a qualified Proposer who can demonstrate that they possess the organizational, functional, and technical capabilities, along with the experience, expertise, and qualifications necessary to provide a state-of-the-art ERP solution, along with the professional services necessary to complete the implementation and support the system post-implementation.

The City is looking to acquire a Software as a Service (SaaS) solution that meets the functional and technical requirements pertaining to Finance, Payroll, and Human Resources as identified in this RFP. If subcontractors and/or third-party application providers are included as part of their SaaS solution, Proposers must address the requirements specific to those subcontractors and/or third-party application providers as identified in RFP 4.2.E – Proposed Solution. Proposals that do not provide a comprehensive solution that meets the requirements of this RFP may be subject to immediate disqualification.

1.2 Project Objectives and Scope

With this RFP, the City intends to replace its existing ERP system with a proven, commercial-off-the-shelf (COTS) ERP system. The City's goal is to take advantage of a modern, SaaS ERP solution that is designed around best practices and meets the following objectives:

- Consolidates information, links processes and functions, and eliminates separate departmental systems/spreadsheets/access databases in favor of a single system that connects the City's financial and non-financial applications through a common database
- Streamlines and improves business processes through automation
- Provides a user-friendly and intuitive user interface to promote system use and increase user productivity
- Reduces or eliminates redundant data entry
- Provides timely, accurate, and easy-to-access information for decision making
- Reduces or eliminates the need for manual input when preparing various financial documents, including the annual budget and financial statements
- Improves and/or provides necessary reports and reporting capabilities and access to data through inquiry or drill down capabilities
- Supports interfaces with third-party systems through documented APIs or other standardized data exchange methods
- Provides appropriate security measures

- Improves services to stakeholders
- Complies with state and local statutory requirements

In addition to the objectives identified above, the City is also seeking a Proposer to provide professional services (e.g. best practices guidance, data conversion and migration, testing, training, project management, implementation, and integration/interface) that will help ensure a successful implementation in a timely and professional manner.

1.3 RFP Timeline

Table 1 presents the expected RFP Timeline.

Table 1 - RFP Timeline

RFP Event	Date/Time
City Issues RFP	**January 20, 2026**
Deadline for Proposer Questions	**January 27, 2026 4:00 PM PT**
City Provides Responses to Questions	**February 3, 2025**
Deadline for Proposal Submissions	**February 24, 2026 4:00 PM PT**
Finalist(s) Notified & Provided Proof-of-Capabilities (POC) Packet	**April 3, 2026**
POC Demonstration(s)	**April/ May 2026**
Reference Checks/ Due Diligence	**May/ June 2026**
Contract Negotiations	**June/ July 2025**
Contract Award and Execution	**July/ August 2026**
Project Start	**Sept./ October 2026**

As identified in Table 1, finalist(s) will be required to participate in a proof-of-capabilities (POCs) demonstration to allow staff to fully understand the proposed solution. The POCs will be a scripted demonstration using scenarios/scripts to evaluate critical product functionality rather than the City viewing a generic product demonstration.

NOTE: Proposers must be prepared to invest the time and resources in the proof-of-capabilities demonstration to be successful in this procurement.

At the completion of the POCs, the City intends to select a finalist that may be asked to participate in further solution demonstrations, if necessary, to ensure that all pertinent functionality is reviewed prior to finalizing contract negotiations. The City reserves the right, at its sole discretion, to adjust the RFP Timeline as it deems necessary.

1.4 RFP Coordinator

The City is using a consultant, SDI Presence, to support the procurement and selection process. All communications concerning this RFP must be submitted via email to the RFP Coordinator identified below.

Greta Davis, ERP Procurement Consultant, gdavis@sdipresence.com

The RFP Coordinator will be the sole point of contact for this RFP.

NOTE: Proposer contact with any person(s) in the City other than the RFP Coordinator is expressly forbidden and may result in immediate disqualification of the Proposer's bid. Any communications to the RFP Coordinator other than email will be considered unofficial. Telephone calls will not be accepted.

1.5 RFP Posting, Amendment, and Cancellation

The RFP will be posted on the City 's website: https://www.hgcity.org/government/public-notices

The City reserves the unilateral right to amend the RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued, it will be posted on the City 's website as indicated above.

Proposers must respond to the final written RFP, including any appendices and amendments.

1.6 RFP Questions

Questions concerning the RFP should be submitted via e-mail to the RFP Coordinator identified in Section 1.4 prior to the "Deadline for Proposer Questions" identified in Section 1.3. Proposer questions should clearly identify the relevant section of the RFP and page number(s) related to the question being asked. The City has no obligation to respond to any of the questions submitted. The questions submitted and the City's responses will be posted on the City website identified in Section 1.5.

1.7 Intent to Propose

Each Proposer who plans to submit a proposal should indicate as such via an email to the RFP Coordinator. The email should include:

- Proposer's company name
- Proposer's intent to respond to this RFP
- Name and title of Proposer main contact
- Address, telephone, and email address

Note that this "Intent to Propose" email is optional and does not require Proposers to submit a proposal. However, the City will ensure that any Proposer who submits this information will receive any information regarding RFP addendums and question and answer sets.

1.8 Proposal Submittal

Proposals are to be submitted no later than the "Deadline for Proposal Submission" identified in Section 1.3. Proposers assume the risk of the method of delivery chosen. The City assumes no responsibility for delays caused by any delivery service. A Proposer's failure to submit a proposal as required before the deadline may cause the proposal to be disqualified.

Proposers must submit one (1) electronic copy (a single .pdf file containing all submitted material, including RFP Appendix A and Appendix C).

The proposal package shall be emailed to: the Proposal Coordinator in Section 1.4.

The email subject line should be clearly labeled as follows:

- Proposal for ERP System and Implementation Services

All information must be received by the City on the date/time indicated in Section 1.3. Proposals received after this date/time will not be considered.

2 City Overview

The City of Hawaiian Gardens, incorporated in 1964, is located in the southeastern corner of Los Angeles County. The City currently occupies a land area of nine-tenths of a square mile and serves a population of approximately 14,000.

The City is a general law City and governs itself as a council-manager form of government. Policymaking and legislative authority are vested in a City Council consisting of five councilmembers elected at large on a nonpartisan basis to staggered four-year terms, and the City Council themselves select a mayor each year. The manager is appointed by the City Council. The City has a staff of approximately 80 employees and is divided into departments that provide a full range of municipal services, including Finance, Economic Development, Building and Safety, Engineering, Planning, Code Enforcement, Public Works, Recreation and Public Safety. The City contracts with L.A County for Sheriff and Fire services.

2.1 Primary Software

Since 2000, the City has used the Tyler Fund Balance System to support approximately 15 core users and over 100 users of a manual timecard system. The modules identified in Figure 4 are currently in use.

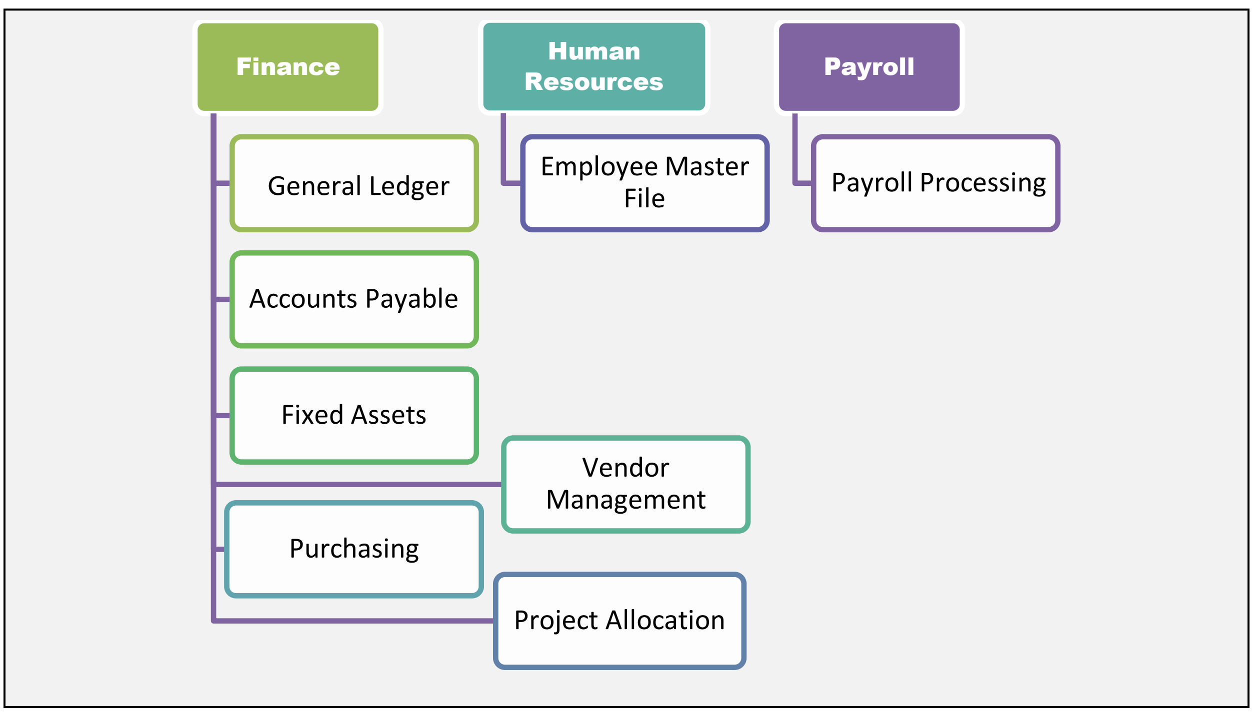

Figure 4 – Tyler Fund Balance – ERP Modules Currently in Use

In addition to the above ERP system, the City relies heavily on third-party systems and contracted vendors for operations. These systems and vendors are identified in Figure 5.

System	Description
OpenGov	Budget system
ActiveNet	Recreation receipts and activity registration
Bank of Montreal	Bank
Data Ticket	Citation processing and daily payment imports
GoGov	Citizen requests
GovPilot	Used for encroachment permit payments
HDL	Business licensing and revenue
Happy (w AP) / HUD VMS	Housing authority payments, owner data, and HUD reporting
LaserFiche	Document scanning, storage, and workflow for contracts and records
NeoGov	Recruitment and job descriptions (HR)
Stripe / SolarAPP+	Online payments for solar permits, processed through Stripe and deposited with the City
Track It / OpenGov	Development permit applications and payments (Planning). Track It is being phased out; replaced by OpenGov
Turbo Data	Citation management and daily payment imports
Upkeep	Work orders and preventive maintenance

Figure 5 – Third-Party Systems and Contracted Vendors Currently in Use

2.2 Technology Standards

Table 3 identifies the City's current technology standards. The proposed system must be compatible with the existing technical environment or accessible from it. Proposers will be required to confirm conformance to these requirements or clearly articulate proposed alternatives.

Table 3 – Technology Standards

Technology	Current Standard
Database(s)	SQL Server
Desktop OS	Windows 11 Pro
Desktop Hardware	Dell
Laptop Hardware	Dell
Mobile/Notebook Hardware	Apple iphones, Android phones
Browsers	Edge, Chrome
Email Server/Client	Outlook Office 365
Virtual Environment	VMware
Storage Area Network	Dell/HP
Active Directory	Azure Entra ID and on-prem DC
VPN	
Scanners	Sharp copier for scanning\ HP small scanners \Fujitsu scanners
Printers	HP\ Cannon
Internet • **Bandwidth** • **Redundancy**	1000MB via Spectrum Both primary and secondary are Spectrum with different backbone for redundancy

2.3 Key Statistics

Table 4 provides information regarding key statistics (approximations) to aid the Proposers in preparation of their proposed solutions and pricing.

Table 4 – Key Statistics

Functional Area	Volume/Statistics (Averages)	Frequency (if applicable)
Finance		
Revenue Collection Sites	1	N/A
Requisitions	350	Monthly
Purchase Orders	4	Monthly
Invoices	15	Annually
Journal Entries	30	Monthly
Vendors	450	Total/Active
Human Resources		
Recruitments	70	Annually
MOUs	4	N/A
Full time employees	45	N/A
Part time employees	39	N/A
Seasonal Employees*	24	N/A
Temporary Employees*	22	N/A
Position Classifications	69	N/A
Personal Action Forms Submitted	200	Annually
Total Current Fund Balance Users (City-wide)	10	N/A

3 ERP System Requirements

3.1 Modules

The City is seeking a highly integrated system that can serve as many of the City's various departmental needs as possible. Proposer's proposal should include the following modules:

- Finance/Payroll
  - General Ledger/Accounting
  - Budgeting
  - Revenue Tracking
  - Vendor Management
  - Purchasing/P-Cards*
  - Contract Management*
  - Accounts Payable

  - Fixed Assets*
  - General Billing/Accounts Receivable
  - Cash Receipts (Cashiering)
  - Bank Management and Reconciliation*
  - Project and Grant Accounting*
  - Pay Administration (Salary Management)
  - Time and Attendance*
  - Payroll Processing
  - Employee Expense Reporting
- Human Resources/
  - Position Control
  - Recruitment*
  - Onboarding*
  - Employee Master File
  - Benefits Administration*
  - Leave Administration
  - Personnel Action Forms*
  - Training Certifications and Licenses*
  - Performance Reviews*
  - Employee Self-Service (ESS)
  - Offboarding*

Modules identified with a “*” are optional (meaning optional for the City to select/purchase, but not optional for Proposer’s to propose and price - assuming they offer the functionality).

The modules listed are included in Appendix A – Requirements.

3.2 Key Functionality

The City is interested in adopting modern, automated tools that support financial, human resource, and payroll best practices and reporting. Key functionality in these areas would include, but not be limited to dashboards, mobile access, employee portal with electronic time reporting, vendor portal, workflow, reporting, etc. The specific functionality required can be found in Appendix A – Requirements; file may be requested in MS Word format for each of completion.

3.3 Requirements

Proposers must respond to the requirements included in Appendix A - Requirements. The City will incorporate the requirements and the selected Proposer’s responses into the final contract that is executed between the parties. The City is seeking one vendor solution that provides all the required modules as included in Appendix A; therefore, if the proposer’s solution is not able to address all modules that are listed as ”Required”, the proposer will be disqualified.

4 Proposal Submission Requirements

4.1 General Instructions

Proposals should be prepared simply and provide a straightforward, concise description of the Proposer's company, qualifications, proposed solution, and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

Proposals must be organized consistent with the outline provided in this section. Proposers must follow all formats and address all portions of the RFP set forth herein, providing all information requested.

Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the City's information requirements.

4.2 Proposal Format and Content

Information must be structured, presented, and labeled in the following manner:

- Cover Letter
- Table of Contents
- A. Executive Summary
- B. Company Background
- C. Company Qualifications/Experience
- D. References
- E. Proposed Solution
- F. Implementation Approach and Work Plan
- G. Ongoing Support
- H. Pricing
- I. Software Licensing Agreements

Information should be prepared on standard 8 1/2" x 11" paper and no smaller than 11 point font size.

Failure to follow the specified format, to label the responses correctly, or to address all the sections may, at the City's sole discretion, result in the rejection of a proposal.

Cover Letter

The proposal must include a cover letter that provides the following:

- Proposer's legal name and corporate structure, including the state incorporated in.
- Proposer's primary contact to include name, address, phone, and email.
- Identification of proposed solution, including any third-party applications and/or subcontractors.
- Identification of any threatened and/or pending litigation against the Proposer.
- Identification of any pending reorganization, receivership, filing, strike, audit, corporate acquisition, unpaid judgments, or any other action that could have an adverse impact on Proposer's ability to provide the products or services as outlined in this RFP.
- Disclosure of any bankruptcy or insolvency proceedings in last ten (10) years.

- Statement indicating the proposal remains valid for at least 180 days.
- Statement that the Proposer and any other company or individual who will perform work for the Proposer is free of any identifiable conflicts of interest (e.g. employment by the City, or other conflict that would interfere with the proposed work).
- Statement of acknowledgement that the City's agreement (Appendix B – Standard Agreement – Contract for Services – Licensed Professionals) have been reviewed and accepted with or without exception. If any exceptions are requested, those items seeking adjustment or modification must be clearly identified and listed along with suggested modifications to the contract. If no exceptions are noted, the City will assume that the Proposer is capable of performing all tasks and services without reservation or qualification to the contract. The City reserves the right to update the Professional Services Agreement after this version release and will be subject to final negotiations.
- Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it.

The Cover Letter should not exceed three (3) pages unless a Proposer's exceptions to the City 's legal documents require it.

Table of Contents

All sections should be identified and pages consecutively numbered.

A. Executive Summary

This section of the proposal should provide a brief and concise synopsis of Proposer's proposal and a description of the Proposer's credentials to deliver the services sought under the RFP. This is to include identification of Proposer solution and identification of use of any third-party applications and/or subcontractors, and the scope of work to be performed by each subcontractor.

The Executive Summary should not exceed three (3) pages.

B. Company Background

This section of the proposal should identify the following:

B.1– A brief description of the Proposer's background.

B.2– Identify the location of headquarters, technical support, and field offices and the location of the office that would service the City.

The Background section should not exceed three (3) pages.

C. Company Qualifications/Experience

In this section, Proposers should identify company qualifications and experience in implementing solutions similar to what the City is seeking:

C.1 – Describe the Proposer's familiarity with public sector ERP systems and associated business processes.

C.2 – Identify the Proposer's client base including the number of existing clients using the version/release of the software being proposed. Specifically identify experience with similar sized California public sector entities.

The Company Qualifications section should not exceed three (3) pages.

D. References

Proposers must provide five (5) references with at least three (3) of the references for systems that have been implemented in the last five years. References must be from California public sector entities of similar size and complexity to the City. For each reference, Proposer must provide the following information:

D.1 - Name and contact information (i.e. name, title, address, direct phone, and email)

D.2 - Project description, including identifying the software version, modules, and interfaces implemented

D.3 - Implementation timeline, Go Live date, and budgetary cost vs. actual cost

The References section should not exceed five (5) pages.

E. Proposed Solution

In this section, Proposers should describe their solution by addressing the following:

E.1 - Solution Details

- Name and origin of solution
- Release history and current release being proposed
- Detailed information to describe each proposed module (see Section 4.1 and Appendix A)
- Mobile capabilities pertaining to each of the proposed modules.
- Identification of use of subcontractors and/or third-party application providers including:
  - Company background
  - Scope of work to be performed
  - Experience and references specific to scope of work to be performed
  - Identification of where Proposer and subcontractor and/or third-party application provider has successfully worked together in the past
  - Description of how Proposer will manage any subcontractor and/or third-party application provider to ensure successful delivery of subcontractor and/or third-party application provider scope of work

E.2 - Application Integration/Interfaces

- Potential integration/interfaces are identified in Appendix A. Please describe the following <u>for each integration/interface</u>:
  - Proposer’s integration/interface solution [web services, Application Programming Interfaces (APIs), etc.]
  - Data availability/transfer (real-time, nightly, etc.)
  - How Proposer will ensure data security
  - A description of the involvement that is required from:

    - The Proposer
    - The owners of the applications to be integrated/interfaced
    - The City
  - If Proposer has previous experience developing/implementing the relevant integration/interface

E.3 - Data Storage and Backup

- Describe approach to data storage
- Describe data backup process
- Describe the network bandwidth required between the City and hosting facilities
- Describe what options are available for dedicated bandwidth (if available)
- Describe scalability options for computing power (CPU, RAM, and storage)
- Indicate hosting provider (e.g. Azure, Amazon Web Services, etc.)

E.4 – Reporting

- Describe the overall reporting functionality contained in the solution
- Provide a description of pre-programmed reports in the various modules being proposed
- Describe the level of flexibility to generate custom reports, and the level of specialized training required to generate said reports
- Provide details regarding report customization, including the ability to generate reports by specified date ranges, information types, and level of detail including ability to view attachments
- Describe available reporting for operational metrics such as workflow status, transaction counts, and other metrics and status reporting related to processing data and transactions in the software system

E.5 - Data Access and Security

- Describe how data access (functional vs. data roles) is managed
- Describe the operational environment (single or multi-tenant)
  - If a multi-tenant environment, describe how the data is segregated
  - If a multi-tenant environment, describe how security is managed

E.6 - Business Continuity and Disaster Recovery

- Describe the approach to business continuity and disaster recovery

E.7 - Service Level Agreements (SLA's)

- Describe the supported SLA's (e.g. reliability, availability, performance, issue resolution, system response time, etc.) and any options offered (if applicable)

E.8 - Transition

- Describe the proposed exit strategy to be utilized at end of contract period (contract transition)

E.9 - Response to Appendix A – Requirements:

- The City will provide a copy of RFP Appendix A in MS Word. To address this section, Proposers should use that file to address each requirement in Appendix A. Please see Appendix A for additional instructions.

E.10 - Additional, Optional Requirements

The City has identified additional, optional requirements to be addressed by Proposers. Specifically, the City is interested in understanding what solutions/functionality, if any, Proposers offer for the following items:

- Bid Management – functionality to support the bidding process from developing the bid, releasing the bid, supporting bid amendments and question and answer process, handling bid submissions, supporting bid evaluations, etc.
- Digital Signatures – functionality to support the signing of documents from a variety of electronic devices with appropriate security controls and automated workflow for signature routing
- Electronic Document Management – functionality to upload, organize, and store electronic documents throughout the City to include robust document search capabilities, sharing, versioning, and security
- Customer Relationship Management (CRM) – functionality to support the management of a variety of customer types. The City undertakes specific activities requiring interaction with, for example, non-profit groups, disadvantaged population groups, and fundraising organizations. The CRM functionality being sought needs to adequately manage outreach to defined groups, along with tracking progress on fundraising, accountability for funds received, along with tracking and regular scheduling of public outreach efforts.
- Tax Services – responsibility for regular tax deposits along with quarterly reporting for federal state and local tax authorities to be borne by the Proposer, including responsibility for accuracy of reporting and penalties / interest incurred in the event of errors, omissions or delays in reporting.
- Project Management – this should include a description of how the City could manage their field projects to include details such as acres treated, project status, permitting, schedules, and historical project data such as funding history, association to previously completed projects, and previous project manager assignments
- Future Integrations- The City is currently exploring new Work Order, CRM, and Reservation Software solutions. Provide details on other software systems integrations that are available

In addition to describing the items above, Proposers should include pricing for each in Appendix C – Price Sheets.

The Proposed Solution section should not exceed twenty (20) pages, excluding the response to RFP Appendix A – Requirements.

F. Implementation Approach and Schedule

Proposers are to describe their project implementation approach and proposed schedule according to the following:

F.1 – Project Organization

- Provide a project organization chart highlighting Proposer and any subcontractor and/or third-party application provider key staff who will be assigned to the project
- Identify the responsibilities of each key staff member

- Provide resumes and three references for similar projects for each key staff member including higher education degree(s) completed, certifications earned, number of years with the Proposing company, total number of years in the software technology field, and total number of accounts supported at one time. References must include client names, titles, phone numbers, and email addresses
- The City reserves the right to request and check references for proposed key staff

F.2 – Project Management

- Describe the project management methodology/approach
- Provide a Project Plan that describes your approach to Schedule Management, Cost Management, Scope Management, Communications Management, Issues Management, Risk Management, and Change Management

F.3 – Implementation Approach and Schedule

- Describe the overall implementation methodology and approach
- Provide an implementation schedule, including the order (phasing) of major functionality (Finance, HR, and Payroll), including any overlap, as well as the timing of specific modules within those phases if applicable
- The schedule must identify phases, tasks, activities, dates, durations, resources, deliverables, and milestones

F.4 – Implementation Support Specifics

- Identify the specific roles to be filled by Proposer and subcontractor staff versus those to be filled by City staff. Include estimated level of effort for each person and when that person would be required (what part of the implementation). Proposers should provide this information in Table 5.

NOTE - In consideration of the overall implementation scope of work, the City expects staff to be available approximately 40% of the time. As such, the Proposer team's implementation hours should be estimated accordingly. If this number changes, the City reserves the right to negotiate the amount of time to be provided by Proposer resources.

Table 5 – Roles and Level of Effort

Phase	Task	Start and End Date	Estimated No. of Hours to Complete Task	Proposer/ Subcontractor Staff Role	City Staff Role	Work Split (% Proposer/ Subcontractor vs. % City)

- Describe the data conversion strategy, including what data should be converted, the number of years to convert, and the conversion methodology (extract, transform, and load). Describe previous experience with converting data.
- Describe available solutions (if any) to allow the City the ability to store, access, and report on non-migrated financial, payroll and human resources data (i.e. archived data not converted to new system).
- Describe the training methodology/approach and how you ensure users are prepared to utilize the proposed solution. Include a description of how you address different learning styles (classroom, online, hands-on, etc.). The City expects the Proposer to lead the training efforts onsite. The City also expects the Proposer to develop written training materials tailored specifically for the City to support the training effort, including videos/recordings that can be used by the City for refresher training and to train future staff.
- Describe the testing methodology/approach, including the criteria, methods, and timing to ensure successful completion of user acceptance testing (UAT) prior to go live. The City expects the Proposer to develop the UAT plan and related test scripts, as well as any other testing materials necessary to support the testing effort.

The Implementation Approach and Schedule section should not exceed twenty (20) pages, excluding the project schedule.

G. Ongoing Support

G.1 – Training

- Describe how the Proposer would provide ongoing training if desired by the City

G.2 –Post Go-Live Support

- Describe the support protocols engaged for post go-live support, including the following:
    - Support location(s), staffing, ticketing system utilized, processes, and procedures
    - Ticket prioritization, response time commitments, and escalation procedures
    - Support hours (in Pacific Time)
    - Number of help tickets per year and average resolution time by priority level
- NOTE: Support costs are to be reflected in the Proposer's annual SaaS fees as described in Appendix C – Application Module Pricing

G.3 – System Monitoring

- Describe how the system will be monitored 1) during the implementation and 2) post-implementation, and how and when the City will be informed of system performance issues, etc.

G.4 – Post-Implementation Evaluation Report (PIER)

- Proposers must develop one PIER six months after the Finance implementation and one six months after the HR and Payroll implementation. Describe how Proposer would support these PIER assessments, including the expected PIER content, how gaps in system utilization would be identified, and how those gaps would be addressed through additional training if needed.

G.5– Application Upgrades

- Describe the upgrade process, including:
    - Identify the frequency of upgrades over the past two (2) years and whether upgrades were required or optional
    - Identify the typical upgrade schedule
    - Describe the testing performed on potential upgrades
    - Describe how upgrades would be performed and support provided by the vendor
    - Describe any downtime related to upgrades
    - Describe how the City would be notified of such upgrades and how much lead time would be provided
    - Describe the City 's ability to delay, test, accept, and/or deny applying upgrades

G.6 – User Groups/Conferences

- Identify any solution user groups and/or user conferences including frequency and location of events, topics, etc.

