Town of Medley

Request for Proposals (RFP)

For

Information Systems

RFP No. 2015- 002

March 05, 2015

Request for Proposal

Table of Contents

APPENDICES

1   PROPOSAL INFORMATION

1.1   General

Introduction.

This section of the Request for Proposals (RFP) outlines the proposal submission requirements and provides information on the desired format for proposals. It contains the instructions governing the proposal to be submitted and the material to be included therein, including mandatory requirements (which must be met to be eligible for consideration) and other requirements to be met in each proposal.

Issuing Office.
The Finance Department of the Town of Medley has issued this RFP.

Purpose.
The Town of Medley ("Medley") is seeking firms or prospective proposers who have packaged software experience in the public sector and are deemed most qualified to provide the desired solution. This RFP is intended to solicit proposals for applications software and implementation assistance for all Town applications and departments, including the following applications:

• Financial Reporting/Budget/Project Accounting/Bank Reconciliation
• Accounts Payable/Fixed Assets
• Parcel Management
• Citizen Contact
• Building/Planning/Permits/Code Compliance
• Business Tax Receipting
• Clerk Record Keeping Management
• Water Utility Billing
• Storm Water Utility Billing

Proposers are encouraged to initiate preparation of proposals immediately upon receipt of this RFP and prior to the pre-proposal conference, so that all relevant questions and information needs can be identified and answered, and so that adequate time is available to prepare a comprehensive and complete response.

Incurring Costs.
The Town is not responsible or liable for any costs incurred by proposers in the preparation of proposals in response to this RFP, and prior to the issuance of an agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the Town.

Turnkey Approach.
The desired contract is one in which the proposer delivers, installs, implements, and passes an acceptance test on a total package including application software packages, data conversion, training, implementation support, hardware, and system software. If an alternative proposal or a different type of approach is proposed, please describe the contractual protection offered to ensure successful implementation of all parts of the system.

Addendums, Supplements or Amendments to Request for Proposals (RFP).
In the event that it becomes necessary to revise any part of this RFP due to inquiries raised, an addendum, supplement or amendment to this RFP will only be provided to proposers who received the RFP and those that have registered with the Town.

1.2   Schedule of Events.

The following table outlines the Town's scheduled calendar of major events related to the RFP distribution, proposal submission, evaluation, and selection processes. All times are stated in Eastern Standard time.

1.	RFP noticed or advertised	March 9, 2015
2.	Mandatory Pre-Proposal Conference and Site Visit	March 25, 2015
3.	Deadline for submission of written questions (5:00 P.M.)	March 30, 2015
4.	Proposal Submission Deadline (3:00 P.M.)	April 8, 2015
5.	Evaluation and Recommendation of top ranked three (3) proposers	April 23, 2015
6.	Council Approval of Selected Proposer and Award Proposal	May 4, 2015

The Town reserves the right to amend the above schedule as necessary, in its sole and absolute discretion.

1.3 Proposal Format/Requirements.

Format of Proposal.

Please minimize the bulk of original writing and make maximum use of your standard brochures and materials. Each proposal must follow the format prescribed below and must include the required information and the enclosed Proposal Response Forms, including Application Software Requirements; Hardware and System Software Requirements; Installation and Support Requirements; and Proposal Pricing Format. Failure to complete and furnish all information required in the form and format specified may result in disqualification of as proposal.

SECTION   TITLE

I.   Executive Summary

II.   Proposal Form / Proposer's Certification

III.   Understanding of Project Goals and Expectations

IV.   Proposer Qualifications and Experience

V.   Proposed Project Team Qualifications and Experience

VI.   Client References

VII.   Application Software Requirements and Forms

VIII.   Hardware and System Software Requirements and Forms

IX.   Installation and Support Requirements and Forms

APPENDICES: Completed Appendices A, B, C, D, E, F, G and H

Please feel free to include any material that will add or enhance your recommended approach. However, if the materials do not directly address the stated requirements, please include them in an appendix or separate volume. We will review and consider all material submitted, but the Town will concentrate its efforts on the material that directly addresses the Town's stated needs.

Proposal Form/Proposer's Certification.
All proposers are required to submit the Proposal Form included as Appendix A to this RFP.

Understanding of Project Goals and Expectations.
Proposals should indicate the Proposer's understanding of the Town's project goals and expectations and must respond to all requirements of this RFP.

Proposer Minimum Qualifications, Experience and Information.
Please provide information that will enable the Town to evaluate the proposer's qualifications, experience, Project team and key personnel, references, financial stability, and support capabilities. The Proposal shall include the following:

1.   The two most recent financial statements;

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2. Describe proposer firm or entity organizational structure and ownership of Proposer;

3. Provide information as to number of year's proposer has been in business and operational;

4. Number of technical/support employees in Florida and adjacent states, and number of employees available to support the Town' information systems;

5. Describe other resources available to support the installation and operation of the Town's Information Systems;

6. Describe and list total number of installations performed to determine the support/install ratio.

7. Proposed System must have installed user base of at least 200 similarly sized municipal governments;

8. **Qualifications and Experience:** The Proposer firm shall have at least five (5) years' experience in providing, installing and support/maintenance of municipal or governmental information systems.

9. **Project Team:** Provide an Organizational Chart of the Project Team, including key personnel or Team/Task Leaders responsible for this project. Please provide information that will enable the Town to evaluate the proposed Project Team and staff resources. The Proposal shall include the following: (1) resumes for proposed key personnel (i.e., Project Manager and Team/Task Leaders) and (2) estimates of project participation in days or hours by major task for each individual named for Project Manager and Team/Task Leaders and by staff category for all other proposed personnel.

10. **References:** Provide a list and description of client references for at least five (5) similar projects satisfactorily performed for municipal or governmental clients or customers, including references who are utilizing the software being proposed. The list should provide a customer name, population, number of employees, application modules, length of time using the software or information system, and a description of the customers' system software and hardware configuration. For each customer reference, include contact names, phone numbers, and email addresses for staff in financial, human resources, public works, and community development. Also include a complete list of clients including addresses and telephone numbers.

11. **Application Software Requirements.** Application software requirements are specified in Sections 2, 4 and 3 of this RFP and constitute a list of desired features and functions. If the Proposer does not have offerings for each of the stated applications, clearly indicate which modules are being proposed. It is not necessary to have offerings for all applications or features; however, proposing a more comprehensive system to the Town would be clearly advantageous. It is also advantageous to summarize which general areas of functionality are not proposed.

12. **Hardware and System Software Requirements.** The proposal should include a recommended hardware and operating systems configuration. The Town will procure and maintain all hardware and operating systems software, as required.

13. **Installation and Support Requirements.** Installation and support requirements are specified in <u>Section 4</u>. Each proposal should specifically address each requirement listed therein.

14. Left Blank- not used

15. **Proof of Authorization:** Proofs of authorization to transact business in the State from the Florida Secretary of State, from prime as well as any supporting firms.

16. **User/Technical Manuals.** Each Proposal should include a representative sample (but not necessarily a complete set) of detailed user and technical manuals for the application software proposed. The Town reserves the right to request a complete set of manuals should they be essential to the proposal evaluation process.

17. **Pricing Format.** Total cost of the system (including your travel and other out-of-pocket expenses) will be a key factor in the evaluation of each proposal. Each proposal must provide price commitments for a period of 180 days following the proposal due date. The pricing information should be broken down by module and the following categories:

- Application / Module Cost
- Project Management
- Systems Implementation
- Data Conversion
- Integration
- Training
- Acceptance Testing
- Annual Maintenance

Pricing should be included in a separate envelope. Please state the unit price for each separate line item quoted.

18. **Insurance**: Proposer shall provide evidence/certificates of insurance as required herein. Proposer shall secure and maintain throughout the duration of this RFP and agreement, if selected, insurance of such types and in such amounts not less than those specified below as satisfactory to the Town, naming the Town as an Additional Insured, underwritten by a firm rated A-X or better by A.M. Best and qualified to do business in the State of Florida. The insurance coverage shall be primary insurance with respect to the Town, its officials, employees, agents and volunteers naming the Town as additional insured. Any insurance maintained by the Town shall be in excess of the Proposer's insurance and shall not contribute to the Proposer's insurance. The insurance coverages shall include at a minimum the amounts set forth in this section and may be increased by the Town as it deems necessary or prudent.

Commercial General Liability coverage with limits of liability of not less than a $1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage. This Liability Insurance shall also include Completed Operations and Product Liability coverages and eliminate the exclusion with respect to property under the care, custody and control of Proposer. The General Aggregate Liability limit and the Products/Completed Operations Liability Aggregate limit shall be in the amount of $2,000,000 each.

Workers Compensation and Employer's Liability insurance, to apply for all employees for statutory limits as required by applicable State and Federal laws. The policy(ies) must include Employer's Liability with minimum limits of $1,000,000.00 each accident. No employee, subcontractor or agent of the Proposer shall be allowed to provide Services pursuant to this RFP who is not covered by Worker's Compensation insurance.

Business Automobile Liability with minimum limits of $1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Service Office, and must include Owned, Hired, and Non-Owned Vehicles.

Professional Liability Insurance in an amount of not less than One Million Dollars ($1,000,000.00) per occurrence, single limit.

19. **Licenses/Certifications**. Provide copies of all professional and business licenses required for the Work, as required by applicable federal, State, County and local agencies, including, any licenses required for firm and key personal performing the Work.

1.4   Public Records/Proprietary Information.

Florida law provides that municipal records should be open for inspection by any person under Section 119, F.S. Public Records Law. All information and materials received by the Town in connection with proposals or responses shall become property of the Town and shall be deemed to be public records subject to public inspection.

Any restrictions on the use of information contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with Florida State Statutes (Public Records Law). The Town shall incur no liability due to release of information from a proposer labeled "proprietary" or "confidential." Separate proposer documentation submitted in support of proposals will be treated as proprietary and confidential, if properly labeled as such, and exempted from public disclosure by Florida law.

1.5   Response Material Ownership.
All material submitted regarding and in response to this RFP becomes the property of the Town and will only be returned to the proposer at the Town's option. The Town has the right to use any or all system ideas presented in reply to this request, subject to limitations outlined above in "Proprietary Information." Disqualification of a proposer does not eliminate this right.

1.6   System Procurement Options.

The Town will consider lease or purchase options for procuring the information system(s). In the proposal, include the approaches (lease and installment payment options) the proposer can accommodate along with sample contracts. Please identify the apparent benefits to the Town offered by the recommended acquisition method. The Town will consider the outright purchase, time-payment purchase, and equity lease options available to them.

1.7   Multiple Proposals.

Proposers may submit more than one proposal to reflect alternative software packages or hardware platforms. However, one and only one proposal should be identified as the proposer's "PRIMARY PROPOSAL" and all others should be identified as "ALTERNATIVE PROPOSALS." To facilitate the evaluation process, "ALTERNATIVE PROPOSALS" must follow the same format as "PRIMARY PROPOSALS." Alternative approaches will be given consideration if the approach is advantageous to the Town and offers increased benefits to the Town.

1.8   Questions/Clarifications.

Any questions or clarifications regarding this RFP or any content or technical questions should be directed in writing to:

> Roy Danziger, Finance Director
> Town of Medley
> 305-887-9541
> rdanziger@townofmedley.com

And:

> Doug Phillips
> Astec Consulting
> 305-234-3882
> astec@bellsouth.net

If the Town finds it necessary to add to, or amend this RFP prior to the response submittal deadline, the Town will issue written addenda/addendum. Each Proposer must acknowledge receipt of each addendum by signing the acknowledgement (Appendix D) and providing it with its Proposal or Response.

The Town reserves the right to obtain clarification of any point in a proposer's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification may result in rejection of the proposer's proposal.

1.9   Proposal Submission.

The proposal package shall be delivered to:

> Herlina Taboada, Town Clerk
> Town of Medley, Florida
> 7777 NW 72nd Ave
> Medley, Florida 33166
> 305-887-9541

Proposals must be received prior to 3:00 P.M. Eastern Time on April 8, 2015. Proposers must allow sufficient delivery time to ensure receipt of their proposal by the time specified.

Eight (8) copies of the proposal, and two (2) copies of all supporting proposer documentation, should be sealed in a package(s) showing, in addition to the address shown above, the following information on the outside:

1. Proposer's Name, Contact, Phone number, and Email address
2. Proposal – RFP No. 2015 - 002, Town of Medley, Florida - Information Systems
3. Proposal Due Date: April 8, 2015.

The proposal must be signed by a person(s) legally authorized to bind the proposer.

Eight (8) copies of the Pricing Proposal should be submitted in a separate, sealed envelope showing, in addition to the address shown above, the following information on the outside:

1. Proposer's Name
2. Pricing Proposal RFP No. 2015 -002, Town of Medley, Florida - Information Systems Pricing Forms
3. Proposal Due Date: April 8, 2015

Late proposals will not be accepted or considered.

1.10.   Evaluation and Selection Process.

The Town shall be sole judge of its best interests in evaluating qualifications and proposals deemed most advantageous to the Town, and the resulting contract to be entered into between the Town and the Successful Proposer. The Town will review Proposals for an initial determination on minimum qualifications, responsiveness and responsibility. The Town reserves the right to reject any or all Proposals, to waive any informality, irregularity or technicality in any Proposal, to re-advertise for Proposals, or take any other such actions that may be deemed to be in the best interests of the Town.

The Proposals initially determined to be responsive and submitted by responsible Proposers meeting the qualifications of this RFP will be presented to an Evaluation Committee for review and evaluation.
The Town's Evaluation Committee will evaluate all proposals submitted as a result of this RFP. The Committee will present its recommendation to the Town Mayor and Council of the three (3) highest ranked firms.

As part of the Proposal evaluation process, the Evaluation Committee may elect to interview Proposers, request oral presentations, request additional information or clarification of Proposals and information submitted. The Evaluation Committee will score and rank the qualified, responsive and responsible Proposers in accordance with the criteria set forth below and make a recommendation to the Village Mayor and Council.

Proposals will be evaluated in accordance with weighted criteria listed below:

	POINT RANGE
Scope of Services Proposed (Including Application Software)	0-25
Firm Qualifications/Experience	0-25
Team/Key Personnel	0-25
Price/Cost	0-25
	100

These weighted criteria are provided to assist the proposers in the allocation of their time and efforts during the submission process. The criteria also guide the Evaluation Committee and Town Council during the evaluation and final ranking of proposers by establishing a general frame work for those deliberations.

1.11   Award of Contract.

The Evaluation Committee will rank the three (3) highest proposer firms and forward a recommendation for award of a Contract to the Town Council. The Town Council shall have the final authorization of the award of the Contract to the Successful Proposer. The contract will be awarded to that proposer whose proposal presents a product that will be the most advantageous to the Town. The Town reserves the right to negotiate with the proposer selected in the evaluation process for this RFP to acquire the combination of functional areas (software modules) and level of implementation assistance that best meets its needs within any limitations of available funding.

Neither this RFP nor the notice of award of the Contract constitutes an agreement or contract with the Successful Proposer. An agreement or contract is not binding until a written agreement or contract (the "Contract") has been approved as to form and sufficiency by the Town Attorney and executed by the Town (with Council approval) and the Successful Proposer.

1.12   Acceptance of Proposal.

Failure to furnish all information requested in the form and format specified may disqualify a proposal. The contents of the proposal of the Successful Proposer will become contractual obligations, if a contract ensues. Failure of the Successful Proposer to accept these obligations in an agreement, purchase order or contract, or similar acquisition instrument may result in cancellation of the award and such proposer may be removed from future solicitations.

1.13   False or Misleading Statements.

If, in the opinion of the Town, a proposal contains false or misleading statements or references, it may be rejected.

1.14   Other Reservations.

The Town reserves the right to accept or reject any and all proposals. Further, in the event that funds are not available or are terminated, no contract resulting from this RFP will be executed.

1.15   Rejection of Proposals.

Issuance of this RFP in no way constitutes a commitment by the Town to award a contract. If it is deemed in the best interest of the Town to do so, the Town reserves the right to reject any or all proposals and to waive any informalities and minor irregularities in proposals received or to accept any portion of a proposal or all items proposed, or to reject any and all proposals received in response to this RFP, or to cancel the RFP, or to investigate transfer of software available in the public domain from another municipality.

1.16   System Demonstration/Site Visit.

Proposers who submit a proposal in response to this RFP may be required, at the invitation of the Town, to make oral presentations of their proposal, to demonstrate their proposed systems, provide written clarification, and/or arrange site visits. Such presentations, demonstrations, site visits or clarifications provide an opportunity for the proposer to clarify his proposal to assure thorough mutual understanding. The time and place of such demonstrations and site visits will be scheduled by the Town and will last for approximately one (1) day each. No official announcement will be made of the names of the proposers requested to make presentations or to arrange site visits. Each application package should be demonstrated, clearly showing the interactive and operational aspects of the system from a user's perspective. The Town may at its option conduct three one day demonstrations during the week of April 13, 2015 in the Town of Medley Town Hall building. The proposers shall email their first, second, and third choices for demonstration days to the attention of Roy Danziger at rdanziger@townofmedley.com. When the final three proposers are selected, the Town will confirm the demonstration date with the proposers. If site visits are required, the Town would prefer the sites to be in Florida or adjacent states. The site should have a similar system to that proposed in terms of configuration, software, and level of use.

1.17   Line Item Purchasing.

The Town reserves the right to award contracts for products or for other services to more than one proposer, if that is most advantageous to the Town. The Town specifically reserves the right to buy items or services offered on a line item basis from any proposer. In order to facilitate the integration of multiple proposer applications, proposers must be willing to cooperate with other proposer(s) by supplying interface information: file layouts, etc.

1.18   Contract/Negotiations.

Contract Terms and Conditions.

The complete agreement with the proposer will be contractually bound in a Software License Agreement, which may be supplemented with the following proposer-supplied components:

1.   System Implementation Support Agreement (Including System Installation, Fit Analysis, Process Re-engineering, System Training, System Testing, File Conversion, System Modification and Enhancement, and Implementation Support).

2.   Application Software License Agreement

3.   Application Software Maintenance Agreement

4.   Additional Third-Party software License Agreement

5. Utility Software Maintenance Agreement

6. Operating System and Database Management System License Agreements

Contract Negotiations
The Town intends to make a preliminary selection in May, 2015. The Town will issue a notice of award and complete contract negotiations with the successful proposer. A contract must be completed and signed by all parties concerned within five (5) weeks from proposer selection. If this date is not met, and if the delay is not the fault of the Town, the Town may elect to cancel the notice of award and award the selection to the next ranked proposer. To provide for this contingency, each proposer must state in its proposal that the terms and conditions in the proposal will remain valid and in effect for at least 180 days from the proposal submittal date. The Town reserves the right to negotiate with the proposer selected in the evaluation process for this RFP to acquire the combination of functional areas (software modules) and level of implementation assistance that best meets its needs within any limitations of available funding.

Type of Contract.
Contracts negotiated in response to this RFP shall be on a firm, fixed price basis. The Town reserves the right to negotiate a final contract in connection with this RFP based on selected modules of functionality and levels of proposer implementation and training assistance.

Town Ownership of Contract Products.
All products produced as a result of the execution and completion of the terms of the contract resulting from this RFP, except those delivered under license agreements, will be the sole property of the Town.

Prime Contractor Responsibility.
The Town prefers to contract with a single or primary proposer. If you propose a multi-proposer or subcontracted approach, clearly identify the responsibilities of each party and the assurances of performance offered. The prime contractor will be responsible, and must take responsibility, for the entire contract performance whether or not subcontractors are used. The prime contractor must assume full responsibility for the performance of the software, for implementation, and for ongoing maintenance and support as delineated in the contract to be negotiated with the Town. As relates to the initial system implementation effort, the Town intends to enter into a single contract with the prime contractor. However, the Town acknowledges that multiple maintenance agreements for different system components may be negotiated. The selected proposer will be required to assume responsibility for delivery, installation and maintenance of all software and support services offered in its proposal, whether or not the proposer is the original supplier. The Town will consider the selected proposer to be the sole point of contact with regard to contractual matters including the performance of services and the payment of any and all charges resulting from the lease or purchase of software and for services performed.

Provisions Regarding Subcontractors.
Unless provided for in the contract negotiated and entered into in connection with this RFP, no contract shall be made by the contractor with any other party for furnishing any of the work or services requested in this RFP without the prior consent, guidance and approval of the Town. Any subcontract entered in connection with this RFP subsequent to the execution of the contract with the prime contractor, must be previously approved by the Town.

If use of subcontractors is planned, the proposal must include specific designation of the tasks that the subcontractor is to perform. All corporate information required by this RFP to be provided by the prime contractor must also be provided for each proposed subcontractor. Under this RFP, the Town retains the right to approve all subcontractors.

All subcontract agreements must be signed at the time of contract award date. The contractor will be required to provide a payment bond with a surety company acceptable to the Town to insure payment of all subcontracts and taxes including, but not limited to, unemployment insurance taxes.

1.19 Payment/Delivery/Implementation Schedule.

Payment/Retainer.
The following payment schedule for software licensing is anticipated per installation phase:

1. 20% -Contract Execution
2. 30% -Software Installation on Customer's Server at Customer premises
3. 30% -Training, Testing, and Conversion Completion
4. 20% -Final System Acceptance

All billings and payments will be made on a module-by-module basis. The Town will require that the final 20 percent of the software, training and conversion cost be retained until the related module is working to the stated specifications. The final contract will be financially binding and will include a non-performance clause.

On-site and conversion costs are to be billed as incurred, on a monthly basis, for expenses and services provided. These are all costs that are not software licenses and generally will flow with the progress of the project (e.g., travel, lodging, training courses, completion of module conversions). These costs must be declared as a schedule of fixed costs to be included in the contract.

Delivery and Implementation Schedule.
Proposers shall include a realistic delivery and implementation schedule in the Installation and Support Requirements and Forms Section of their proposal. The schedule should not be dated, but should break out the implementation schedule in terms of weeks following contract signing. The schedule should show periods of performance and milestones for deliverables. Tasks to be performed by the proposer as well as by the Town should be specifically stated and included in the schedule.

1.20 Miscellaneous.

No Discrimination in Employment
In connection with the performance of work for this project, the Proposer agrees not to refuse to hire, discharge, promote or demote, or to discriminate in matters of employment or compensation against any person otherwise qualified, solely because of race, creed, color, religion, sex, age, national origin or ancestry; and further agrees to insert the foregoing provision in any subcontracts hereunder.

News Releases/Advertising.
News releases and/or advertising pertaining to this procurement or any part of the Project shall not be made without prior, written approval of the Town.

Taxes.
Proposer shall include any and all applicable taxes in Proposal pricing.

SECTION 2.   TECHNICAL INFORMATION

2.1   Background.

The Town was incorporated in 1949 and is located in Miami Dade County, Florida. Key service and other pertinent information on the Town is summarized below:

Governance	-	Elected Mayor, Vice Mayor and three Council Members.
Service Area	-	8 square miles.
Clientele	-	Current estimated population of 1,000. Estimated number of day time population is 40,000.
Employees	-	Approximately 100 full-time and 60 part-time employees represent the following Town departments:

- Council
- Executive
- Finance
- Maintenance
- Planning, Building & Zoning
- Police
- Code Compliance Building
- Public Works
- Social Services
- Parks and Recreation
- Water and Stormwater Utilities

FY 2014/2015 Budget	-	$ 36 Million

2.2   Existing Information Systems.

Key information regarding the existing information systems function is summarized below:

Staffing.
The Town currently outsources its information technology support services to a local consulting group. The Mayor's Executive Assistant is responsible for day-to-day desktop support issues and acts as the point of contact with the Proposers.

Hardware Environment.

Equipment	Brand/Model	Operating System
Application Server	Dell Poweredge 2900	Windows 2003 Server
GIS Server	Dell Poweredge 1600SC	Windows 2003 Server
Desktops	Dell Optiplex 260,280,755	Windows XP Pro
Laptops	Dell Latitude and Inspiron	Windows XP Pro

Total Workstations 50

Network Environment.

Town Hall	Category 5 Ethernet Local Area Network, DSL and T1 data and voice lines for internet access. Local 802.11G Wi-Fi access.

2.3   Project Goals.

The overall objective of the Town is to provide needed information technology services to all operating units and departments to enable them to achieve their strategies and goals in the most proficient, productive and cost-effective manner.

The scope of this RFP includes all Town departments. Particular emphasis and priority is given to the following applications:

- Financial Reporting, Budgeting, Fixed Assets, Bank Reconciliations
- Planning, Permits, Code Compliance
- Project Accounting
- Accounts Payable
- Accounts Receivable/Cash Receipts
- Utility Billing
- Records Management

While considerable progress has been made throughout the Town, a number of factors now exist which may limit future advancements unless steps are taken now to acquire new computer platforms and more sophisticated software systems. These factors include:

- The Town's applications software represents an older technology that no longer meets the Town's needs.
- Many departments have unmet needs which cannot be accommodated utilizing the current software.
- Not all applications software is integrated, requiring manual interfaces.

The Town's concerns during this phase of the overall Project are:

- To acquire proven software products to meet departmental application requirements.
- To identify and select only vendors with a strong reputation for customer satisfaction and service.
- To acquire software which require minimal in-house dedicated personnel resources for ongoing management.
- To preserve the Town's existing technology investment where possible.

- To address all high priority application needs while limiting capital information systems expenditures.

2.4   Application Software Requirements.

This section describes the specific features the Town is seeking in each application or functional area. If a desired function resides in a module within your package other than the module we have listed it under, please identify the application name associated with the desired feature (on the Proposal Response Form). This section is divided into the following applications:

    1   Financial Applications
          1.1 General Ledger
          1.2 Bank Reconciliation
          1.3 Budgeting/Forecasting
          1.4 Project Accounting
          1.5 Grant Accounting
          1.6 Report Writer
          1.7 Accounts Payable
          1.8 Accounts Receivable
          1.9 Cash Receipts
          1.10 Fixed Assets

    2   Land-Based Applications
          2.1 Parcel Management
          2.2 Business Tax Receipts
          2.3 Planning
          2.4 Permits
          2.5 Code Compliance

    3   Utility Billing

    4   Citizen Contact

    5   Records Management

    6   General Application Software

The software proposed must meet the following minimum requirements: Must have been installed user base of at least 200 similarly sized municipal governments; ability to run on locally hosted servers using a SQL Server database backend or Cloud Based Solution with SQL Server database backend with archived versions of database available for download to client network; Support of Microsoft Hyper-V

Virtualization solution; Fully documented Data Dictionary to support Adhoc Reporting using Crystal Reports or similar Third Party Product; and support for tablet devices such as Microsoft Surface Pro and Apple IPod.

The Town desires that all software applications be fully integrated. That is, all information should be entered and stored only one time. Within the Software Requirements section, specific integration features are included to help describe the Town's needs in more detail.

Section 3 consists of the Application Software Requirements that will be used to indicate whether your software satisfies the stated requirement and where in your documentation we may find evidence to support your claim. This is not intended to be an exhaustive list of functions. Instead, it represents those features particularly of interest to or peculiar to the operations of the Town. At a minimum, your enclosed documentation should include all features identified in this Section of the RFP. Any additional significant features that your software provides should be identified and included in the supporting documentation that accompanies your Proposal Response Forms.

IMPORTANT INSTRUCTIONS:

PLEASE FILL OUT THE FOLLOWING FORMS IN SECTIONS 3 (APPLICATION SOFTWARE REQUIREMENTS) AND 4 (INSTALLATION AND SUPPORT REQUIREMENTS). COMPLETELY AND ACCURATELY AND SUBMIT THEM AS PART OF YOUR PROPOSAL.

The purpose of these forms is to allow us to evaluate your proposal quickly and accurately and to help you to be sure that you have responded fully to the requirements. These forms allow your narrative proposal to be organized as you wish, yet enable us to locate the required information for verification and analysis.

All specifications are numbered (left-hand column) using the paragraph numbering feature - do not change these numbers.

The Town has determined its priorities using the following scale for each application and each requested feature within the applications:

  • 5 - Mandatory feature/application
  • 4 - Expected feature/application
  • 3 - Desirable feature/application
  • 2 – Beneficial feature/application
  • 1 - Potential future requirement, not required at this time.

To fill out the forms, please do two things:

1. For each specified feature, note in column labeled "Included in Package" whether the feature is included - based on the following coding structure:

  • Y- Fully meets requirement "out-of-the-box"
  • P – Meets with additional procedures/customizaton
  • N - This feature cannot be provided.
  • T – 3rd party software

If any symbol other than "Y" or "N" is the response for a requirement in the "Included in Package" column, you must complete the Vendor Requirements Comment Section.

2. For each specified feature, utilize the "Comment Code" column by placing a "C" to designate that comments have been added to the Vendor Requirements Form. (Appendix C).

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.1 General Ledger		5		
3.1.1.1	**FUND ACCOUNTING** System must provide all procedural functions of a governmental fund accounting system, including governmental, proprietary (enterprise and internal service) and fiduciary fund types and account groups (general long-term debt and fixed assets).	5		
3.1.1.2	**GASB-34** System must provide full compliance with the GASB-34 requirements.	5		
3.1.1.3	**MANDATED REQUIREMENTS** Provide for updates (as part of normal maintenance) to system for State and Federal mandated requirements for processing and reporting.	3		
3.1.1.4	**REPORTING REQUIREMENTS** System must comply with Generally Accepted Accounting Principles (GAAP), pronouncements of the Governmental Accounting Standards Board (GASB), Municipal, State, and Federal reporting requirements as they are today.	5		
3.1.1.5	**INTERACTIVE BALANCE STATUS** System must provide for balance status at each line item to include budget versus actual expenditures.	4		
3.1.1.6	**CHART OF ACCOUNTS STRUCTURE** System must provide user-defined Chart of Accounts structure (alpha-numeric) with a minimum of thirty total characters with up to ten elements.	5		
3.1.1.7	**GFOA BLUE BOOK CHART OF ACCOUNTS** The Chart of Account structure should be fully compliant with the GFOA "Blue Book" illustrative account structure.	5		
3.1.1.8	**MAP OLD ACCOUNT NUMBER TO NEW** System should provide the capability at beginning of the fiscal year to map an old account number to a new account number during account restructuring.	4		
3.1.1.9	**ABBREVIATED ENTRY** System should provide the ability at end-user entry level to enter abbreviated version of account number, which the system will treat as a complete account number. Example: user enters 5 digits, which represents 20, allowing user to work within a specific fund or dept.	4		
3.1.1.10	**USER-DEFINED ABBREVIATED ENTRY** Provide the capability for users to define individual abbreviated account numbers.	3		
3.1.1.11	**CHART OF ACCOUNTS LISTING** System must provide the ability to print and query complete or partial list of the Chart of Accounts.	5		
3.1.1.12	**ACCOUNT TYPES** System must provide the capability to distinguish account types, i.e., asset, liability, fund equity, revenue and expenditure.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.1 General Ledger		5		
3.1.1.13	**ACCOUNT NUMBER VALIDATION** System must validate account number at data entry time. Note when account number is not existing, closed or inactive. (Also applies to all integrated applications.)	5		
3.1.1.14	**MISSING ACCOUNT NUMBER** System must provide the capability to create a new account number (within security constraints) during on-line transaction entry without needing to log out of subsystem applications.	5		
3.1.1.15	**STATISTICAL ACCOUNTS** System should provide the capability for accounts to store statistical information - hours, acres, feet of water, number of customers, number of accounts, number of employees, etc. used for cost studies	3		
3.1.1.16	**ALLOCATION** System should provide the capability to allocate/calculate financial data based on statistical information accounts.	3		
3.1.1.17	**ALLOCATION REPORTING** System must provide the capability to post allocations to G/L and/or generate report of allocations.	5		
3.1.1.18	**DATA ENTRY** System must allow for both batch and on-line data entry and identification of source journals with full audit trail.	5		
3.1.1.19	**DATA ENTRY** System must provide for duplication of data elements during transaction entry.	5		
3.1.1.20	**BUDGET ADJUSTMENTS** System should allow for users to track budget amendments, including identification of date, budget changes, account transfers, and user.	5		
3.1.1.21	**MANDATORY JOURNAL BALANCING** System must require balancing journal entries and balancing of individual funds.	5		
3.1.1.22	**AUTOMATIC REVERSING JOURNAL ENTRIES** System should allow accrual journal entries to be entered and automatically reversed on the specified reversal date.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.1 General Ledger		5		
3.1.1.23	**ELECTRONIC BANK DEPOSIT** System should provide for electronic bank deposits of scanned check images at the user desktop.	5		
3.1.1.24	**RECURRING AND STANDARD ENTRIES** System must provide recurring and standard journal entry capability. Allow for modifications.	5		
3.1.1.25	**JOURNAL ENTRY DOCUMENT** System must provide a hard copy document on-demand for each system generated Journal Entry (to be used for backup documentation).	5		
3.1.1.26	**PROOF AND POSTING REPORTS** System must provide Proof and Posting Reports of Cash, Payables, Receivables, and Adjusting Journal Entries prior to posting.	5		
3.1.1.27	**BATCH REVIEW AND EDIT** System must provide the capability to review on-line and edit batches before permanent update.	5		
3.1.1.28	**AUDIT TRAILS** System must provide edit listings and exception reporting of transaction processing to allow clear audit trails.	5		
3.1.1.29	**AUTOMATIC PERIOD-END PROCESSING** System must provide user-initiated month-end and year-end closing automated procedures/entries.	5		
3.1.1.30	**MULTIPLE ACCOUNTING PERIODS PROCESSING** System must permit concurrent processing of transactions for up to ten (10) additional accounting periods before the prior period's year is closed.	5		
3.1.1.31	**CLOSED PERIODS** System must allow (with proper security clearance) the re-opening of a closed period within an open year.	5		
3.1.1.32	**YEAR-END CLOSING** System must provide year-end system generated closing transactions for rollover to new year (e.g., balance sheet accounts, encumbrances, project information). Allow for rollover to be performed multiple times.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.1 General Ledger		5		
3.1.1.33	**CLOSING TRANSACTIONS** System should provide the capability to have closing transactions close to multiple equity accounts and fund balance accounts within a single fund.	5		
3.1.1.34	**TRANSACTION INQUIRY** System must provide the capability to display pending (not permanently posted) transaction amounts and descriptions at inquiry or reporting at the division/project level.	5		
3.1.1.35	**DISPLAY ALL DETAIL** System must provide the ability to query on-line an account number (by date and/or account number range) and access all related detail transactions through "drill-down capability" whether stored in the G/L or another application.	5		
3.1.1.36	**HISTORY - DETAILS** System must carry detail transactions for current and three prior fiscal years.	5		
3.1.1.37	**HISTORY - ONLINE** System must provide current and three fiscal years transaction history online by account.	5		
3.1.1.38	**TRIAL BALANCE REPORT** System must provide on-demand Working Trial Balance, Detail and Summary Trial Balance Reports by selected Funds.	5		
3.1.1.39	**DETAIL AND SUMMARY G/L** System must provide the ability to query and produce reports of General Ledger detail transactions and summary transactions sorted and summarized by any element(s) within the Account Number including budget information. The General Ledger detail must provide a detail description of transactions including date, journal entry number, source document, original master name, description, debit and credit amounts.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.1 General Ledger		5		
3.1.1.40	**SUMMARY OF PROJECT STATUS REPORT-REVENUE & EXPENDITURE** System must provide the ability to generate a summary of project status report with project to date budgets and actuals.	5		
3.1.1.41	**SUBSIDIARY RECONCILIATION REPORT** System must provide the ability to generate a subsidiary reconciliation report (e.g., accounts payable, accounts receivable).	5		
3.1.1.42	**SUMMARY EXPENDITURE REPORT BY FUND/DEPARTMENT/ACCOUNT** System must provide the ability to generate a summary expenditure report by fund/department/account.	5		
3.1.1.43	**SUMMARY EXPENDITURE REPORT** System must provide the ability to generate a summary expenditure report with ability to sort by any element in the account structure.	5		
3.1.1.44	**SUMMARY REVENUE REPORT BY FUND/DEPARTMENT/ACCOUNT** System must provide the ability to generate a summary revenue report by fund/department/ account.	5		
3.1.1.45	**SUMMARY REVENUE REPORT** System must provide the ability to generate a summary revenue report with ability to sort by any element in chart of accounts	5		
3.1.1.46	**DETAIL TRANSACTION EXPENDITURE REPORT** System must provide the ability to generate a detail transaction expenditure report with selected subtotals	5		
3.1.1.47	**DETAIL TRANSACTION REVENUE REPORT** System must provide the ability to generate a detail transaction revenue report with selected subtotals	5		
3.1.1.48	**COMPREHENSIVE ANNUAL FINANCIAL REPORTS** System should provide required comprehensive, formal Financial Reports in proper format for submission to the Government Finance Officers Association (GFOA).	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.1 General Ledger		5		
3.1.1.49	**FINANCIAL REPORTS** System must provide the ability to select, sort and summarize within any element(s) of the account number.	5		
3.1.1.50	**CUSTOM REPORT FORMATTING** System must provide for user-defined financial statement formats in addition to standard report formats. Provide summary and detail financial statements format capabilities.	5		
3.1.1.51	**PROCESSING REQUIREMENTS** System must provide the ability to make query/inquires to system at any time, regardless of other jobs being processed.	5		
3.1.1.52	**REPORT PRINTING FEATURES & FORMATS** System must provide the ability to select data elements and position selected data elements in the report.	5		
3.1.1.53	**MULTIPLE ENTITIES** System should provide the ability to have a minimum of five entities (one being a test environment); each entity having their own specified fund & account structure.	5		
3.1.1.54	**INTEGRATION - BUDGET** System must provide complete integration with budget so that budget amounts may be compared with actual amounts.	5		
3.1.1.55	**INTEGRATION - PROJECT ACCOUNTING** System must provide complete integration with Project Accounting at the transaction level so that accounts in both systems remain in balance at all times.	5		
3.1.1.56	**INTEGRATION- PROJECT ACCOUNTING** System must provide an interface of Project Accounting (external systems) with General Ledger at the transaction level.	5		
3.1.1.57	**INTEGRATION - ACCOUNTS PAYABLE** System must provide automatic generation of journal entries from Accounts Payable ensuring balancing and non-duplicate transaction posting.	5		
3.1.1.58	**INTEGRATION - ACCOUNTS RECEIVABLE** System must provide automatic generation of journal entries from Accounts Receivable ensuring balancing and non-duplicate transaction posting.	5		