The Ongoing Support section should be no longer than ten (10) pages.

H. Pricing

The City seeks a clear and comprehensive understanding of all costs associated with the implementation and ongoing operation of the proposed system.

To address pricing, the City will provide a copy of RFP Appendix C – Price Sheets - in MS Excel upon request. To address this section, Proposers must complete all the price sheets in Appendix C.

Proposers must itemize all costs associated with the implementation and ongoing operations. The City will evaluate information based on the "Total Cost to Implement (TCI)" and the "Total Cost to Operate (TCO)." TCI will include all costs required for a successful implementation. The TCO will be calculated based on TCI plus five (5) years of annual SaaS fees.

The Proposer's <u>implementation pricing</u> must identify all costs required to include:

- Implementation Services
    - Project management
    - Software configuration
    - Data conversion
    - Interface development
    - Training and documentation
    - Testing
    - Go-Live
- Travel
- Post Implementation Evaluation Report (PIER) and associated training (one six months after the Financial implementation and one six months after the HR and Payroll implementation)

The Proposer's <u>SaaS fees</u> should clearly identify the annual costs for five (5) years to include:

- Hosting
- Ongoing Post Go-Live Support Services

The City will evaluate Proposer price information based solely off the information provided in Appendix C. Appendix C includes space for Proposers to identify any assumptions or comments that will ensure the City understands what is being proposed.

NOTE: In their assumptions, Proposer's must identify when the fees are due and payable for their SaaS solutions.

I. Software Licensing and Maintenance Agreements

To address this section, the Proposer must provide any software licensing and maintenance agreements that will be required to implement the Proposer's solution.

5 Proposal Evaluation

A City Evaluation Committee will review all information to determine which Proposers have qualified for consideration. The evaluation will include at least an initial administrative review and a subsequent detailed review. The administrative review will evaluate all submissions for conformance to stated specifications in order to eliminate any responses that deviate substantially from the basic intent and/or fail to satisfy the mandatory requirements. Only those that meet or exceed the intent of the mandatory requirements will be further evaluated.

Submitted proposals will be evaluated on the following criteria:

- Quality, clarity, and responsiveness of proposal
- Ability to meet the needs of the City
- detailed timeline and roadmap for "Go Live" with a phased approach
- Proven technical ability to implement and support the proposed system
- Demonstrated ability to work in a cooperative and collaborative manner with clients
- Anticipated value relative to implementation costs and ongoing costs
- Perceived risk or lack thereof
- Company financial stability
- Company and proposed staff references
- Results of interviews, demonstrations, and site visits (as applicable)
- Ability to prepare and execute a contract in a timely manner, based on performance with prior clients
- Commitment to continually evolving the system to remain current with evolving best practices
- Demonstrated level of customer support
- Other factors

The City reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the City and, if held, shall be after the administrative evaluation of proposal is complete. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

6 General Terms and Conditions

6.1 Collusion

By submitting a response to the RFP, each Proposer represents and warrants that its response is genuine and made in the interest of or on behalf of any person not named therein; that the Proposer has not directly induced or solicited any other person, submitted a sham response or induced any other person to refrain from submitting a response; and that the Proposer has not in any manner sought collusion to secure any improper advantage over any other person submitting a response.

6.2 Gratuities

No person will offer, give or agree to give any City employee or its representatives any gratuity, discount or offer of employment in connection with the award of contract by the City. No City employee or its representatives will solicit, demand, accept or agree to accept from any other person a gratuity, discount or offer of employment in connection with a City contract.

6.3 Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFP and all appendices, for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called “comments”). Comments concerning RFP objections must be made in writing and received by the City no later than the "Deadline for Proposal Questions" detailed in Table 1 - RFP Timeline. This will allow issuance of any necessary amendments and help prevent the opening of defective information upon which contract award could not be made. Protests based on any objection will be considered waived and invalid if these faults have not been brought to the attention of the City, in writing, by the Deadline for Proposal Questions.

6.4 Proposal Preparation Costs

The City will not pay any costs associated with the preparation, submittal, or presentation of any proposal.

6.5 Proposal Withdrawal

To withdraw a proposal after submittal, the Proposer must submit a written request, signed by an authorized representative, to the RFP Coordinator (see Section 1.4). After withdrawing a previously submitted proposal, the Proposer may submit another proposal at any time up to the Deadline for Proposal Submission.

6.6 Proposal Errors

Proposers are liable for all errors or omissions contained in their information. Proposers will not be allowed to alter proposal documents after the Deadline for Proposal Submission.

6.7 Incorrect Proposal Information

If the City determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Proposer knew or should have known was materially incorrect, that proposal will be determined non-responsive, and the proposal will be rejected.

6.8 Subcontracting

Subcontractors may be utilized, however, the Proposer, if awarded a contract under this RFP, will be the prime contractor and responsible for all work performed under the contract, including work performed by subcontractors. Proposer shall be the single point of contact for support of all components in the proposed solution. The Proposer is prohibited from performing any work associated with this RFP or using contractors for any service associated with this RFP offshore (outside the United States).

After contract signing, the Proposer may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the City, which City may approve or reject in its sole discretion. Each subcontractor must be approved in writing by the City. The substitution of one subcontractor for another may be made only at the discretion of the City and with prior, written approval from the City.

6.9 Right to Refuse Personnel

A Proposer shall be an independent contractor to the City and shall be responsible for the management of its own employees and ensuring the quality of services under any agreement with the City. Failure to properly manage employees may result in termination of the agreement for cause. The Proposer shall promptly remedy any personnel issues brought to its attention by the City that affect the Proposer's performance of the requested services, including if necessary, removing affected personnel from the City project.

6.10 Proposal of Additional Services

If a Proposer indicates an offer of services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing at the sole discretion of the City.

6.11 Licensure

Before a contract pursuant to this RFP is signed, the Proposer must hold all necessary, applicable business and professional licenses required to conduct business within California. The City may require any or all Proposers to submit evidence of proper licensure.

6.12 Conflict of Interest and Proposal Restrictions

By submitting a response to the RFP, the Proposer certifies that no amount will be paid directly or indirectly to an employee or official of the City as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.

Any individual, company, or other entity involved in assisting the City in the development, formulation, or drafting of this RFP or its scope of services will be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP.

6.13 Contract Negotiations

After a review of the information and completion of the demonstration and proof-of-capabilities (POC), the City intends to initiate contract negotiations with the selected Proposer. These negotiations could include all aspects of services and fees. If a contract is not finalized in a reasonable period of time, the City will open negotiations with the next highest ranked Proposer.

6.14 Execution of Contract

If the selected Proposer does not execute a contract with the City within forty-five (45) business days after notification of selection, the City may give notice to that Proposer of the City 's intent to select from the remaining Proposers or to call for new information, whichever the City deems appropriate.

6.15 Right of Rejection

The City reserves the right, at its sole discretion, to reject any and all information or to cancel this RFP in its entirety.

Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State laws and regulations. The City may reject any proposal that does not comply with all the terms, conditions, and performance requirements of this RFP.

Proposers may not restrict the rights of the City or otherwise qualify their information. If a Proposer does so, the City may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

The City reserves the right, at its sole discretion, to waive variances in technical information provided such action is in the best interest of the City. Where the City waives minor variances in information, such waiver does not modify the RFP requirements or excuse the Proposer from full compliance with the RFP. Notwithstanding any minor variance, the City may hold any Proposer to strict compliance with the RFP.

6.16 Disclosure of Proposal Contents

All information and other materials submitted in response to this RFP procurement process becomes the property of the City. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process. Upon the completion of the evaluation of information, the information and associated materials will be opened for review by the public to the extent allowed by the California Public Records Act (Government Code Sections 7920.000 through 7930.215). By submitting a proposal, the Proposer acknowledges and accepts that the contents of the proposal and associated documents will become open to public inspection.

6.17 Proprietary Information

All proposals submitted in response to this RFP become the property of the City and are subject to the requirements of the California Public Records Act (California Government Code Section 6250 et seq.) Once a successful proposal is identified or all proposals are rejected, all proposals shall be deemed public records. The proposer must identify in writing all copyrighted material, trade secrets, or other proprietary information the proposer claims are exempt from disclosure under the Public Records Act. Proposers claiming exemption must include the following statement in their proposal:

> *The proposer agrees to indemnify and hold harmless the City, its officers, employees, and agents from any claims, liability, or damages against the City, and to defend any action brought against the City for proposer's refusal to disclose such material, trade secrets, or other proprietary information to any party.*

Failure of a proposer to include this statement and/or identify in writing the claimed exempt material shall be deemed a waiver of any exemption from disclosure under the Public Records Act. Requests to review proposal submissions will not be allowed until after a Staff Recommendation is made and a contract is signed.

6.18 Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the City and Proposers will be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

6.19 RFP and Proposal Incorporated into Final Contract

This RFP, to include any amendments as applicable, and the successful proposal will be incorporated into the final contract.

6.20 Warranty

The selected Proposer will warrant that the proposed software will conform in all material respects to the requirements and specifications as stated in this RFP, demonstrated in both the software demonstration and subsequent proof-of-capabilities. Further, that the requirements as stated in this RFP will become part of the selected Proposer's license and the Proposer will warrant to the requirements. The selected Proposer must warrant that the content of its proposal accurately reflects the software's capability to satisfy the functional/technological requirements as included in this RFP. Furthermore, the warranty, at a minimum, should be valid for the duration of the implementation and until final acceptance (as will be defined during the negotiation process) of all application modules included in the implementation.

6.21 Rights of the City

The City reserves the right to:

- Make a Proposer selection based on its sole discretion
- Reject any and all proposals or information
- Cancel or reissue subsequent Request for Proposals or revise the timeline at any time
- Remedy errors in the Request for Proposal process
- Approve or disapprove the use of particular subcontractors
- Negotiate the scope and cost of the work with any, all, or none of the Proposers
- Accept other than the lowest price offer
- Waive informalities and irregularities in the proposal process. The City may accept any proposal if such action is believed to be in the best interest of the City.
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the City
- Issuance of this RFP does not commit the City to award an agreement or to pay any costs incurred in preparation of a Proposal or any response to this RFP. The City is not liable for any cost incurred by the proposer prior to execution of a contract.
- All materials submitted to the City will become the property of the City and will not be returned.

An agreement will not be binding or valid with the City unless and until it is approved by the City Council and executed by authorized representatives of the City and of the Proposer.

7 Appendix A – Requirements

The Requirements are provided separately as Appendix A - a fillable Word document; MS Word file available upon request from the RFP Coordinator, Greta Davis @ gdavis@sdipresence.com.

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City of Hawaiian Gardens ERP Procurement
ERP Requirements

As referenced in RFP Section 5.3, ERP System Requirements, the Proposer must use this document to respond to the City's ERP requirements included herein. Proposers are to respond to each requirement with one of the following response codes:

Y – Meets Requirement
N – Does Not Meet Requirement
W/C – Workaround Proposed or Modification/Customization to Meet Requirement
T – Third-Party Solution to Meet Requirement

Response Codes "Y" and "N" do not require additional comments unless the proposers wish to present additional benefits or opportunities related to their solution and the requirement. **However, <u>response codes "W/C" and "T" REQUIRE   written responses/comments</u> to assist City staff in evaluating the responses**. <u>For these response codes, Proposers must describe how the requirement will be met.</u>

1. GENERAL REQUIREMENTS

1.1. User Interface

The City will be evaluating the intuitiveness/ease of use of each solution's user interface design including information access, look, feel, and efficiency for all modules. Specific requirements are listed below.

#	Requirement	Response Code	
1.1.1	Provides a browser-based user interface	Choose an item.	Click or tap here to enter text.
1.1.2	Provides a secure mobile application / functionality for certain functions (e.g., field work)	Choose an item.	Click or tap here to enter text.
1.1.3	Processes transactions in real time such that upon completion of the process the information can be queried, and is updated in the appropriate databases across all modules	Choose an item.	Click or tap here to enter text.
1.1.4	Provides the ability to create templated dashboards for user groups with the ability for the end user to change if desired	Choose an item.	Click or tap here to enter text.
1.1.5	Provides the ability to drill-down and drill-across from a transaction view to the supporting source data and documents	Choose an item.	Click or tap here to enter text.
1.1.6	Provides fully integrated functionality such that data is entered only one-time and available in real time throughout the system(s) (single points of data entry) to eliminate re-keying of information	Choose an item.	Click or tap here to enter text.
1.1.7	Provides standard menu layouts that are customizable by the user to fit their needs	Choose an item.	Click or tap here to enter text.
1.1.8	Provides consistent use of icons, colors, and menus across all modules	Choose an item.	Click or tap here to enter text.
1.1.9	Provides user defined shortcuts for frequently accessed records, processes, screens, reports, etc.	Choose an item.	Click or tap here to enter text.
1.1.10	Provides online help that is context sensitive and content appropriate with manuals also available for download	Choose an item.	Click or tap here to enter text.
1.1.11	Supports mobile technologies (e.g., smartphones, tablets) for processes and approvals across all core modules	Choose an item.	Click or tap here to enter text.
1.1.12	Provides robust search and navigation functionality that reaches across all applications/modules and attachments, including the ability to search by text, amounts, etc.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	
1.1.13	Forms are developed to have the ability to require fields be completed/required prior to the transaction moving forward - Including ability to accept a "0" or "N/A" for certain fields in order to allow related workflow to move forward	Choose an item.	Click or tap here to enter text.
1.1.14	Provides the ability to offer role-based access security to limit data access by department, individual or role	Choose an item.	Click or tap here to enter text.
1.1.15	Provides clear error messages that identify the source of the error and/or necessary response	Choose an item.	Click or tap here to enter text.
1.1.16	Customizable and ability to save a specific view (my favorite columns, rounding of numbers, column width, etc.)	Choose an item.	Click or tap here to enter text.

1.2. Workflow

The solution should provide integrated workflow management capability, including generation, routing, notification, and approval of internal forms, reports, and other documents and processes (e.g., payables processing, purchase orders, G/L transaction approval, payroll processing, budgeting, etc.) for all core modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
1.2.1	Provides the ability to route transactions / record reviews and approvals based on user roles and chart of account segments (center, department, etc.).	Choose an item.	Click or tap here to enter text.
1.2.2	Provides ability to establish multiple approval levels based on user-defined criteria (e.g., dollar amounts, types of items purchased, document types, account number, etc.)	Choose an item.	Click or tap here to enter text.
1.2.3	Provides the ability to allow data entry to be accessible to multiple employees and workflow to support checking and validation of a requested transaction	Choose an item.	Click or tap here to enter text.
1.2.4	Provides the ability to designate "out-of-office" review/approval delegation - Includes the ability for users to direct review/approval requests to specific users	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
1.2.5	Provides the ability to have dynamic forwarding, including the ability to bring back the item	Choose an item.	Click or tap here to enter text.
1.2.6	Provides multiple attributes to define which users participate in which steps of the workflow processes (e.g., G/L number segments, unique groupings, project/task codes, object/spend category codes, consideration of roles, etc.)	Choose an item.	Click or tap here to enter text.
1.2.7	Provides the ability to record and track compliance requirements as part of a workflow	Choose an item.	Click or tap here to enter text.
Approvals			
1.2.8	Provides integration with the City's email system to assist in the notification for approvals, and subsequent approval through the email system and supports electronic signature and recording of transactional approvals	Choose an item.	Click or tap here to enter text.
1.2.9	Supports security that allows data entry to be accessible to multiple employees and approval workflow to support checking and validation of a requested transaction	Choose an item.	Click or tap here to enter text.
1.2.10	Provides the ability to apply signature authority to automated workflow approval	Choose an item.	Click or tap here to enter text.
1.2.11	Allows for eSignature support	Choose an item.	Click or tap here to enter text.
1.2.12	Provides the ability to capture a secure signature image	Choose an item.	Click or tap here to enter text.

1.3. Document Management

The solution should provide a way to store and retrieve electronic images (i.e., purchase orders, accounts payable invoices, payroll advice, W2s, 1099s, etc.) that are attached to the appropriate transaction or employee record (i.e., an individual's paycheck and not the entire check run for the pay period) for all core modules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
1.3.1	Provides the ability to attach documents throughout the system (e.g., with JVs, POs, invoices)	Choose an item.	Click or tap here to enter text.
1.3.2	Supports the attachment of multiple file formats (i.e., documents, spreadsheets, images, etc.)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
1.3.3	Provides the ability to store ERP system generated documents in ERP solution database(s) and associate to / access from the related transaction or data record	Choose an item.	Click or tap here to enter text.
1.3.4	Provides the ability to accommodate document retention policies with respect to images managed by the system based on various retention requirements (i.e., fixed assets, bonds, etc.)	Choose an item.	Click or tap here to enter text.
1.3.5	Provides the ability to offer drill-down/drill across features for users to view documents associated with financial, payroll, and personnel transactions	Choose an item.	Click or tap here to enter text.

1.4. Inquiries, Reporting and Analysis

The solution should provide a comprehensive, user-friendly, and robust reporting solution. The solution should include relevant standard reporting, ad hoc reports, queries, and exports. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
1.4.1	Provides a comprehensive inquiry and reporting capability that can access data from multiple sources	Choose an item.	Click or tap here to enter text.
1.4.2	Provides the ability for reports to access data across all modules in accordance with a user's security profile	Choose an item.	Click or tap here to enter text.
1.4.3	Provides real-time access to data and data is immediately available for inquiry, reporting, and export for analysis (e.g., to Microsoft Excel) - Data export functionality must include retention of existing data formats	Choose an item.	Click or tap here to enter text.
1.4.4	Provides online/in-application forms and the ability to revise the forms	Choose an item.	Click or tap here to enter text.
1.4.5	Supports options for viewing and accessing information across multiple applications (i.e., reports and applications that include hyperlinked data that allows the user to drill down, and drill across applications)	Choose an item.	Click or tap here to enter text.
1.4.6	Provides the ability to allow the use of custom and complex expressions, formulas, crosswalks, etc.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
1.4.7	Provides the ability to utilize standard wild-card and fuzzy search capabilities throughout search fields	Choose an item.	Click or tap here to enter text.
1.4.8	Provides State-specific reports for California State Requirements (ex. CalPERS and ACFR).	Choose an item.	Click or tap here to enter text.
1.4.9	Provides accurate A/R aging reports that reconcile with the trial balance	Choose an item.	Click or tap here to enter text.
1.4.10	Provides robust reporting capabilities with multiple ways to sort date (by day, month, fiscal year, pay period, etc.)	Choose an item.	Click or tap here to enter text.
1.4.11	Provides robust budget inquiry and reporting capabilities, including the ability to generate budget to actual comparisons for any "as of" date, for any vendor by department and/or Agreement Number, or for any cost center	Choose an item.	Click or tap here to enter text.
Report Design			
1.4.12	Provides the ability for end users to define and execute inquiries and reports without vendor or IT support, including the ability to save and share inquiries and reports among users	Choose an item.	Click or tap here to enter text.
1.4.13	Provides the ability to flag accounts for specific state and ACFR reporting requirements	Choose an item.	Click or tap here to enter text.
1.4.14	Provides the ability to copy the attributes of an existing, standard report format and to modify/customize the resulting report format to meet the City's related business needs	Choose an item.	Click or tap here to enter text.
1.4.15	Provides the ability to create report comparisons for multiple years for various parameters	Choose an item.	Click or tap here to enter text.
1.4.16	Provides the ability for a dashboard/scorecard to include, at a minimum, user defined metrics, key performance indicators (KPIs), reports, charts, etc.	Choose an item.	Click or tap here to enter text.
Report Execution			
1.4.17	Provides the ability to save and "publish" ad hoc reports for shared use by other authorized users	Choose an item.	Click or tap here to enter text.
1.4.18	Provides the ability for users to drill down in online reports and inquiry for result sets to view source transactions and attachments	Choose an item.	Click or tap here to enter text.
1.4.19	Provides the ability to view an entire report on screen prior to choosing an output option	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
1.4.20	Provides the ability to define report execution parameters (i.e., fund, department, project, object, expense category, revenue category, etc.)	Choose an item.	Click or tap here to enter text.
1.4.21	Provides the ability to define report execution period by user-specified parameters (i.e., by a specific period/month, by a range of dates, etc.)	Choose an item.	Click or tap here to enter text.
1.4.22	Provides modeling tools to support “what if” analysis and forecasting (e.g., analysis of revenue/expenditure trends and the ability to develop forecast projections)	Choose an item.	Click or tap here to enter text.
1.4.23	Provides the ability to display inquiry results sets graphically (i.e., via pie charts, trend lines, treemap chart, columns, etc.)	Choose an item.	Click or tap here to enter text.
1.4.24	Provides the ability to create report notification groups and inform/alert a group when report updates are available	Choose an item.	Click or tap here to enter text.
1.4.25	Provides the ability to choose a format when exporting a report (i.e., Excel, pdf, flat file, delimited, display, email, csv, etc.)	Choose an item.	Click or tap here to enter text.

2. FINANCIAL SYSTEM REQUIREMENTS

2.1. General Ledger (G/L)/Accounting

The solution should maintain accounts for transactions via elements such as fund, appropriation, program, organization, project activity, cost center, object class, or any other elements needed to meet the reporting needs of the City; ensure all financial transactions post individually and/or in summary to the general ledger regardless of the transaction source, ensuring each entry is balanced and auditable; and support accrual and cash accounting methods, creating appropriate entries needed at the end of a period (month or year) and for purposes of opening a new period (i.e., rolling forward account balances or reversing certain year end entries). Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.1.1	Provides the ability to add notes/comments/documents to transactions that post to the G/L	Choose an item.	Click or tap here to enter text.
2.1.2	Provides for real-time updates to the G/L after an entry receives approval	Choose an item.	Click or tap here to enter text.
2.1.3	Provides the ability to enforce rules for entry validation based on roles at departmental/user level to prevent incorrect account coding	Choose an item.	Click or tap here to enter text.
2.1.4	Provides the ability to enter and track multiple dates (i.e., transactional, posting, data entry, etc.)	Choose an item.	Click or tap here to enter text.
2.1.5	Allows for accounts to be made active/inactive based on effective dates - No new transactions should be allowed to post to inactive accounts	Choose an item.	Click or tap here to enter text.
2.1.6	Provides the ability to calculate retention amounts	Choose an item.	Click or tap here to enter text.
2.1.7	Allows for petty cash expense tracking where transactions do not hit G/L until petty cash reimbursement is processed through AP	Choose an item.	Click or tap here to enter text.
2.1.8	Provides pooled cash accounting from multiple funds to a pooled cash account including managing due to/due from transactions and sweeps	Choose an item.	Click or tap here to enter text.
2.1.9	Provides the ability for short and long-term dividends/interest reported from third party managers to be posted at the fund and sub-fund levels	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.1.10	Provides the ability to automatically allocate interest, including negative interest, based on averages calculated from fields to/from dates and accounts: - Including the ability to establish a fund as non-interest bearing and ability to establish roll-ups to other funds.	Choose an item.	Click or tap here to enter text.
2.1.11	Allows for the definition of shortcut keys mapped to specific G/L strings minimizing data entry requirements.	Choose an item.	Click or tap here to enter text.
2.1.12	Provides the ability to define and manage sub-ledgers	Choose an item.	Click or tap here to enter text.
2.1.13	Allows multiple periods to be open at the same time	Choose an item.	Click or tap here to enter text.
Chart of Accounts (COA)			
2.1.14	Supports a flexible COA structure that allows for variable field length within each field and expanded use of segments (not less than 10) in the future	Choose an item.	Click or tap here to enter text.
2.1.15	Provides the ability to reclassify the COA as necessary in support of organizational changes without having to create an entirely new COA - Including ability to track, query and report account history when changes occur	Choose an item.	Click or tap here to enter text.
2.1.16	Allows for mixed case alpha-numeric values across all segments	Choose an item.	Click or tap here to enter text.
2.1.17	Provides the ability to import COA updates versus manual input	Choose an item.	Click or tap here to enter text.
2.1.18	Allows for object code categorization by user defined groupings	Choose an item.	Click or tap here to enter text.
2.1.19	Provides the ability to change the status at fund, accounting unit and account level	Choose an item.	Click or tap here to enter text.
2.1.20	Provides the ability to define segment types and limit the use of segment by module based on segment type	Choose an item.	Click or tap here to enter text.
2.1.21	Provides the ability to add or remove segment types based on City requirements	Choose an item.	Click or tap here to enter text.
2.1.22	Provides permission-based controls for access to and use of segments (e.g., by department)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.1.23	Provides the ability to accommodate potential City department reorganization by mapping historical transactional data from previous/original to new account structures	Choose an item.	Click or tap here to enter text.
2.1.24	Provides the ability to incorporate project accounts into the account string	Choose an item.	Click or tap here to enter text.
Journal Processing			
2.1.25	Provides support for the following journal processing capabilities: one-time, automated recurring, allocations & distributions, automatic reversals (accruals), imports, and corrections, all with supporting workflow	Choose an item.	Click or tap here to enter text.
2.1.26	Identifies the source of journals (e.g., budget, sub-system, import, etc.)	Choose an item.	Click or tap here to enter text.
2.1.27	Allows for the system to show both short and long descriptions	Choose an item.	Click or tap here to enter text.
2.1.28	Provides the ability to review journal entries from the GL detail	Choose an item.	Click or tap here to enter text.
2.1.29	Provides the ability to reject journal entries and send back to preparer with comments for rejection	Choose an item.	Click or tap here to enter text.
2.1.30	Provides the ability to add activity number to a journal entry	Choose an item.	Click or tap here to enter text.
2.1.31	Provides the ability to attach and view supporting documents for journal entries at the header and line detail level	Choose an item.	Click or tap here to enter text.
2.1.32	Provides a tool for defining custom journal imports from files generated by third-party solutions, including land management, recreation management, etc. - Includes the ability to apply data validation rules to journals	Choose an item.	Click or tap here to enter text.
2.1.33	Prevents the reuse of journal entry numbers	Choose an item.	Click or tap here to enter text.
2.1.34	Provides the ability to use allocation codes in support of auto-allocating expenses throughout the system (i.e., journal entry, purchase requisitions, payroll, etc.)	Choose an item.	Click or tap here to enter text.
2.1.35	Allows for flexible posting options (i.e., batch, approval required, automated) based on pre-defined rules, permissions, impacted ledgers/accounts, sources, etc.)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.1.36	Includes searchable user defined fields at the journal header and detail levels	Choose an item.	Click or tap here to enter text.
2.1.37	Provides ability to issue a warning when funds do not balance, insufficient budget available, and to prevent one-sided entries from being made	Choose an item.	Click or tap here to enter text.
2.1.38	Provides the ability, when releasing journal entries, to identify and display the list of accounting units that have insufficient funds (display the set, rather than one at a time)	Choose an item.	Click or tap here to enter text.
2.1.39	Supports intra-entity balancing	Choose an item.	Click or tap here to enter text.
2.1.40	Provides option to attach supporting documentation to journal entries	Choose an item.	Click or tap here to enter text.
2.1.41	Provides the ability for departments to enter journal entries and automatically route for departmental and accounting review and approval	Choose an item.	Click or tap here to enter text.
2.1.42	Provides the ability to import journal entries from excel and drill-down to see journal entries as well as the backup	Choose an item.	Click or tap here to enter text.
Closing			
2.1.43	Provides the ability to modify period status (i.e., open and/or closed), including ability to limit access to closed periods only with approved security	Choose an item.	Click or tap here to enter text.
2.1.44	Provides support for period-end soft close processes (i.e., secures new entries to a closed accounting period for specific modules)	Choose an item.	Click or tap here to enter text.
2.1.45	Provides the ability to include a checklist for required month end journals	Choose an item.	Click or tap here to enter text.
2.1.46	Provides automated year-end closing of revenue and expenditure accounts and the automated roll forward of balance sheet accounts (as appropriate) to establish subsequent year beginning balances	Choose an item.	Click or tap here to enter text.
2.1.47	Allows multiple year-end closing periods (i.e., period 13, period 14, etc.)	Choose an item.	Click or tap here to enter text.
2.1.48	Provides the ability for authorized users to post year-end entries until the fiscal year is closed	Choose an item.	Click or tap here to enter text.
Cost Allocation			
2.1.49	Provides the ability to allocate total costs related to an internal service fund or activity across multiple departments/divisions based	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	on user defined factors/cost factors (i.e., employee count; square feet of office space; number of desktop computers, hours worked)		
2.1.50	Provides the ability to bill from a department/division/project to another department/division/project or within a department	Choose an item.	Click or tap here to enter text.
2.1.51	Provides the ability to select specific revenue and expenditure accounts to be compiled for future allocation/billing	Choose an item.	Click or tap here to enter text.
2.1.52	Provides the ability to generate a scheduled (monthly, quarterly, annually) journal voucher for the allocations/billings	Choose an item.	Click or tap here to enter text.
Inquiries, Reporting, and Analysis			
2.1.53	Provides comprehensive end-user reporting capabilities (i.e., rich sets of data delivered to screen during regular business activities, standard/out-of-the box reports, ad hoc reporting, etc.) for all financial transactions data (i.e., various fund balance reports, general ledger, cash, transfers, due to/due from reports, etc.)	Choose an item.	Click or tap here to enter text.
2.1.54	Provides the ability to categorize and summarize transactional data in support of the Annual Comprehensive Financial Report - Includes the ability to generate Fund Financial Statements and update set-up as needed to meet reporting requirements	Choose an item.	Click or tap here to enter text.
2.1.55	Provides the ability to build and publish annual and periodic financial statements online and in an interactive format	Choose an item.	Click or tap here to enter text.
2.1.56	Provides the ability to run real-time trial balances, revenue and expenditure ledgers, encumbrances, and project activity reports	Choose an item.	Click or tap here to enter text.
2.1.57	Provides and maintains reports required by Federal and State mandates, including the Schedule of Expenditures of Federal Awards, Schedule of Expenditures of State Awards	Choose an item.	Click or tap here to enter text.
2.1.58	Provides automated, flexible, and efficient month-end and year- end reporting, including on key metrics (i.e., monthly expenditures by department, number of purchase orders, paychecks, AP payments, etc.)	Choose an item.	Click or tap here to enter text.
2.1.59	Provides the ability to download transaction data to and upload data from Microsoft Excel	Choose an item.	Click or tap here to enter text.
2.1.60	Provides the ability to meet CA state reporting requirements, including the State Controller's report and GASB96	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.1.61	Supports standard financial reporting methods/reports including: - Modified Accrual - Full Accrual (Enterprise and Internal Service) - Government Wide (Full Accrual) (ability to process “no-post” GASB 34 conversion entries) - Budget Basis (Modified Accrual with custom exclusions of accounts) - Enterprise and Internal Service Statement of Cashflows - Ability to process “no-post” entries as part of fund financial statement preparation - Budget to Actual Fund Financials - Ability to update and maintain statistical data - Ability to assemble the ACFR for publication in a format that allows eligibility for the GFOA award	Choose an item.	Click or tap here to enter text.