	Application Software Requirements			
	3.1 Financial Requirements			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.1 General Ledger		5		
3.1.1.59	**INTEGRATION - PERMITS** General Ledger system must accept journal entries for each generated invoice and for receipt of revenues from the permit application.	5		
3.1.1.60	**INTEGRATION -BUSINESS TAX RECEIPTS** General Ledger system must accept journal entries for each generated invoice and for receipt of revenues, adjustments from the Business Tax Receipts Billing application..	5		
3.1.1.61	**INTEGRATION – UTILITY BILLING** General Ledger system must accept journal entries for each generated invoice and for receipt of revenues from the Utility Billing application.	5		
3.1.1.62	**INTEGRATION - CASH RECEIPTS** System must provide automatic generation of journal entries from Cash Receipts ensuring balancing and non-duplicate transaction posting.	5		
3.1.1.63	**INTEGRATION - FIXED ASSETS** System should provide automatic generation of journal entries from Fixed Assets ensuring balancing and non-duplicate transaction posting.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.2 Bank Reconciliation		5		
3.1.2.1	The Bank Reconciliation system should be an interactive set of programs/modules that allow the user to reconcile monthly bank statements to General Ledger cash accounts.	5		
3.1.2.2	The program shall allow the user to identify items to clear during the current month's reconciliation in a batch, full screen, or individual item mode.	5		
3.1.2.3	The system shall process an unlimited number of cash accounts per fund.	5		
3.1.2.4	Accounts Payable, Cash Receipts, shall be integrated with cash account transactions and automatically posted to the Bank Reconciliation system.	5		
3.1.2.5	Ability to automatically upload an electronic file of cleared items from bank to the check reconciliation system.	4		
3.1.2.6	The system shall produce monthly reconciliation statements detailing the bank balance at last statement, cleared checks, cleared deposits, cleared interest, service charges, and miscellaneous items.	5		
3.1.2.7	The system shall provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities.	4		
3.1.2.8	Reconciliation Statement: this report shall produce a new bank balance with a detail of outstanding items to prove the General Ledger cash account balance. It can be run by account and as of a specific date.	5		
3.1.2.9	Bank Reconciliation Register: this report will run by account and filtered for type of transaction, status, range of dates, amounts, and sub-system posted from. These transactions can also be grouped by type.	5		
3.1.2.10	The bank reconciliation module must interface with the following modules: General Ledger, Accounts Payable, Accounts Receivable, Cash Receipts, Central Cash Collection and Utility Billing.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.3 Budgeting/Forecasting		4		
3.1.3.1	**BUDGET PREPARATION** System must provide for multi-year budget input and monitoring capabilities for all accounts. Allow for a multi-year comparison and maintenance.	4		
3.1.3.2	**CONCURRENT BUDGET PROCESSING** System must provide the ability to perform budget processing and analysis without regard or impact upon other work.	4		
3.1.3.3	**VERSION CONTROL** System must provide for a minimum of five (5) budget versions. Program and/or Division level budgets may be a version.	3		
3.1.3.4	**DATA ACQUISITION FROM EXTERNAL SYSTEMS** System must provide the ability to import information of detailed projects into budget/forecasting system.	4		
3.1.3.5	**WORKSHEET COLUMN DEFINITION** System must provide the ability to configure columns by title and content, including calculated columns.	4		
3.1.3.6	**NOTES** System must provide the ability to attach notes to budget by worksheet cell.	4		
3.1.3.7	**CAPITAL IMPROVEMENT BUDGETING** System must allow for a separate Capital Improvement Project (CIP) budget that will roll up to the main operating budget subtotals.	4		
3.1.3.8	**DEPARTMENT LEVEL SECURITY** System must allow data entry, update and reporting (within security constraints), at Department level. Ability to restrict changes to data files after a specific period of time.	4		
3.1.3.9	**WHAT-IF SCENARIOS** System must provide for What-if scenario capability for budget projections at different organization levels (Fund, Sub-Fund, Department, and Division). Provide update capability for selected scenarios.	3		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.3 Budgeting/Forecasting		4		
3.1.3.10	**FORECASTING** System must provide forecasting based on current transactions, forecast through end of fiscal year and five future years. Provide flexibility to do forecast based on models and calculation of budget as defined by user.	4		
3.1.3.11	**CASH FLOW FORECASTING** System should provide the ability to forecast cash flows for investment purposes while meeting projected expenditure demands.	4		
3.1.3.12	**APPORTIONMENT OF BUDGET** System must provide the ability to apportion annual budget amount by user-defined criteria	4		
3.1.3.13	**MULTIPLE CURRENT BUDGETS** System must provide for adopted budget and amended budget, as required by GASB 34.	4		
3.1.3.14	**INTERNAL/INTERDEPARTMENTAL CHARGES** System must provide the ability to calculate allocation for internal/interdepartmental charges based on prior actual history, statistical account data, or forecasted budget.	4		
3.1.3.15	**ADDITIONAL ACCOUNT NUMBERS** System must provide the capability to add account numbers to the forecasted budget, which will be integrated with G/L.	4		
3.1.3.16	**STATISTICAL DATA** System should provide the capability to apportion based on statistical accounts using user-defined criteria. (See G/L).	4		
3.1.3.17	**DATA ENTRY** System must allow budget data entry at object and sub-object level. Allow for multiple terminals to access the same data files and programs simultaneously.	4		
3.1.3.18	**BUDGET ADJUSTMENT ENTRY** Provide for budget adjustments to be entered at the department level. Provide Work Flow capability for approval of changes.	4		
3.1.3.19	**NEGATIVE BUDGET AMOUNT** System must provide the flexibility to allow for negative budget accounts.	4		
3.1.3.20	**POSITION/BENEFIT CHANGES** System must provide for payroll budget projection purposes, provide capability to add, change, delete and project positions and benefit costs.	4		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.3 Budgeting/Forecasting		4		
3.1.3.21	**DESCRIPTIVE TEXT** System must provide the ability to allow for multiple line descriptions of major items within a budget account.	4		
3.1.3.22	**BUDGET TRACKING/MONITORING** System must allow for users to track budget amendments, including identification of date of change and user.	4		
3.1.3.23	**REPORT GENERATION** System must allow users to print budget requests off of the system upon initial entry (budget submittal) Ability to produce budget vs. actual comparative reports, including "Over Budget" and "Zero Budget" reports. Print historical record of cost center budgets.	4		
3.1.3.24	**INTEGRATION - GENERAL LEDGER** System must provide complete integration with General Ledger.	4		
3.1.3.25	**INTEGRATION - FIXED ASSETS** System must provide interface with Fixed Assets to pull replacement items.	4		
3.1.3.26	**INTEGRATION - PROJECT ACCOUNTING** System must provide complete integration with Project Accounting so that budget amounts may be compared with actual amounts.	4		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.4 Project Accounting		4		
3.1.4.1	**MULTI-YEAR PROJECTS** System must provide complete job and project accounting capabilities for internal and grant funded projects across fiscal years. Ability to inquire/report project life-to-date history or specified timeline at both transaction detail and summary levels.	4		
3.1.4.2	**BUDGETING AND FORECASTING** System must provide flexible budgeting and forecasting capability for fiscal year, future fiscal year, and project as a whole.	4		
3.1.4.3	**PROJECT ACCOUNT STRUCTURE** System must provide a user-definable Project Account number (up to twelve alphanumeric).	4		
3.1.4.4	**STATISTICAL ACCOUNTS** System should provide the capability for accounts to store statistical information - hours, lane miles, number of customers, number of accounts, number of employees, etc. used for cost studies.	4		
3.1.4.5	**FUNDING SOURCES** Provide the capability to track multiple funding sources.	4		
3.1.4.6	**ALLOCATION** System should provide the capability to allocate/calculate financial data based on statistical information accounts.	4		
3.1.4.7	**BUDGET TRACKING** System must provide ability to adjust project budget (within security constraints) and to track changes.	4		
3.1.4.8	**CHANGE ORDERS** System must provide ability to track change orders.	4		
3.1.4.9	**COST OVERRUN ALERT** System must provide for alert when costs exceed contract award (plus net change orders).	4		
3.1.4.10	**SUB-PROJECTS** System should provide ability to track sub-projects or components.	4		
3.1.4.11	**RECURRING PROJECTS** When establishing a new project, provide the capability to copy a previous project.	4		
3.1.4.12	**GASB REPORTING** System should provide the capability to meet GASB reporting requirements.	4		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.4 Project Accounting		4		
3.1.4.13	**NON-FINANCIAL DATA** System must provide the ability to track non-financial data (e.g., project manager, contractor information, project status, project phases, correspondence, and percentage of completion).	4		
3.1.4.14	**INTEGRATION - BUDGET** System must provide complete integration with budget.	4		
3.1.4.15	**INTEGRATION - GENERAL LEDGER** System must provide for complete integration with the General Ledger at the transaction level (with single transaction entry) so that accounts in both systems remain in balance at all times.	4		
3.1.4.16	**INTEGRATION - FIXED ASSETS** System must integrate project accounting with the Fixed Assets application. Assets used in Projects must provide asset values to the Project Accounting application.	4		
3.1.4.17	**INTEGRATION - ACCOUNTS PAYABLE** System must integrate project accounting with the Accounts Payable application. Transactions entered in the Accounts Payable application, with Project account information, must also update Project Accounting	4		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.5 Grant Accounting		4		
3.1.5.1	**MULTI-YEAR GRANTS** Provide complete accounting capabilities for grants across fiscal years.	4		
3.1.5.2	**LIFE-TO-DATE REPORTING** Provide capability to inquire/report on grant life-to-date history at both transaction detail and summary levels.	4		
3.1.5.3	**BUDGETING AND FORECASTING** Provide flexible budgeting and forecasting capability for grants and fiscal year within grant.	4		
3.1.5.4	**BUDGET DISTRIBUTION** Utilize a user-defined table or formula to distribute Grant budgets to one or more related projects.	4		
3.1.5.5	**REVENUE DISTRIBUTION** Utilize Accounts Receivable percentages to distribute Grant revenues to one or more related projects.	4		
3.1.5.6	**TRACK MATCHING FUNDS** Provide the capability to track required matching funds.	4		
3.1.5.7	**NON-ALLOWABLE EXPENDITURES** Provide the capability to define and restrict non-allowable expenditures against a grant (overtime, etc.).	4		
3.1.5.8	**MANY TO MANY** Provide a many-to-many relationship of grants to projects and projects to grants.	4		
3.1.5.9	**FISCAL YEAR REVENUE DEFERRAL** Provide capability to generate transactions required for revenue deferral at fiscal year end.	4		
3.1.5.10	**INTEREST TRACKING** Provide capability to track interest earned related to grant funds.	4		
3.1.5.11	**GRANT ACCOUNT STRUCTURE** Provide a flexible Grant Account structure (alphanumeric) with a minimum of twelve characters.	4		
3.1.5.12	**POST-AWARD GRANT EVENT TRACKING** Provide the capability to establish milestones and dates related to a grant.	4		
3.1.5.13	**WORKFLOW** Provide capability to flag and report exceptions to events that are not accomplished on time (e.g., submission of grant deliverables, status reports, etc.).	4		
3.1.5.14	**NON-FINANCIAL DATA** Provide ability to track non-financial data (e.g., grant manager, grant status, correspondence, percentage of completion).	4		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.5 Grant Accounting		4		
3.1.5.15	**GRANT CATEGORIZATION** Provide capability to categorize grants with respect to expenditures and grouping of expenditures using Town-defined categories.	4		
3.1.5.16	**REIMBURSEMENT REPORTING** Provide the capability to report progress, expenditures against grant to meet grantor requirements.	4		
3.1.5.17	**EXTENSION TRACKING** Provide capability to track dates, dollar amounts, etc. related to grant extensions.	4		
3.1.5.18	**INTERFACE - DOCUMENTS, ATTACHMENTS** Provide an interface to document imaging. Capability to attach documents to the Grant Accounting information.	4		
3.1.5.19	**INTEGRATION – EXTERNAL PROJECT MANAGMENT** Provide integration of Grant Accounting to an external project management tool, such as Microsoft Project for event tracking.	4		
3.1.5.20	**INTEGRATION - BUDGET** Provide complete integration with budget development.	4		
3.1.5.21	**INTEGRATION - GENERAL LEDGER** Provide for complete integration with the General Ledger at the transaction level (with single transaction entry) so that accounts in both systems remain in balance at all times.	4		
3.1.5.22	**INTEGRATION - GENERAL LEDGER** Provide capability for Grant Accounting to generate general ledger transactions required for revenue deferral at fiscal year-end.	4		
3.1.5.23	**INTEGRATION - PROJECT ACCOUNTING** Utilize Project Accounting System to allocate total project costs to various internal cost centers and external State and Federal Grants based on a user-defined table or formula.	4		
3.1.5.24	**INTEGRATION - ACCOUNTS RECEIVABLE** Provide for external billing (draw down in the case of Federal grants) of costs for one or more Projects to Grantor agencies and establish corresponding Accounts Receivable and relative percentages.	4		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.6 Report Writer		5		
3.1.6.1	Process Application Software data files with the ability to extract data in any user defined order.	5		
3.1.6.2	Have Pre-Linked multiple data files for access.	5		
3.1.6.3	Create output for review, either on screen, in print format, or as an export file.	5		
3.1.6.4	The system must provide the ability to use the Report Writer from within the application software.	5		
3.1.6.5	The system must provide sorted output on any field in the data files.	5		
3.1.6.6	The system must provide the ability to computer arithmetic functions on any numeric field in the data files.	5		
3.1.6.7	The system must provide the ability to compute subtotals, grand totals and averages.	5		
3.1.6.8	The system must provide the utility to create the report form format.	5		
3.1.6.9	The report writer should be able to access all data in the application software files.	5		
3.1.6.10	The report writer should provide the capability to save user defined reports and/or queries for later use.	5		
3.1.6.11	Should support the ability to combine information from multiple fields in one report.	5		
3.1.6.12	The system must provide the utility to create data configuration procedures and store them for recall later from within the applications.	5		
3.1.6.13	All reports will be previewed through a Windows-format viewer with user-defined display parameters, layouts, formats, and printers available. This viewer should also provide search, go to, and status bar functionality. Viewer should also provide report warehousing function through defined folder structure on server, with ability to retrieve and reprint any and all previously warehoused reports.	5		
3.1.6.14	Ability to send reports via e-mail.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.6 Report Writer		5		
3.1.6.15	The Report Writer module must interface with all modules specified in this RFP.	5		
3.1.6.16	System must provide required comprehensive, formal Financial Reports in proper format in accordance with Governmental Accounting Standards Board pronouncements and standards.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.7 Accounts Payable		5		
3.1.7.1	**RECEIVE ELECTRONIC INVOICES** System should provide for the upload of electronic invoices from a third party (i.e.EDI).	3		
3.1.7.2	**OVERRIDE BUDGET CONTROL** System must provide for the capability to override over-budget condition (within security constraints).	5		
3.1.7.3	**ACCRUAL RECOGNITION AT RECEIVING** System must provide automatic posting of liabilities to Accounts Payable as goods and services are received (except prepaids).	5		
3.1.7.4	**VENDOR MASTER FILE** System must provide vendor master file and ability to make changes to selected vendor master data elements (within security constraints).	5		
3.1.7.5	**VENDOR VERIFICATION** System must provide for the ability to match existing vendor before new vendor record is allowed.	5		
3.1.7.6	**VENDOR MERGE** System must provide for the ability to merge vendor records when duplicates are encountered and verified.	5		
3.1.7.7	**ON-LINE VENDOR INQUIRY** System must provide for the ability to query the vendor master file by Vendor Name, Number, d.b.a., phone number, FEI, or location on-line. Provide search by Partial Name and "Contains." Allow secondary access to Vendor history of at least two fiscal years - reflecting invoices, pending payments, payments, and balance due. This vendor inquiry capability should also be available within the normal requisition, purchase order and/or invoice processing.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.7 Accounts Payable		5		
3.1.7.8	**INQUIRY ORDER** System must provide for the ability to order queries by date (ascending or descending), document numbers (ascending or descending), or categories	5		
3.1.7.9	**ADDITIONAL FIELDS FOR CREDIT CARD PURCHASES** System must provide for the ability to enter the vendor and description of item for purchases made by credit card.	5		
3.1.7.10	**SPECIAL PAYMENT/BUSINESS ADDRESSES** System must provide additional fields in vendor master file for vendors who have a centralized payment location or address - but have numerous business addresses (branch offices).	5		
3.1.7.11	**INVOICE DATA ENTRY** System must provide for on-line concurrent data entry of Invoices at distributed locations by many users. Allow line items to be charged to multiple accounts. Allow for access to any inquiry screen without leaving the data entry mode.	5		
3.1.7.12	**PAYMENT RETENTION** System must provide the ability to retain a percentage or flat amount from payments pending completion of work, by vendor, fund, or account. The Retained Amount may need to be forwarded to a bank escrow account.	5		
3.1.7.13	**INVOICE PAYMENTS W/O PO** System must provide for the ability to pay invoices without requiring Purchase Order processing.	5		
3.1.7.14	**ON-LINE APPROVAL** System must provide multi-level on-line approval of Requisition, Purchase Order, changes, cancellations, Invoices, and Payments (within security constraints).	5		
3.1.7.15	**DATA ENTRY** System must provide for duplication of operator-selected data elements during transaction entry.	5		
3.1.7.16	**AUTO PAYMENT GENERATION** System should provide for the ability to automatically generate recurring payments.	5		
3.1.7.17	**CHARGEBACK/CREDIT MEMOS** System must provide for the ability to enter credit memos or chargebacks against a specific invoice.	5		