2.2. Procurement/Purchasing

The solution should provide fully integrated functionality supporting a range of purchasing methods from requisition through issuance of the PO. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.2.1	Provides the ability to allow electronic forms requests with workflow enabled review and approvals	Choose an item.	Click or tap here to enter text.
2.2.2	Provides the ability to support vendor groups, and commodity codes for efficient analysis and procurement searches	Choose an item.	Click or tap here to enter text.
Requisitions			
2.2.3	Provides the ability to link requisitions to contracts	Choose an item.	Click or tap here to enter text.
2.2.4	Provides the ability to perform budget checking during requisition, PO creation, and invoice processing, including related sales/use tax amount	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.2.5	Provides the ability to add custom requisition entry fields	Choose an item.	Click or tap here to enter text.
2.2.6	Provides the ability to expedite data entry of recurring/annual requisitions (i.e., duplicate a requisition from one year to another year)	Choose an item.	Click or tap here to enter text.
2.2.7	Provides the ability to attach documents to requisitions	Choose an item.	Click or tap here to enter text.
2.2.8	Provides options to encumber at the requisition and PO levels	Choose an item.	Click or tap here to enter text.
2.2.9	Provides the ability during requisition entry to alert/inform the user if the vendor has open blanket purchase orders	Choose an item.	Click or tap here to enter text.
2.2.10	Provides the ability to add a new vendor when creating a requisition	Choose an item.	Click or tap here to enter text.
2.2.11	Provides the ability to create a requisition without selecting an existing vendor	Choose an item.	Click or tap here to enter text.
2.2.12	Provides real-time indication if invalid data is entered during requisition entry	Choose an item.	Click or tap here to enter text.
2.2.13	Provides the ability to enforce a “hard stop” if the requisition fails budget check, invalid account, and/or invalid vendor - Includes the ability to override, with proper authorization	Choose an item.	Click or tap here to enter text.
2.2.14	Provides the ability to automatically route a requisition to an approver based on the originator of the requisition (e.g., departmental, object code)	Choose an item.	Click or tap here to enter text.
2.2.15	Provides the ability to route the requisition to different levels in the workflow	Choose an item.	Click or tap here to enter text.
2.2.16	Provides the ability to reject the requisition and send back to originator with comments at any level during approval workflow	Choose an item.	Click or tap here to enter text.
Encumbrances			
2.2.17	Provides the ability to show pre-encumbrances/commitments (no ledger transaction) and encumber amounts related to requisitions and purchase orders	Choose an item.	Click or tap here to enter text.
2.2.18	Provides the ability to automatically reverse pre-encumbrance/commitment and encumbrance amounts as appropriate, modifications (PO is reduced/decreased) when a PO or requisition is cancelled or closed	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.2.19	Provides real-time access to PO information related to encumbrances	Choose an item.	Click or tap here to enter text.
2.2.20	Provides the ability to encumber at various account/org structural levels (i.e., departments, account groups, accounts, funds, funding sources, etc.)	Choose an item.	Click or tap here to enter text.
2.2.21	Provides the ability to submit encumbrance master listing by account number	Choose an item.	Click or tap here to enter text.
2.2.22	When rolling over encumbrances at year-end, provides capability to track rollover amount separately from other budgeted amounts (e.g., rollover into a designated amount field)	Choose an item.	Click or tap here to enter text.
Purchase Orders (POs)			
2.2.23	Provides the ability to update the solution's default PO template, including Terms and Conditions	Choose an item.	Click or tap here to enter text.
2.2.24	Provides the ability to copy POs, including across fiscal years	Choose an item.	Click or tap here to enter text.
2.2.25	Provides the ability to attach supporting documents to POs	Choose an item.	Click or tap here to enter text.
2.2.26	Provides the ability to modify a recurring PO	Choose an item.	Click or tap here to enter text.
2.2.27	Provides the ability to attach different terms and conditions depending on type of PO (e.g., standard or open/blanket)	Choose an item.	Click or tap here to enter text.
2.2.28	Provides the ability to require / add City Manager and City Attorney signatures and workflows for POs over a certain dollar threshold and special circumstances	Choose an item.	Click or tap here to enter text.
2.2.29	Provides the ability to link POs to contracts/agreements	Choose an item.	Click or tap here to enter text.
2.2.30	Provides the ability to add zero-dollar line items and apply discounts (negative amounts/percentage discounts, etc.) to POs	Choose an item.	Click or tap here to enter text.
2.2.31	Provides the ability to have a single PO associated with multiple departments, projects, and / or funding sources	Choose an item.	Click or tap here to enter text.
2.2.32	Provides the ability to issue POs using a variety of units of measure	Choose an item.	Click or tap here to enter text.
2.2.33	Provides an option for PO numbering to be user defined or system generated	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.2.34	Provides the ability to support annual, blanket, multi-year, and multi-department PO types	Choose an item.	Click or tap here to enter text.
2.2.35	Supports multiple line items per PO with the option of associating different G/L strings within each line by amount and percentage	Choose an item.	Click or tap here to enter text.
2.2.36	Provides the ability to identify asset tag numbers for each capital asset-related line item on a PO	Choose an item.	Click or tap here to enter text.
2.2.37	Provides the ability to capture internal or external justifications, notes, or comments on PO, including reason(s) for rejection - Internal comments must only be visible to City staff members	Choose an item.	Click or tap here to enter text.
2.2.38	Provides the ability to define which users are authorized to override established PO limits	Choose an item.	Click or tap here to enter text.
2.2.39	Provides real-time expense tracking on all POs, including blanket POs	Choose an item.	Click or tap here to enter text.
2.2.40	Provides the ability to prevent a PO from being issued to an inactive vendor	Choose an item.	Click or tap here to enter text.
2.2.41	Provides the ability to email the POs to more than one email address, with copy sent to Buyer	Choose an item.	Click or tap here to enter text.
2.2.42	Provides real-time access to PO status including approval status and location in the queue (i.e., on screen, via dashboard, report, etc.)	Choose an item.	Click or tap here to enter text.
2.2.43	Provides real-time access to PO information related to balances, adjustments, and postings	Choose an item.	Click or tap here to enter text.
2.2.44	Provides the ability to automate PO initiation after contract is awarded	Choose an item.	Click or tap here to enter text.
2.2.45	Provides the ability to track and display open POs and supports the maintenance of open POs over multiple years	Choose an item.	Click or tap here to enter text.
2.2.46	Provides the ability to issue Change Orders to a previously issued PO - Includes workflow for review and approval - Includes the ability to update/change the associated Vendor ID and/or the Vendor's Tax ID if the vendor makes a change	Choose an item.	Click or tap here to enter text.
2.2.47	Provides the ability to receive PO line items fully and partially as needed	Choose an item.	Click or tap here to enter text.
2.2.48	Provides the ability to track a PO through the return process	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.2.49	Provides the ability to track PO spending against a contract	Choose an item.	Click or tap here to enter text.
2.2.50	Provides the ability for staff to request releases against blanket/open POs for departmental approval and Purchasing approval over certain dollar thresholds to track real-time spend against POs (not only payments made against POs)	Choose an item.	Click or tap here to enter text.
2.2.51	Provides the ability to automatically close a PO when the order has been satisfied	Choose an item.	Click or tap here to enter text.
2.2.52	Provides the ability to "short close" (for open amounts less than the original PO amount)	Choose an item.	Click or tap here to enter text.
2.2.53	Provides the ability to mass close POs based on user defined parameters (e.g., at the end of the fiscal year)	Choose an item.	Click or tap here to enter text.
2.2.54	Provides the ability to modify current an open PO, including to increase the PO amount	Choose an item.	Click or tap here to enter text.
2.2.55	Provides the ability to track contingency spending if available for an awarded PO, and to reflect as a PO revision - Note that this type of PO revision should be available for viewing only to City staff – vendors should not see such PO revisions	Choose an item.	Click or tap here to enter text.
2.2.56	Provides the ability to request change orders and track change order numbers, amount for each as well as cumulatively - Including workflow for department and Purchasing review and approval	Choose an item.	Click or tap here to enter text.
2.2.57	Provides the ability to cap/reject change order requests at certain PO/contract percentage or amounts according to City guidelines - Note that guidelines may be updated periodically	Choose an item.	Click or tap here to enter text.
2.2.58	Provides the ability to automatically generate POs from established 3rd party online store (e.g., Staples) via "punch-out" ordering process	Choose an item.	Click or tap here to enter text.
2.2.59	Provides the ability to combine multiple requisitions on one PO	Choose an item.	Click or tap here to enter text.
2.2.60	Provides the ability to adjust taxable amounts at individual lines	Choose an item.	Click or tap here to enter text.
2.2.61	Provides the ability to categorize requisitions and POs as user defined types. (i.e., regular requisition vs. blanket PO, sole source, emergency, cooperative, etc.) and allow Buyers to override purchase type	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.2.62	Provides the ability for authorized users to bypass the requisition process and get a PO number in emergency situations with appropriate audit controls, including an audit trail	Choose an item.	Click or tap here to enter text.
2.2.63	Provides the ability to release encumbrances when a requisition or PO is closed or cancelled	Choose an item.	Click or tap here to enter text.
2.2.64	Provides the ability for a Purchasing Manager to assign requisitions to Buyers	Choose an item.	Click or tap here to enter text.
P-Cards - * optional			
2.2.65	Provides effective p-card management functionality and controls, including ability for integration with Bank of Montreal (BMO) Bank	Choose an item.	Click or tap here to enter text.
2.2.66	Supports managing p-card usage, processing of related payments in coordination with bank and ability to load detailed transactions	Choose an item.	Click or tap here to enter text.
2.2.67	Provides accommodation for an expanded p-card purchase description	Choose an item.	Click or tap here to enter text.
2.2.68	Provides the ability to notify p-card holders via automated email of the available batch of p-card transactions awaiting updates	Choose an item.	Click or tap here to enter text.
2.2.69	Provides the ability to split p-card transactions by fund, department and/or account specific transaction types	Choose an item.	Click or tap here to enter text.
2.2.70	Provides the ability to generate p-card transaction reports by department and/or cardholder name	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
Year End			
2.2.71	Provides the ability to define period close and roll-over dates at system and module level	Choose an item.	Click or tap here to enter text.
2.2.72	Supports year-end activities such as PO closure and the ability to roll POs to the new fiscal year, including providing a facility for departmental managers to identify which POs should be carried forward into a new year and appropriate treatment of carryover budget amounts	Choose an item.	Click or tap here to enter text.
2.2.73	Provides the ability for users to enter purchase requisitions for the new fiscal year prior to the start of that fiscal year	Choose an item.	Click or tap here to enter text.
2.2.74	Provides real-time access to PO-related information, including encumbrances, balances, adjustments, and postings	Choose an item.	Click or tap here to enter text.
2.2.75	Provides a report or dashboard alert of POs with no activity for a user defined period	Choose an item.	Click or tap here to enter text.
Document Management and Workflow			
2.2.76	Supports document scanning and attachment, and makes documents accessible throughout the procurement process (i.e., requisition, PO, packing slips, etc.)	Choose an item.	Click or tap here to enter text.
2.2.77	Provides the ability to configure alerts (percentage/dollar-based) when an invoice (or combination of invoices) is on the verge of exceeding the approved PO amount	Choose an item.	Click or tap here to enter text.
2.2.78	Provides options for sending PO documents to vendors - Including printed/mailed, emailed, and via vendor self-service portal	Choose an item.	Click or tap here to enter text.
Inquiries and Reporting			
2.2.79	Provides the ability to inquire and export reports in Excel and PDF formats for the above by search fields that include but are not limited to the following: • Requester Name • Requisition/PO/Contract number • Account numbers • Commodities • Vendor • Amount	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	• Description • Department/division • Date of document (req/po/contract) • Payments/invoices applied • Receipt status/date • Received by information (name) • City Council approval date and Staff Report Item • Bid/RFP number		
2.2.80	Provides the ability to generate quarterly reports with the following fields for specified date ranges: • Type of procurement document/transaction (P-card, PO, Contract, Blanket/Open PO) • PO/Contract number • Date of transaction/document • Total amount • Department • Project Title/general description of items	Choose an item.	Click or tap here to enter text.
2.2.81	Provides detailed report with approvals, requisition and GL information	Choose an item.	Click or tap here to enter text.

2.3. Vendor Management

The solution should provide the ability to maintain vendor information to process payments and track information related to doing business with the City. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
Vendor Self Service			
2.3.1	Provides a vendor self-service portal with functions that include the ability to: - Submit requests to become “registered” vendors - Identify vendor contacts - Upload and submit documents (i.e., invoices, w-9, licenses, insurance certificates, banking information, etc.) - Select / designate related commodity codes - Designate remit-to address(es) - Designate preferred communication methods, including provision of related email address or phone number - Make changes to address, phone, primary contact, etc. - Check invoice/payment status - View transactional history associated with purchase orders (POs) - Submit change requests	Choose an item.	Click or tap here to enter text.
2.3.2	Provides the ability for multiple DBAs for one legal name	Choose an item.	Click or tap here to enter text.
2.3.3	Provides the ability to add multiple contacts for a vendor, including the ability to designate a primary contact	Choose an item.	Click or tap here to enter text.
2.3.4	Provides the ability for multiple vendor addresses to be stored	Choose an item.	Click or tap here to enter text.
2.3.5	Provides the ability to establish payment terms for vendors within 30 days	Choose an item.	Click or tap here to enter text.
2.3.6	Prevents duplicate entry of vendor records (i.e., duplicate use of taxpayer ID/SSN, company name, etc.)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
General			
2.3.7	Provides the ability to make use of one-time vendors	Choose an item.	Click or tap here to enter text.
2.3.8	Provides the ability to track insurance requirements and related documents needed for doing business	Choose an item.	Click or tap here to enter text.
2.3.9	Provides the ability to automate upcoming Certificate of Insurance expiration notifications	Choose an item.	Click or tap here to enter text.
2.3.10	Provides the ability to send vendors emails, either individual or to all for mass communications	Choose an item.	Click or tap here to enter text.
2.3.11	Provides ability to complete vendor name changes	Choose an item.	Click or tap here to enter text.
2.3.12	Supports the use of employee bank information for employee reimbursements (e.g., travel expenses)	Choose an item.	Click or tap here to enter text.
2.3.13	Provides the ability to search vendors by commodity codes	Choose an item.	Click or tap here to enter text.

2.4. Budgeting

The solution should provide an automated electronic Operating and Capital Improvement Program (CIP) budget process with decentralized entry, workflow, and related notifications/alerts. It must track budget revisions and support mid-year amendments, support multiple year budgets and multiple year revenue and budget projections. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.4.1	Provides full integration with MS Excel for budget development (i.e., worksheet export to Excel, data imported from Excel, Excel-based forecasting, etc.)	Choose an item.	Click or tap here to enter text.
2.4.2	Provides a dashboard view for the City's budget function - Includes ability to limit view access to certain budget-related tasks	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.4.3	Provides multi-year budgeting, object, justification, description, etc. fields for each budgeting year	Choose an item.	Click or tap here to enter text.
2.4.4	Provides the ability to supports onscreen entry, version management, and export/import functionality	Choose an item.	Click or tap here to enter text.
2.4.5	Allows document attachment at the budget line-item level; attachments must stay with the line item through various budget versions and remain available as budgets are closed	Choose an item.	Click or tap here to enter text.
Budget Setup / Entry			
2.4.6	Provides the ability to complete the budget process within a single solution, including operating budgets, position budgets, grants, debt, and capital budgets	Choose an item.	Click or tap here to enter text.
2.4.7	Supports creation of budget levels (i.e., Department level, Budget Team level, Finance Level, City Manager level, City Council level)	Choose an item.	Click or tap here to enter text.
2.4.8	Provides the ability to track multiple budget versions (i.e., Department Head "requested" version, City Manager "proposed accepted" version, "Council approved" version, etc.)	Choose an item.	Click or tap here to enter text.
2.4.9	Provides capability for multiple budget development methods, including zero-based, prior year actuals, etc. - Includes the ability to apply increase or decrease factors down to the object level	Choose an item.	Click or tap here to enter text.
2.4.10	Provides the ability for negative amounts to be entered	Choose an item.	Click or tap here to enter text.
2.4.11	Supports workflow for budget entry, review and approval within each Division or Department	Choose an item.	Click or tap here to enter text.
2.4.12	Secures access to accounts (i.e., funds, departments, objects, object categories, etc.) for budget entry based on roles/logins and specific dates	Choose an item.	Click or tap here to enter text.
2.4.13	Allows for "base budget package" budgeting with the ability to group items together, capture attributes (e.g., optional or type) and add/remove items (single or in groups) at any established budget level	Choose an item.	Click or tap here to enter text.
2.4.14	Allows departmental entry of budget requests, including justifications, comments, attachments, and background data	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	related to requests; this information must stay with line-item entries through budget level-up cycles		
2.4.15	Provides options for entering multiple items to a single account	Choose an item.	Click or tap here to enter text.
2.4.16	Supports budget entry at the Division, department, object and fund levels	Choose an item.	Click or tap here to enter text.
2.4.17	Provides the ability to tie budget data to the City's strategic priorities (through a custom field)	Choose an item.	Click or tap here to enter text.
2.4.18	Supports the creation of automated budget allocations by fund, department and/or account according to user-specified requirements	Choose an item.	Click or tap here to enter text.
Budget Process Management			
2.4.19	Provides the ability to define a maximum or target budget amount per fund, department, division, object, and report against the defined maximum	Choose an item.	Click or tap here to enter text.
2.4.20	Provides the ability to distribute budgets across different funds as needed	Choose an item.	Click or tap here to enter text.
2.4.21	Provides the ability to control budget rollups at multiple levels	Choose an item.	Click or tap here to enter text.
2.4.22	Provides status tracking relative to departmental budget approvals	Choose an item.	Click or tap here to enter text.
2.4.23	Calculates projected fund balances automatically for the current fiscal year and five out-years, rolling the ending fund balance from the previous year to the beginning fund balance of the next year. (i.e., reflecting reserves based on an established (subject to change) calculation, revenues, expenses, and inter-fund transfers that would result in an ending fund balance, initial beginning fund balance is based on actual fund balance from the previous year.) - Includes the ability to modify beginning fund balances manually	Choose an item.	Click or tap here to enter text.
Budget Adjustments			
2.4.24	Provides support for budget adjustments and provides option to change budget-formatting from building on last year's actuals to seed-based budgeting	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.4.25	Provides the ability to process mass changes to various accounts during and outside of the budget process, such as departmental or citywide reorganizations	Choose an item.	Click or tap here to enter text.
2.4.26	Provides the ability to supports mid-year budget amendments and continuous mid-year adjustments	Choose an item.	Click or tap here to enter text.
2.4.27	Supports tracking budget changes across budget levels and between funds	Choose an item.	Click or tap here to enter text.
2.4.28	Provides the ability to request end-year budget carryovers prior to June 30 each year	Choose an item.	Click or tap here to enter text.
Budget Analysis			
2.4.29	Provides support for budget scenario development, including the ability to apply "what if"/factor scenarios across funds, departments, programs, and/or objects for all budgeting/forecasting years (e.g., five year budget forecasts)	Choose an item.	Click or tap here to enter text.
2.4.30	Provides the ability to define and use statistics (e.g., invoices paid, recruitments completed, etc.) as performance measurements	Choose an item.	Click or tap here to enter text.
2.4.31	Provides the ability to view budget-to-actuals in real-time with drill-down capabilities	Choose an item.	Click or tap here to enter text.
2.4.32	Provides the ability to report on justification comments by budget line item	Choose an item.	Click or tap here to enter text.
2.4.33	Provides the ability to enforce budget control for expenditures according to City-defined requirements (i.e., from a requisition, purchase order, AP or GL entry)	Choose an item.	Click or tap here to enter text.
2.4.34	Provides the ability to allows users to change key underlying assumptions to impact forecasts	Choose an item.	Click or tap here to enter text.
Position/Personnel Budgeting			
2.4.35	Provides the ability for labor cost budgeting - Including the ability to vary the underlying assumptions for different labor groups	Choose an item.	Click or tap here to enter text.
2.4.36	Provides the capability for labor cost projections and supports comparisons against actual labor costs	Choose an item.	Click or tap here to enter text.
2.4.37	Provides the ability to add/delete/reallocate/move positions between operating divisions, and updates proposed budget with those changes	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.4.38	Provides support for longevity calculations	Choose an item.	Click or tap here to enter text.
2.4.39	Provides the ability to allocate employee costs by percentage to multiple account strings	Choose an item.	Click or tap here to enter text.
2.4.40	Provides the ability for budgeting of vacant positions	Choose an item.	Click or tap here to enter text.
2.4.41	Supports position-based budgeting (Option for hours/FTE instead of dollars) to allow for analysis of changes to various factors e.g., FTE counts, COLAs, CPI)	Choose an item.	Click or tap here to enter text.
2.4.42	Provides the ability to apply across-the-board budget adjustments by MOU/bargaining unit	Choose an item.	Click or tap here to enter text.
2.4.43	Provides filled and vacant position budgeting processes for updating the budget to reflect changes for such things as: • Position title and employee assigned to position • Maximum, mid and minimum salary range • Current salary • Evaluation date • COLAs and merit increases • Special pay (e.g., bilingual pay, phone, or car allowance) • Adjustments to benefit cost • Other misc. personnel related rate adjustments Ad hoc personnel costs (e.g., other post-employment benefits (OPEB), pension-pay off, and one-time costs). Updates should be available for all or group of positions	Choose an item.	Click or tap here to enter text.
2.4.44	Provides personnel budgeting processes for updating the budget to reflect changes for such things as COLAs, adjustments to variable benefits, updates to fixed benefits, and other misc. personnel related rate adjustments	Choose an item.	Click or tap here to enter text.
2.4.45	Provides the ability to add, delete, and/or revise positions being budgeted and mark/identify changes or at least that the position was changed	Choose an item.	Click or tap here to enter text.
2.4.46	Provides options for FTE allocations to be based on hours, percentages, etc.; FTE allocations should also be able to be	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	split across multiple funds while at the same time being split by hours and/or percentages between divisions		
Capital Budgeting			
2.4.47	Provides the ability to budget Capital Improvement Program projects as single year or at least seven years	Choose an item.	Click or tap here to enter text.
2.4.48	Provides the ability to automates roll-forward for selected operational and multi-year Capital Improvement Program (CIP) project budgets	Choose an item.	Click or tap here to enter text.
2.4.49	Provides ability to link capital / project budgets to contract limits	Choose an item.	Click or tap here to enter text.
Inquiries and Reports			
2.4.50	Provides the capability to review current and prior budget amounts by year	Choose an item.	Click or tap here to enter text.
2.4.51	Provides the capability to generate multi-year budget to actual reports	Choose an item.	Click or tap here to enter text.
2.4.52	Provides the ability through a real time interface between the budget application and the application that prepares the budget document to update tables, charts, etc. in the budget document as numbers are revised in the budget application	Choose an item.	Click or tap here to enter text.
2.4.53	Provides the ability to create, edit, and print a budget document through Microsoft Office applications, Adobe, or another application based on data in the budget module including the following: • Ability to create, edit, and/or revise charts (e.g., bar, line, pie, etc.,) • Supports dynamic sizing of text, tables, and charts on a page • Ability to add images/pictures • Provides free form space for narrative text • Provides fields to identify and link goals to budget data Integrates or interfaces with budget application for budget data used in tables, charts, and text Format that allows eligibility for GFOA award	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.4.54	Provides the ability through the application that prepares budget document to draft written/text information (e.g., introduction, analysis, etc.)	Choose an item.	Click or tap here to enter text.
2.4.55	Provides the ability to track G/L trial balance details in relation to budgets	Choose an item.	Click or tap here to enter text.
2.4.56	Supports publication of the budget document online in an interactive format	Choose an item.	Click or tap here to enter text.