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Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.7 Accounts Payable		5		
3.1.7.18	**DUPLICATE INVOICE DETECTION** System must provide the ability at data entry, to display a warning message, prior to updating, if a vendor invoice number, (or combination of vendor, amount, and date) currently being entered already exists in the system (from either the open invoice file or the paid invoice history file). Allow for payment to be made with override (within security constraints).	5		
3.1.7.19	**INVOICE ENTRY JOURNAL REPORT** System must provide the ability to produce a list of all invoices in order of entry date and batch number for the specified accounting period indicating the current status of each batch (i.e. posted, pending, suspended, etc.).	5		
3.1.7.20	**INVOICE ENTRY PROOF LIST** System must provide Invoice Entry Proof List displaying (at a minimum): Vendor Name, Invoice Number, Invoice Date, Due Date, Invoice Total, Invoice Item Description, Account Distribution with primary and secondary sorts definable by the user.	5		
3.1.7.21	**DISCOUNT REPORTING** System should provide reporting of discounts based on payment terms.	3		
3.1.7.22	**AGING DETAIL** System must provide Aging Report of open invoices displaying (at a minimum): Vendor Name, Invoice Number, Invoice Date, Due Date, Dollar Amount, Terms with primary due date and secondary sort definable by the user.	5		
3.1.7.23	**OPEN INVOICES REPORT** System must provide a list of all unpaid invoices entered in the system in order of due date for a specified (user-defined) period of time.	5		
3.1.7.24	**PARTIAL PAYMENTS** System must allow partial payments of an invoice.	5		
3.1.7.25	**PAYMENT OF MULTIPLE INVOICES** System must provide the ability to pay multiple invoices from the same vendor with one check.	5		
3.1.7.26	**ELECTRONIC PAYMENT** System must allow for electronic payments to be made to vendors via ACH, wire transfers, or EDI rather than by check.	5		
3.1.7.27	**AUTOMATIC TIME RELEASE OF INVOICE PAYMENT** System must provide automatic selection of pre-approved invoices for payment prior to the invoice due date to ensure prompt payment and taking of available discounts.	5		

	Application Software Requirements			
	3.1 Financial Requirements			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.7 Accounts Payable		5		
3.1.7.28	**HELD PAYMENTS/EARLY RELEASE PAYMENTS** System must allow invoices to be coded to allow either withholding of payment or allow early release of specific invoices.	5		
3.1.7.29	**HELD INVOICE EDITING** System must provide the ability to edit held invoices when the hold is resolved with further information.	5		
3.1.7.30	**SUSPENDED ACCOUNTS** System must allow all accounts payable activity (invoice entry and payments) for a specific vendor to be suspended by "flagging" the vendor master file.	5		
3.1.7.31	**GARNISHMENT AND BACKUP WITHHOLDING** System must provide the ability identify and redirect payments from vendors due to garnishments and backup withholding.	5		
3.1.7.32	**OUT-OF-STATE VENDOR REPORT** System must provide the capability to create the Out-of-State Service Vendor report required by the State of Florida.	5		
3.1.7.33	**SALES TAX REPORT** System must provide the ability to create a Sales Tax Report for out-of-state merchandise vendors.	5		
3.1.7.34	**LASER/MICR CHECK PRINTING** System must provide support for printing laser checks with MICR encoding.	5		
3.1.7.35	**CUSTOM CHECK STUB** System must provide an Accounts Payable check stub according to the requirements of the Town.	5		
3.1.7.36	**MANUAL CHECKS** System must provide for manual check entry with appropriate updates to General Ledger, Vendor Master, Check reconciliation, and other accounts as required.	5		
3.1.7.37	**CASH DISBURSEMENTS JOURNAL** System must provide a record of all transactions paid by date selection, by Fund, Sub-Fund and/or Department, accumulated by vendor name/number, and by check number.	5		
3.1.7.38	**VOID CHECK** System must provide the ability to void checks in any period, including automatic reversing of original entry with option to reinstate an invoice. Provide generation of journal entry to general ledger, update vendor master file and provide audit trail.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.7 Accounts Payable		5		
3.1.7.39	**SUMMARY CHECK REGISTER** System must provide an on-demand Check Register displaying (at a minimum): Check Number, Check Date, Payee, Check Amount and/or any user-defined fields.	5		
3.1.7.40	**DETAILED CHECK REGISTER** System must provide an on-demand Check Register displaying (at a minimum): Check Number, Check Date, Payee, Account Number Distribution, P.O. Number, Description, Invoice Amount, Check Amount, Encumbrances and/or any user-defined fields.	5		
3.1.7.41	**PAYMENT SELECTION** System must provide on-line capability to select invoice(s) for payment.	5		
3.1.7.42	**PAYMENT SELECTION REGISTER** System must provide a Payment Selection Register displaying (at a minimum): Invoice Number, Vendor Name, Invoice Date, and Invoice Total with primary and secondary sorts definable by the user.	5		
3.1.7.43	**PRODUCE REPORT OF INVOICES PAID** This report should be an on-demand summary of the check register showing vendor name, check amount, check date, description and check number.	5		
3.1.7.44	**ACTIVITY LISTING** System should provide a Monthly Activity List showing: Invoices Paid, New Invoices, Unpaid Invoices, Vendor Totals with primary and secondary sort definable by the user.	5		
3.1.7.45	**MULTIPLE CASH/BANK ACCOUNTS** System must allow checks to be processed on multiple checking accounts.	5		
3.1.7.46	**MULTIPLE PERIOD PROCESSING AND REPORTING** System must allow multiple accounting periods to be processed and reported on simultaneously.	5		
3.1.7.47	**YEAR-END PURGING OF INFORMATION** System must provide a mechanism for selective purging of vendor and invoice detail history at year-end or on-demand. Print purged data in a report format to be defined by user. Also allow for inactive status (not purged) to be defined.	5		
3.1.7.48	**W-9 GENERATION** System should generate W-9 form to vendor for capture of Vendor's Federal I.D. Number.	5		
3.1.7.49	**1099 VENDOR FLAG** System must provide for 1099 flag in vendor master record.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.7 Accounts Payable		5		
3.1.7.50	**1099 PAYMENTS/FORMS GENERATION** System must provide for the ability to capture and record W-9 data for annual preparation of 1099 forms, separating reportable and non-reportable data. Provide for separation of type of payments made (e.g., rents, and non-employee compensation). Allow manual adjustments.	5		
3.1.7.51	**FORM-1099** System must print the required Form-1099 information to the appropriate paper forms.	5		
3.1.7.52	**FORM-1099 MEDIA** System must generate the 1099 information in a magnetic/electronic media that meets federal filing requirements.	5		
3.1.7.53	**POSITIVE PAY** System should provide the ability to interface with financial institutions for positive pay on checks.	5		
3.1.7.54	**ELECTRONIC TRANSMISSION** System must provide the capability of producing an electronic transmission (listing of checks) to be forwarded to the related financial institution.	5		
3.1.7.55	**CLEARED CHECK DATA TRANSFER / EXPORT** System must provide capability to accept cleared check information electronically from the bank and update check reconciliation information accordingly.	5		
3.1.7.56	**VENDOR LOOKUP IN CUSTOMER MASTER** System should provide for the system to verify that a vendor has no outstanding account receivable within the Town.	5		
3.1.7.57	**VENDOR DATABASE** System should provide capability to track available vendors and vendor history.	5		
3.1.7.58	**VENDOR LISTS** System should provide capability to select vendors and report by key categories such as zip code, products, history, etc.	5		
3.1.7.59	**MINORITY/WOMEN-OWNED VENDORS REPORTING** System should statistically report on which vendors are minority or woman-owned businesses.	5		
3.1.7.60	**DETAIL OR SUMMARY G/L POSTINGS** System must provide for the ability to allow either detail (line item) or summary (batch total) posting of A/P transactions to the G/L as defined by user.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.7 Accounts Payable		5		
3.1.7.61	**MISCELLANEOUS ONE-TIME VENDORS** System must allow taxpayer information to be entered for miscellaneous one-time vendors so that invoices, payments and 1099 information (if applicable) can be fully processed by the system.	5		
3.1.7.62	**CASH REQUIREMENTS PROJECTIONS** System should provide for the ability to project cash requirements to meet future obligations based upon encumbrances and open purchase orders and invoices.	5		
3.1.7.63	**INTEGRATION – Fixed Assets** System must provide for integration with the fixed asset system to allow for the use of a single Vendor file and automatic update of Accounts Payable.	5		
3.1.7.64	**INTEGRATION - BUDGET** System must provide capability to validate funds availability for invoice payment transactions. Allow override capability (within security constraints).	5		
3.1.7.65	**INTEGRATION - GENERAL LEDGER** System must provide for the capability to provide the General Ledger system with detail (line item) or summary (batch total) journal entries of A/P transaction activity. Provide for on-line validation of general ledger account numbers and automatic generation of offsetting entries to one or more cash or A/P account	5		
3.1.7.66	**INTEGRATION - PROJECT ACCOUNTING** System must provide the ability for Accounts Payable transactions encoded with Project Account; a transaction should be generated for application to the Project Account.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.8 Accounts Receivable		5		
3.1.8.1	**CUSTOMER INFORMATION DATA ENTRY** System must allow input of customer information including: contact name, address, phone number, Federal Tax Identification Number, type of customer (government agency, council member, etc.), description of type or category of invoice and General Ledger account numbers for each entry.	5		
3.1.8.2	**CUSTOMER NUMBER** System should auto-assign the customer number for all new accounts	5		
3.1.8.3	**CUSTOMER TYPE** Provide the capability to define the type of receivable (e.g., Business Tax, Alarm Registration, etc.).	5		
3.1.8.4	**CUSTOMER HISTORY** Provide capability to keep the history of an account even after the account has been closed.	5		
3.1.8.5	**CUSTOMER CONTACT LOG** System must provide for customer contact history to be maintained with customer master file.	5		
3.1.9.6	**ON-LINE ENTRY AND INVOICE GENERATION** System must provide capability to validate customer information and general ledger account information at invoice data entry time. Note when information not existing or inactive.	5		
3.1.8.7	**AUTOMATIC CUSTOMER VERIFICATION** System must allow for verification of new customer names to avoid creating duplicate entries	5		
3.1.8.8	**INVOICE INFORMATION DATA ENTRY** System must allow input of invoice information including: type of invoice, amount, G/L account number, description, department designation, penalty type, potential penalties, and comments. Provide for multiple line items.	5		
3.1.8.9	**BALANCE FORWARD BASIS** System must allow accounts to be kept on a balance forward basis.	5		
3.1.8.10	**BILLING NOTICES** System must provide for the ability to produce invoices or statements on a batch basis or individually. The format of the invoice/ statement to be defined by the user. Product should be capable of laser printing.	5		
3.1.8.11	**BILLING NOTICES. SELECTION** Provide the capability to select and print invoices or statements by invoice type.	5		
3.1.8.12	**MULTIPLE PAGE INVOICE** Provide for the printing of multiple page invoices.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.8 Accounts Receivable		5		
3.1.8.13	**BAR CODING** Provide the capability to print account number and amount due on invoices utilizing bar code.	5		
3.1.8.14	**Bar Code Readable Format** Provide the capability to print account number and amount due on invoices utilizing bar code readable format.	5		
3.1.8.15	**MICR** Provide the capability to print account number and amount due on invoices utilizing MICR.	5		
3.1.8.16	**MULTIPLE COPIES OF INVOICES** System must provide for multiple customers being billed for the same invoice (i.e. aging reports should show only one invoice).	5		
3.1.8.17	**SCHEDULED INVOICING/BILLING** System must provide the ability to invoice selected accounts on a schedule defined by the user. Invoice should have carry forward balance.	5		
3.1.8.18	**INVOICE COMMENTS** System must provide the ability to print comments on the invoice for both an individual and group basis.	5		
3.1.8.19	**CUSTOMER ALERT** System must provide the capability to flag a customer account with payment restrictions. Restrictions should appear on invoice or at time of collection.	5		
3.1.8.20	**STATEMENT TEXT** Should provide for multiple colored text on overdue balances, etc.	5		
3.1.8.21	**MONTHLY PAYMENTS** System must provide for a multiple payment plan for an invoice similar to a revolving charge account.	5		
3.1.8.22	**MULTIPLE GENERAL LEDGER ACCOUNTS** System must allow charges to be applied to multiple funds and accounts.	5		
3.1.8.23	**MULTIPLE LINE ITEMS** System must allow invoice to have multiple line items.	5		
3.1.8.24	**DEBIT MEMO** System must provide for the capability to inform the customer of an increase in payment requirement.	5		
3.1.8.25	**CREDIT MEMO** System must provide for the capability to inform the customer of a decrease in payment requirement	5		
3.1.8.26	**SUMMARY REPORT** Based on a date range, provide a summary report of number of invoices produced, paid and outstanding.	5		