2.5. Contract Management – * optional

The solution should provide functionality to manage contracts. It should track and manage contract status information over the life of the contract. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
Contract Setup			
2.5.1	Provides the ability to establish a contract at any starting point during a fiscal year.	Choose an item.	Click or tap here to enter text.
2.5.2	Provides the ability for multiple contract types (i.e., purchasing contracts, not to exceed contracts, encumbered contracts, multi-year contracts, revenue contracts, developer agreements, etc.)	Choose an item.	Click or tap here to enter text.
2.5.3	Provides the ability to track and manage contract status information (i.e., milestone payment schedule, payment terms, payments, incentives, amendments, renewal status, expiration dates, insurance certificates, etc.)	Choose an item.	Click or tap here to enter text.
2.5.4	Provides the ability to establish parent/child relationships for contracts	Choose an item.	Click or tap here to enter text.
2.5.5	Provides the ability to enter and track multiple contracts per vendor	Choose an item.	Click or tap here to enter text.
2.5.6	Provides the ability to split G/L accounts by amount, percentage, or milestone/phase	Choose an item.	Click or tap here to enter text.
2.5.7	Provides the ability for users to attach files to contracts	Choose an item.	Click or tap here to enter text.
2.5.8	Provides the ability to redact and/or hide elements of a contract by user/role	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.5.9	Provides the ability to record notes and/or narratives on a contract	Choose an item.	Click or tap here to enter text.
Contract Encumbering			
2.5.10	Provides the ability to encumber the full value of contract	Choose an item.	Click or tap here to enter text.
2.5.11	Provides the ability for requisitions to pre-encumber funds against a contract	Choose an item.	Click or tap here to enter text.
2.5.12	Provides the ability for purchase orders to encumber funds against a contract	Choose an item.	Click or tap here to enter text.
2.5.13	Provides the ability for encumbrances to be split across multiple fiscal years	Choose an item.	Click or tap here to enter text.
Workflow			
2.5.14	Provides the ability to notify vendor and send renewal notice letter for their approval, to initiate renewal process for City - Including the ability to include a copy of current pricing for their reference and updates	Choose an item.	Click or tap here to enter text.
2.5.15	Provides the ability for changes in contract dollar amount to trigger workflow, including that the approval process can be routed by department, contract type or amount	Choose an item.	Click or tap here to enter text.
General			
2.5.16	Provides the ability to track aggregate contract awards to multiple vendors, including the ability to track amounts spent with each vendor to ensure that overall contract limits are adhered to	Choose an item.	Click or tap here to enter text.
2.5.17	Provides the ability to manage citywide contracts without specific encumbered amounts for multiple departments' use - Ideally, Purchasing would identify specific departments allowed to use contract, including allocating amounts to each, but not encumbering funds to allow for use of various funding sources; releases/orders against contract should still be reflected in real-time	Choose an item.	Click or tap here to enter text.
2.5.18	Provides the ability to alert/notify City employees of in advance of expiring contracts/agreements, insurance documents, etc.	Choose an item.	Click or tap here to enter text.
2.5.19	Provides the ability for purchase orders to validate against contracts for appropriate user, G/L account, amount, department, date, etc.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.5.20	Provides the ability to post contract documents with tracking of access to public web	Choose an item.	Click or tap here to enter text.
2.5.21	For capital projects, provides the ability to require that a contract has been entered before a purchase order may be issued	Choose an item.	Click or tap here to enter text.
2.5.22	Provides the ability to record and track contract limits at user specified levels over the life of the contract	Choose an item.	Click or tap here to enter text.
2.5.23	Provides the ability to generate a list of contracts available to departments that would allow the users to click on a vendor to see the associated contract and pricing	Choose an item.	Click or tap here to enter text.
2.5.24	Provides the ability to alert staff when contract limits are approaching	Choose an item.	Click or tap here to enter text.
2.5.25	Provides the ability to link related contracts (i.e., replacement contract, original contract, aggregate, etc.)	Choose an item.	Click or tap here to enter text.
2.5.26	Provides the ability to track and view payments against a contract or purchase order	Choose an item.	Click or tap here to enter text.
2.5.27	Provides the ability to reflect credits applied by accounts payable and make appropriate amount updates automatically to contract balances (and to related purchase orders)	Choose an item.	Click or tap here to enter text.
2.5.28	Provides the ability to record service performance against a contract	Choose an item.	Click or tap here to enter text.
2.5.29	Provides the ability to purge contracts on a given schedule	Choose an item.	Click or tap here to enter text.
Retention			
2.5.30	Provides the ability for auto calculation of retention amounts by task, by percentage complete, and by dollar amount	Choose an item.	Click or tap here to enter text.
2.5.31	Provides the ability for multiple rates of retention based on project progress	Choose an item.	Click or tap here to enter text.
Inquiries and Reports			
2.5.32	Provides the ability to track progress payments	Choose an item.	Click or tap here to enter text.
2.5.33	Provides the ability to view all REQs/POs, payments, credits, and vendor history associated with the contract	Choose an item.	Click or tap here to enter text.
2.5.34	Provides the ability to track and view contract pricing tables	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.5.35	Provides the ability to report on contracts against which no purchase orders have been entered	Choose an item.	Click or tap here to enter text.

2.6 Accounts Payable

The solution should support payments to various entities including, but not limited to, vendors for services or goods, employees' expenses, retirees, and other agencies. The solution should apply appropriate controls over all payments. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.6.1	Provides the ability for a decentralized invoice intake, including ability to view information such as department name, agreement number, PO number, material release	Choose an item.	Click or tap here to enter text.
2.6.2	Provides the ability for departments to review and approve open invoices, provide agreement number, PO number, provide validated GL coding - Includes automated workflow to obtain necessary approvals, and submit payment request to Accounts Payable	Choose an item.	Click or tap here to enter text.
2.6.3	Provides the ability to notify departments of received invoice if received centrally	Choose an item.	Click or tap here to enter text.
2.6.4	Provides the ability to track the payment status of checks (issued, cashed, written off to unclaimed property)	Choose an item.	Click or tap here to enter text.
2.6.5	Provides the ability to backdate canceled checked/reissues at fiscal year-end	Choose an item.	Click or tap here to enter text.
2.6.6	Provides the ability to generate check copies with necessary watermark (e.g., "COPY")	Choose an item.	Click or tap here to enter text.
2.6.7	Provides the ability to implement three-way matching of the PO, invoice, and receipt	Choose an item.	Click or tap here to enter text.
2.6.8	Provides the ability to prevent issuance of duplicate checks	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.6.9	Provides the ability to manage vendor invoice credits and voided checks with associated adjustments to encumbrances, G/L and PO balances	Choose an item.	Click or tap here to enter text.
2.6.10	Provides the ability to view the status of open invoices at different stages of the invoice approval process and payment issue	Choose an item.	Click or tap here to enter text.
2.6.11	Provides intuitive/shortcut end user access to check the status of all open invoices	Choose an item.	Click or tap here to enter text.
2.6.12	Provides the ability to identify duplicate invoice numbers from a single vendor	Choose an item.	Click or tap here to enter text.
2.6.13	Provides the ability to include/attach supporting vendor records to digital invoice including bill of lading, packing slip, etc.	Choose an item.	Click or tap here to enter text.
2.6.14	Provides the ability to alert staff if a related PO exists for the vendor at invoice input	Choose an item.	Click or tap here to enter text.
2.6.15	Workflow approval includes routing to multiple levels of management and notifications	Choose an item.	Click or tap here to enter text.
2.6.16	Provides the ability to designate an alternate approver in the event the assigned approver will be out of the office/on leave	Choose an item.	Click or tap here to enter text.
2.6.17	Provides the ability to issue employee reimbursements through the Accounts Payable module	Choose an item.	Click or tap here to enter text.
Payment Calculation			
2.6.18	Provides the ability to make partial payments against an invoice	Choose an item.	Click or tap here to enter text.
2.6.19	Provides the ability to automatically alert staff of available payment discounts	Choose an item.	Click or tap here to enter text.
2.6.20	Provides the ability for the automatic calculation of shipping fees and taxes owed	Choose an item.	Click or tap here to enter text.
2.6.21	Provides the ability to automatically calculate retainage using the percentage indicated on a purchase order	Choose an item.	Click or tap here to enter text.
2.6.22	Provides the ability to remit retention amounts previously withheld	Choose an item.	Click or tap here to enter text.
2.6.23	Allows payments that can be scheduled over a period and with associated tracking of payment terms	Choose an item.	Click or tap here to enter text.
2.6.24	Allows for the tracking, deduction, and reporting of vendor garnishments, and withholdings	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.6.25	Allows for management, security (i.e., user restrictions or redaction) and payment of various claims	Choose an item.	Click or tap here to enter text.
2.6.26	Provides the ability to allocate pre-payment amounts across accounting periods (i.e., for software maintenance agreements)	Choose an item.	Click or tap here to enter text.
2.6.27	Provides the ability to include sales and use tax owed if the vendor did not include the amount on the invoice	Choose an item.	Click or tap here to enter text.
2.6.28	Supports digital submission of miscellaneous payment requests (check req/direct request for payments, including associated workflow)	Choose an item.	Click or tap here to enter text.
Payment Process			
2.6.29	For multi-line-item POs, allows selection of one or more of those line items during invoice processing	Choose an item.	Click or tap here to enter text.
2.6.30	Provides the ability to generate Positive Pay files	Choose an item.	Click or tap here to enter text.
2.6.31	Provides the ability to support processing of 1099s and 1099 reporting requirements	Choose an item.	Click or tap here to enter text.
2.6.32	Allows for split vendor reporting and provide 1042-S international vendor reporting, current process is manual	Choose an item.	Click or tap here to enter text.
2.6.33	Provides the ability for EFT/ACH and credit card payments utilizing bank services to vendors with notification that payment was sent - Including the ability to issue ACH payments from various bank accounts	Choose an item.	Click or tap here to enter text.
2.6.34	Provides the ability to alert staff for previously entered invoices that are aging and where penalties may apply for late payments	Choose an item.	Click or tap here to enter text.
2.6.35	Provides the ability to submit travel and employee reimbursement requests via automated workflow	Choose an item.	Click or tap here to enter text.
2.6.36	Provides the ability to attach documents supporting travel request and employee reimbursement	Choose an item.	Click or tap here to enter text.
2.6.37	Provides the ability to drill down from a payment to view a related purchase order, invoice, or other related documents	Choose an item.	Click or tap here to enter text.
2.6.38	Supports the creation of automated splits by fund, department and/or account according to user-specified requirements	Choose an item.	Click or tap here to enter text.
2.6.39	Supports virtual cards (ePayables) that act as electronic payment alternatives to paper checks	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.6.40	Provides the ability to process transactions for one-time vendors	Choose an item.	Click or tap here to enter text.
2.6.41	Provides the ability to process holdback or progress payments	Choose an item.	Click or tap here to enter text.
2.6.42	Provides the ability to reconcile wire transfers for miscellaneous receipts to verify posting of funds to the correct accounts	Choose an item.	Click or tap here to enter text.
2.6.43	Provides the ability to post transactions via AP with valid GL information	Choose an item.	Click or tap here to enter text.
Check Generation			
2.6.44	Provides document storage and will create a PDF rendering of checks as part of processing with user security integration.	Choose an item.	Click or tap here to enter text.
2.6.45	Check rendering should provide the ability to see invoice number and PO number.	Choose an item.	Click or tap here to enter text.
2.6.46	Checks are stored with references ID to financial transactions at all levels, including purchase orders	Choose an item.	Click or tap here to enter text.
2.6.47	Provides the ability to generate more than one check for a vendor during a check process	Choose an item.	Click or tap here to enter text.
2.6.48	Provides the ability for multiple page checks if necessary	Choose an item.	Click or tap here to enter text.
2.6.49	Provides the ability to generate individual checks outside of the normal check processing schedule	Choose an item.	Click or tap here to enter text.
2.6.50	Provides the ability to reinstate the purchase order and reinstate the encumbrance after voiding a check	Choose an item.	Click or tap here to enter text.
2.6.51	Provides “stale check” processing support, including the ability to identify candidate checks, to designate these as “unclaimed property”, and to generate the appropriate cash and liability account entries, etc.	Choose an item.	Click or tap here to enter text.
2.6.52	Provides the ability to record wire transfer transactions without processing them as manual checks	Choose an item.	Click or tap here to enter text.
2.6.53	Provides the ability to store electronic copy of checks, including the ability to access the document image and backup documentation (purchase order) from within the ERP - Images should state “VOID” across check	Choose an item.	Click or tap here to enter text.
Reporting			

#	Requirement	Response Code	Response/Comments
2.6.54	Supports flexible vendor search and reporting (invoices by vendor, vendor name, vendor checks, check data history)	Choose an item.	Click or tap here to enter text.
2.6.55	Provides the ability to support read only access (security setting) to Vendor Maintenance for AP Staff	Choose an item.	Click or tap here to enter text.
2.6.56	Provide the ability to generate active system notifications for invoice status	Choose an item.	Click or tap here to enter text.
2.6.57	Provides the ability to generate a real-time AP Aging Report	Choose an item.	Click or tap here to enter text.
2.6.58	Provides the ability to generate a Payment History Report, including but not limited to related GL information, PO Number, Agreement Number	Choose an item.	Click or tap here to enter text.

2.7 General Billing (Accounts Receivable)

The solution should support invoicing of various entities including, but not limited to, citizens, former employees, businesses, and other governmental entities. It should support invoicing for a variety of items such as false alarms, grants, property damage, COBRA, miscellaneous items, and services. It should record receivables and payments against customer accounts. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.7.1	Provides a public-facing Customer Self-Service Portal through which customers may establish authenticated accounts (with City review and approval), and view and pay invoices	Choose an item.	Click or tap here to enter text.
2.7.2	Provides the ability to define an invoice entry template for staff to initiate invoice process in a centralized or decentralized manner	Choose an item.	Click or tap here to enter text.
2.7.3	Provides the ability to issue an invoice that is tied to GL transactions	Choose an item.	Click or tap here to enter text.
2.7.4	Provides the ability to link multiple customers numbers to a single customer	Choose an item.	Click or tap here to enter text.
2.7.5	Provides the ability to search receivable amounts by customer, customer account number, invoice number, citation number, cite address, mailing address, accounting units and project numbers	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.7.6	Provides a public portal for customer self-service to view account balances, view download and print billing invoices/statements, update billing addresses, make payments of multiple types, etc.	Choose an item.	Click or tap here to enter text.
2.7.7	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information (barcoding on invoices)	Choose an item.	Click or tap here to enter text.
2.7.8	Offers document storage and will create a PDF rendering of invoices as part of processing with link to transaction (The PDFs are then stored within the ERP with references to the transaction)	Choose an item.	Click or tap here to enter text.
2.7.9	Provides the ability to edit invoice details, including invoice amounts, following invoice creation	Choose an item.	Click or tap here to enter text.
2.7.10	Invoices and miscellaneous receipts have full G/L integration and prepares G/L journal transactions for proofing and posting	Choose an item.	Click or tap here to enter text.
2.7.11	Provides the ability for effective dating invoices with the ability to bill in future periods or in arrears	Choose an item.	Click or tap here to enter text.
2.7.12	Provides the ability to bill for benefit reimbursement (payroll), cost recovery (projects), work orders and inter-departmental billing	Choose an item.	Click or tap here to enter text.
2.7.13	Provides the ability to generate a variety of miscellaneous bill types	Choose an item.	Click or tap here to enter text.
2.7.14	Provides the ability for the City to define multiple invoice formats, including invoices with quantity and rate (including additional fields to annotate individual charges).	Choose an item.	Click or tap here to enter text.
Invoice Generation			
2.7.15	Provides the ability to import invoice details via an Excel/CSV file or comma-delimited file	Choose an item.	Click or tap here to enter text.
2.7.16	Provides the ability to generate multiple invoice types (e.g., Miscellaneous Receipts, Grant Reimbursements)	Choose an item.	Click or tap here to enter text.
2.7.17	Provides the ability to generate bills with installments and to provide reports to identify installment plans.	Choose an item.	Click or tap here to enter text.
2.7.18	Provides the ability to add user-defined messages to invoices and statements	Choose an item.	Click or tap here to enter text.
2.7.19	Provides the ability for off-cycle, regular batch bill and mass batch bill runs	Choose an item.	Click or tap here to enter text.
2.7.20	Provides the ability for recurring invoices (e.g., lease statements) on an interval basis with set dates or a duration of time (i.e., weekly, monthly)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.7.21	Provides the ability to maintain multiple (e.g., more than one) effective-dated fee schedules	Choose an item.	Click or tap here to enter text.
2.7.22	Provides the ability to add fees, penalties, or interest to invoices	Choose an item.	Click or tap here to enter text.
2.7.23	Provides the ability to update and change recurring invoices on as needed basis	Choose an item.	Click or tap here to enter text.
2.7.24	Provides the ability to include staff costs when generating invoices related to projects, including ability to attach project activity	Choose an item.	Click or tap here to enter text.
2.7.25	Provides the ability to automatically send invoices to customers via email	Choose an item.	Click or tap here to enter text.
Payments			
2.7.26	Provides an option for payments to immediately affect customer account balances while batches are still open	Choose an item.	Click or tap here to enter text.
2.7.27	Provides the ability to accommodate electronic payment processing	Choose an item.	Click or tap here to enter text.
2.7.28	Provides the ability to handle ACH payments	Choose an item.	Click or tap here to enter text.
2.7.29	Provides the ability to select from available invoices when applying payments	Choose an item.	Click or tap here to enter text.
2.7.30	Provides the ability to reconcile wire transfers for miscellaneous receipts to verify posting of funds to the correct accounts	Choose an item.	Click or tap here to enter text.
2.7.31	Provides cashiering options to update customer account balances in real time	Choose an item.	Click or tap here to enter text.
2.7.32	Provides the ability to track payments received by invoice at a dashboard level	Choose an item.	Click or tap here to enter text.
2.7.33	Provides comprehensive NSF check processing including appropriate reversing of accounting transactions and application of fees as part of “level-one” collections prior to communication to sub/external systems. Then, communicating to sub/external systems to reverse payments, affect re-billing with additional charge(s), and associate these events with the customer’s account	Choose an item.	Click or tap here to enter text.
Refunds			
2.7.34	Provides the ability to generate refunds, including integration for payment through AP	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
Accounts Receivable Workflow			
2.7.35	Provides the ability to define workflow processes including automatic forwarding, including deadlines for completion, when a designated recipient is indicated as being out of the office	Choose an item.	Click or tap here to enter text.
2.7.36	Provides electronic workflow to route initial invoice entry (individual or batch) document to user-defined reviewers and approvers before invoice is generated and receivable is established (i.e., ability to forward outside of workflow for approval). Ability to route by department or G/L	Choose an item.	Click or tap here to enter text.
2.7.37	Provides the ability to generate invoices across costs centers (e.g., when multiple departments are involved in a special event, all department charges are included on the invoice)	Choose an item.	Click or tap here to enter text.
2.7.38	Provides the ability to write off balances with a workflow approval process	Choose an item.	Click or tap here to enter text.
Reporting and Inquiries			
2.7.39	Provides flexible real-time reporting capabilities including but not limited to the following - A/R Aging - Open Receivable Reminder Letter - Excel Cubes - Dashboards for collection/receivable information - Database Queries/Inquiry Screens	Choose an item.	Click or tap here to enter text.
2.7.40	Provides statements of cumulative activity with fields for multiple customers, dates, payments, current balances due, etc. (vs. invoices only)	Choose an item.	Click or tap here to enter text.
2.7.41	Provides the ability to automate notification for 30/60/90 past due notices	Choose an item.	Click or tap here to enter text.
2.7.42	Provides the ability to send amounts 90 days past due to an external collection agency as well as generate a report for the invoices that have been sent to the collection agency	Choose an item.	Click or tap here to enter text.
2.7.43	Provides the ability to search and display miscellaneous invoices	Choose an item.	Click or tap here to enter text.
2.7.44	Provides accounts aging data sufficient to support collection activities	Choose an item.	Click or tap here to enter text.
2.7.45	Provides the ability to filter on one or more invoices based on search criteria and print them	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.7.46	Provides the ability to accept electronic submission of invoices, and to track outstanding invoices	Choose an item.	Click or tap here to enter text.
2.7.47	Provides the ability to track progress payments, invoices, and approvals	Choose an item.	Click or tap here to enter text.
2.7.48	Provides on demand and interval-based (i.e., weekly) past due payments and aging reports with notifications	Choose an item.	Click or tap here to enter text.

2.8 Developer Deposits

The solution should provide the capability to receive, track, and manage developer deposits via integration with the City's Permit system. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.8.1	Provides the ability to establish trust / deposit accounts tied to specific projects, and issue a receipt for the deposit amount	Choose an item.	Click or tap here to enter text.
2.8.2	Provides the ability to charge project expenses against the project (i.e., staff time, public noticing, postage, etc.)	Choose an item.	Click or tap here to enter text.
2.8.3	Provides the ability to track remaining balances in deposit or trust accounts and notify assigned Planner and applicant when the balance approaches and/or falls below minimum balance limits (based on amounts or percentages) - Limits to be determined by City on a project-by-project basis	Choose an item.	Click or tap here to enter text.
2.8.4	Provides the ability to initiate a refund of remaining deposit amounts once a related project has been completed	Choose an item.	Click or tap here to enter text.

2.9 Fixed Asset Management - * optional

The solution should provide asset management functionality fully integrated with the general ledger to create, capture, and maintain information (asset ID, cost, dates, etc.) associated with leased and capitalized assets. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
Asset Acquisition			
2.9.1	Supports workflow options for purchase requisitions that can include an "inform" step, and that can include an asset number field (early notification of a potential asset purchase)	Choose an item.	Click or tap here to enter text.
2.9.2	Manages asset status tracking and asset disposal	Choose an item.	Click or tap here to enter text.
2.9.3	Allows multiple funding sources per asset, including bond, grant funding and other funding sources	Choose an item.	Click or tap here to enter text.
2.9.4	Ability to define/record asset custodians	Choose an item.	Click or tap here to enter text.
2.9.5	Offers attributes/data points to correctly record grant activity	Choose an item.	Click or tap here to enter text.
2.9.6	Supports barcoding/scanning of assets with serial numbers or asset IDs, or tag IDs	Choose an item.	Click or tap here to enter text.
2.9.7	Provides, or interfaces with asset tag solution	Choose an item.	Click or tap here to enter text.
2.9.8	Provides the ability to track and manage non-capitalized assets	Choose an item.	Click or tap here to enter text.
2.9.9	Provides the ability to copy assets to expedite the creation of new asset records	Choose an item.	Click or tap here to enter text.
2.9.10	Provides the ability to capture a group of 'like' assets (e.g., police cars) and create the necessary set of asset records based on the quantity acquired	Choose an item.	Click or tap here to enter text.
2.9.11	Provides the ability to link a new asset to a retired asset, and to add a new asset to a current active asset.	Choose an item.	Click or tap here to enter text.
2.9.12	Provides the ability to split an asset; and to also add an asset with multiple funding sources.	Choose an item.	Click or tap here to enter text.
2.9.13	Allows for creation and/or identification of an asset as part of a PO or Invoice by dollar amount, G/L string, etc.	Choose an item.	Click or tap here to enter text.
2.9.14	Provides the ability to establish many-to-many relationships between assets and POs	Choose an item.	Click or tap here to enter text.
2.9.15	Provides the ability to track capitalized and non-capitalized assets along with new assets	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.9.16	Provides the ability to create asset schedules with asset type detail. Ability to generate asset schedules by fund type to meet ACFR footnote requirements	Choose an item.	Click or tap here to enter text.
Asset Capitalization			
2.9.17	Provides the ability to track improvements on an asset that has been capitalized	Choose an item.	Click or tap here to enter text.
2.9.18	Provides the ability to track and record work in progress (CIP), including the ability to generate CIP Schedules at any given time by asset type (e.g., general fixed assets, infrastructure)	Choose an item.	Click or tap here to enter text.
2.9.19	Provides the ability to add adjustments to prior year balances	Choose an item.	Click or tap here to enter text.
2.9.20	Provides the ability to tie asset(s) to a CIP project and capitalize amounts and capitalize different types of assets within a project	Choose an item.	Click or tap here to enter text.
2.9.21	Provides the ability to identify and record all capitalizable costs associated with construction or purchase of an asset	Choose an item.	Click or tap here to enter text.
2.9.22	Provides the ability to override capitalization thresholds	Choose an item.	Click or tap here to enter text.
2.9.23	Provides the ability to establish and update multiple capitalization thresholds depending on asset type	Choose an item.	Click or tap here to enter text.
2.9.24	Provides the ability to track submission of a Notice of Completion when a CIP project has been finished, to trigger capitalization of the asset	Choose an item.	Click or tap here to enter text.
Asset Management and Maintenance			
2.9.25	Provides the ability to track estimated useful life of an asset	Choose an item.	Click or tap here to enter text.
2.9.26	Provides the ability to forecast replacement values based on values in fixed asset inventory	Choose an item.	Click or tap here to enter text.
2.9.27	Provides the ability to perform an asset inventory	Choose an item.	Click or tap here to enter text.
2.9.28	Provides the ability to define parent/child associations for assets - Including the ability to define different account distributions and asset classes between parent and child assets	Choose an item.	Click or tap here to enter text.
2.9.29	Provides the ability for users to classify costs as capitalized/non-capitalized	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.9.30	Provides the ability to include changes of asset useful life, value basis or salvage value results in auto depreciation recalculation and recording	Choose an item.	Click or tap here to enter text.
Asset Depreciation			
2.9.31	Provides the ability for depreciation to be calculated at various intervals (end of year, prior fiscal year, mid-year, End of -month, etc.) and allows for pro-rated depreciation	Choose an item.	Click or tap here to enter text.
2.9.32	Supports various asset depreciation schedules, the ability to change depreciation methodologies and (from a point in time) recalculates depreciation based on the remaining life	Choose an item.	Click or tap here to enter text.
2.9.33	Provides the ability to support straight line depreciation model as well as alternative depreciation models	Choose an item.	Click or tap here to enter text.
2.9.34	Provides the ability to pause depreciation of a single asset	Choose an item.	Click or tap here to enter text.
2.9.35	Provides the ability to track accumulated depreciation	Choose an item.	Click or tap here to enter text.
2.9.36	Provides the ability to allow assets to be designated as non-depreciable	Choose an item.	Click or tap here to enter text.
Asset Disposition			
2.9.37	Provides the ability to fully/partially retire an asset, including the ability to track approval process flow	Choose an item.	Click or tap here to enter text.
2.9.38	Provides the ability to flag assets with disposal restrictions and display message before retiring an asset	Choose an item.	Click or tap here to enter text.
Miscellaneous			
2.9.39	Provides the ability to track donated assets	Choose an item.	Click or tap here to enter text.
2.9.40	Provides the ability to attach supporting documents to an asset	Choose an item.	Click or tap here to enter text.
2.9.41	Provides the ability to make adjustment to assets easily, such location, division, quantity unit	Choose an item.	Click or tap here to enter text.
2.9.42	Ability to transfer assets between funds and/or divisions as well as make adjusting accounting entries along with maintaining history - Note that adjustments require associated workflow review and approval	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.9.43	Provides the ability for effective dating of an asset	Choose an item.	Click or tap here to enter text.
2.9.44	Supports integration with third party workorder and asset management system	Choose an item.	Click or tap here to enter text.
2.9.45	Allows for an upload/import of multiple assets at one time (new adds, deletes, updates, retirements, and transfers)	Choose an item.	Click or tap here to enter text.
2.9.46	Provides the ability to identify multiple funding sources for any asset acquisition	Choose an item.	Click or tap here to enter text.
2.9.47	Provides the ability to track the physical location and status of any asset (active, disposal dates, etc.)	Choose an item.	Click or tap here to enter text.
Reporting			
2.9.48	Provides the ability to track and report asset corrections	Choose an item.	Click or tap here to enter text.
2.9.49	Tracks assets disposal and salvage value, detailed depreciation reports, asset acquisition reports, CIP reports and asset transfer reports	Choose an item.	Click or tap here to enter text.
2.9.50	Provides the ability to generate asset listing reports by department at a specific point in time. (i.e., month end, Fiscal Year end, etc.)	Choose an item.	Click or tap here to enter text.
2.9.51	Allows options to extract and analyze data (i.e., canned reports, custom reports, Excel exports, etc.)	Choose an item.	Click or tap here to enter text.
2.9.52	Provides the ability to generate a custom report that details the asset basis, depreciation, Life to date, book value, quantity, and attributes such funding sources, whether Grant funded, etc.	Choose an item.	Click or tap here to enter text.

2.10 Cash Receipts (Cashiering)

The solution should support a centralized cashiering module to collect and manage payment transactions (e.g., cash, checks, credit cards, electronic payments) from multiple locations on a daily basis. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
2.10.1	Supports immediate recognition of payments received by credit card, online or at the counter	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.10.2	Provides the ability to automatically calculate the “convenience fee” associated with the use of a credit card for payments	Choose an item.	Click or tap here to enter text.
2.10.3	Supports multiple tender types (cash, check, credit card, etc.) in a single transaction	Choose an item.	Click or tap here to enter text.
2.10.4	Provides the ability to associate a customer with a transaction / payment	Choose an item.	Click or tap here to enter text.
2.10.5	Provides the ability to associate payments with different collection points / locations (i.e., over the counter, via the internet, etc.)	Choose an item.	Click or tap here to enter text.
2.10.6	Provides for credit card chip reader, check endorser, document scanner, receipt printer, cash drawer and Pi/PCI compliance capabilities	Choose an item.	Click or tap here to enter text.
2.10.7	Provides the ability to interface with third party systems via a flat file or API	Choose an item.	Click or tap here to enter text.
2.10.8	Audit tracking for users/groups/transactions	Choose an item.	Click or tap here to enter text.
Payments			
2.10.9	Provides the ability to integrate with signature capture devices	Choose an item.	Click or tap here to enter text.
2.10.10	Provides the ability to display default values for certain payments (i.e., amount, quantity, etc.), including ability for cashier to override	Choose an item.	Click or tap here to enter text.
2.10.11	Provides the ability to print receipts and forms for customer payments/transactions	Choose an item.	Click or tap here to enter text.
2.10.12	Provides the ability for customization of receipt forms, including the use of custom fields	Choose an item.	Click or tap here to enter text.
2.10.13	Provides the ability to void payments, including an appropriate workflow process for review	Choose an item.	Click or tap here to enter text.
2.10.14	Provides bar code functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information	Choose an item.	Click or tap here to enter text.
End of Day			

#	Requirement	Response Code	Response/Comments
2.10.15	Supports the daily tracking and posting of transactions and deposit amounts by user, including payment type (i.e., cash, credit cards, checks, etc.) for end of day balancing and reconciliation	Choose an item.	Click or tap here to enter text.
2.10.16	Provides the ability to track deposits in transit/cash in vault	Choose an item.	Click or tap here to enter text.
2.10.17	Provides the ability to have multiple batches, but only one (1) cash drawer per workstation	Choose an item.	Click or tap here to enter text.
Inquiries and Reports			
2.10.18	Provides daily reports to prepare deposit slips, track daily receipts (i.e. cash denominations, check totals, etc.)	Choose an item.	Click or tap here to enter text.
2.10.19	Provides the ability to track and report all monthly cash (and cash equivalents) receipted in and disbursed out	Choose an item.	Click or tap here to enter text.
2.10.20	Provides the ability to track and report the number of specific types of transactions by certain time frame (i.e., the number of EFTs in a specific month or number of ACHs executed during year, the number of deposits on a specific date, etc.)	Choose an item.	Click or tap here to enter text.
2.10.21	Provide the ability to create custom reports using data fields within the module	Choose an item.	Click or tap here to enter text.
2.10.22	Provides the ability to access underlying data for reporting/analysis	Choose an item.	Click or tap here to enter text.
2.10.23	System provides a reporting dashboard for collection activity	Choose an item.	Click or tap here to enter text.

2.11 Project and Grant Accounting - * Optional

The solution should provide functionality to manage projects, including Capital Improvement Program projects (CIPs) and non-CIP projects (i.e., Special Events). Functionality should include tracking funding sources and budget to actual expenditures, and the ability to associate projects into multiple categories and subcategories. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			

#	Requirement	Response Code	Response/Comments
2.11.1	Provides automated workflows for project activity setup and budget change orders - Including notifications, task assignment to authorized project managers and accountants, documentation of approver name and date/time approved	Choose an item.	Click or tap here to enter text.
2.11.2	Supports integration with the proposed solution's billing functionality for reimbursements at a project or grant level - Billing will be based on actual expenses	Choose an item.	Click or tap here to enter text.
2.11.3	Provides the ability to integrate with the proposed solution's budget functionality in support of budget transfers	Choose an item.	Click or tap here to enter text.
2.11.4	Provides the ability to establish multiple funding sources for a single project or grant	Choose an item.	Click or tap here to enter text.
2.11.5	Provides the ability to manage grant funded projects with matching funds	Choose an item.	Click or tap here to enter text.
2.11.6	Provides the ability to attach a project activity to an expense account, a revenue account, and a liability account (such as retention payable and grant advance	Choose an item.	Click or tap here to enter text.
2.11.7	Provides the ability to automatically apply reimbursement revenues to the billed project activities	Choose an item.	Click or tap here to enter text.
2.11.8	Provides the ability for projects and grants to have alpha-numeric naming conventions	Choose an item.	Click or tap here to enter text.
2.11.9	Provides the ability to assign a range of accounting units and accounts to a project activity	Choose an item.	Click or tap here to enter text.
2.11.10	Provides the ability to link grant and project tracking for ease of tracking costs (tracking expenses for grants from project costs)	Choose an item.	Click or tap here to enter text.
2.11.11	Provides the ability for system to have multiple grants support a project or vice versa	Choose an item.	Click or tap here to enter text.
2.11.12	Provides the ability to enter and track time against specific grants and projects	Choose an item.	Click or tap here to enter text.
2.11.13	Provides the ability to generate journals to track matching funds via amount or percent	Choose an item.	Click or tap here to enter text.
2.11.14	Provides the ability to post journal entries to project activities only (not to G/L), including detailed audit trail	Choose an item.	Click or tap here to enter text.
2.11.15	Provides the ability to split costs across funding sources by percentage or dollar amount	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.11.16	Provides the ability to add, update and / or remove funding sources	Choose an item.	Click or tap here to enter text.
2.11.17	Provides the ability to create and track user defined attributes for grants and projects (e.g., project status, capitalization, accountant)	Choose an item.	Click or tap here to enter text.
2.11.18	Provides the ability to attach documentation to projects and grants (e.g., grant awards, staff report, grant summary form)	Choose an item.	Click or tap here to enter text.
2.11.19	Provides the ability to track developer deposits (pre-payments), apply to open invoices, transfer credits from one account to another, and process refunds. Ability to view supporting documents for deposits collected.	Choose an item.	Click or tap here to enter text.
2.11.20	Provides the ability to set alerts that notify of overrun by period, year to date, total budget, or to generate warnings about open POs, encumbered but unreceived invoices, etc.	Choose an item.	Click or tap here to enter text.
2.11.21	Provides the ability to set project budget edits for payments and journal entries	Choose an item.	Click or tap here to enter text.
2.11.22	Provides the ability to generate automated reminders for invoice generation	Choose an item.	Click or tap here to enter text.
Grants			
2.11.23	Provides the ability to track and apply workflow to grants from application, to award, to closure - Including ability to identify a grant source as federally based, state-based, or other	Choose an item.	Click or tap here to enter text.
2.11.24	Provides the ability to track requirements for a grant	Choose an item.	Click or tap here to enter text.
2.11.25	Availability of user-defined fields to track council actions and grant agreements	Choose an item.	Click or tap here to enter text.
2.11.26	Provides the ability to capture the name of the authorized signatory for a grant on the grant record	Choose an item.	Click or tap here to enter text.
2.11.27	Provides the ability for department-level access to manage grant-related agreements, contracts, data and transactions, with concurrent, centralized oversight by the City's Finance Department	Choose an item.	Click or tap here to enter text.
2.11.28	Provides the ability to send reminders to fulfill requirements	Choose an item.	Click or tap here to enter text.
2.11.29	Provides the ability to charge overhead on subcontracted portion of grant	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.11.30	Provides the ability to track grant reimbursement requests	Choose an item.	Click or tap here to enter text.
2.11.31	Provides the ability to set reminders, by date or threshold, to submit for grant reimbursement	Choose an item.	Click or tap here to enter text.
2.11.32	Provides the ability to allocate grant amounts and invoices utilizing a cost pool (multiple funding sources)	Choose an item.	Click or tap here to enter text.
2.11.33	Provides the ability to specify whether a grant invoice will be generated using direct, billable (user defined) or actual, incurred costs for reimbursements	Choose an item.	Click or tap here to enter text.
2.11.34	Supports complex grant management where some grants incorporate outside agencies who are subrecipients within the grant	Choose an item.	Click or tap here to enter text.
2.11.35	Provides the ability for comprehensive grant reporting with the ability to track funding, expenses, and revenue allocation	Choose an item.	Click or tap here to enter text.
2.11.36	Supports distinct tracking of Capital and Non-Capital grants	Choose an item.	Click or tap here to enter text.
2.11.37	Provides the ability to ensure that grant service dates enforced to not allow expenditure or revenue transactions outside of date range	Choose an item.	Click or tap here to enter text.
2.11.38	Provides the ability to generate notifications when actual revenues exceed grant terms	Choose an item.	Click or tap here to enter text.
2.11.39	Provides the ability to tie into G/L, customize grant reporting for compliance with grant submission requirements, link to related Purchase Orders, Contract, Invoice, Fixed Assets, etc.	Choose an item.	Click or tap here to enter text.
Projects			
2.11.40	Provides the ability to establish projects with flexible start dates (e.g., not fiscal-year start), and which cross multiple fiscal years - Including the ability to establish one or more sub-projects	Choose an item.	Click or tap here to enter text.
2.11.41	Provides the ability to track project details based on project activity by period and over the life of the project - Including real-time status	Choose an item.	Click or tap here to enter text.
2.11.42	Provides support for project accounting that crosses multiple fiscal years	Choose an item.	Click or tap here to enter text.
2.11.43	Provides the ability to capture in-house labor costs for CIP projects	Choose an item.	Click or tap here to enter text.
2.11.44	Provides the ability to utilize budget edit control at posting level	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.11.45	Provides the ability to perform a "soft close" for final cost adjustments	Choose an item.	Click or tap here to enter text.
2.11.46	Provides the ability to capture effective dates for project closures	Choose an item.	Click or tap here to enter text.
2.11.47	Supports multi-year project budgets and expenditures (at the object level) - Including the ability to monitor budgets and progress for ongoing projects	Choose an item.	Click or tap here to enter text.
2.11.48	Provides the ability to convert one project into multiple assets	Choose an item.	Click or tap here to enter text.
2.11.49	Provides real-time project budget balances with the option to include pending staff time or pending invoices in process	Choose an item.	Click or tap here to enter text.
2.11.50	Provides the ability to project-related PO balances	Choose an item.	Click or tap here to enter text.
2.11.51	Distributes costs and units (including labor hours/costs and related benefits/burden expenses) to as many projects (job phases) and sub-divisions (job-sub-phases) as the user wishes to establish including funding splits/use of allocation codes	Choose an item.	Click or tap here to enter text.
2.11.52	Provides the ability to supports project validation of reimbursable budget	Choose an item.	Click or tap here to enter text.
2.11.53	Provides flexibility to determine whether project costs should be capitalized	Choose an item.	Click or tap here to enter text.
2.11.54	Provides the ability to track asset maintenance projects (including enhancement and transfers) and projected associated costs	Choose an item.	Click or tap here to enter text.
2.11.55	Provides the ability to capture an audit trail of changed records and fields	Choose an item.	Click or tap here to enter text.
Inquiries and Reporting			
2.11.56	Provides the ability to filter grant and project detail inquiries and reports by multiple selections, including department/division	Choose an item.	Click or tap here to enter text.
2.11.57	Provides ability to capture, manage and report budget, encumbrances, expenses, and retention amounts for each project including the ability to establish project parent-child relationships	Choose an item.	Click or tap here to enter text.
2.11.58	Provides the ability to create reports of projects at 90% utilization	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.11.59	Provides ability to track actual, committed, and estimated (or budgeted) costs including fund releases, and supports intermittent and documented project reviews	Choose an item.	Click or tap here to enter text.
2.11.60	Provides the ability to generate a Grants Master report by department and grant, including details to be specified by the City	Choose an item.	Click or tap here to enter text.
2.11.61	Required reporting includes but is not limited to the following: - CIP/Capital Projects Budget/Actuals - Comprehensive Grant Reporting - SEFA (Schedule of Expenditures of Federal Awards) for Single Audit Report - State Capital Improvement Annual Budget Book and seven-year plan - Ability to query data/flexible reporting options	Choose an item.	Click or tap here to enter text.
2.11.62	Provides the ability to run a customized project and activity analysis report as of a specified date, with user defined filters - including (but not limited to) budget, prior year expenses, current year expenses, encumbrances, balance available, billed, revenues, unbilled, billed not received, and selected attributes	Choose an item.	Click or tap here to enter text.
2.11.63	Provides ability to inquire and run report of transaction details for specified project activities and date range, with user-defined filters – including G/L and A/P information (such as check #, check date, invoice #, invoice date)	Choose an item.	Click or tap here to enter text.
2.11.64	Ability to run an Encumbrance Report as of a specific date	Choose an item.	Click or tap here to enter text.

2.12 Bank Management and Reconciliation - * optional

The solution should provide the ability to manage and reconcile bank accounts and transfer funds between the accounts. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
2.12.1	Tracks cash balances on all funds by sub-fund and project (Pooled equity)	Choose an item.	Click or tap here to enter text.
2.12.2	Provides bank interfacing, using transaction codes defined by the Bank and the City	Choose an item.	Click or tap here to enter text.
2.12.3	Provides automated daily check clearing process with bank	Choose an item.	Click or tap here to enter text.
2.12.4	Supports check reconciliation based on non-standard bank files	Choose an item.	Click or tap here to enter text.
2.12.5	Supports bank reconciliation via BAI/BAI2 file structures (please specify which)	Choose an item.	Click or tap here to enter text.
2.12.6	Provides various status levels for all transaction types (checks, payments, eft, wires, etc.)	Choose an item.	Click or tap here to enter text.
2.12.7	Integrates and codes (reference IDs) third-party receipts (cash, checks, credit/virtual cards, lockbox files), NSFs, refunds, etc. data with bank reconciliation management functions in support of auto-clearing/matching transactions	Choose an item.	Click or tap here to enter text.
2.12.8	Accomplishes bank reconciliation through an integrated feature rich tool that provides related reporting and supports creation of correcting journals based on reconciling items while accounting for items in transit - Data <u>must</u> be automatically drawn from AP, AR, GL, and Cash Receipts modules to facilitate transactions matching and reconciliation	Choose an item.	Click or tap here to enter text.
2.12.9	Provides the ability to manage and reconcile multiple bank accounts and to transfer funds between the accounts	Choose an item.	Click or tap here to enter text.
2.12.10	Allows user-defined interest allocation methodology based on nature of investments generating income	Choose an item.	Click or tap here to enter text.
Debt Management – not needed; remove			

#	Requirement	Response Code	Response/Comments
2.12.11	Allows for tracking and management of diverse debt issuances and lease agreements covering such things as vehicles, real property, general obligation bonds, multi-function office machines, etc.	Choose an item.	Click or tap here to enter text.
2.12.12	Manages amortization schedules (including the ability to amortize gains and losses) and related payment processes	Choose an item.	Click or tap here to enter text.
2.12.13	Includes sub-ledger functionality, including the ability to: - Track pledged revenue - Track principal and interest - Track debt margins - Link to assets and map via link to GIS data - Link to invoices - Track payments - Integrate journals with the general ledger	Choose an item.	Click or tap here to enter text.
2.12.14	Separates debt by type/fund/purpose supporting scenarios where a single facility has many debt vehicles issued for its benefit	Choose an item.	Click or tap here to enter text.
2.12.15	Provides the ability to set user defined fields related to debt instruments	Choose an item.	Click or tap here to enter text.
2.12.16	Provides the ability to track and report on: - Average age of debt - Unamortized premiums and discounts - Unamortized deferred amounts on refunding - Debt services by funding source - Custom categories - Schedules to be used in the ACFR	Choose an item.	Click or tap here to enter text.
2.12.17	Provides debt service forecasting capabilities and scenario building	Choose an item.	Click or tap here to enter text.
2.12.18	Maintains extensive transactional history in support of City's retention requirements and to associate refinanced bonds with original issuance data	Choose an item.	Click or tap here to enter text.
2.12.19	System should support interfacing with third-party debt management tools	Choose an item.	Click or tap here to enter text.
2.12.20	Provides the ability to track outstanding debt and set reminders for upcoming payments and to support financial reporting	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
2.12.21	Provides the ability to generate related journal entries for payment transactions	Choose an item.	Click or tap here to enter text.
2.12.22	Provides the ability to link the payment to the debt payment voucher (DPV)	Choose an item.	Click or tap here to enter text.
2.12.23	Provides the ability to manage debt payments through workflow	Choose an item.	Click or tap here to enter text.

3 HUMAN RESOURCES (HR) AND PAYROLL REQUIREMENTS

3.1 Core HR

The solution should provide the functionality for Core Human Resources (HR). Specific requirements are listed below.

#	Requirement	Response Code	Vendor Response/Comments
3.1.1	Provides for integration across all HR functions, and interfaces with any external HR solutions that are required because of specific functionality that may not be available in the proposed solution	Choose an item.	Click or tap here to enter text.
3.1.2	Provides the ability to manage multiple bargaining units with differing configuration requirements for each	Choose an item.	Click or tap here to enter text.
3.1.3	Provides the ability to track non-employee personnel (i.e., retirees, volunteers, temporary workers, etc.)	Choose an item.	Click or tap here to enter text.
3.1.4	Supports processes related to reasonable accommodation including notifications to medical professionals, interactive interviews, notifications to unions, tracking accommodation expirations and renewal notifications	Choose an item.	Click or tap here to enter text.
3.1.5	Provides the ability to administer disability management and return to work programs, including tracking and monitoring of medical limitations and modified duty, fitness for duty evaluations, communication, notifications, verification, etc.	Choose an item.	Click or tap here to enter text.
3.1.6	Provides the ability to work under multiple jobs with different rates and funding strings	Choose an item.	Click or tap here to enter text.
3.1.7	Provides the ability to support employee transfers between departments/jobs/positions	Choose an item.	Click or tap here to enter text.
3.1.8	Provides the ability to future date HR-related activities, including for new hires	Choose an item.	Click or tap here to enter text.

3.2 Position Control

The solution should provide the functionality to manage position control records. Specific requirements are listed below.

#	Requirement	Response Code	Vendor Response/Comments
3.2.1	Links HR, Payroll and Budget data to facilitate managing the City's structure, positions, and financial budget for positions	Choose an item.	Click or tap here to enter text.
3.2.2	Provides the ability to associate positions with funding sources including the ability to split funding source across multiple funds, departments, divisions, etc.	Choose an item.	Click or tap here to enter text.
3.2.3	Provides the ability to reserve a position upon request to fill a vacancy	Choose an item.	Click or tap here to enter text.
3.2.4	Provides the ability to identify positions that are overfilled, under-filled, and/or double-filled with approval from the related Department Director and Budget	Choose an item.	Click or tap here to enter text.
3.2.5	Provides the ability for overfilled, under-filled and/or double-filled positions to have length of time limits	Choose an item.	Click or tap here to enter text.
3.2.6	Provides the ability to manage position budget allocations	Choose an item.	Click or tap here to enter text.
3.2.7	Provides the ability to default an employee self-service access based on the assigned position	Choose an item.	Click or tap here to enter text.
3.2.8	Identifies positions that are temporarily funded and have a position end date	Choose an item.	Click or tap here to enter text.
3.2.9	Provides the ability to associate multiple accounts to a position	Choose an item.	Click or tap here to enter text.
3.2.10	Provides an ability to track part-time/temporary positions individually or as a group (e.g., temporary position can be listed as individual FTEs, or as a group of 15 FTEs)	Choose an item.	Click or tap here to enter text.
3.2.11	Provide the ability to track and view the prior position and employee history, including the amount of time a position has been vacant	Choose an item.	Click or tap here to enter text.
3.2.12	Provides the ability to define workflow for position control changes and connection to job classification requirements to ensure consistency across positions	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Vendor Response/Comments
3.2.13	Provides the ability to update the bargaining unit associated with job class	Choose an item.	Click or tap here to enter text.
3.2.14	Provides the ability to assign a single employee to one or more job classes	Choose an item.	Click or tap here to enter text.
3.2.15	Provides the ability to assign more than one employee to a position	Choose an item.	Click or tap here to enter text.
3.2.16	Provides the ability to define a generic wage scale that may be shared by multiple bargaining units	Choose an item.	Click or tap here to enter text.
3.2.17	Provides the ability to add steps to wage scale without involving the vendor --- or at least, more easily (such as via an Excel upload/import)	Choose an item.	Click or tap here to enter text.
3.2.18	Provides the ability to ensure Position control integrates with pay tables to assist with providing a complete position profile	Choose an item.	Click or tap here to enter text.
3.2.19	Provides the ability to maintains complete history of positions held and salary changes	Choose an item.	Click or tap here to enter text.

3.3 Recruitment - * optional

The proposed system(s) should fully integrate with NeoGov which the City currently uses for its recruitment and talent management processes. Also, the solution should provide functionality to manage the entire recruitment process (from position request through to hiring) should the City choose to manage recruitments internally. The solution should track the history of candidate submissions and vetting results (interview, testing, reference checks, drug testing, background checks, etc.). Specific requirements for both the integrated and internally managed options are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.3.1	Provides a web portal for recruitment information to be posted and allow applicants to submit application and documents	Choose an item.	Click or tap here to enter text.
3.3.2	Provides the ability to track multiple position opportunities for a single applicant and flag the applicant and/or notify a user if an application from a particular applicant already exists in the system	Choose an item.	Click or tap here to enter text.
3.3.3	Provides the ability to change a selected position on a recruitment if the recruitment changes (including all related communication and document distributions)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.3.4	Provides recruitment functionality that integrates with other HR applications to reduce dual entry	Choose an item.	Click or tap here to enter text.
3.3.5	Supports sharing and display of lead/candidate resumes among interview panelists	Choose an item.	Click or tap here to enter text.
3.3.6	Supports the maintenance of all budgeted and authorized positions	Choose an item.	Click or tap here to enter text.
3.3.7	Provides the ability to track and report budgeted, filled, frozen and vacant positions	Choose an item.	Click or tap here to enter text.
3.3.8	Provides the ability to associate positions with funding source	Choose an item.	Click or tap here to enter text.
3.3.9	Provides the ability to assign more than one FTE to a position	Choose an item.	Click or tap here to enter text.
3.3.10	Provides the ability to links positions to required skills, certifications, required training, etc., including the ability to query applicant pool for specific skills and / or qualifications.	Choose an item.	Click or tap here to enter text.
Integration			
3.3.11	Eliminates redundant entry where possible with data sharing abilities with NeoGov	Choose an item.	Click or tap here to enter text.
3.3.12	Provides electronic data share of approved positions from ERP system to NeoGov	Choose an item.	Click or tap here to enter text.
3.3.13	Provides electronic data share of applicant to hire from NeoGov to ERP system	Choose an item.	Click or tap here to enter text.
3.3.14	Provides option for information within the application to be available for statistical analysis and dashboards	Choose an item.	Click or tap here to enter text.
Miscellaneous			
3.3.14	Where applicable, provide electronic form and workflow for routing review and approvals, including new position requests	Choose an item.	Click or tap here to enter text.
3.3.15	Provides automated workflow for new position request/approval process and recruitment process	Choose an item.	Click or tap here to enter text.
3.3.16	Provides the ability to display status of recruitment tasks	Choose an item.	Click or tap here to enter text.
3.3.17	Provides the ability to track metrics related to posting and hires (number of recruitments as well as the number or related hires)	Choose an item.	Click or tap here to enter text.