Application Software Requirements		Priority	Included in Package	Comment Code
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.8 Accounts Receivable		5		
3.1.8.27	**DETAIL AGING REPORT** System must provide the ability to produce detail aging reports by invoice type and/or selection by invoice type.	5		
3.1.8.28	**DETAIL AGING REPORT - USER DEFINITION** For detail aging reports - user to define primary, secondary, tertiary sorts from name, address, fund, G/L account number, account balance, balance age fields.	5		
3.1.8.29	**PAYMENT HISTORY REPORT** System must provide a report displaying the payment history for specific accounts and selected dates.	5		
3.1.8.30	**GENERAL LEDGER RECONCILIATION REPORT** System must provide a report by fund, customer account number, customer name and receivable totals to be used to reconcile Accounts Receivable with the General Ledger.	5		
3.1.8.31	**INVOICE INQUIRY** System must provide for user on-line inquiry by invoice number or customer number showing payment history, adjustments, and statement dates.	5		
3.1.8.32	**CUSTOMER INQUIRY/REPORT** System must provide for user on-line inquiry/report by customer name, account number, or location showing customer transaction history (both open and paid invoices) including related payment history, adjustments, and date of statement(s).	5		
3.1.8.33	**ADJUSTMENTS** System must provide for adjustments to customer accounts with appropriate audit trails	5		
3.1.8.34	**PENALTIES** System must provide for the calculation of penalties based on type of invoice and due date to be added to a past-due invoice.	5		
3.1.8.35	**COLLECTION AGENCY - ACCOUNT TRANSFER** System should provide for the transfer of accounts (user-defined) to a collection agency electronically. Provide for the data entry of collections for those accounts sent to the collection agency.	5		
3.1.8.36	**COLLECTION AGENCY EFFECTIVENESS** System must provide a report on the effectiveness of a collection agency.	5		
3.1.8.37	**FILE PURGING** System must provide the capability of purging Accounts Receivable files to be based on date and receivable type.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.8 Accounts Receivable		5		
3.1.8.38	**DELINQUENCY NOTICES** System must provide the capability to generate delinquency listings and delinquency notices (letters) on laser printer at specified intervals.	5		
3.1.8.39	**DELINQUENCY NOTICE OPTIONS** System must provide the capability to generate second and third notices as well as notifications of account being forwarded to a collection agency.	5		
3.1.8.40	**WRITE-OFF** System must provide the capability to write-off an account.	5		
3.1.8.41	**WRITE-OFF HISTORY** System should provide capability to carry history and research regarding write-offs.	5		
3.1.8.42	**CUSTOMER ACCOUNT CREDIT BALANCE** System should provide capability for customer account to have a credit balance (e.g., customer prepayment).	5		
3.1.8.43	**PAYMENT APPLICATION ORDER** System must provide for user-defined prioritization of payment applications to open invoices.	5		
3.1.8.44	**INTEGRATION - GENERAL LEDGER** Accounts Receivable system must provide journal entries for each generated invoice and for receipt of.	5		
3.1.8.45	**INTEGRATION - CASH RECEIPTS** System must provide account number validation and update from Cash Receipts	5		
3.1.8.46	**INTEGRATION - ACCOUNTS PAYABLE** System must provide the capability to report and selectively release accounts receivable credit balances to accounts payable.	5		

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Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.9 Cash Receipts		5		
3.1.9.1	**ACCESS TO ACCOUNT INFORMATION** System must provide on-line inquiry access to and validation of Customer Account Information from all integrated modules.	5		
3.1.9.2	**DECENTRALIZED CASH RECEIPTING** System must provide for cash receipting at multiple workstations/cashier locations.	5		
3.1.9.3	**RECEIPT ENTRY FROM PC** System should provide the ability to enter receipts without being at a cash register, (e.g., mail payments).	5		
3.1.9.4	**MULTI-FUNCTION STATION** System must provide for cash receipting, permits, Business Tax Receipts, etc. functions and account status inquiries at same workstation.	5		
3.1.9.5	**POINT-OF-SALE STATION** Provide full point-of-sale capability at counter , credit card, debit card, cash, etc.	5		
3.1.9.6	**PAYMENT - MULTIPLE INVOICES** System must provide for a payment to be applied to multiple invoices.	5		
3.1.9.7	**ONLINE PAYMENTS** Provide capability for customers to make payments via a secure internet web portal.	5		
3.1.9.8	**IVR PAYMENTS** Provide for customer payment via Interactive Voice Response.	5		
3.1.9.9	**MULTIPLE CASH ACCOUNTS** System must allow receipts to be recorded into multiple bank/cash accounts.	5		
3.1.9.10	**CASH RECEIPTS INQUIRY** System must allow inquiry of cash receipts by each of the following: customer account number, name, address, Receipt Number, Payment Date, Operator I.D, G.L. Account number, Check Number and/or Payment Amount.	5		
3.1.9.11	**PENDING POST AND END OF THE DAY POST** System must provide ability to "pending post" to all modules customer accounts during the day. Provide ability to permanently post customer account information at the end of the day.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.9 Cash Receipts		5		
3.1.9.12	**CASH RECEIPTS FROM OTHER TOWN APPLICATIONS** System must provide for a mechanism to allow for updating of Cash Receipts from other Town applications.	5		
3.1.9.13	**END OF DAY BALANCING** System must allow for end of day processing at any time and initiate following day's business.	5		
3.1.9.14	**BALANCING REPORT** System must provide for a report at end of day to assist with bank reconciliation and generate a bank deposit.	5		
3.1.9.15	**CHECK VERIFICATION** System should provide for the ability to read ABA number from customer checks to determine cash availability.	5		
3.1.9.16	**USER-DEFINED CODES** System must provide for the user definition of Payment Types, Tender Method, and Check Endorsement.	5		
3.1.9.17	**CASH REGISTER** System must provide for the linking of a PC-based Cash Register that could accomplish the cash receipting functions described within and also act as a standard workstation with access to other applications.	5		
3.1.9.18	**RECEIPT PRINTING** System must provide for the printing of receipts at the register.	5		
3.1.9.19	**CASH DRAWER** Provide capability to open cash drawer based on the type of transaction.	5		
3.1.9.20	**CREDIT/DEBIT CARD SUPPORT** System must provide for the capability for use of credit/debit cards in Cash Receipts.	5		
3.1.9.21	**REMOTE RECEIPT PRINTING** System should provide for the ability to print receipt from a PC that is not a cash register	5		
3.1.9.22	**CHECK PAYMENT ENDORSEMENT** System must provide for the endorsement of checks. Endorsement to include Town's name, Bank Name, Bank Account Number, Receipt Number, Customer Account Number, Date and Time.	5		
3.1.9.23	**CASH RECEIPTS JOURNAL** System must provide for the ability to Print Cash Receipts Journal by cashier and in total. Include Bank Account, G/L account number, Receivable Type, Payment type, Customer Account, Date, Time, Cashier, Dollar Amount, Description.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.9 Cash Receipts		5		
3.1.9.24	**BAR CODE READER** System must provide for the option to add a Bar Code Reader to workstations for data input of Accounts Receivable invoices, Permits, etc. Allow for overrides to bar code information.	5		
3.1.9.25	**CASHIER SECURITY** Each Cashier must be provided a password. Access must be limited to specific cash receipting tasks.	5		
3.1.9.26	**LOCK BOX PAYMENTS** System must provide for payment data via electronic data transfer to be imported.	5		
3.1.9.27	**INTEGRATION - ACCOUNTS RECEIVABLE/GENERAL LEDGER** System must provide for Cash Receipt's validation of A/R account numbers and immediate update (in a temporary or pending mode) of Accounts Receivable accounts. When the above payment batches are approved, provide for a permanent update of account information and provide for the automatic generation of journal entries to the G/L insuring balancing and non-duplicate transaction posting for all cash receipts.	5		
3.1.9.28	**INTEGRATION - COMMUNITY DEVELOPMENT/GENERAL LEDGER** System must provide for Cash Receipt's validation of Community Development (planning, permitting, Code Compliance) account numbers and immediate update (in a temporary or pending mode) of the Community Development accounts. When the above payment batches are approved, provide for a permanent update of account information and provide for the automatic generation of journal entries to the G/L insuring balancing and non-duplicate transaction posting for all cash receipts.	5		
3.1.9.29	**INTEGRATION - BUSINESS TAX RECEIPTS/GENERAL LEDGER** System must provide for Cash Receipt's validation of Business Tax Receipt account numbers and immediate update (in a temporary or pending mode) of Business Tax Receipt accounts. When the above payment batches are approved, provide for a permanent update of account information and provide for the automatic generation of journal entries to the G/L insuring balancing and non-duplicate transaction posting for all cash receipts.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.10 Fixed Assets		5		
3.1.10.1	**TRACK & REPORT ASSETS BY CLASS AND CATEGORY** System must allow the assignment of asset class and category (e.g., land, infrastructure, buildings & improvements, equipment & machinery, construction in progress) and provide report subtotals by department, division, and asset class and category.	5		
3.1.10.2	**ASSET INQUIRY** System must provide capability to inquire asset database by any field.	5		
3.1.10.3	**TRACK & REPORT ASSETS BY SOURCE OF FUNDS** System must allow assignment of multiple funding sources (e.g., General, Special Revenue, Enterprise Funds) and provide ability to report by source of funds and by asset class and category in conformity with generally accepted accounting principles. This report must conform to GASB reporting requirements.	5		
3.1.10.4	**GASB 34** System must provide the data elements and reporting capabilities to conform to the GASB 34 requirements.	5		
3.1.10.5	**ASSET DATA ELEMENTS** At a minimum, include the following data elements: -Purchase Date -PO Number -Acquisition Value -Purchase Price -Funding Source and Name -Asset Class and Category -Asset Location -Assigned Department -Asset Status -Project/Grant Number -Accumulated Depreciation -G/L account number which will be charged for depreciation expense -Expected Life -Medley Town Tag Number -Disposition Date -Form of Disposition -Sale Price -Manufacturer -Manufacturer Model Number -Manufacturer Serial Number -Description	5		
3.1.10.6	**ASSET THRESHOLD** Provide capability to define the dollar threshold to determine inclusion as a fixed asset. Allow items under the threshold to be tracked separately by asset type.	5		
3.1.10.7	**REPLACEMENT COST FORECAST** Ability to forecast replacement cost at any time in the life of the asset.	5		
3.1.10.8	**LOCATION OF ASSETS** Track location of assets and provide history of transfers between locations/departments/responsibility centers even after being fully depreciated.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.10 Fixed Assets		5		
3.1.10.9	**VEHICLE INFORMATION** System must provide basic vehicle information such as: -Equipment Year -Make -Model -License Number -VIN -User-defined identification number -Purchase Cost -Warranty.	5		
3.1.10.10	**TRANSFER JOURNAL ENTRIES** Provide ability to automatically generate journal entries associated with transfer of assets between General Ledger accounts.	5		
3.1.10.11	**COMPONENTS** Provide capability to track additions and deletions of components to an asset - transfers, repairs, location, and attached-to' equipment.	5		
3.1.10.12	**ASSETS SHARED BY SEVERAL FUNDS** Account for assets that are acquired and shared by multiple funds.	5		
3.1.10.13	**MASS ASSETS** Provide for Mass Asset definition (Police Cars, computers, etc.)	5		
3.1.10.14	**ASSEMBLY UNITS** Provide capability of linking items to a unit, i.e. keyboard, monitor, printer linked to a CPU.	5		
3.1.10.15	**INVENTORY TAGGING** Allow inventory to be tagged and tracked by an identification number. Number may be user or system defined.	5		
3.1.10.16	**BAR CODING** Provide capability to tag assets with an identification number utilizing a bar code.	5		
3.1.10.17	**DEPRECIATION** Allow assets to be depreciated using the straight-line method of depreciation and allow memo depreciation of general government assets for cost replacement analysis. Provide for adjustment of an asset's life and/or value.	5		
3.1.10.18	**BOOKING DEPRECIATION** Capability to book depreciation on a periodic basis.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.10 Fixed Assets		5		
3.1.10.19	**MASS ASSET DEPRECIATION** Capability for mass asset depreciation.	5		
3.1.10.20	**OVER DEPRECIATION** Protect against over depreciation of an asset.	5		
3.1.10.21	**DEPRECIATION EXEMPTIONS** Allow assets to be flagged as exempt from depreciation.	5		
3.1.10.22	**ASSET REPLACEMENT SCHEDULE** Provide aging report for replacement of assets during defined date range.	5		
3.1.10.23	**ASSET DEPRECIATION SCHEDULE** Provide Asset Depreciation Schedule with selection by date range and user-defined sort parameters.	5		
3.1.10.24	**AUDIT REPORT** Provide for report of all changes to the fixed asset file.	5		
3.1.10.25	**REMOVE RETIRED ASSET RECORD** Allow destroyed or retired assets to be removed from reports and to be purged from the system on a user-defined basis. A hard copy printout should be produced to reflect all such deletions.	5		
3.1.10.26	**RETIRED ASSET JOURNAL ENTRIES** Provide for automatic generation of journal entries upon retirement of asset.	5		
3.1.10.27	**TRACK AND REPORT REAL PROPERTY** Provide ability to track and report real property (e.g., land and buildings) by parcel number and street address location	5		
3.1.10.28	**PROJECT TRACKING** Provide capability to track infrastructure by project number.	5		
3.1.10.29	**MAINTENANCE/WARRANTY** Provide for Maintenance History and Warranty/Service Agreement information for assets such as Vehicles, Computers, Radio Equipment, etc.	5		
3.1.10.30	**INTEGRATION - GENERAL LEDGER** Automatically generate Journal Entries to the G/L.	5		
3.1.10.31	**INTEGRATION - ACCOUNTS PAYABLE** Provide ability for user-defined data (e.g., payment date and amount, vendor name, item description, quantity) to update the Fixed Assets system.	5		