3.4 Onboarding - *optional

The system should provide functionality to manage processes and procedures for employee onboarding. This includes the initiation of the process and a checklist of tasks that need to be performed to successfully educate an employee on the organization and its culture and prepare them with the necessary knowledge, skills, access, equipment, etc. to become effective and contributing members of the organization as quickly as possible. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.4.1	Integrates with NeoGov application to reduce dual entry	Choose an item.	Click or tap here to enter text.
3.4.2	Provides ability to establish an onboarding workflow designed to alert designated staff required to act for a new hire	Choose an item.	Click or tap here to enter text.
3.4.3	Provides the ability to onboard new employees at any point in a pay period	Choose an item.	Click or tap here to enter text.
3.4.4	Provides the ability to accept electronic signatures by new hires to sign enrollment forms, acknowledge receiving the city's equipment, safety training, etc.	Choose an item.	Click or tap here to enter text.
3.4.5	Provides the ability to support the newly hired employee's benefits enrollment and annual open enrollment. Ability for employees to make changes or confirm benefits and submit for approval. Payroll team supported +	Choose an item.	Click or tap here to enter text.
3.4.6	Provides the ability to monitor the status of completion of specific onboarding tasks, including forms completion / upload, employee orientation, etc.	Choose an item.	Click or tap here to enter text.
Communication			
3.4.7	Provides the ability to distribute forms and other documents (i.e., Federal I-9, W-4, direct deposit, etc.) to candidates and for the candidate to upload/attach completed documents via a Portal (including the ability to capture DocuSign signatures)	Choose an item.	Click or tap here to enter text.
3.4.8	Ensures Employee Self Service provides a communication portal to facilitate on-boarding process, including completion and submission of documents, benefit enrollment forms, and pre-requisite training	Choose an item.	Click or tap here to enter text.

3.5 Employee Master File

The solution should maintain an employee master file that includes data elements such as employee ID, basic demographics, address information, emergency contacts, survivor/beneficiary information, dependent information, history of salary changes (effective start and end dates), training and certification requirements, and history of personnel actions. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.5.1	Provides employee directory functionality	Choose an item.	Click or tap here to enter text.
3.5.2	Provides the ability to manage multiple phone numbers and email accounts for both employees and emergency contacts	Choose an item.	Click or tap here to enter text.
3.5.3	Provides the ability to attach employee photo	Choose an item.	Click or tap here to enter text.
3.5.4	Provides the ability to track the city's property (badge, PC, phone, vehicle, uniforms, etc.) provided to employee throughout employee's tenure with the city	Choose an item.	Click or tap here to enter text.
3.5.5	Provides the ability to attach documents (i.e., email messages) to an employee file	Choose an item.	Click or tap here to enter text.
3.5.6	Provides the ability to track license and certification information	Choose an item.	Click or tap here to enter text.
3.5.7	Provides the ability to manage separated employee and retiree demographic information - Note that separated employees / retirees should not automatically be purged from the system	Choose an item.	Click or tap here to enter text.
Reporting			
3.5.8	Provides the ability to generate Seniority Listing	Choose an item.	Click or tap here to enter text.
3.5.9	Provide the ability to generate organizational charts	Choose an item.	Click or tap here to enter text.
3.5.10	Provides ability to select data required for labor costing/negotiations (e.g., ASRS, health, pay, employment dates, position title, etc.)	Choose an item.	Click or tap here to enter text.
3.5.11	Provides Federal and State government mandated HR reporting: - Federal HR Reports	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments

	- IRS Report/Extract (Quarterly)
	    o SSA W-2 Report/Extract (Annual)
	    o Support EDD Form DE-9 and IRS Form 941 Reporting
	    o EEOC EEO-4 Report/Extract (Odd Years)
	    o DOL VETS 100 Report/Extract (Annual)
	- State HR Reports
	    o EDD New Hire Report/Extract (Every Pay Period)
	    o EDD PIT, SDI, UI Report/Extract (Quarterly)		

3.6 Benefits Administration - * optional

The solution should provide flexible rules and eligibility-based benefits management functionality to manage public employee and retiree benefits such as medical, dental, disability, and life insurance. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.6.1	Provides the ability to comply with current Affordable Care Act (ACA) requirements (e.g., automatic notification to employee when a dependent is approaching coverage discontinuance at age 26) - Including a commitment to comply with any and all future related ACA requirements	Choose an item.	Click or tap here to enter text.
3.6.2	Provides the ability to support multiple benefit packages/coverage options based on bargaining unit	Choose an item.	Click or tap here to enter text.
3.6.3	Complies with Health Insurance Portability and Accountability Act (HIPAA) requirements	Choose an item.	Click or tap here to enter text.
3.6.4	Complies with Consolidated Omnibus Budget Reconciliation Act (COBRA) requirements	Choose an item.	Click or tap here to enter text.
3.6.5	Maintains eligibility dates for different plans based on different rules (which may differ from hire dates)	Choose an item.	Click or tap here to enter text.
3.6.6	Provides the ability to update employee benefit records and reflects changes in pay in HR and payroll systems/modules	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	and applicable 3rd party benefit providers whenever there are changes due to a life event, changes in eligibility rules, or requests for benefits		
3.6.7	Provides the ability to establish benefit tiers according to employee type (i.e., full-time employees, part-time employees, retirees, etc.)	Choose an item.	Click or tap here to enter text.
3.6.8	Provides the ability to generate annual sick time payouts distribution reports	Choose an item.	Click or tap here to enter text.
3.6.9	Provides the ability to complete employee benefits audit to ensure that the employee is correctly enrolled and that accurate deductions are taken	Choose an item.	Click or tap here to enter text.
3.6.10	Provides the ability to efficiently reconcile vendor invoices for benefits against employee benefits enrollments tracked in the proposed solution	Choose an item.	Click or tap here to enter text.
3.6.11	Provides the ability to manage tuition reimbursement program based on bargaining unit, including eligibility, costs and payment status	Choose an item.	Click or tap here to enter text.
Reporting			
3.6.12	Provides the ability to generate a Total Compensation Report for employees, including training benefits	Choose an item.	Click or tap here to enter text.
3.6.13	Provides the ability to generate reports to a 3rd party benefit provider on an as needed basis (e.g., open enrollment data)	Choose an item.	Click or tap here to enter text.
3.6.14	Provides the ability to generate reports detailing amounts paid by the city for specific benefits versus amounts paid by employees	Choose an item.	Click or tap here to enter text.
3.6.15	Provides the ability to report on all employees enrolled in a specific benefit (i.e., insurance, FSA, etc.)	Choose an item.	Click or tap here to enter text.
3.6.16	Provides the ability to generate all required ACA reporting (e.g., Form 1095C) and all required IRS submissions	Choose an item.	Click or tap here to enter text.

3.7 Leave Administration

The solution should manage available leave balances, leave taken, payments, and balances for various types of leaves (e.g., paid time off (PTO), vacation, sick, Family Medical Leave Act (FMLA), disability, worker's compensation, light duty, donated and leave for recipients and donors). For all types of leave, this includes the ability to calculate, track, and monitor look back and look forward periods for eligibility. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.7.1	Provides the ability to configure multiple accruals (comp time, leave, workers compensation, vacation, etc.)	Choose an item.	Click or tap here to enter text.
3.7.2	Provides the ability to capture, track and manage leave balances, including leave earned and taken, for all types of leave (i.e., PTO, vacation, sick, FMLA, disability, worker's compensation, light duty, donated, military leave and leave for recipients and donors)	Choose an item.	Click or tap here to enter text.
3.7.3	Provides and the ability for online requests and approvals for leave requests - Including ability to cancel a requested leave	Choose an item.	Click or tap here to enter text.
3.7.4	Provides the ability to notify employees of leave that will be lost, cease to accrue, or automatically paid	Choose an item.	Click or tap here to enter text.
3.7.5	Provides the ability to define leave codes to track medical related leave with notifications to employees and appropriate staff when balances are low	Choose an item.	Click or tap here to enter text.
3.7.6	Provides the ability to approve employee time-off requests when employee does not have the requested code (for authorized users, on a case-by-case basis)	Choose an item.	Click or tap here to enter text.
3.7.7	Provides the ability to manage leave balance and annual rollover limits based on bargaining units	Choose an item.	Click or tap here to enter text.
3.7.8	Provides the ability to automate leave accruals on a recurring schedule and based on in-service/hire dates, seniority dates, hours worked, etc.	Choose an item.	Click or tap here to enter text.
3.7.9	Supports creating an accrual for FMLA and/or CFRA so that the leave can be recorded as part of employee time entry	Choose an item.	Click or tap here to enter text.
3.7.10	Provides notification to HR and the employee when the accrual balance is nearing a City defined threshold	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.7.11	Provides the ability, for employees on leave, to track the need for continued benefits coverage and to determine whether the employee is responsible for the related payment, including the ability to bill the employee, if necessary) - Including the ability to charge the employee the employer-costs (e.g., when no longer on FMLA and employee has exhausted their leave balances)	Choose an item.	Click or tap here to enter text.
3.7.12	Provides the ability for efficient leave tracking, including the ability to track whether any active employee has been omitted from CalPERS reporting	Choose an item.	Click or tap here to enter text.
Reporting			
3.7.13	Provides the ability to generate ad hoc leave balance report by employee	Choose an item.	Click or tap here to enter text.

3.8 Learning Management and Certification - * optional

The solution should provide the functionality to manage training and certification records. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
3.8.1	Provides a comprehensive learning management system that can provide course creation, sign up, testing, and tracking of course completions	Choose an item.	Click or tap here to enter text.
3.8.2	Supports tracking required position-specific job certifications, licenses, mandatory training, expirations, etc.	Choose an item.	Click or tap here to enter text.
3.8.3	Provides automated notification of expiring certifications / licenses to supervisors and employees based on user-defined rules	Choose an item.	Click or tap here to enter text.
3.8.4	Associate certifications with applicable pay codes such that employees are paid or not paid based on the status of their certification	Choose an item.	Click or tap here to enter text.
3.8.5	Updates employee records in HR and payroll systems/modules such that changes in pay can occur based on completion of training/certification events	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.8.6	Provides prior notification of certification and license expiration/renewal dates (e.g., 90, 60, 30 days prior)	Choose an item.	Click or tap here to enter text.
3.8.7	Ability to consume/use external content from SCORM compliant courses and course vendors (i.e., Open Sesame, etc.)	Choose an item.	Click or tap here to enter text.
3.8.8	Ability to support and tabulate evaluations for courses and instructors	Choose an item.	Click or tap here to enter text.

3.9 Performance Reviews - * optional

The solution should provide the functionality to manage performance reviews/evaluations, including the tracking of notification, initiation, review results, and approvals. Performance reviews and evaluations may vary based on position, job class, term (interim, probationary). Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
3.9.1	Provides performance evaluation functionality including form creation, notification, workflow, and integration with the proposed solution’s overall human resources functionality as well as with Employee Self Service	Choose an item.	Click or tap here to enter text.
3.9.2	Provides workflow to manage electronic employee performance review/evaluation, including performance improvement plans and career/professional development plans	Choose an item.	Click or tap here to enter text.
3.9.3	Updates employee records in HR and payroll system / modules to reflect changes in pay if needed, including one-time bonus pays	Choose an item.	Click or tap here to enter text.
3.9.4	Provides automated notification of performance reviews to supervisors and managers based on user-defined rules	Choose an item.	Click or tap here to enter text.
3.9.5	Provides the ability to auto-assign training based on performance review results, including providing notices of assignment and completion to interested parties if training is managed in the proposed solution	Choose an item.	Click or tap here to enter text.
3.9.6	Provides the ability to define and manage electronic forms within the workflow	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.9.7	Provides the ability to attach external forms and documents throughout the workflow	Choose an item.	Click or tap here to enter text.
3.9.8	Provides alerts on past due evaluations and escalation notification	Choose an item.	Click or tap here to enter text.
3.9.9	Provides workflow to process the appropriate personnel action as needed	Choose an item.	Click or tap here to enter text.
3.9.10	Provides the ability to manage performance reviews for all City staff, including full-time and part-time employees	Choose an item.	Click or tap here to enter text.

3.10 Personnel Actions - * optional

The solution should provide the functionality to manage personnel actions from initiation, review, authorization, and approval for actions such as promotions, demotions, salary increases, multi-step grievance processes, disciplinary events, as well as suspensions, separations, and leave. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
3.10.1	Provides automated online forms for completion and electronic workflow to reviewers and approvers with redaction of certain sensitive information and support for digital signatures	Choose an item.	Click or tap here to enter text.
3.10.2	Provides the ability to attach forms to a personnel action record	Choose an item.	Click or tap here to enter text.
3.10.3	Provides functionality to manage personnel actions from initiation, review, authorization, and approval for actions such as recruitment, position control changes, promotions, demotions, salary increase, discipline, separations, leave, etc.	Choose an item.	Click or tap here to enter text.
3.10.4	Provides notification to employee upon approval of personnel action	Choose an item.	Click or tap here to enter text.
3.10.5	Provides the ability to generate updates for employee records in HR, budget, and payroll systems/modules to reflect changes in pay, if needed - Note that updates would require workflow review and approval	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.10.6	Uses end dates to automatically stop the action at a specified time (i.e., discontinue administrative leave without pay, leave of absence, etc.)	Choose an item.	Click or tap here to enter text.

3.11 Employee Self-Service

The solution should provide employee self-service functions that allow access and update to designated employee information. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
3.11.1	Provides an online Employee Self-Service portal which provides access from within and, with employee access verification, outside of the City	Choose an item.	Click or tap here to enter text.
3.11.2	Provides the ability for employees to attach documentation, update/change W-4, benefits during open enrollment or life event changes, direct deposit information, and profile data (i.e., name, address, phone number, emergency contact beneficiaries, etc.) and allow HR staff to review and approve the requested changes. Including open enrollment	Choose an item.	Click or tap here to enter text.
3.11.3	Provides the ability for employees to view and print paycheck history, total compensation report, personnel actions, leave balances, W-2s, ACA, etc. - Includes ability to include the date and time that the report was generated	Choose an item.	Click or tap here to enter text.
3.11.4	Provides the ability for employees to create "what-if" scenarios (e.g., Paycheck "What-if" Calculator)	Choose an item.	Click or tap here to enter text.
3.11.5	Provides the ability for employees to reset access password	Choose an item.	Click or tap here to enter text.
3.11.6	Provides workflow to track progress of employee onboarding, off-boarding, separation checklist, and benefits enrollment	Choose an item.	Click or tap here to enter text.
3.11.7	Allows employees to view leave balances, request time off and have this electronically approved by manager. Leave balance to take future scheduled time off into account to avoid over requesting.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.11.8	Supports workflow integration with employee elections (COBRA/457)	Choose an item.	Click or tap here to enter text.
3.11.9	Provides the ability to upload required documentation	Choose an item.	Click or tap here to enter text.
3.11.10	Provides the ability to view and link to learning management content and assigned courses	Choose an item.	Click or tap here to enter text.
3.11.11	Provides the ability to view and complete performance evaluations	Choose an item.	Click or tap here to enter text.

3.12 Pay Administration (Salary Management)

The solution should provide functionality to manage employee pay including wages, special pay, State, Federal and local taxes, accruals and Federal and State legislation including Fair Labor Standards Act and Family Medical Leave Act. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.12.1	Provides an efficient method for the input / import of salary schedules by union and fiscal year/calendar changes	Choose an item.	Click or tap here to enter text.
3.12.2	Provides the ability for wages to be based on user defined rules (i.e., status, overtime rules and eligibility, out of class, longevity pay code, premium pays, multiple work schedules, Fair Labor Standards Act (FLSA) overtime, accommodating FLSA split days, etc.)	Choose an item.	Click or tap here to enter text.
3.12.3	Supports setup of earning codes, wage scale, deductions codes and others based on bargaining unit level	Choose an item.	Click or tap here to enter text.
3.12.4	Supports multiple earning/pay codes including, but not limited to, acting pay, working out of class pay, and special pays that may change between pay periods	Choose an item.	Click or tap here to enter text.
3.12.5	Provides the ability to supports multiple employee groups with different benefits (i.e., e.g., differing premiums, etc.)	Choose an item.	Click or tap here to enter text.
3.12.6	Provides the ability to support biweekly, monthly or semi-monthly pay periods	Choose an item.	Click or tap here to enter text.
3.12.7	Provides the ability to define premiums in either percentage-based or flat-rate terms	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.12.8	Provides the ability to automatically calculate overtime or extra pay amounts including retros	Choose an item.	Click or tap here to enter text.
3.12.9	Provides the ability to accommodate special assignment pay, health program participation bonuses, and similar items	Choose an item.	Click or tap here to enter text.
3.12.10	Provides the ability to prorate special pays for mid-period starts	Choose an item.	Click or tap here to enter text.
3.12.11	Provides the ability to maintain consistent step variances between steps, including when inflating step amounts (e.g., if two steps are separated by 5% and an inflation adjustment is applied to the values, the resulting values must be separated by the same 5%)	Choose an item.	Click or tap here to enter text.
3.12.12	Provides the ability to do paycheck modeling for employees ‘what-if’ analysis and modeling for salary increases, benefit changes, CPI/COLA increases, etc.	Choose an item.	Click or tap here to enter text.
3.12.13	Provides the ability to calculate step, increment, and percentage pay adjustments (CPI/COLA) for all or a group of employees (e.g., bargaining units, classes, etc.) and then mass updates the changes	Choose an item.	Click or tap here to enter text.
3.12.14	Provides ability to accurately allocate payroll expenses across fiscal years when a pay period crosses from one fiscal year to another	Choose an item.	Click or tap here to enter text.
3.12.15	Provides an automated process to calculate retroactive pays, including all special pays associated with the employee	Choose an item.	Click or tap here to enter text.
3.12.16	Provides ability for payroll staff to view an employee’s pay advice for the current or any prior pay periods	Choose an item.	Click or tap here to enter text.
3.12.17	Provides the ability to track beginning of benefit date, benefit used date, etc.	Choose an item.	Click or tap here to enter text.
3.12.18	Provides the ability to automatically generates payables for payroll deductions (i.e., insurance, pension, taxes, etc.)	Choose an item.	Click or tap here to enter text.
3.12.19	Provides the ability to upload required documentation	Choose an item.	Click or tap here to enter text.
3.12.20	Provides capability for adherence to established State employment regulations (e.g., minimum wage laws)	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.12.21	Provides ability to override a default salary or benefit premium, by authorized user, on a case-by-case basis	Choose an item.	Click or tap here to enter text.
3.12.22	Provides ability to accommodate differing pay rates within a pay period (i.e., change in salary due to a salary adjustment, etc.)	Choose an item.	Click or tap here to enter text.
3.12.23	Provides the ability to support flexible definition of shift work and work schedules to ensure compliance with FLSA law	Choose an item.	Click or tap here to enter text.
Notifications			
3.12.24	Provides the ability to track when employees are eligible for scheduled pay raises (i.e., longevity pay code) and provides automated workflow to notify supervisor of scheduled pay raise. Upon supervisor approval, triggers automated notification that: - Automatically notifies employees and their supervisors - Automatically updates employee records in HR and Payroll systems/modules to reflect changes in pay	Choose an item.	Click or tap here to enter text.
3.12.25	Provides automated workflow notifications based on City-specified parameters (i.e., when an employee within a specified bargaining unit reaches a specified number of work hours within a period, when an employee approaches/reaches a specified limit of work hours for a period, when child a dependent approaches/reaches the 26-year-old cutoff age for benefit eligibility, etc.)	Choose an item.	Click or tap here to enter text.
Garnishments			
3.12.26	Provides the ability to manage multiple garnishment cycles (e.g., 24 pay periods and 26 pay periods)	Choose an item.	Click or tap here to enter text.
3.12.27	Provides the ability to establish multiple garnishments using the same garnishment code for a single employee	Choose an item.	Click or tap here to enter text.
Reporting			
3.12.28	Provides the ability to monitor, adjust, comply, and report to CalPERS the proper compensation amounts	Choose an item.	Click or tap here to enter text.
3.12.29	Provides the ability to generate CA state unemployment report	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.12.30	Supports 834 reporting and COBRA Billing	Choose an item.	Click or tap here to enter text.
3.12.31	Provides an ability to maintain and report FLSA information as required by legislation	Choose an item.	Click or tap here to enter text.
3.12.32	Provides the ability to review/reprint a payroll register for a prior pay period	Choose an item.	Click or tap here to enter text.
3.12.33	Provides ability to report Family Medical Leave Act (FMLA) leave on an employee time entry	Choose an item.	Click or tap here to enter text.
3.12.34	Allows for reporting accrual and usage of benefit	Choose an item.	Click or tap here to enter text.
3.12.35	Provides the ability to generate ad hoc report of worker's compensation payments	Choose an item.	Click or tap here to enter text.

3.13 Time and Attendance - * optional

The solution should provide functionality through either an Employee Self Service portal or module to collect time, perform exception-based time entry, and time adjustments to multiple work schedules. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
3.13.1	Provides a consistent platform / method for employee time entry across the City	Choose an item.	Click or tap here to enter text.
3.13.2	Provides comprehensive time review and approval to prevent unauthorized time from being included in the payroll process	Choose an item.	Click or tap here to enter text.
3.13.3	Provides ability to establish and manage multiple work schedules (i.e., 9/75, 9/80, 4x10, 5/40, etc.) under FLSA regulations. *Most employees work 75 hours in two weeks (1950 total per year).	Choose an item.	Click or tap here to enter text.
3.13.4	Provides flexibility in defining holidays according to various work schedules	Choose an item.	Click or tap here to enter text.
3.13.5	Provides the ability to accrue time off for scheduled holiday work	Choose an item.	Click or tap here to enter text.
3.13.6	Provides the ability for remote time entry by employees including via a mobile application	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.13.7	Provides the ability to develop workflow to collect time, perform exception-based time entry and time adjustments to multiple work schedules, and for approval and submission to payroll system/module at the department level	Choose an item.	Click or tap here to enter text.
3.13.8	Provides the ability to define and validate business rules at time of collection (e.g., prevents employees from entering adjustments that will cause employee leave balances to be exceeded)	Choose an item.	Click or tap here to enter text.
3.13.9	Provides the ability to prevent employees from entering invalid data (i.e., earnings or pay codes they are not authorized to use)	Choose an item.	Click or tap here to enter text.
3.13.10	Provides the ability to close prior pay periods against further updates	Choose an item.	Click or tap here to enter text.
3.13.11	Provides the ability to permit authorized employees to enter prior pay period changes, including workflow for review and approval	Choose an item.	Click or tap here to enter text.
3.13.12	Provides the ability to allow employees to associate project codes with each line of time entered to the quarter of an hour (fifteen-minute increments)	Choose an item.	Click or tap here to enter text.
3.13.13	Provides the ability to allow employees to associate project codes with overtime entered without the assignment being overwritten by pre-set HR distributions	Choose an item.	Click or tap here to enter text.
3.13.14	Provides the ability to accept notes or comments associated with hours submitted at the project level	Choose an item.	Click or tap here to enter text.
3.13.15	Provides the ability to allow multiple pay periods to be open for time entry purposes	Choose an item.	Click or tap here to enter text.
3.13.16	Provides the ability to reconcile pay period schedule with the calendar/fiscal year in support of processes that will facilitate W2 generation and accrued payroll	Choose an item.	Click or tap here to enter text.
3.13.17	Provides the ability to track part-time employee work hours on a weekly basis to ensure adherence to annual limits	Choose an item.	Click or tap here to enter text.
3.13.18	Provides the ability for system to accommodate different shifts and alternative work schedules	Choose an item.	Click or tap here to enter text.
3.13.19	Provides the ability for authorized users to override default accounting associated with time entry records	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.13.20	Provides capability to limit override abilities to authorized users, including related workflow for review and approval	Choose an item.	Click or tap here to enter text.

3.14 Payroll

The solution should support the importing and entering of time from multiple sources; calculate employee payroll, deductions, and accruals based on components managed in the HR benefit and pay administration module; process payments for government and 3rd party agencies (e.g., benefits, retirement, etc.); support State, Federal, and local tax filings; and support electronic workflow. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.14.1	Provides the ability to interface required payroll/earnings data with Governmentjobs.com, CalPERS	Choose an item.	Click or tap here to enter text.
3.14.2	Supports multiple concurrently open payrolls	Choose an item.	Click or tap here to enter text.
3.14.3	Provides the capability to include premium/extra pays in overtime pay calculations	Choose an item.	Click or tap here to enter text.
3.14.4	Provides the ability to calculate / generate retro pays	Choose an item.	Click or tap here to enter text.
3.14.5	Provides the ability to execute off-cycle payrolls	Choose an item.	Click or tap here to enter text.
3.14.6	Supports the ability for employee to communicate miscellaneous information that ensures sick time payout processing in a single system	Choose an item.	Click or tap here to enter text.
3.14.7	Provides and enforces rule-based validation and prevents duplicate earning codes at employee level, etc.	Choose an item.	Click or tap here to enter text.
3.14.8	Provides user-defined exception hours analysis	Choose an item.	Click or tap here to enter text.
3.14.9	Provides ability for payroll staff to review payroll results prior to commitment, and accommodates options for correcting, updating information to process payroll (options include updating the source and re-running etc.)	Choose an item.	Click or tap here to enter text.
3.14.10	Provides the ability to support multiple 're-runs' of (trial-run) payroll prior to final payroll run	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
3.14.11	Generates paychecks, direct deposits (supporting deposits across multiple accounts on a single check), ACH files, ASRS/PSRS files, and related positive pay files, etc.	Choose an item.	Click or tap here to enter text.
3.14.12	System allows for up to 5 separate direct deposit account options per employee with a payroll run	Choose an item.	Click or tap here to enter text.
3.14.13	Supports employee payroll and HR changes with electronic Personnel Action Forms	Choose an item.	Click or tap here to enter text.
3.14.14	Provides the ability to allow late posting entry	Choose an item.	Click or tap here to enter text.
3.14.15	Provides the ability to automatically calculate monthly deduction amounts based on an annual FSA contribution (or calculate annual amount based on monthly contributions), including the ability to prorate amounts for mid-year hires	Choose an item.	Click or tap here to enter text.
Pay Checks, Advices			
3.14.16	Provides the ability to generate paychecks for select employee groups (e.g., part-time employees)	Choose an item.	Click or tap here to enter text.
3.14.17	Provides the ability to future date pay advices for distribution to employees	Choose an item.	Click or tap here to enter text.
3.14.18	Provides the ability for the City to define the layout and appearance of pay advices	Choose an item.	Click or tap here to enter text.
3.14.19	Provides the ability to identify all elements used to calculate pay on the pay advice	Choose an item.	Click or tap here to enter text.
3.14.20	Provides the ability to identify key information for employee (leave balances, allocation of direct deposit accounts, employee vs. employer pay benefits, etc.) on the pay advice	Choose an item.	Click or tap here to enter text.
3.14.21	Provides the ability to generate PDF/electronic copy and automatically post pay advice to the employee self-service portal or email to employees	Choose an item.	Click or tap here to enter text.
Reporting			
3.14.22	Provides the ability to generate year-end payroll compensation / Total Compensation Report by employee	Choose an item.	Click or tap here to enter text.