Application Software Requirements				
3.1 Financial Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.1.10 Fixed Assets		5		
3.1.10.32	**INTEGRATION - INFRASTRUCTURE INVENTORY** Provide for the ability to receive infrastructure inventory value on a periodic basis.	5		
3.1.10.33	**INTEGRATION - BUDGET** System must integrate with Budget to forecast asset replacement during budget planning.	5		
3.1.10.34	**INTEGRATION - PARCEL MANAGEMENT** System must relate asset location to the Parcel Management data base.	5		
3.1.10.35	**INTEGRATION - GIS/MAPPING** System must be able to display asset location on a map.	3		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.1 Parcel Management		5		
3.2.1.1	**PARCEL GEO-DATABASE** Provide a geographic database of parcel, occupancy, and land use attributes. Permit user access by Assessor Parcel/Tax Folio No., Owner I.D., or Address/Location Description.	5		
3.2.1.2	**COMMON ADDRESS** Provide for one table structure to provide address information.	5		
3.2.1.3	**STREET NAME VALIDATION** Provide capability to select street name from a street name database.	5		
3.2.1.4	**STREET NUMBER VALIDATION** Provide capability to log valid odd street number ranges and even street number ranges	5		
3.2.1.5	**MULTIPLE ADDRESSES** Provide for multiple addresses per parcel.	5		
3.2.1.6	**ADDRESS HISTORY** Provide for tracking address history including effective date.	5		
3.2.1.7	**MULTIPLE PARCELS** Provide for multiple parcels per address.	5		
3.2.1.8	**BOUNDARY DEFINITION** Provide for the definition of parcels within a specific boundary (i.e., School District, Flood Plain, etc.).	5		
3.2.1.9	**ANNEXATION HISTORY** Provide for the storage of annexation date by parcel.	5		
3.2.1.10	**ZONING INFORMATION** Provide for the inclusion of zoning information by parcel.	5		
3.2.1.11	**GENERAL PLAN INFORMATION** Provide for the inclusion of general plan information by parcel.	5		
3.2.1.12	**X-Y-Z COORDINATES** Provide for the storage of X-Y-Z coordinates by parcel.	5		
3.2.1.13	**LEGAL DESCRIPTION** Provide for the inclusion of legal description for each parcel.	5		
3.2.1.14	**COUNTY ASSESSOR INTERFACE** Provide for the establishment and periodic update of the geographic database using County Assessor's files.	5		
3.2.1.15	**CHANGE CONTROL** Provide a change control process for updates from the County Assessor.	5		
3.2.1.16	**COMMON PLACE NAMES** Provide for the definition of common place names (i.e., Town Hall, Lakeside, Tobie Wilson Park, etc.).	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.1 Parcel Management		5		
3.2.1.17	**STREET ALIASES** Provide for multiple street name aliases and related valid street numbers (odd and even side).	5		
3.2.1.18	**PARCEL OWNERSHIP HISTORY** Provide for ownership history with effective dates by parcel.	5		
3.2.1.19	**PARCEL SPLITTING/CONSOLIDATION** Facilitate the tracking of split or consolidated parcels with effective dates.	5		
3.2.1.20	**ATTACHMENTS** Provide capability to attach photos, images of final plat drawings, documents, plans to a parcel database.	5		
3.2.1.21	**DATA IMPORT** Provide capability to import parcel data from county property appraiser office in an ASCII text format.	5		
3.2.1.22	**BUILDING X-Y-Z** Provide capability to track X-Y-Z coordinates related to buildings.	5		
3.2.1.23	**INTERFACE - CENSUS BUREAU DATABASE** Provide the capability to link Census Bureau data with the Parcel Management database.	5		
3.2.1.24	**INTEGRATION - BUSINESS TAX RECEIPT** Parcel Management should provide address, parcel, owner, zoning information and other location data to Business Tax Receipt application.	5		
3.2.1.25	**INTEGRATION - PLANNING** Parcel Management should provide address, parcel, owner, zoning information and other location data to Planning application.	5		
3.2.1.26	**INTEGRATION - PERMITS** Parcel Management should provide address, parcel, owner, zoning information and other location data to the Permits application.	5		
3.2.1.27	**INTEGRATION - CODE COMPLIANCE** Parcel Management should provide address, parcel, owner, zoning information and other location data to Code Compliance application.	5		
3.2.1.28	**INTEGRATION - ACCOUNTS RECEIVABLE** Parcel Management should provide address, parcel, owner, zoning information and other location data to the Accounts Receivable application.	5		
3.2.1.29	**INTEGRATION - FIXED ASSETS** Parcel Management should provide address, parcel, owner, zoning information and other location data to the Fixed Assets application for Town-owned infrastructure, land and buildings.	5		
3.2.1.30	**INTEGRATION - ESRI's ARC/GIS** User should have the ability to select and display data on a map. Provide capability to do spatial updates and analysis.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.2 Business Tax Receipts		5		
3.2.2.1	**APPLICATION PROCESSING** Capture basic data for new business and tracks review status across multiple departments.	5		
3.2.2.2	**APPLICATION INPUT SCREEN** Provide ability to modify input screen to closely resemble the order of the license application form to facilitate data entry.	5		
3.2.2.3	**CUSTOMER/BUSINESS TAX RECEIPT NUMBER** Once customer number and Business Tax Receipt number is assigned, the numbers should be retained from year to year.	5		
3.2.2.4	**MULTIPLE LICENSES** Provide the capability of assigning multiple licenses to the same business.	5		
3.2.2.5	**MULTIPLE OWNERS** Provide the capability to assign multiple owners to the same business.	5		
3.2.2.6	**DATA ENTRY SCREEN** Provide the capability to define the data entry format based on the type of license being entered. License type will define the required fields.	5		
3.2.2.7	**DATA ENTRY** Provide for duplication of data elements during transaction entry.	5		
3.2.2.8	**APPLICANT HISTORY** Provide capability to track history of all transactions based on an applicant.	5		
3.2.2.9	**OUTSTANDING APPLICATION REPORT** Provide an on-demand list of outstanding applications.	5		
3.2.2.10	**NOTIFICATIONS** Generate form letter notifications to applicants regarding rejections or approvals. Ability to generate all notices in ZIP Code order in order to take advantage of bulk mail rates.	5		
3.2.2.11	**FEE PROCESSING** Provide fee calculations based on various criteria, billings, and collections. . Allow for progressive rate increases.	5		
3.2.2.12	**INFORMATION REQUESTS** Provide form letter requests to applicants for additional information (Federal I.D., State I.D., Social Security Number, Contractor License Number, etc.); format to be customized to Town's requirements.	5		
3.2.2.13	**LICENSE PRINTING** Provide for printing of License in Town format, in batches or singly.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.2 Business Tax Receipt		5		
3.2.2.14	**LICENSE REPRINTING** Provide capability to reprint a license on demand.	5		
3.2.2.15	**RENEWAL PROCESSING** Provide automatic generation of renewal notices, reminder letters, and billings for use with window envelopes in ZIP Code order or Business Tax Receipt number order.	5		
3.2.2.16	**INSPECTION LOGGING** Provide the capability to schedule and log results of multiple inspections per applicant. Provide capability to log type of inspection, results, date, time, inspector, and comments.	5		
3.2.2.17	**BARCODING** Provide for the printing of barcodes, OCR or MICR on all letters and forms.	5		
3.2.2.18	**NON-RENEWAL TRACKING** Provide a report of businesses from prior year that have not renewed their licenses.	5		
3.2.2.19	**DELINQUENT PROCESSING** Provide on-demand printout of delinquent accounts and delinquent notices for use with window envelopes. Notice should include space for a free-form message up to 100 characters.	5		
3.2.2.20	**STANDARD INDUSTRIAL CODE** Utilize SIC and NAIC to define class/type of business.	5		
3.2.2.21	**ACTIVITY REPORTING** Provide periodic or on-demand summaries of license activity levels by business class.	5		
3.2.2.22	**BUSINESS LOCATION REPORTING** Provide reports of multiple businesses on the same parcel, businesses with multiple locations, and businesses outside of Town boundaries.	5		
3.2.2.23	**ON-LINE SEARCH/QUERY** Within Town network users based upon security, provide on-line search/query by any field in the database.	5		
3.2.2.24	**FIELD LEVEL SECURITY** Provide for field level security to restrict sensitive information to specific users.	5		
3.2.2.25	**INTERNET SEARCH/QUERY** For Internet users, provide on-line search/query by business name, business address, type, owner name, ZIP code, SIC, or Business Tax Receipt fee range. Provide partial name and "Contains" capability on Business Name and Owner Name.	5		
3.2.2.26	**BUSINESS TAX RECEIPT APPLICATIONS/RENEWALS SELF-SERVICE** Provide for self-service capability over the Internet for new Business Tax Receipt applications or renewal processing.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.2 Business Tax Receipt		5		
3.2.2.27	**PAYMENT LIST** Provide capability to print a report of Business Tax Receipt payments for reconciliation with the General Ledger.	5		
3.2.2.28	**AD HOC REPORT WRITER** Provide for the capability of generating on-demand reports based on user-defined criteria.	5		
3.2.2.29	**HAZARDOUS CONDITIONS** Permit capture of information on hazardous operations or materials by parcel and address for Public Safety/Public Works/Community and Economic Development usage.	5		
3.2.2.30	**MISCELLANEOUS LICENSES/PERMITS** Provide simplified system for processing miscellaneous license/permit applications including Solicitors License, Home-Business Permit, etc.	5		
3.2.2.31	**USER-DEFINED FIELDS** Provide for an unlimited number of user-defined fields in the database. If limited, vendor to indicate maximum number of user-defined fields: _____.	5		
3.2.2.32	**NOTE FIELDS** Provide for an unlimited note field related to a business. If limited, vendor to indicate maximum size of note field: _____.	3		
3.2.2.33	**ADDRESS LABELS** Ability to generate labels indicating business name and address.	5		
3.2.2.34	**FOLDER LABELS** Provide capability to generate file folder labels indicating business name and account number.	5		
3.2.2.35	**TAXES** Provide the ability to track taxes including, but not limited to, sales taxes, transient occupancy tax, etc.	5		
3.2.2.36	**INTEGRATION - PARCEL MANAGEMENT** The Parcel Management application should provide address, parcel, owner, zoning information and other location data to the Business Tax Receipt application.	5		
3.2.2.37	**INTEGRATION - GENERAL LEDGER** The Business Tax Receipts application must generate journal entries to the General Ledger for any invoices generated and revenues received.	5		
3.2.2.38	**INTEGRATION - CODE COMPLIANCE** For user-defined business types (restaurants), Business Tax Receipt to trigger inspections in the Code Enforcement system.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.2 Business Tax Receipt		5		
3.2.2.39	**INTEGRATION - CODE COMPLIANCE** Provide the ability to send delinquent business accounts to Code Compliance for inspection/verification.	5		
3.2.2.40	**INTEGRATION/INTERFACE - PERMITS** Allow access from the permits system to validate Contractor's Business Tax Receipt.	5		
3.2.2.41	**INTEGRATION/INTERFACE - CASH RECEIPTS** Provide for Cash Receipts to validate accounts and update Business Tax Receipt receipts.	5		
3.2.2.42	**INTEGRATION/INTERFACE – Utility Billing** Allow access from the utility billing system.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.3 Planning		5		
3.2.3.1	**PLANNING APPLICATIONS** Provide for the tracking of the following Planning applications: a. General Plan Amendments	5		
3.2.3.2	b. Design Review and revisions	3		
3.2.3.3	c. Variances	5		
3.2.3.4	d. Zone Changes	5		
3.2.3.5	e. Conditional Use Permits and revisions	3		
3.2.3.6	f. Administrative Site Plan and revisions	5		
3.2.3.7	g. Design Review Signs	3		
3.2.3.8	h. Tentative Tract, Tentative Parcel Map and revisions	3		
3.2.3.9	i. Other like applications	2		
3.2.3.10	**PLANNING APPLICATION WORK FLOW DEFINITION** Provide for the user-definition of application work flow within multiple departments and to external agencies based on the type of application.	5		
3.2.3.11	**PLANNING APPLICATION REVIEW** Provide for the tracking of the application review process, status and related reporting. Maintain historical application information by parcel.	5		
3.2.3.12	**PROPERTY CHANGE NOTICE** Provide for automatic mail-out notice to selected parcel owners regarding proposed changes to related parcels.	2		
3.2.3.13	**LAND USE** Provide for standard land use classification (i.e., Single Family Residence, Commercial, Industrial, etc.) by parcel.	3		
3.2.3.14	**DEVELOPMENT CODE** Provide for the definition of the development code regulations.	3		
3.2.3.15	**RESTRICTIONS/SPECIAL CONDITIONS/COMMENTS** Provide for notes related to any restrictions or special conditions that are established by reviewing departments as a prerequisite for permit approval with expiration dates on the conditions or restrictions.	5		
3.2.3.16	**FEE CALCULATION** System shall calculate standard fees using user-supplied criteria.	5		
3.2.3.17	**FEE COLLECTION** System shall provide for the tracking of fee collections and receivables.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.3 Planning		5		
3.2.3.18	**RESEARCH** Provide the capability to research land use for specific geographic areas.	3		
3.2.3.19	**WORK FLOW EVENT TIMING** Provide the ability to establish review and expiration dates for all events.	3		
3.2.3.20	**LONG RANGE/STRATEGIC PLANNING** Provide the capability to track and analyze demographic information and update the general plan.	3		
3.2.3.21	**INTEGRATION - PARCEL MANAGEMENT** The Parcel Management application should provide address, parcel, owner, zoning information and other location data to the Planning application.	5		
3.2.3.22	**INTEGRATION - PERMITS** Provides automatic linkage between general planning applications and associated permits	5		
3.2.3.23	**INTEGRATION - BUSINESS TAX RECEIPT** For all commercial and industrial properties, the system should provide access to the Business Tax Receipt system to ensure compliance with Business Tax Receipt Code.	5		
3.2.3.24	**INTEGRATION- GENERAL LEDGER** The Planning application must generate journal entries to the General Ledger for any invoices generated and revenues received.	5		
3.2.3.25	**INTEGRATION - ESRI's ARC/INFO** User should have the ability to select Planning data and display that data on a map.	5		

	Application Software Requirements			
	3.2 Land Based Applications Requirements			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.4 Permits		5		
3.2.4.1	**APPLICATION PROCESSING** System shall capture basic application data and track review status across multiple departments.	5		
3.2.4.2	**HISTORY ACCESS** Allow access to all permit history searching by any data element in the database.	5		
3.2.4.3	**RESTRICTIONS/SPECIAL CONDITIONS/COMMENTS** Notes any restrictions or special conditions established by reviewing departments as a prerequisite within the permit process.	5		
3.2.4.4	**EXPIRATION TRACKING** Identifies expired open permits (user-defined by permit type and provides mail notification to original applicants).	5		
3.2.4.5	**VENDOR INSURANCE TRACKING** Provide capability to track contractor and other vendor's insurance.	5		
3.2.4.6	**ACTIVITY REPORTING** Provides periodic or on-demand summaries of permit activity levels.	5		
3.2.4.7	**FEE PROCESSING** Provide for calculation of standard fees with effective dates using user provided formulas or tables.	5		
3.2.4.8	**TRACK COLLECTION OF FEES** Track fee collections and receivables, provide for late penalties as appropriate, and generate payment receipts.	5		
3.2.4.9	**FEE ESTIMATE STATEMENT** Provide for the calculation of a fee estimate for printing in a Town-defined format.	5		
3.2.4.10	**RECEIVABLES** Provide capability to track receivables related to fees estimate.	5		
3.2.4.11	**MULTIPLE FEE SCHEDULES** Provide for fee schedules by project. Accommodate varying rate agreements with developers.	5		
3.2.4.12	**PLAN EXAMINATION PROCESS** Provide for the tracking of plan examination among multiple departments.	5		
3.2.4.13	**PERMIT APPROVALS/OCCUPANCY CERTIFICATES** Provide for applicant notification of permit approvals, issuance of certificates of occupancy, issuance of permits, and notify other departments and external entities. All printing must be on a laser printer.	5		

	Application Software Requirements			
	3.2 Land Based Applications Requirements			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.4 Permits		5		
3.2.4.14	**INSPECTION REQUEST** Provide for inspection request via: -telephone -IVR, and -Internet.	5		
3.2.4.15	**INSPECTION PROGRAM** Allows development of customized inspection programs, and produces turnaround inspection results reporting document.	5		
3.2.4.16	**INSPECTION LOGGING** Allow inspection scheduling and logging of inspection results.	5		
3.2.4.17	**INSPECTION LOGGING DEVICE** Provide for logging of inspection results from field.	5		
3.2.4.18	**INSPECTION MANPOWER TRACKING** Records travel time and actual inspection time summarized by Permit and Inspector.	5		
3.2.4.19	**DRAW DOWN ACCOUNTS** Provide for the accounting of Developer-provided fees and related charges.	5		
3.2.4.20	**ENVIRONMENTAL PERMITS** Track permits and variances for environmental issues, including: -Wastewater Discharge -Water Softeners	5		
3.2.4.21	**ENFORCEMENT/CORRECTION ACTIONS** Provide for issuance of citations for non-conformance to code.	5		
3.2.4.22	**DEVELOPER FEE ALERT** Provide an alert at Certificate of Occupancy issuance of any fees owed by the Developer/Contractor.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.4 Permits		5		
3.2.4.23	**INTEGRATION - GENERAL LEDGER** The Permits application must generate journal entries to the General Ledger for any invoices generated and revenues received.	5		
3.2.4.24	**INTEGRATION - CASH RECEIPTS** Cash Receipts should validate permit number, fees, penalty amounts and update customer balance	5		
3.2.4.25	**INTEGRATION - PARCEL MANAGEMENT** The Parcel Management application should provide address, parcel, owner, and zoning information to the Permit system.	5		
3.2.4.26	**INTERFACE - COUNTY** Provide the capability to send building information to the County upon completion of permitting/inspection process.	5		
3.2.4.27	**INTEGRATION - BUSINESS TAX RECEIPT** Provide for verification of Contractor's Town Business Tax Receipt from the Permits system.	5		
3.2.4.28	**INTEGRATION - STATE LICENSING BOARDS** Provide capability to electronically verify State licenses for Contractors, Architects, and other professionals.	5		
3.2.4.29	**INTEGRATION - IMAGE** Provide capability to access an image of related documents via laser fiche.	5		
3.2.4.30	**INTEGRATION - ESRI'S ARC/GIS** User should have the ability to select Building Permit data and display that data on a map.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.5 Code Compliance		5		
3.2.5.1	**CASE TRACKING** Identifies violations by location. Provide capability to track case related events by date and time, notifications to responsible party, and establishes follow-up activities to ensure corrections are made.	5		
3.2.5.2	**INSPECTION ZONES** Provide capability for user to define Code Compliance Inspector geographic zones.	5		
3.2.5.3	**INSPECTION ZONE CHANGES** Provide the capability to modify geographic zones through spatial selection (GIS).	5		
3.2.5.4	**USER-DEFINED VIOLATION TYPES** Allow user to define violation types (from property and building maintenance to vehicle abatement), related actions, priorities, violation fees, administrative fees, number of days for resolution, and effective dates.	5		
3.2.5.5	**MANAGEMENT OVERRIDE** Provide capability for management to override system assignments, priorities, actions, fees, days for resolution, inspector.	5		
3.2.5.6	**MULTIPLE VIOLATIONS** Provide for a variable number of violations per property and tracking of each violation individually.	5		
3.2.5.7	**FREE FORM NOTES** Provide ability to enter unlimited, free form notes with capability to lock the notes upon completion. The system should date and time stamp each set of notes.	5		
3.2.5.8	**SECURITY LEVEL** Provide capability to establish security levels based on type of case (criminal or normal).	5		
3.2.5.9	**VIOLATION NOTICE** Provide violation notification to multiple responsible parties (e.g., owners, property manager and/or occupants).	5		
3.2.5.10	**SUBPOENAS/WARRANTS** Provide capability to create subpoenas and warrants from the system.	5		
3.2.5.11	**PLANNING PERMITS** Allow for the viewing and printing of planning permits. Based on the use permit, there may not be a violation	5		
3.2.5.12	**TICKLER** Provide for user-defined schedules by type of violation and priority.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.5 Code Compliance		5		
3.2.5.13	**WORK SCHEDULE** Provide capability to define work schedules for inspectors based on time of year.	5		
3.2.5.14	**VIOLATION DISPOSITION** Provide capability to assign a user-defined disposition to each violation.	5		
3.2.5.15	**VIOLATION HISTORY - PARCEL** Provide the history of code violations by parcel and address.	5		
3.2.5.16	**ELECTRONIC FIELD REPORTING DEVICE** Provide for the interface of wireless electronic field reporting devices - allowing inspectors to key enter findings in a real-time mode while at the site.	5		
3.2.5.17	**ELECTRONIC ATTACHMENTS** Provide for the attachment of electronic versions of written correspondence, digital photos, etc. to a case.	5		
3.2.5.18	**EVIDENTIARY TRAIL** Provide court-accepted evidentiary trail for violation notices, free-form notes and all attachments.	5		
3.2.5.19	**INTEGRATION - BUSINESS TAX RECEIPT** Business Tax Receipt should trigger Code Compliance inspections for certain new businesses (restaurants, etc.)	5		
3.2.5.20	**INTEGRATION - ACCOUNTS RECEIVABLE** When a fee is assigned at the conclusion of a case, the fee and case information should be sent to Accounts Receivable for collection.	5		
3.2.5.21	**INTEGRATION - ACCOUNTS RECEIVABLE** When full payment is received, Accounts Receivable must send a notification to Code Compliance of the release of the lien.	5		
3.2.5.22	**INTEGRATION - BUSINESS TAX RECEIPT** User should be able to access Business Tax Receipt information: license type, license expiration date, etc. from Code Compliance application.	5		
3.2.5.23	**INTEGRATION - PERMITS** User should be able to access Permit information from Code Compliance application.	5		

Application Software Requirements				
3.2 Land Based Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.2.5 Code Compliance		5		
3.2.5.24	**INTEGRATION - CITIZEN CONTACT** Citizen Contact work order information should be transferred to Code Compliance from the Citizen Contact application.	5		
3.2.5.25	**INTEGRATION - PARCEL MANAGEMENT** The Parcel Management application should provide address, parcel, owner, and zoning information to the Code Compliance system.	5		
3.2.5.26	**INTEGRATION - ESRI'S ARC/GIS** User should have the ability to select Code Compliance data and display that data on a map.	5		

Application Software Requirements				
3.3 Utility Billing				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.1	Provide ability to utilize bar coding for cash receipt input.	5		
3.3.2	Provide for inquiry access to validate customer account information.	5		
3.3.3	Support real-time and batch processing.	5		
3.3.4	Provide interface with PC based cash-drawer.	5		
3.3.5	Produce a journal report stored by payment type.	5		
3.3.6	Ability to apply receipts to oldest invoices.	5		
3.3.7	Allow for customer determined payment processing hierarchy.	5		
3.3.8	Able to handle miscellaneous cash receipts and distribute to single or multiple accounts with no limitation of number of accounts. Provide ability to correct any transaction information before committing.	5		
3.3.9	Ability to accept consolidated payments and credits them to individual accounts.	5		
3.3.10	Accept online bank checks, credit cards, ACH/EFT, cash and other means of payment.	5		
3.3.11	Accept partial payments and distribute proportionately to each utility.	5		

Application Software Requirements				
3.3 Utility Billing				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.12	Produce daily deposit reports by individual and total of cashier transactions for the day.	5		
3.3.13	Cash receipts should validate the General Ledger/Utility Billing account numbers and update account balances.	5		
3.3.14	Ability to add additional charges to customer accounts based on the service requests/work orders or override charges. (etc., cut-off/turn-on or reconnect fees)	5		
3.3.15	Ability to process service requests online and view by premise/service address, customer name or customer ID.	5		
3.3.16	Automatically route service request/work orders to appropriate area for actions. (Water, sewer, storm water)	5		
3.3.17	Ability to identify meters with medical seals. Should alert customer service representative in all functions, especially turn-offs.	5		

	Application Software Requirements			
	3.3 Utility Billing			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.18	Allow service orders to be downloaded to handheld devices and upload information after completion.	5		
3.3.19	Ability to transfer work order or service requests to another area and send notifications.	5		
3.3.20	Ability to print service requests from any functional area.	5		
3.3.21	Ability to set priorities by service request type.	5		
3.3.22	Ability to track user IDs to identify, who opened, updated and/or closed service requests.	5		
3.3.23	Ability to transfer a customer to a new account/service location and retain pertinent information without re-keying (including, city, state, and zip code).	5		
3.3.24	Ability to have customer notes and identify the user ID of the individual entering the note.	5		
3.3.25	Ability to add additional deposit requirements for failure to pay.	5		
3.3.26	Ability to automatically prorate monthly services.	5		

Application Software Requirements				
3.3 Utility Billing				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.27	If applicable, adding a meter automatically updates fixed assets from the service request when completed.	2		
3.3.28	Removing a meter automatically removes the item from fixed assets based upon completed service request.	2		
3.3.29	Provides ability within system to conduct and record credit checks from credit bureaus.	2		
3.3.30	Provide ability to attach imaged documents to customer's records.	5		
3.3.31	Ability to set up actions (i.e., transfers, cut-offs, etc) to occur on a future date and the ability to easily modify those dates and send email notifications of required actions.	5		
3.3.32	Ability to identify those accounts that are "read only" on close and to transfer service to another account? For instance, in apartment complexes, when a person leaves, the service should automatically transfer to the apartment complex owner.	5		

Application Software Requirements				
3.3 Utility Billing				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.33	Allow customer maintenance of all fields while customer service representative is communicating with customer.	5		
3.3.34	Ability to enter new accounts at anytime without affecting the billing process.	5		
3.3.35	Allow for notes to be entered and maintained by account and/or services addendums.	5		
3.3.36	Allow a closed account to be re-activated.	5		
3.3.37	Track customer changes during period.	5		
3.3.38	Provide for the ability to maintain landlord information and ability for landlord to get copy of statements and notices. Allow for service instructions for address owned by a landlord.	5		
3.3.39	Provide for the ability to maintain property manager information and ability for the property manager and landlord to get copy of statements and notices. Allow for service instructions for addresses managed by a property manager.	4		
3.3.40	Maintain separate meter files for various utility meters.(Active, inactive, damaged and scrap)	5		
3.3.41	Provide ability to maintain multiple meters and associated information for a single service address.	5		
3.3.42	Provide ability to process service requests to dispatch technician for new meter installation, customer request and/or change orders.	5		

Application Software Requirements				
3.3 Utility Billing				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.43	Allow up-front payment for specific services.	5		
3.3.44	Allow for processing of deposits including calculation of amount based upon average expected consumption, calculation of interest and ability to automatically determine when process should be returned. (Based upon time and/or payment history)	5		
3.3.45	Allow billing by usage, fixed rates, step rates, meter sizes or any combination of these methods by service type with start and stop dates. This includes billing fixed amounts such as lab fees.	5		
3.3.46	Allow billing by usage, fixed rates, step rates, meter sizes or any combination of these methods by service type with start and stop dates.	5		
3.3.47	Allow ability to combine usage from multiple meters for calculation. (Compound Meters)	5		
3.3.48	Allow for user defines unit of measure for charge such as gallons, cubic feet, etc.	5		
3.3.49	Support grouping of account numbers into routes and routes into cycles for batch processing.	5		
3.3.50	Ability to bill on a schedule defined for each customer.	5		
3.3.51	Provide for automatic bill correction procedure to un-post errors and re-post correct readings.	5		
3.3.52	Provide ability to produce report; showing demand over time by meter number.	5		
3.3.53	Provide for budget plan payments to be managed within the system.	4		
3.3.54	Provide an area of the bills to show special notes. (Both general and account specific) as well as bill calculation.	5		

Application Software Requirements				
3.3 Utility Billing				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.55	Provide ability to consolidate bills for multiple accounts for same customer and yet show detail as well.	5		
3.3.56	Allow for account numbers to be bar coded on bill remittance slips.	5		
3.3.57	Provide ability to easily print a duplicate bill.	5		
3.3.58	Ability to generate a new bill after adjustments are made and sent to the customer. Ability to do multiple times if necessary.	5		
3.3.59	Provide for automatic journal entries from Utility Billing to the Financial General Ledger journals.	5		
3.3.60	Track credit rating points against a customer and automatically add or subtract points. (After a specified period of time)	2		
3.3.61	Generate disconnect notices automatically for past due accounts based upon town supplied criteria. Provide listing of it. (Downloads to handheld devices)	5		
3.3.62	Analysis to test new rates and determine financial impacts if adopted.	5		
3.3.63	Track and provide printed notifications of abnormal consumption levels.	5		
3.3.64	Maintain history of meters and service by customer and service address.	5		
3.3.65	Maintain consumption history by service address, customer and meter.	5		
3.3.66	Generate statistics reports for all facets of the utility billing function.	5		
3.3.67	Produce listing of all meters for each utility sorted in a variety of ways. (i.e., meter number, service address, customer, etc.)	5		

	Application Software Requirements			
	3.3 Utility Billing			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.68	Allow customers to access their accounts online showing consumption history, payment history, and service requests. Allow for online communication from customer to the City.	5		
3.3.69	Able to exchange information (import and export) data to ESRI GIS system.	5		
3.3.70	Ability to pr-rate services.	2		
3.3.71	Ability to bill for multi-services on one account. (meter)	5		
3.3.72	Ability to assign a due date to customers level to override the cycle due date. (i.e., Golden Years Program assigns specific due dates for those on a fixed income).	5		
3.3.73	Ability for the system to generate bills that are able to be emailed to the customer or that can be viewed online.	5		
3.3.74	Ability for customers to make automatic payments with credit cards, bank draft (ACH/EFT) or debit cards. Automatic notification when credit card expiration dates are due to expire.	5		
3.3.75	Is credit card/ bank information protected by encryption and access restricted.	5		
3.3.76	Ability to add automatically, charges for late payments (fixed or percentage) with ability to override with proper authority.	5		
3.3.77	Allows for seasonal dormant accounts (i.e. no reads = no bills) or to bill for consumption with no flat service charges.	5		
3.3.78	Ability to attach documents to customer or service address. (DOCX/ XLSX/ TIFF/ GIF, JPEG, etc.)	5		

	Application Software Requirements			
	3.3 Utility Billing			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.79	Ability to track deposits, refund after 2 years with adequate payment history or hold forever. (Commercial flag) Automatically notifies users when to refund based upon established rules.	5		
3.3.80	Determines credit worthiness by tracking number of late payments, returned checks, etc. Allows notes to be entered regarding credit information.	5		
3.3.81	Ability to reverse charges or payments if applied incorrectly to an account with proper audit trails.	5		
3.3.82	Ability to bill for water consumption only, no sewer charges. (i.e., irrigation meters) or remove sewer charges. (i.e., for pool filling. Ability to bill sewer only.	5		
3.3.83	Ability to bill flat rate for a base consumption and then bill at a specified rate for all consumption greater than the base amount. (rates on a tier basis with inclining blocks)	5		
3.3.84	Ability to set-up payment plans for services (water, stormwater, etc) start and end dates.	5		
3.3.85	Generate special rates for lift stations.	5		
3.3.86	Ability to identify accounts by inside/ outside Town, residential/ Commercial.	5		
3.3.87	Ability to tax or not tax a service as a percentage and to add franchise fee or flat percentage fee.	5		
3.3.88	Ability to distribute payments based on an account, service, fund, type or inside/ outside Town/County.	5		
3.3.89	Ability to refund DERM tax or any other tax/fee.	5		
3.3.90	Ability to apply credit balances before distribution of user payments; if credit balance moves to next account distribution.	5		

	Application Software Requirements			
	3.3 Utility Billing			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.91	Ability to reassign an account number and retain history, based upon reassignment of a cycle.	5		
3.3.92	Generate exception reports for high/low/zero consumption and/or residential rate with commercial meter.	5		
3.3.93	Ability to write-off account balances and create journal entries by transaction code. Utility write-offs should be different from non-utility write-offs.	5		
3.3.94	Ability to estimate a bill based on past consumption and provides a limit on number of times a service address can be estimated per year. Generate exception listing.	2		
3.3.95	Provide for meter looping, compound fee structure, 1st meter has base rate charge and consumption, 2nd meter starts water consumption but do not charge a base rate on the second meter.	5		
3.3.96	Calculate water rates based upon meter size.	5		
3.3.97	Ability to bill interest on late payments.	5		
3.3.98	If a utility customer's service has been disconnected for nonpayment, does your system have the ability to generate a work order to reconnect the service if a payment of at least 50% of the amount due has been made on the account.	5		
3.3.99	Ability to generate a water consumption report categorized by lift station service area.	5		

	Application Software Requirements			
	3.3 Utility Billing			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.3. Utility Billing		5		
3.3.100	Ability to generate a report of commercial, fire sprinkler, and Town users showing meter number, service address, and mailing address.	5		
3.3.101	Compatibility with 3G Tech System of meter Reading.	5		
3.3.102	Compatibility with other system utilizing hand-held meter reading devices.	5		
3.3.103	Compatible with automatic meter reading system.	5		
3.3.104	Ability to reorganize accounts into different reading cycles at any time.	5		
3.3.105	Ability to auto-alert utility billing personnel when an additional deposit is required due to poor payment history.	5		
3.3.106	Ability to install other auto-alerts when other unusual circumstances apply.	5		
3.3.107	Support the use of hand-held devices or laptops for field personnel for wireless transmission of work orders and other system information.	5		
3.3.108	Fully integrated solution with all related modules.	5		

Application Software Requirements				
3.4 Other Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.4. Citizen Contact		3		
3.4.1	**CONTACT HISTORY** Provide for management of citizen contacts: requests, suggestions, and complaints by location and citizen name.	3		
3.4.2	**MULTIPLE POINTS OF ENTRY** Ability to take calls at several locations, yet to share the content of the calls Town-wide.	3		
3.4.3	**TYPES OF ENTRY** Ability to receive service requests/contacts via Email, Web Page, IVR (Interactive Voice Response), as well as direct contact.	3		
3.4.4	**EVENT REFERENCE** Ability to assign event reference for each request and ability to access event history by the reference.	3		
3.4.5	**SERVICE REQUEST/CONTACT VERIFICATION** Ability to verify calls by searching for call history of informant or location.	2		
3.4.6	**SERVICE REQUEST/CONTACT TYPES** Ability to segregate contact types by department or function for general administration and operations.	3		
3.4.7	**SERVICE REQUEST/CONTACT PRIORITIZATION** Ability to prioritize requests or contacts by: public safety, public policy and regulation, and time.	3		
3.4.8	**ESCALATION PROCESS** Provide for ability to escalate requests based upon type, prioritization, and elapsed time.	3		
3.4.9	**SERVICE REQUEST/CONTACT DISPLAY** Ability to display contacts by priority within functional area as well as global view.	3		
3.4.10	**CONTACT REFERRAL** Provide for the referral of a contact to the proper department/employee.	3		
3.4.11	**MULTIPLE ADDITIONAL REFERRALS** Provide for additional referrals from the initial responsible department/employee.	3		
3.4.12	**SERVICE REQUEST/CONTACT AUDIT** Ability to view audit log of request/contact events, activities, dates, and status.	3		
3.4.13	**TICKLER FILE** Ability to establish future actions and reminders associated with requests.	3		

Application Software Requirements				
3.4 Other Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.4. Citizen Contact		3		
3.4.14	**COMMUNICATIONS** Provide for the generation of response letters to the citizen at the receipt of request/complaint, when action is determined, and when action is completed. Ability to view generated letters as a part of the request history. Communication to include: mail, email, and voice response (IVR).	3		
3.4.15	**ATTACHMENTS** Ability to store attachments to the request history (e.g., photos, correspondence, email, etc.).	3		
3.4.16	**LETTER TEMPLATES AND GENERATION** Provide capability to configure letter templates to generate correspondence on a global basis or by contact.	3		
3.4.17	**INQUIRY** Provide inquiry capability regarding contact/service request status by citizen name, reference number, phone number, request type, and location.	3		
3.4.18	**MANAGEMENT REPORTS** Allow for printing of reports in summary, statistical, or detailed format and in user-defined sequence.	3		
3.4.19	**INTEGRATION - PARCEL MANAGEMENT** Provide linkage of the Citizen Contact to the related address in the Parcel Management database and GIS.	3		
3.4.20	**INTEGRATION - CODE COMPLIANCE** Provide for linkage to Code Compliance.	3		

	Application Software Requirements			
	3.4 Other Applications Requirements			
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
	3.5. Record Management	4		
3.5.1	**LEGISLATIVE HISTORY** Provide for keeping track of the Town's and other agencies' (up to 30 organizations) legislative history: ordinances, resolutions, minutes, contracts, deeds, pending agenda items, etc.	4		
3.5.2	**OTHER AGENCIES** Provide for keeping track of other agencies' (up to 30 organizations) legislative history.	4		
3.5.3	**MULTIPLE KEY WORDS** Allow for indexing of legislative history with multiple key phrases (at least fifteen phrases at a minimum of twenty-five characters each per document).	4		
3.5.4	**INDEXING DATA** Provide for the following indexing data: Organization Type, Document Type, Action Date, Action Taken, Expiration Date, and File Identification Number.	4		
3.5.5	**DOCUMENT SUMMARY** Provide for a document summary (up to 500 characters) with the indexing criteria.	4		
3.5.6	**WORD PROCESSING CAPABILITIES** Provide limited word processing capabilities (spell check, word wrap, etc.) for the key phrases and the document summary.	4		
3.5.7	**WORD PROCESSOR CROSS-REFERENCE** Provide for linking of the index system to a document in MS Word.	4		
3.5.8	**DATA VALIDATION** Provide for the validation of Organization Type, Document Type, Dates, Action Taken, and File Identification Numbers at key entry time.	4		
3.5.9	**REPORT SELECTION CRITERIA** Provide for the selection of documents for reporting using, at a minimum, the following criteria: -Organization Type -Document Type -Key Phrases (with and/or capability) -Document date range -Continued date range -Expiration date range -Action taken -File Identification Numbers.	4		
3.5.10	**REPORT FORMAT** Allow for printing of the selected report in summary or detailed format and in user-defined sequence.	4		