3.15 Separation/Off Boarding - * optional

The system should provide functionality to manage processes and procedures for employee separation due to termination, retirement, resignation, or transfer. This includes the initiation of the process and a checklist of tasks that need to be performed to successfully exit an employee based on type of separation. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
General			
3.15.1	Provides the ability to update employee records in HR and payroll systems/modules and applicable external systems (e.g., ASRS, 3rd Party Benefit Providers, etc.)	Choose an item.	Click or tap here to enter text.
3.15.2	Provides the ability to enable separated employees to access the employee portal for W-2 access at the next calendar year (including ability to prevent access for terminated employees)	Choose an item.	Click or tap here to enter text.
3.15.3	Provides the ability to track separation details (separation type, reason for leaving, eligible for return, new position/employer, etc.)	Choose an item.	Click or tap here to enter text.
3.15.4	Provides the ability to generate an estimate of benefits payout (e.g., leave balances) to share with employee	Choose an item.	Click or tap here to enter text.
3.15.5	Provides the ability to calculate future benefits costs and deduct from final check without using manual calculation entries (e.g., IPSN for premium for coverage until end of the next month) • Includes the ability to charge the employee for employer costs, where appropriate	Choose an item.	Click or tap here to enter text.
3.15.6	Provides the ability to generate a "retirement projection" to determine what benefits might be paid out for individual employees	Choose an item.	Click or tap here to enter text.
Workflow			
3.15.7	Provides electronic employee separation workflow	Choose an item.	Click or tap here to enter text.
3.15.8	Provides the ability to offer checklist and workflow process that ensures all applicable staff are notified of a separating employee	Choose an item.	Click or tap here to enter text.

3.15.9	Provides workflow to track progress of employee off boarding/separation checklist, including removing system rights	Choose an item.	Click or tap here to enter text.
Miscellaneous			
3.15.10	Supports integration with fixed assets/inventory available to assist with the return of equipment, and items issued to the employee	Choose an item.	Click or tap here to enter text.

4 TECHNICAL REQUIREMENTS

4.1 Overall Solution, Maintenance and Support

The solution should be a commercially available product that supports the requirements below.

#	Requirement	Response Code	Response/Comments
4.1.1	Solution can be implemented under a SaaS model environment. NOTE: SaaS solutions would be required to house underlying data in the continental US	Choose an item.	Click or tap here to enter text.
4.1.2	Solution must evidence elegant and seamless integration between all related solution components modules (e.g., all HR-related functions must be fully integrated)	Choose an item.	Click or tap here to enter text.
4.1.3	Provides for upgrades to accommodate changes in laws, regulations, best practices, and new technology	Choose an item.	Click or tap here to enter text.
4.1.4	For SaaS implementations, provides near or real-time mirroring for Disaster Recovery service to an off-site location	Choose an item.	Click or tap here to enter text.
4.1.5	Includes complete installation, operating, and system maintenance documentation	Choose an item.	Click or tap here to enter text.
4.1.6	Provides a tool for City IT staff to control/approve updates to the system via patches and new releases	Choose an item.	Click or tap here to enter text.
4.1.7	Provides single sign on enabled via well-established solutions (Azure, Okta, etc.)	Choose an item.	Click or tap here to enter text.
4.1.8	Provides API(s) with endpoints covering all aspects of the system that might reasonably benefit from data exchange with third-party tools…allowing agencies to extend the system's ability to interface with external programs and datasets	Choose an item.	Click or tap here to enter text.
4.1.9	Offers an extensive and multi-faceted training capability featuring access to traditional training documents, videos, knowledge bases, forums, etc.	Choose an item.	Click or tap here to enter text.
4.1.10	Adding Low Code as an element in the technical area - i.e., forms/workflow/logic apps	Choose an item.	Click or tap here to enter text.
4.1.11	The Offeror shall demonstrate and provide documentation to validate that their solutions contain adequate security controls and safeguards using a third-party independent auditor (Specific audit frequency and	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	share sample reports). Vendor can provide their latest copy of a SOC 2/SIG audit report		
4.1.12	The Offeror shall provide a formal security incident response process which includes responding to security incidents and notifying customers like the COP proactively throughout the incidents (i.e., quantifying using SLA's, timeframe, and root cause analysis) • Sample notifications should be provided for City review	Choose an item.	Click or tap here to enter text.
4.1.13	The system shall support industry accepted tools for Multi Factor Authentication (MFA), including without a cell phone	Choose an item.	Click or tap here to enter text.
4.1.14	Passwords must not be stored as clear text in scripts, programs, or files	Choose an item.	Click or tap here to enter text.
4.1.15	Passwords must not be reused or be similar to previous passwords	Choose an item.	Click or tap here to enter text.
4.1.16	Systems that can track the history of passwords used in an encrypted format must prohibit password reuse. These systems must track password history for at least the last 12 password changes	Choose an item.	Click or tap here to enter text.
4.1.17	New or reset passwords must be unique for each user	Choose an item.	Click or tap here to enter text.
4.1.18	After City personnel use the new or reset password to login, they must change their password	Choose an item.	Click or tap here to enter text.
4.1.19	If the system supports forcing password changes after initial login, the system must force the user to change their password	Choose an item.	Click or tap here to enter text.
4.1.20	Self-service password resets required a minimum of three security questions to verify identity	Choose an item.	Click or tap here to enter text.
4.1.21	The Offeror shall need to comply with City's background check policy for all assigned project staff	Choose an item.	Click or tap here to enter text.
4.1.22	The Offeror shall confirm that PII compliant physical security measures are established to ensure that only authorized personnel may access locations where PII is stored and that access to those locations is logged using an auditable form	Choose an item.	Click or tap here to enter text.
4.1.23	The Offeror shall ensure that all sessions are encrypted	Choose an item.	Click or tap here to enter text.
4.1.24	The Offeror shall demonstrate the ability to use role-based access controls in active directory	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.1.25	The Offeror shall provide a solution that allows both individual and group-based permissions to available lists so that only authorized users may view, edit, execute campaigns using a City pre-approved single sign on solution	Choose an item.	Click or tap here to enter text.
4.1.26	The Offeror shall provide a solution that provides audit analysis that will show user specific actions [e.g., who created/sent the list, date/time created, deletions] for historical campaign creation, edits, execution, notification campaigns, employees, and list deletion	Choose an item.	Click or tap here to enter text.
4.1.27	All City data and intellectual property shall be housed in the continental United States	Choose an item.	Click or tap here to enter text.
4.1.28	The Offeror shall describe how your data center infrastructure is distributed	Choose an item.	Click or tap here to enter text.
4.1.29	The Offeror shall identify all security frameworks with which you are compliant • Please provide compliance certification documentation	Choose an item.	Click or tap here to enter text.
4.1.30	The Offeror solution shall protect data in-transit and data at-rest via encryption	Choose an item.	Click or tap here to enter text.
4.1.31	The Offeror shall provide a Risk Management Plan which meets or exceeds current industry standards, and which includes policies and procedures related to (but not limited to) breach notifications, financial risk, litigation holds, political situations, and geographical situations	Choose an item.	Click or tap here to enter text.
4.1.32	All data is the property of City; lists and associated data created by the City are property of the City and shall not be shared with any third party without written consent from the City • This includes but is not limited to metadata and usage statistics	Choose an item.	Click or tap here to enter text.
4.1.33	The Offeror shall provide the methodology used for penetration testing, patching, vulnerability management and remediation activities	Choose an item.	Click or tap here to enter text.
4.1.34	The Offeror shall showcase the ability to perform SAML2, OAUTH, and open LDAP authentication	Choose an item.	Click or tap here to enter text.
4.1.35	The Offeror shall provide proof of cyber liability insurance and specific coverages	Choose an item.	Click or tap here to enter text.
4.1.36	The Offeror shall provide security detail of API connectors used and AD sync protections	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.1.37	The Offeror shall provide latest mobile app security audit results, if their proposal includes a mobile app (Using MASVS or similar guidelines)	Choose an item.	Click or tap here to enter text.
4.1.38	The Offeror shall follow a vetting process with all subcontractors before they begin work on this project to validate that their security posture meets the requirements documented in this proposal. The contractor will document what this vetting process is and what the results of the process are and will share this documentation with the City. The sub-contractors must be authorized to work and reside in the US	Choose an item.	Click or tap here to enter text.
4.1.39	Solution shall include a minimum of three (3) environments – Production, Training, and Training.	Choose an item.	Click or tap here to enter text.
4.1.40	Solution shall provide daily backups that can be restored by IT staff to any environment.	Choose an item.	Click or tap here to enter text.
4.1.41	Solution provides ability to migrate configuration data between environments.	Choose an item.	Click or tap here to enter text.

4.2 Configuration

The solution should provide the ability for system administrators to create and apply 'custom' business rules to various processes. Specific requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.2.1	Provides the ability to create user-defined fields, screens, and hot keys	Choose an item.	Click or tap here to enter text.
4.2.2	Provides the ability to configure workflows, codes, report parameters, and other elements to meet specific business needs using configuration and operating parameters provided by City and without the assistance of the software vendor	Choose an item.	Click or tap here to enter text.
4.2.3	Offers a process scheduling tool that might be used to automate imports of external data, launch external programs, poll for and maintain non-system folder content, and sequence, launch, monitor, and report on such routines	Choose an item.	Click or tap here to enter text.
4.2.4	Provides the ability to customize help text	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.2.5	Provides the ability to customize common error messages	Choose an item.	Click or tap here to enter text.
4.2.6	Allows SQL-based access to database through common "Management Studio-like" tools	Choose an item.	Click or tap here to enter text.

4.3 Audit and Security

The solution should be designed to protect all data from unauthorized access or alteration. Potentially unique or custom requirements are listed below.

#	Requirement	Response Code	Response/Comments
4.3.1	Provides robust security options that are intuitive and offers multiple levels of access, managed at the user department level	Choose an item.	Click or tap here to enter text.
4.3.2	Supports multiple users with appropriate separation of duties and security roles	Choose an item.	Click or tap here to enter text.
4.3.3	Enforces City's password policy: • Must be non-printing/displaying • Must be a minimum length of ## character • Must use combination of alpha numeric and special characters • Must allow system administrator to define password expiration timeframe • Must allow system administrator to prohibit reusing of passwords	Choose an item.	Click or tap here to enter text.
4.3.4	Allows the system administrator to: • Configure control access to the application, modules, transactions, and data • Define data access rights (e.g., create, read, update, delete) by user ID or functional role • Define functional access rights (e.g., processes, screens, fields, and reports) by user ID or functional role	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
	• Restrict access to sensitive data elements (e.g., social security numbers, banking data, etc.) by user ID, user groups, or functional role		
4.3.5	Maintains audit logging to record access activity: • Login/logout attempts by user and workstation • User submitted transactions • Initiated processes • System overrides • Additions, changes, or deletes to application-maintained data • Self-Service transactions	Choose an item.	Click or tap here to enter text.
4.3.6	Allows the system administrator to define what transaction types are audited	Choose an item.	Click or tap here to enter text.
4.3.7	Allows the system administrator to query the audit log by type of access, date/time stamp range, user identification, and terminal ID	Choose an item.	Click or tap here to enter text.
4.3.8	Support integration with Active Directory	Choose an item.	Click or tap here to enter text.
4.3.9	Captures defined transaction details and allows authorized staff to view that detail	Choose an item.	Click or tap here to enter text.
4.3.10	Provides object, row, and field level security	Choose an item.	Click or tap here to enter text.
4.3.11	Restricts access to specific screens or processes	Choose an item.	Click or tap here to enter text.
4.3.12	Provides user group security	Choose an item.	Click or tap here to enter text.
4.3.13	Provides to extend security settings to reporting tools/layers	Choose an item.	Click or tap here to enter text.

4.4 Interoperability/System Interfaces

The solution should provide the ability to import and export data to and from external systems and/or integrate real-time with external systems. Specific requirements are listed below.

#	Requirement	Prebuilt? (Yes/No)	If No, Cost to Develop	Comments/level of effort to develop functionality to meet requirement
4.4.1	Supports upload of large amounts of data for transactional processing across all components • Please describe any limitations to this capability in the Comments column	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
4.4.2	Includes interfaces/services to accept data generated by external applications	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
4.4.3	Ensures transactions submitted via interface/services are subject to the same business rules as transactions submitted via the user interface	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.
4.4.4	Provides a notification to users of transactions that fail edits and provides a way for users to view, update, delete, and automatically resubmit transactions for processing	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.

4.5 Artificial Intelligence Enabled Features

The solution should use Artificial Intelligence to enhance user experience by automating calculations, improving data tracking and synchronization, enhancing reporting capabilities, and providing intelligent workflow management.

#	Requirement	Response Code	Response/Comments
4.5.1	Advanced Reporting Capabilities • Ability to search by account number or account name in reporting and data filtering. • Option to retain underlying formulas when exporting data	Choose an item.	Click or tap here to enter text.
4.5.2	Intelligent Work Order Tracking • Work order numbers should follow hours worked and A/P invoices throughout the system, from initial entry in Infor through to New ERP System.	Choose an item.	Click or tap here to enter text.

#	Requirement	Response Code	Response/Comments
4.5.3	Smart Leave Balance Management • System should provide real-time leave balance updates and future notifications for vacation balances.	Choose an item.	Click or tap here to enter text.
4.5.4	Intelligent Chart of Accounts Management • System should allow for embedding of related accounts in specific account groups (e.g., for state reporting requirements). • Capability to use City-defined flags on the account structure for flexible categorization.	Choose an item.	Click or tap here to enter text.
4.5.5	Smart Reporting • System should be able to identify which segments roll to specific reports (e.g., Street Reports), using an AI-driven flagging system on expenses	Choose an item.	Click or tap here to enter text.
4.5.6	Automated Reconciliation • System should provide easier access to expenditures related to specific objects (e.g., streetlights within the PG&E bill) to support ongoing reconciliation with vendors.	Choose an item.	Click or tap here to enter text.
4.5.7	AI-Driven Cost Estimation • Capability to calculate average 'productive hours' per employee for cost estimation purposes, particularly for Army work orders and fleet 'wrench hours'.	Choose an item.	Click or tap here to enter text.
4.5.8	Intelligent Document Management • AI-powered system to automatically link scanned invoices to corresponding GL transactions, especially for P-Card (Cal-Card) management.	Choose an item.	Click or tap here to enter text.
4.5.9	OCR and AI for Invoice Processing and Data Analysis: • System should use of OCR and AI in processing invoices and analyzing data.	Choose an item.	Click or tap here to enter text.

4.6 Required Integrations

The following detailed integration requirements must be addressed by the Proposer. For each item, confirm whether the proposed solution will provide the necessary functionality natively, or if an interface will be required; for required interfaces, levels of effort (hours) and costs are required to be identified in Appendix B – Cost Worksheet.

#	Solution Vendor	Solution Name	Functional Description	Interfaced Data Required	Native Functionality Provided in Proposed Solution (Y/N)?	Notes / Comments
4.6.1	OpenGov	OpenGov	Budget System	○		Integration if Budget module not implemented
4.6.2	ActiveNet	ActiveNet	Recreation	○		
4.6.3	Bank of Montreal	Bank of Montreal	Banking	○		
4.6.4	Happpy	Happy/ HUD VMS	Housing Authority Payments	○		
4.6.5	NeoGov	NeoGov	Recruitment and Job Descriptions	○		Integration if optional modules not implemented
4.6.6	TrackIt/ OpenGov	TrackIt/OpenGov	Development Permit system	○		TrackIt phased out/ OpenGov implementation planned

4.7 Conversion Requirements

The City desires to convert the following:

System	Data	Description
OpenGov	2 years	Budget data
Capital Assets – MS Excel	Current	Capital Assets
Fund Balance	Current	Employee Master records
Fund Balance	Current Year	Terminated Employees in current year
Fund Balance	Current year	Benefit Rates
Fund Balance	Current year	Benefit Elections per Employee
Fund Balance	Current Balance	PTO Leave Balance
Fund Balance	Two years (current & previous)	Payroll
Fund Balance	Current	Employee Payment and Tax Elections
Fund Balance	GL Accounting - Two years (current & previous)	Single summarized journal for each company pay period
Fund Balance	Current active	Supplier Accounts

8 Appendix B – Standard Agreement – Contract for Services – Licensed Professionals

The City Standard Agreement is provided separately as Appendix B in PDF format.

SAAS PROCUREMENT AND PROFESSIONAL SERVICES AGREEMENT

This SAAS PROCUREMENT AND PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into as of the last date of execution below ("Effective Date"), for reference purposes only, by and between the City of Hawaiian Gardens, a California municipal corporation, (the "City"), and [____________________] (hereinafter referred to as "Provider").

RECITALS

A. City desires to procure integrated Enterprise Resource Planning (ERP) solutions and professional services necessary to complete the implementation and support the system post-implementation. The City desires to acquire solutions software and services which will be delivered remotely on a subscription and/or fixed fee basis to provide a comprehensive solution that meets the functional and technical requirements pertaining to Finance, Payroll, and Human Resources (the "SaaS Solution") pursuant to its Request for Proposal dated January 20, 2026 ("RFP").

B. Provider submitted a proposal for the SaaS Solution dated [_________] ("Proposal") and has been selected to provide the SaaS Solution on the basis of the features and functionality of the SaaS Solution and the representations and commitments of Provider contained in the Proposal.

C. The parties desire by this Agreement to establish the terms for City to retain Provider to provide the SaaS Solution.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. SaaS Solution. The SaaS Solution is comprised of software and services that will be provided to the City as follows:

   a. Software. Provider shall provide City with access to the software which is described in the "Software Order Form" which is attached hereto as Exhibit "A" ("Software"). The performance and functionality of the Software shall comply in all respects with the commitments made in the Proposal and the description of the Software features and specifications contained in Provider's technical documentation for the Software (collectively, the "Functional Specifications"). The Functional Specifications will include any requirements for the SaaS Solution included in the RFP unless specifically excluded in the Proposal.

   b. Services. Provider shall further provide City with the services necessary to provide the SaaS Solution and to implement, use and support the Software as described in the "Scope of Services" attached hereto as Exhibit "B" ("Services"). Services which are provided on a one-time basis in connection with the setup and implementation of the SaaS Solution, including without limitation, account setup, software and database configuration, data conversion and training, are referred to herein as the "Implementation Services".

   c. Hosting/Database Services. All hosting, data storage, system backup and recovery or other remote services provided by Provider will conform to the network performance and availability requirements set forth in Section 12 of this Agreement and the Provider's service level agreement which is attached hereto as Exhibit "C" ("Cloud Services SLA").

2. Supplemental Terms. The City shall have a license and/or subscription to use the SaaS Solution, including any Software, for its operations, subject to the terms of this Agreement and the additional terms and conditions of Provider which are contained in the "Terms of Service Addendum" which is attached hereto as Exhibit "D". In the event of any conflict between the terms of this Agreement and the Terms of Service Addendum, the terms of this Agreement will prevail.

3. Term; Performance Schedule.

   a. The term of this Agreement will commence on the Effective Date and will continue for a period of [__] years. The Agreement may thereafter be renewed for additional one (1) year terms with the mutual written agreement of City and Provider.

   b. Provider shall provide the Software and Services, including any Implementation Services, in a prompt and timely manner in accordance with the "Performance Schedule" that is attached hereto as Exhibit "E". Any delays or changes in the Performance Schedule shall be subject to the terms of Section 7.

4. Compensation.

   a. Subject to paragraph 4(c) below, the City shall pay for Software and Services in accordance with the schedule of fees and costs which is attached hereto as Exhibit "F" ("Fee Schedule"). If a license or subscription fee for Software is based on the number of active users rather than an enterprise license which allows an unlimited number of users for the City's authorized use, then Provider will either restrict access to the number of authorized users or will provide City with a means to actively monitor and restrict access to ensure that there is no violation in the number of authorized users. Furthermore, with respect to any network or database services with storage limitations, Provider will have a mechanism to notify City if it is within ten percent (10%) of its authorized limit. Notwithstanding any term of the Terms of Services Addendum, in no event will the City be automatically charged additional licenses or subscription fees for exceeding the number of authorized users or for exceeding storage limits. City will be given notice of any such excess use and an opportunity to cure it or purchase additional users or capacity.

   b. The timing of all payments by the City will be as set forth in the Fee Schedule, provided, however, that if no payment period is specified, then payments will be made by City within forty-five (45) days of the date that an invoice is received. If payments are subject to completion of a milestone by Provider or acceptance of work product or services by City, then the City, in its sole discretion, will determine whether the appropriate milestone or other acceptance criteria has been satisfied in accordance with the Contract Documents (as defined below).

   c. With respect to the Implementation Services, Provider agrees that based on its familiarity with the SaaS Solution, the cost estimate for the Implementation Services will not exceed the budgeted amount that is set forth in the Fee Schedule unless there is a change in the scope of the Implementation Services and such change is reflected in the execution of a written amendment pursuant to Section 7 of this Agreement.

5. Maintenance and Support of SaaS Solution.

   a. Unless otherwise expressly set forth in this Agreement, the regular maintenance and support of the SaaS Solution is included in the fees for the Software and Services which are set forth in the Fee Schedule. Response times in connection with support requests will be as set forth in Exhibit G ("Schedule of Support Services"). In the event that three (3) or more errors categorized as Level 3 or higher pursuant to the Schedule of Support Services occurs during any calendar month, City may terminate this Agreement for material breach, provided City notifies Provider in writing of termination within 30 days of the end of such calendar month.

b. In the event that the City requires customization of the Software, additional training or extraordinary support, then the City and Provider will agree on the additional cost for such services, or if a standard rate schedule for additional services is set forth in the Fee Schedule, then such standard rates will apply.

6. Contract Documents. The "Contract Documents" will include this Agreement and all of the exhibits and addenda attached hereto. In the event of any conflict between the terms and conditions of this Agreement and the Terms of Service Addendum, this Agreement shall prevail. With respect to any conflict as to the Scope of Services

7. Additional Work. If changes in the Project and the Contract Documents are requested by Provider or the City, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the City by Provider with a statement of the estimated changes in the Scope of Services, the Fee Schedule and the Performance Schedule. An amendment to the Agreement shall be prepared by the City and executed by both parties before any change becomes binding upon City. Provider acknowledges that any material amendment to the Contract Documents, particularly with respect to the Fee Schedule, may be subject to approval by the City Council. Such amendment shall not render ineffective or invalidate unaffected portions of the Contract Documents.

8. Maintenance of Records. Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Provider and made available at all reasonable times during the Agreement period and for four (4) years from the date of final payment under the Agreement for inspection by the City.

9. Ownership of Data and Intellectual Property; Confidentiality.

a. City shall be the owner of all data that is used, stored or processed by Provider in connection with the SaaS Solution ("City Data") and will not disclose, share, sell or otherwise make any use of such data except in the performance of its obligations under this Agreement. For the avoidance of doubt, City Data includes all data created or in any way originating with the City, or is collected by Provider on behalf of the City, and all data that is the output of computer processing of or other electronic manipulation of any data that was created by or in any way originated with the City as part of the SaaS Solution, or is collected by the Provider on behalf of the City in connection with the SaaS Solution, whether such data or output is stored on the City's hardware, Provider's hardware or exists in any system owned, maintained or otherwise controlled by the City or by Provider. Provider will deliver to City a full copy of all City Data that is stored by Provider or held in any database in connection with the Software within five (5) days of City's request, including within ninety (90) days following the termination of this Agreement, subject to any fee set forth in the Fee Schedule. Furthermore, at the request of City, Provider shall further destroy all copies of the data that are in Provider's possession.

b. Provider shall remain the owner of the Software and any of Provider's intellectual property that is associated with the SaaS Solution and the performance of any of the Services.

c. It is expected that one party may disclose to the other party certain information which may be considered confidential or trade secret information or which may be protected by federal, state and local laws related to the privacy of personal information ("Confidential Information"). Confidential Information shall include: (i) City Data; (ii) non-public information of Provider if it is identified as confidential or proprietary before, during, or promptly after presentation; (iii) any personal identifying information included in City data that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or by which an agency intends to identify specific individuals in conjunction with other data elements (such as billing and utility usage); and (iii) any information that should be reasonably understood to be confidential or proprietary to a party, given the nature of the information and the context in which disclosed. Subject to applicable law, each party agrees to receive and hold any Confidential Information in strict confidence. Each party also agrees: (i) to protect and safeguard the Confidential Information against unauthorized use, publication or disclosure; (ii) not to reveal, report, publish, disclose, transfer, copy or otherwise use any Confidential Information except as specifically authorized by the other party; (iii) not to use any Confidential Information for any purpose other than for performance under this Agreement; (iv) to restrict access to Confidential Information to those of its employees, agents, and contractors who have a need to know, who have been advised of the confidential nature thereof, and who are under express written obligations of confidentiality or under obligations of confidentiality imposed by law or rule; and (v) to exercise at least the same standard of care and security to protect the Confidential Information received by it as it protects its own confidential information. If a party is requested or required in a judicial, administrative, or governmental proceeding to disclose any Confidential Information, it will notify the other party as promptly as practicable so that such party may seek a protective order or waiver for that instance. Provider acknowledges that the City is subject to the disclosure requirements of the California Public Records Act. City will provide prompt notice of any request for Confidential Information under the act and will apply such exceptions to disclosure that are applicable to the Confidential Information as legal counsel for the City may reasonably determine. Confidential Information shall not include information which: (i) is or becomes public knowledge through no fault of either party; (ii) was in a party's possession before receipt from the other party; (iii) is rightfully received by a party from a third party without any duty of confidentiality; (iv) is independently developed by a party without use or reference to the other party's Confidential Information; or (v) is disclosed with the prior written consent of the Parties. Each party shall return or destroy the Confidential Information upon written request by the other party; provided, however, that each party may retain one copy of the Confidential Information in order to comply with applicable law. Client understands and agrees that it may not always be possible to completely remove or delete all Confidential Information from Provider' databases without some residual data."

10. Data Security. The Software and Services will be provided in accordance with the security protocols that are set forth in the security policy of Provider which is attached hereto as Exhibit "G" ("Security Policy"). The Security Policy sets forth the minimum level of encryption, intrusion detection and data protection that is provided for the SaaS Solution and Provider will not make any change to the Security Policy during the terms of this Agreement that would provide less rigorous protection. Notwithstanding any term of the Security Policy, all City Data

will be encrypted while in transit and while at rest or in storage on Provider's servers. All connections between City and Provider where Provider employees or contractors have access to the City's network or City Data while providing Services will be secured using a virtual private network or similar protocol. City Data that is stored by Provider will only be stored on servers which are located in the United States of America. Provider shall not allow its personnel or contractors to store City Data on portable devices, including personal computers, except for devices that are used and kept only at its U.S. data centers. Provider shall permit its personnel and contractors to access City Data remotely only as required to provide the Services or to provide technical support.

11. Data Breach. In the event of an unauthorized use or disclosure of PII (Personally Identifiable Information) in contravention of this Agreement ("Data Breach"), Contractor will comply with the following:

a. Contractor will report to City each known Data Breach. Contractor shall report the Data Breach via telephone call to__________________ as soon as possible but no later than twenty-four (24) hours after Contractor becomes aware of the Data Breach. Contractor shall provide a written report regarding the Data Breach no later than five (5) days after the date on which Contractor became aware of the Data Breach.

(i) The written report of the Data Breach shall include:

(1) the date or estimated date range of the Data Breach;

(2) a general description of the Data Breach;

(3) the number of persons whose PII has been, or is reasonably believed to have been, accessed;

(4) to the extent possible, the identities of the persons whose PII have been, or is reasonably believed to have been, accessed, used or disclosed;

(5) the types of PII that were accessed, used or disclosed;

(6) the efforts made by Contractor to investigate the Data Breach, mitigate potential harm to the affected persons, and prevent further breaches;

(7) Whether a law enforcement investigation delayed notification of the Data Breach;

(8) Whether Contractor notified the affected persons, and offered mitigation services including identity theft prevention to such affected persons, including any instructions to protect themselves against potential harm resulting from the Data Breach.

(ii) Contractor shall supplement the written report with additional information about the Data Breach as it becomes aware of additional information.

b. To the extent that any applicable law requires that the affected persons or any governmental agencies be notified of the Data Breach, Contractor shall be responsible for and bear the cost and expense for:

(i) if permitted under law, providing such notices to affected persons or governmental authorities containing the information required by applicable law, subject to City's approval and review;

(ii) conducting and/or providing any forensic and security review and audit in connection with the Data Breach;

(iii) providing remediation services and other reasonable assistance to affected persons as required by law;

(iv) reasonably cooperating with the City in responding to the Data Breach.

12. Service Level Requirements.

a. Upon completion of the Implementation Services, the City will test the hosted environment to ensure processing in accord with the requirements below, and, based on this testing, Provider will use reasonable efforts to configure and optimize the hosted environment that is used by the services in the event that the City notifies Provider (to include providing Provider with documented testing results) that the testing demonstrates processing not in accord with the terms of this Section 12 or the Cloud Services SLA. These processing requirements apply to all standard transactions such as queries, data retrieval, data entry and navigating through screens in the Software.

b. Under the test conditions set forth above, the Software in the hosted environment must be capable of processing the following number and type of transaction within the defined response times:

(i) Query lookups – a maximum of three (3) second average response time for common inquiries. Such common inquiries shall include, but not be limited to, performing any inquiries, displaying the results of the inquiries, displaying any input screen in the Software and running performance reports.

(ii) Field to field prompting within a single screen – maximum, one (1) second.

In the event that any Software fails to operate in accordance with the foregoing, Provider shall modify or adjust the Software to operate in accord with such requirements at Provider's expense.

c. The bandwidth and network availability for the SaaS Solution shall be as follows:

(i) Provider will provide network bandwidth between its servers and the Internet at levels that will provide dependable and stable access, allowing the product to operate as intended. Uptime will be at least 99.99%. Provider will exercise reasonable efforts to achieve the performance levels set forth above. In the event that average performance falls below the foregoing target during any calendar month, Provider shall credit City five percent (5%) of such month's applicable service fees for each one tenth of one percent (0.1%) that uptime is below the target; provided such credit will not exceed fifty percent (50%) of any month's otherwise applicable service fees. Credits issued pursuant to this Section apply to outstanding or future invoices only and are forfeit upon termination of this Agreement. Provider is not required to issue refunds or to make payments against such credits under any circumstances, including, without limitation, termination of this Agreement.

(ii) Provider (1) will use reasonable efforts to make the Services available 24 hours per day, 7 days per week, excluding downtime for scheduled maintenance. If Provider intends to install an upgrade or patch to the system that impacts the availability, operation, look-and-feel, or functionality of Services, Provider will provide the City at least two (2) business days' notice and coordinate if necessary with the City before any upgrades or patches are applied so the City can plan accordingly, and (2) will promptly investigate any technical problems that the City reports. Provider does not guarantee the integrity of data transmitted via the Internet.

13. Delays in Performance.

a. Neither the City nor Provider shall be considered in default of the Contract Documents for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to: abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance under the Contract Documents. It is not intended by the parties that any such delay shall extend for a period in excess of sixty (60) days.

14. Compliance with Law.

a. In carrying out its obligations under the Contract Documents, Provider shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements and requirements for verification of employees' legal right to work in the United States.

b. If required, Provider shall assist the City, as requested, in obtaining and maintaining all permits required of Provider by federal, state and local regulatory agencies.

15. Warranty

a. Software Warranty. Provider warrants that the Software will conform in all material respects to the Functional Specifications during the term of this Agreement. Provider agrees to correct, through its standard support process, any nonconformity of which it receives notice during the term. In addition, Provider warrants that any customization to the Software on behalf of City will conform in all material respects to the Functional Specifications. This warranty is void if the City or any other third party intentionally changes or modifies the Software without the permission of Provider.

b. Malware. Provider warrants that the Software does not contain any virus or malware and that no employee or contractor of Provider will introduce malware into City's network during the performance of this Agreement.

c. Service Warranty. Provider warrants that all Services provided under this Agreement will be performed in a professional, competent and workmanlike manner in accordance with the requirements of the Scope of Services and the Functional Specifications, if applicable. Provider shall further provide a sufficient number of properly trained and competent staff to carry out the Services in a skilled and professional manner consistent with the best practices in the software industry and in compliance with the Performance Schedule.

d. Remedies. Provider covenants that it will make corrections of program errors which are reported in writing to Provider during the term and which are necessary for the Software to conform to the warranties set forth in this Section 15. City agrees to allow Provider the opportunity to make repeated efforts within a thirty (30) day time period to correct programming errors as warranted in this Agreement. Provider agrees that program errors that result in the inability of the City to make functional use of the Software will be given its highest priority with the problem corrected as soon as practicably possible. Provider will strive to have all errors resolved within no more than five calendar days.

16. Acceptance Testing. All Implementation Services shall be subject to acceptance testing by City to verify, to its reasonable satisfaction, that each deliverable conforms to the requirements of a particular phase or milestone as set forth in the Scope of Services or with respect to the Software, that it conforms to the Functional Specifications in all material respects and does not contain material errors. Acceptance testing will not begin for any deliverable until sufficient data, as reasonably determined by City, has been converted and loaded into the Software or component thereof to enable City to test the functionality of the Software or any component thereof in a test environment that approximates a live production environment. If City determines that any Software deliverable or Implementation Services do not conform with the foregoing requirements, City shall promptly deliver to Provider a notice of non-conformity, and Provider shall work diligently to correct all nonconformities free of charge to City by issuing one or more error corrections or re-performing the defective Implementation Services. Each error correction shall be subject to additional acceptance testing by City. Notwithstanding the acceptance of any deliverable by City, such deliverable shall remain subject to the warranty obligations of Provider for the term of this Agreement.

17. Assignment and Subcontractors. Provider shall not subcontract, assign or transfer this Agreement or any rights under or interest in the Contract Documents without the written consent of the City, which may be withheld for any reason at the sole discretion of the City. Nothing contained herein shall prevent Provider from employing independent contractors, as well as employees, to provide Services as Provider may deem appropriate, provided, however, that Provider shall remain fully responsible for such independent contractors.

18. Independent Contractor. Provider is retained as an independent contractor and is not an employee of the City. No employee or agent of Provider shall become an employee of the City. The work to be performed shall be in accordance with the work described in this Contract Documents, subject to such directions and amendments from the City as herein provided.

19. Integration. The Contract Documents represent the entire understanding of the City and Provider as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.

20. Title to Software. Provider represents and warrants that it is the sole owner of the Software or, if not the owner, that it has received all legally required authorizations from the owner to license the Software as contemplated herein, has the full power to grant the rights required by this Agreement, and that neither the Software, nor its use in accordance with the Contract Documents, will violate or infringe upon any patent, copyright, trade secret, or any other property rights of another person.

21. No Suspension of Use. Unless City is in breach of its obligations under this Agreement and has failed to cure such breach within the applicable cure period, in no event will Provider suspend City's access to the SaaS Solution and City Data unless such suspension is necessary to protect the integrity and security of Provider's network, in which case Provider will give City prompt notice of cause of such suspension and the anticipated duration thereof.

22. Infringement and Performance Breach Remedies. If it is claimed that any work furnished by Provider infringes any intellectual property right or is otherwise unlawful, Provider agrees to defend or settle any such claim or suit at Provider's expense and to indemnify and hold the City harmless from any losses, damages or harm, including attorney's fees and legal expenses, incurred as a result of such claim. Without the City's prior written approval, Provider shall not accept any liability on the City's behalf for the infringement, nor shall Provider reach a settlement that from the City perspective impairs the value or usefulness of the work that is the subject of the infringement claim. Provider will also pay all damages and costs that by final judgment, settlement or other resolution are assessed against the City due to such alleged or proven infringement and reimburse the City for any direct damages suffered by the City as a result of the infringement claim, including but not limited to attorney's fees. Should Provider find, or be found, to have infringed on any intellectual property rights, Provider will procure; (i) a right for the City to continue using the applicable Software, (ii) a solution to mitigate the infringement, or (iii) a product to replace the infringing product that provides the functionality and complies with the specifications contained in the Contract Documents. The City shall not incur any additional costs related to the aforementioned remedies.

23. Termination

a. Termination for Default. Subject to the right to cure contained in Section 22.b., the City may terminate this Agreement in whole or in part, at any time that the City determines that Provider is in material default of its obligations under the Contract Documents. Termination for default is effective on the date specified in the City's written notice of default. Should Provider fail to cure a default, then in addition to any other remedies provided by law or the Contract Documents, Provider shall compensate the City's actual costs to obtain substitute performance. A termination for default shall be deemed a termination for convenience if the termination for default is later found to be without justification.

b. Cure. Provider shall have a period of ten (10) days following a written notice of default to either cure such default or if such default cannot be cured within such period, to provide evidence satisfactory to City, in its sole discretion, that Provider is taking action to cure such default.

c. Termination for Convenience. This Contract may be terminated by the City, in whole or in part, upon ninety (90) days written notice to Provider, when the City determines this to be in its best interest. The termination for convenience is effective on the date specified in the City's written notice. Termination for convenience may entitle Provider to payment for reasonable costs allocable to the Contract Documents for work or costs incurred by Provider up to the date of termination. Provider shall not be paid compensation as a result of a termination for convenience that exceeds the amount payable under the Schedule of Charges.

d. Use of SaaS Solution. If there is a termination for any reason, the City shall have the right to elect to (i) continue use of the Software for the remainder of the period in which City has paid the license or subscription fee to Provider; or (ii) discontinue use of such Software in exchange for a proportional refund of such license or subscription fee.

24. Indemnification. To the fullest extent permitted by law, Provider shall defend, indemnify and hold the City, its Board, members of the Board, employees, and authorized volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, or willful misconduct of Provider, its officials, officers, employees, subcontractors, Providers or agents in connection with the performance of Provider’s services, the Project or this Agreement. In addition, Provider shall defend, with counsel of City’s choosing and, at Provider's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by this section that may be brought or instituted against City or its Board, members of the Board, employees, and authorized volunteers. Provider shall pay and satisfy any judgment, award or decree that may be rendered against City or its Board, members of the Board, employees, and authorized volunteers as part of any such claim, suit, action or other proceeding. Provider shall also reimburse City for the cost of any settlement paid by City or its Board, members of the Board, employees, or authorized volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for City's attorney's fees and costs, including expert witness fees. Provider shall reimburse City and its Board, members of the Board, employees, and/or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

25. Insurance; Limitation on Liability; Exceptions.

a. Provider will comply with the “Insurance Requirements” of City which are attached hereto as Exhibit “H” and included as a part of this Agreement.

b. Neither City, nor Provider, shall be liable to the other for any indirect or consequential damages, including lost profits, as a result of any breach of the Contract Documents.

c. Notwithstanding the foregoing, no limitation on liability contained in the Contract Documents shall apply to any third party claim for personal injury or wrongful death arising from the negligent acts or willful misconduct of either party, its agents or assigns. Furthermore, no limitation on liability applicable to Provider shall apply to any third party claim that the Software infringes upon the intellectual property rights of another party, nor to the obligation of Provider to deliver the Software and Services in accordance with the Scope of Work and Provider’s warranty obligations.

26. Laws, Venue, and Attorneys’ Fees. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, including arbitration pursuant to Section 31, the action shall be brought in a state or federal court situated in the County of San Mateo, State of California.

27. Documents. Provider shall deliver to City no less than one (1) full set of documentation, manuals and training materials for the Software and City shall have the right to copy such documents and materials for its own internal use of the Software.

28. Notice. Any notice or instrument required to be given or delivered by this Agreement may be given or delivered in person or sent via commercial overnight delivery, addressed to each party at the address set forth on the signature page or such other address for which a party has given notice. Notice will be effective upon receipt.

29. Severability. The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

30. Counterparts. This Agreement and any exhibits, amendments or renewals hereto may be executed in a number of counterparts, and each counterpart signature, when taken with the other counterpart signatures, is treated as if executed upon one original of this Agreement or any amendment or renewal. A signature by any party to this Agreement provided by facsimile or electronic mail is binding upon that party as if it were the original.

31. Arbitration. Any dispute arising under this Agreement, including, without limitation, all disputes relating in any manner to the performance or enforcement of this Agreement shall be resolved by binding arbitration in the County of San Mateo, California, pursuant to the rules of Judicial Arbitration and Mediation Services ("JAMS"), as amended or as augmented in this Agreement (the "Rules"). Arbitration shall be initiated as provided by the Rules, although the written notice to the other party initiating arbitration shall also include a description of the claim(s) asserted and the facts upon which the claim(s) are based. Arbitration shall be final and binding upon the parties and shall be the exclusive remedy for all claims subject hereto, including any award of attorney's fees and costs. Either party may bring an action in court to compel arbitration under this Agreement and to enforce an arbitration award. All disputes shall be decided by a single arbitrator. The arbitrator shall be selected by mutual agreement of the parties within thirty (30) days of the effective date of the notice initiating the arbitration. If the parties cannot agree on an arbitrator, then the complaining party shall notify JAMS and request selection of an arbitrator in accordance with the Rules. The arbitrator shall have only such authority to award equitable relief, damages, costs, and fees as a court would have for the particular claim(s) asserted. In no event shall the arbitrator award punitive damages of any kind. The parties acknowledge that one of the purposes of utilizing arbitration is to avoid lengthy and expensive discovery and allow for prompt resolution of the dispute. The arbitrator shall have the power to limit or deny a request for documents or a deposition if the arbitrator determines that the request exceeds those matters which are directly relevant to the claims in controversy. The document demand and response shall conform to Code of Civil Procedure section 1282.6. The deposition notice shall conform to Code of Civil Procedure section 1283. The parties may make a motion for protective order or motion to compel before the arbitrator with regard to the discovery, as provided in Code of Civil Procedure. Notwithstanding the election by the parties to arbitrate their disputes, nothing contained herein shall prevent a party from filing an action in a court of competent jurisdiction to seek any form of equitable remedy or relief.

32. Discrimination and Harassment Prohibited. Provider will comply with all applicable local, state and federal laws and regulations prohibiting discrimination and harassment.

33. Conflict of Interest. If disclosure under the Political Reform Act and City's Conflict of Interest Code is required of Provider or any Provider personnel, Provider and/or affected Provider personnel will complete and file with the City Clerk the schedules specified by City and contained in the Statement of Economic Interests Form 700. Provider, for Provider and on behalf

of Provider personnel, warrants that they have no interest, present or contemplated, in the projects affected by this Agreement. Provider further warrants that neither Provider nor any Provider personnel have any ancillary real property, business interests, or income that will be affected by this Agreement or, alternatively, that Provider will file an affidavit with City disclosing this interest.

34. Claims and Lawsuits. No suit for money or damages may be brought against the City until a written claim thereof has been presented to and rejected by the City in conformity with the provisions of California Government Code Section 900, et seq. Provider acknowledges that if Provider submits a false claim to City, Provider may be subject to criminal prosecution for fraud. Provider also acknowledges that California Government Code sections 12650 et seq. (the False Claims Act) applies to this Agreement and provides for civil penalties where a person knowingly submits a false claim to a public entity. This includes false claims made with deliberate ignorance of false information or in reckless disregard of the truth or falsity of information. If City seeks to recover penalties pursuant to the False Claims Act, it is entitled to recover its litigation costs, including attorney's fees. Provider acknowledges that filing a false claim may subject Provider to an administrative disbarment proceeding. As a result of such proceeding, Provider may be prevented from act as a Provider on any public work or improvement for a period of up to five (5) years. Provider acknowledges that disbarment by another jurisdiction is grounds for City to terminate this Agreement.

35. Notices. The name of the persons who are authorized to give written notices or to receive written notice on behalf of City and on behalf of Provider under this Agreement are as follows:

For City:

Name: ____________________________
Title: ___________________________
Address: ___________________________
____
Phone: ____________________________
Email: ____________________________

For Provider:

Name: ____________________________
Title: ___________________________
Address: ___________________________
____
Phone: ____________________________
Email: ____________________________

Except as otherwise stated, all notices provided under this Agreement must be in writing and will be deemed delivered on receipt as follows: (i) in person; (ii) via commercial overnight courier; or (iii) via electronic mail as long as receipt of the electronic mail is confirmed by the recipient via return electronic mail. Each party will notify the other immediately of any changes to the above addresses.

[signature page follows]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY

Hawaiian Gardens

By: ________________________________

Name: ________________________________

Title: ________________________________

PROVIDER

____

a ____________ corporation

By: ________________________________

Name: ________________________________

Title: ________________________________

EXHIBIT A

SOFTWARE ORDER FORM

See Attached

EXHIBIT B

SCOPE OF SERVICES

See Attached

EXHIBIT C

CLOUD SERVICES SLA

See Attached

EXHIBIT D

TERMS OF SERVICE ADDENDUM

See Attached

EXHIBIT E

PERFORMANCE SCHEDULE

See Attached

EXHIBIT F

FEE SCHEDULE

See Attached

EXHIBIT G

SCHEDULE OF SUPPORT SERVICES

Provider will provide support to City to resolve errors with the SaaS Solution in accordance with the following schedule:

Critical – Priority 1	Issue is critical to the City – City staff and/or users can't access the SaaS Solution.
High – Priority 2	Issue is severe but there is a workaround available.
Medium – Priority 3	Issue is non-severe but requires follow up work to be performed.
Low – Priority 4	Issue is non-critical for the City and requires that it is corrected as time permits.

Level Resolution Time

Priority 1 <= 1 day
Priority 2 <= 7 days
Priority 3 <= 20 days
Priority 4 <= 45 days

EXHIBIT H

SECURITY POLICY

See Attached

EXHIBIT I

INSURANCE REQUIREMENTS

A. Provider, at its sole expense, will maintain the types of coverages and minimum limits indicated below, unless otherwise approved by City in writing. These minimum amounts of coverage will not constitute any limitations or cap on Provider's indemnification obligations under this Agreement.

- Commercial General Liability Insurance. Provider will maintain occurrence based coverage with limits not less than $2,000,000 per occurrence and $5,000,000 in the aggregate. If the submitted policies contain aggregate limits, such limits will apply separately to the Services, project, or location that is the subject of this Agreement or the aggregate will be twice the required per occurrence limit. The Commercial General Liability insurance policy will be endorsed to name the City, its officers, agents, employees and volunteers as additional insureds, and to state that the insurance will be primary and not contribute with any insurance or self-insurance maintained by the City.

- Business Automobile Liability Insurance. Provider will maintain coverage with limits not less than $1,000,000 per each accident for owned, hired and non-owned automobiles.

- Workers' Compensation Insurance. Provider will maintain coverage as required by the California Labor Code. The Workers’ Compensation policy will contain an endorsement stating that the insurer waives any right to subrogation against the City, its officers, agents, employees and volunteers.

- Employer's Liability Insurance. Provider will maintain coverage with limits not less than $1,000,000 per each accident for bodily injury or disease.

- Professional Liability Insurance. Provider will maintain coverage with limits not less than $1,000,000 per occurrence. Professional Liability may be written as claims-made coverage.

- Third party cyber liability insurance. Provider will maintain cyber liability coverage with limits not less than $1,000,000 per occurrence and $2,000,000 in the aggregate.

B. This insurance will be in force during the life of the Agreement and any extensions of it and will not be canceled without Provider providing thirty (30) days prior written notice to City sent pursuant to the Notice provisions of this Agreement.

C. Prior to City’s execution of this Agreement, Provider will provide to City certificates of insurance and above-referenced endorsements sufficient to satisfaction of City’s Risk Manager. In no event will Provider commence any work or provide any Services under this Agreement until certificates of insurance and endorsements have been accepted by City’s Risk Manager.

D. If Provider fails to comply with these insurance requirements, then City will have the option to declare Provider in breach, or may purchase replacement insurance or pay the premiums that are due on existing policies in order to maintain the required coverages. Provider is responsible for any payments made by City to obtain or maintain insurance and City may collect these payments from Provider or deduct the amount paid from any sums due Provider under this Agreement.

9 Appendix C – Price Sheets

The Price Sheets are provided separately as Appendix C in PDF format and available in MS Excel format upon request from the RFP Coordinator, Greta Davis @ gdavis@sdipresence.com.

SaaS Price Sheet

Proposer Name:

Description	SaaS Fees					Vendor Notes and/or Assumptions
	Year 1	Year 2	Year 3	Year 4	Year 5	
Financial Modules						
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
Subtotal - Finance Modules	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
Human Resources (HR) Modules						
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
Subtotal - HR Modules	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
Other Modules (i.e. system tools, reporting, etc.)						
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
	$ -	$ -	$ -	$ -	$ -	
Subtotal - Other Modules	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
Total Application Hosting Fees	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	

Implementation Services Price Sheet

Proposer Name:

Financial Implementation

Service Category	Hours	Rate	Implementation Fee	Notes / Assumptions
Project Management	-	$ -	$ -	
Configuration	-	$ -	$ -	
Testing	-	$ -	$ -	
Training	-	$ -	$ -	
Go Live Support	-	$ -	$ -	
Other (add as necessary)	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
Subtotal - Finance Modules Implementation	**-**		**$ -**	

Human Resource and Payrol Implementation

Service Category	Hours	Rate	Implementation Fee	Notes / Assumptions
Project Management	-	$ -	$ -	
Configuration	-	$ -	$ -	
Testing	-	$ -	$ -	
Training	-	$ -	$ -	
Go Live Support	-	$ -	$ -	
Other (add as necessary)	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
Subtotal - HR Modules Implementation	**-**		**$ -**	

Other Module Implementation

Service Category	Hours	Rate	Implementation Fee	Notes / Assumptions
Project Management	-	$ -	$ -	
Configuration	-	$ -	$ -	
Testing	-	$ -	$ -	
Training	-	$ -	$ -	
Go Live Support	-	$ -	$ -	
Other (add as necessary)	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
Subtotal - Other Modules Implementation	**-**		**$ -**	
Total - All Implementation Services	**-**		**$ -**	

Data Conversion Price Sheet

Proposer Name:

Data Conversion				
Item	Hours / Module	Rate	Conversion Fee	Conversion Assumptions
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
Total - Conversion	**-**		$ -	

3rd Party Products Price Sheet

Proposer Name:

3rd Party Product Description	Cost	Notes / Assumptions
	$ -	
	$ -	
	$ -	
	$ -	
	$ -	
	$ -	
	$ -	
	$ -	
	$ -	
	$ -	
Total - 3rd Party Products	**$ -**	

Optional and Additional Offerings Price Sheet

Proposer Name:

Product/Solution Description	Cost	Notes / Assumptions
Contract Management	$ -	
Recruiting	$ -	
Onboarding	$ -	
Employee Expense Reporting	$ -	
Training Certifications and Licenses	$ -	
Performance Reviews	$ -	
Labor and Employee Relations	$ -	
Offboarding	$ -	
	$ -	
Bid Management	$ -	
Digital Signatures	$ -	
Electronic Document Management	$ -	
Customer Relationship Management (CRM)	$ -	
Tax Services	$ -	
Project Management	$ -	
	$ -	
	$ -	
	$ -	
Total - Other or Optional Offerings	**$ -**	

Travel Price Sheet (travel related to Implementation Services)

Proposer Name:

Trip Purpose/Description	# of Trips	Cost Per Trip	Total	Notes/Assumptions
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
	-	$ -	$ -	
Total Travel Expenses	**-**		**$ -**	

Professional Services Rates Price Sheet [for any additional hours needed during implementation and or hosting (operations and maintenance)].

Proposer Name:

Resource Category	Hourly Rate	Notes / Assumptions
Project Manager	$ -	
Training Specialist	$ -	
Data Conversion Specialist	$ -	
Programmer	$ -	
Business/Systems Analyst	$ -	
Testing Specialist	$ -	
Other (add as necessary)	$ -	
	$ -	
	$ -	
	$ -	
	$ -	