Application Software Requirements				
3.4 Other Applications Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.5 Record Management		4		
3.5.11	**AUDIT TRAIL** Provide capability to track the last five read-only accesses to a document. Display the date, time and employee identification related to the document access.	4		
3.5.12	**SECURITY** Provide for read-only, add and change security constraints by employee.	4		
3.5.13	**SECURITY BY AGENCY** Limit add/change capability for agency-related documents to certain employees.	4		
3.5.14	**DOCUMENT CHECK-OUT** Provide for a document check-out/check-in system: the logging of a document to be checked out, who checked it out, when it was checked out, history related to a document.	4		
3.5.15	**DOCUMENT STATUS** Provide for the online checking of a document's status: checked-out, who, when.	4		
3.5.16	**RECORDS RETENTION** Provide for a user-defined table of document types, retention type codes, number of months for active storage, and number of months for inactive storage (prior to destruction).	4		
3.5.17	**AGING REPORTS** Provide for the listing of documents to be moved to inactive storage or documents to be purged/destroyed.	4		
3.5.18	**INACTIVE DOCUMENT LOCATION** Provide for locating documents that have been moved to inactive storage.	4		
3.5.19	**INTEGRATION – IMAGING** Provide for the linkage of indexed files to the Town's imaging system.	4		

Application Software Requirements				
3.5 Other Software Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.6 General Application Software Requirements		5		
3.6.1	**REPORT WRITER** System should either include or be accessible by a Report Writer product (ex, Crystal Reports,) to allow end-users to generate ad-hoc reports.	5		
3.6.2	**RELATIONAL DATABASE MANAGEMENT** Data files must be controlled through the use of an ANSI Standard SQL Relational Database Management System. Microsoft SQL Server is preferred.	5		
3.6.3	**SECURITY** Security and access control tools will enable the system administrator to limit access to specific features.	5		
3.6.4	**DATA DICTIONARY** A complete data dictionary should be available for the purpose of generating ad-hoc reports.	2		
3.6.5	**DATA EXPORT** The proposed system should have the ability to export to ASCII text and/or MS Excel data files.	5		
3.6.6	**USER-DEFINED DATA ELEMENTS CODE DEFINITION** Provide capability to define edit tables for user-defined data elements.	3		
3.6.7	**USER-DEFINED DATA ELEMENTS – DEFINITION** Provide capability to define the usage of user-defined data elements' date, time, currency, text.	3		
3.6.8	**USER-DEFINED DATA ELEMENTS IN DATA DICTIONARY** Provide for user-defined data elements to be included in the data dictionary.	3		
3.6.9	**SECURITY FOR USER-DEFINED DATA ELEMENTS** Provide for access/update security for user-defined data elements.	3		
3.6.10	**BATCH PROCESSING** The system must allow interactive users to access files when batch systems are processing (e.g., record lock preferred rather than file or page locks).	5		
3.6.11	**WORKFLOW** Provide ability for user-defined workflow processes that establishes approval routing or special processing as determined by the data entered	5		
3.6.12	**WORKFLOW – EMAIL** Provide for workflow process to include email messages to appropriate personnel.	5		
3.6.13	**BACKUP** Provide for complete system and selected applications backup	5		
3.6.14	**PARTIAL DATABASE/TABLE RESTORE** Provide ability to perform partial restores (reloading static tables).	5		

Application Software Requirements				
3.5 Other Software Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.6 General Application Software Requirements		5		
3.6.15	**TEST ENVIRONMENT** Provide a test environment, in addition to a production environment, for all applications. The test environment will be used to duplicate the production environment to facilitate de-bugging or training.	5		
3.6.16	**NEW RELEASE ENVIRONMENT** Provide a New Release environment that is available to train and test new releases (including OS upgrades).	5		
3.6.17	**APIS TO PERMIT SUPPLEMENTAL CODE** Provide specifications of APIs that will permit supplemental code for special purposes. At a minimum, the system should allow for ODBC connectivity.	5		
3.6.18	**GRAPHICAL USER INTERFACE** Provide a graphical user interface consistent with standardized application software usability guidelines.	5		
3.6.19	**SECURITY LEVELS** Applications Software should provide varying security classes (application to be accessed, menu-option level, and read only, update, transaction entry) to be defined to the user level.	5		
3.6.20	**DEPARTMENT SECURITY** Provide ability to restrict access to users within their own department data.	5		
3.6.21	**FIELD LEVEL SECURITY** Provide field level security for all forms which contain confidential data (Business Tax Receipt, etc.).	5		
3.6.22	**APPLICATION SET UP MANUAL** Provide a user manual describing set up options for each application, including suggested Operating System and Data Base configuration. Updates to be provided with regular release documentation.	5		

Application Software Requirements				
3.5 Other Software Requirements				
Feature Number	**Feature Description**	**Priority**	**Included in Package**	**Comment Code**
3.6 General Application System Requirements		5		
3.6.23	**SUPPORT OF THE PROPOSED APPLICATION SOFTWARE** The recommended hardware configuration must be sized to process data and transaction volumes specified in the appendix of this RFP within the Town's normal working hours. It must be configured so as to handle all requirements specified in this RFP and should assume 15 percent annual growth in transaction volumes for the next five years.	5		
3.6.24	**RESPONSE TIME REQUIREMENT** Mean response time for a simple query must be at one second or less for 20,000 records as measured by a direct network connection (servers and client plugged into the same 100 MBps switch)	5		
3.6.25	**CURRENTLY INSTALLED SYSTEMS** All elements of the proposed equipment and system software must be presently installed in one or more municipalities and must be in full operation at those locations. We prefer one of the sites be in Florida or an adjacent state.	5		

4   Installation and Support Requirements

This section describes the Town's requirements for support services in the following areas:

4.1 Project Management

4.2 Application Software Delivery and Implementation

4.3 Training

4.4 Problem Assistance

4.5 System Software Maintenance and Enhancements

Please indicate whether the specific requirement will be included as part of the implementation project by placing an "X" in the appropriate column. Please provide a written response to all requirements in the section not marked as "Does Not Apply"

Installation and Support Requirements				
Feature Number	**Feature Description**	**Included**	**Not Included**	**Does Not Apply**
4.1 Project Management				
4.1.1	**PROJECT MANAGER** The prime vendor will be required to provide project management services related to the planning for and implementation of the proposed applications. Please describe your company's capabilities to provide such services and alternative methods and costs for providing project management services.			
4.1.2	**PROJECT PLAN** The Project Manager will develop a project plan that encompasses all tasks to be completed by the Town and the vendor.			
4.1.3	**MULTIPLE VENDORS** The Project Manager will be responsible for coordinating sub-contractors.			
4.1.4	**STATUS REPORTS** The Project Manager will be responsible for developing and updating a semi-monthly status report and a monthly executive status report.			
4.1.5	**CHANGE COORDINATION** The Project Manager will coordinate system changes and modifications requested to the project plan.			
4.1.6	**PROJECT COORDINATION** The Project Manager will be responsible for coordinating all technical, educational, documentation and support services.			
4.1.7	**PROJECT TEAM** The Town will have the authority to review the qualifications of, and or request replacement of, any member of the project implementation team supplied by the vendor.			

Installation and Support Requirements				
Feature Number	**Feature Description**	**Included**	**Not Included**	**Does Not Apply**
4.2 Application Software Delivery and Implementation				
4.2.1	**APPLICATION SOFTWARE DELIVERY AND INSTALLATION SCHEDULE** The delivery, installation, checkout, and implementation of each proposed application software system or module should be in accordance with the time schedule you have proposed. Please make recommendations for sequencing the applications implementation and provide a comprehensive implementation plan that clearly specifies the Town's and the vendor's responsibilities. Include estimated time frames in terms of relative dates from any given project starting date.			
4.2.2	**APPLICATION SOFTWARE SIGN-OFF** Satisfactory completion of a mutually agreed-upon acceptance test for each application software system or module is required. Vendors are asked to propose an appropriate plan and schedule for acceptance testing.			
4.2.3	**DATA FILE CREATION/CONVERSION** Assistance in creating new application files from existing databases will be needed. In addition, conversion assistance to move existing General Ledger, Building Permits, Business Tax Receipt, Assets, Vendor files, outstanding Receivables, Code Compliance, Town Clerk Legislative History to the new system is needed. Please describe your proposed approach to automating as much of this conversion as possible and clearly indicate your role and the Town's responsibility and give your best estimate of timeframes to completion.			
4.2.4	**APPLICATION SOFTWARE MAINTENANCE AND UPDATES** Please state your policy for providing enhancements in future releases of the software applications. Include costs for upgrades and how often incremental upgrades are performed.			
4.2.5	**APPLICATION SOFTWARE SOURCE CODE** Describe the vendor's policy and procedures for storage and retrieval of applications software source code that has been placed in escrow.			
4.2.6	**800 SUPPORT** Provide an 800 Support Line for software problem resolution from 8 A.M. to 6 P.M., Eastern Time on Monday through Friday.			

Installation and Support Requirements				
Feature Number	**Feature Description**	**Included**	**Not Included**	**Does Not Apply**
4.3 Training				
4.3.1	**TRAINING FOR SYSTEM ADMINISTRATORS** Initial training for system administrators in the operation and use of the proposed system is required. Training must be conducted at the Town offices. Please describe in detail the available courses/training for each of these areas, including course content and duration. Recommend a complete training program including position specific curriculum. Also describe your policy for future training of new or replacement personnel.			
4.3.2	**TRAINING FOR APPLICATION ADMINISTRATORS** Initial training for application administrators in the use of the proposed application software is required at the Town offices, or a suitable location nearby. Please describe your available courses/training for these areas. Recommend a complete training program including position specific curriculum. Also describe your policy regarding future training of new or replacement personnel.			
4.3.3	**TRAINING FOR END-USERS** Initial training for end-users and executives in the use of the proposed equipment and application software is required at the Town offices, or a suitable location nearby. Please describe your available courses/training for each of these areas. Recommend a complete training program including position specific curriculum.. Also describe your policy regarding future training of new or replacement personnel.			
4.3.4	**USER GROUPS** Please list and describe the availability of training and skills transfer/exchange programs such as active user groups.			
4.4 Problem Assistance				
4.4.1	**DISASTER RECOVERY** Please describe your company's policy on the specific assistance you could provide the Town in recovering from a disaster, such as fire or hurricane.			
4.4.2	**BUSINESS RESUMPTION RECOMMENDATIONS** Please include any recommendations for business resumption in case of a disaster, including back-up and recovery considerations.			
4.4.3	**ON-LINE PROBLEM DIAGNOSIS AND CORRECTION** Describe the capabilities of your company and proposed system to support on-line problem diagnosis and correction from your remote service facilities.			
4.4.4	**TECHNICAL SUPPORT LINE** Describe your technical support procedures for resolving problems.			
4.4.5	**INCIDENT TRACKING** Describe your companies capabilities for tracking incidents, escalation procedures, etc.			

Installation and Support Requirements				
Feature Number	**Feature Description**	**Included**	**Not Included**	**Does Not Apply**
4.5 Application Updates				
4.5.1	**EQUIPMENT OR APPLICATION UPGRADES** Please describe your policies for providing system software, application interfaces, application software, etc. when future enhancements or changes are made to the proposed applications, database software or servers. In your proposal, please describe your policy for providing future releases to your applications to be compatible with future operating system and related cost factors.			

Appendix A

Town of Medley

REQUEST FOR PROPOSALS (RFP) - INFORMATION SYSTEMS

RFP No. 2015-___

PROPOSER'S CERTIFICATION

CERTIFICATE
(if Company or Corporation)

STATE OF   _____   )
) SS
COUNTY OF _____   )

    I HEREBY CERTIFY that a meeting of the Board of Directors of _____ a corporation or company existing under the laws of the State of _____, held on _____, 201__, the following resolution was duly passed and adopted:

RESOLVED, that, as _____of the Corporation/Company, be and is hereby authorized to execute the proposal dated, _____, 201___to the Town of Medley for RFP Information Systems and that this execution thereof, attested by the Secretary of the Corporation/Company, and with the Corporate/Company Seal affixed, shall be the official act and deed of this Corporation/Company.

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of corporation/company on this the _____ of _____, 201_.

_____
Secretary

(SEAL)

PROPOSER'S CERTIFICATION

CERTIFICATE
(if Partnership)

STATE OF _____   )
) SS
COUNTY OF _____   )

     I   HEREBY   CERTIFY   that   a   meeting   of   the   Partners   of _____, a partnership existing under the laws of the State of _____, held on _____, 201__, the following resolution was duly passed and adopted:

"RESOLVED, that _____, as _____ of the Partnership, be and is hereby authorized to execute the proposal dated _____, 201__, to the Town of Medley for RFP Information Systems from this partnership and that his execution of thereof, attested by the _____ shall be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 201__.

_____
Secretary

(SEAL)

Town of Medley

REQUEST FOR PROPOSALS (RFP) - INFORMATION SYSTEMS

RFP No. 2015-___

Performance Bond

KNOW ALL MEN BY THESE PRESENTS:
THAT, WHEREAS_____of _____,
hereinafter called the CONTRACTOR (Principal), and , a corporation duly organized and existing
under and by virtue of the laws of the State of _____ and authorized to transact a surety
business in Florida, hereinafter called the SURETY, are held and firmly bond unto the Town of Medley
Owner (Obligee), in the sum of _____ ($) for
which payment well and truly to be made we bind ourselves, our heirs, executors and administrators,
successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION IS SUCH THAT:

The Principal has entered into a contract dated _____,
with the Obligee to do and perform the following work:

_____

    If the said Principal shall well and truly perform the said work, and fulfill each and every of the
covenants, conditions and requirements of the said contract in accordance with the plans and
specifications, then the above obligation to be void, otherwise to remain in full force and virtue.

    IN WITNESS WHEREOF, we have hereunto set our hands and seals this _____ day of
_____, 2015

                                PRINCIPAL

                                SURETY

                                By:
                                Attorney-In-Fact

APPROVED AS TO FORM

Town Attorney

Appendix C

Town of Medley

REQUEST FOR PROPOSALS (RFP) - INFORMATION SYSTEMS

RFP No. 2015-___

Proposer Comments to Requirements

Feature Number	Comment
	This section is for proposers to add comments as needed for individual requirements. Please note the item number you are answering, followed by comment.
3.2.3.15	Example: Only North American postal codes currently supported.

Appendix D

Town of Medley

REQUEST FOR PROPOSALS (RFP) - INFORMATION SYSTEMS

RFP No. 2015-___

ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE

A.   Proposer warrants that it is willing and able to comply with all applicable federal, State of Florida and local laws, rules and regulations.

B.   Proposer warrants that they have read, understand and are willing to comply with all of the requirements of the RFP and the Addendum/Addenda, and that it has received all Addenda issued to this RFP.

C.   Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written consent of the Town.

D.   Proposer warrants that all information provided by it in connection with this Proposal is true and accurate.

E.   CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

Proposer warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and Proposer has not, and will not; pay a fee the amount of which is contingent upon the Town awarding this contract. Proposer warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, this contract in violation of any of the provisions of the Miami-Dade County conflict of interest and code of ethics ordinances. Further, Proposer acknowledges that a violation of this warranty will result in the termination of the contract and forfeiture of funds paid, or to be paid, to the Proposer, if the Proposer is chosen for performance of the contract.

Signature of Official: _____

Name (typed): _____

Title: _____

Proposer: _____

Date: _____

Town of Medley

REQUEST FOR PROPOSALS (RFP) - INFORMATION SYSTEMS

RFP No. 2015-___

NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

                        SS:

_____ being first duly sworn, deposes and says

that:

(1)   He/she is the, (Owner, Partner, Officer, Representative or Agent) of:

        _____the Proposer that has submitted the attached
Proposal;

(2)   He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3)   Such Proposal is genuine and is not a collusive or a sham Proposal;

(4)   Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer or person to submit a collusive or sham response in connection with the work for which the attached Proposal has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Proposer or person to fix this Proposal or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Town, or any person interested in the proposed Work;

Signed, sealed and delivered
In the presence of

_____

By: _____

_____   Name: _____
                                                                               Title: _____

ACKNOWLEDGMENT

State of Florida

County of _____

On this _____day of _____, 2015, before me, the
undersigned

Notary Public of the State of Florida personally appeared
_____

and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that
he/she/they executed it.

WITNESS my hand
and official seal

_____
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE: _____
 (Name of Notary Public: Print, Stamp or
Type as commissioned.)
o Personally known to me, or
o Produced identification:

                                                                       _____
                                                                        (Type of Identification Produced)
                                                                        o Did take an oath. or
                                                                        o Did not take an oath.

APPENDIX "F"

Town of Medley

REQUEST FOR PROPOSALS (RFP) - INFORMATION SYSTEMS

RFP No. 2015-___

SWORN STATEMENT PURSUANT TO
SECTION 287.133 (3)(a) FLORIDA STATUES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the TOWN OF MEDLEY, FLORIDA

By _____

For _____

Whose business address is: _____

And (if applicable) its Federal Employer Identification Number (FEIN) is: _____

(if the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement - S.S. # _____)

2. I understand that a "public entity crime" as defined In Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United Sates and involving antitrust fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation

3. I understand that "convicted" or "conviction"" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result or a jury verdict, non jury trial, or entry of a plea or guilty or nab contenders.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, and means:

   A. A predecessor or successor of a person convicted of a public entity crime; or

---

B.   An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate'" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate.

The ownership by one person of shares constituting a controlling Interest in another person, ore pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5.   I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws or any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered

In the presence: _____   By: _____
                                                  Printed Name: _____
                                                  Title: _____

ACKNOWLEDGMENT

State of Florida
County of _____

On this ____day of _____ 2015, before me, the undersigned Notary Public of the State of Florida personally appeared_____, and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand
and official seal   _____
                                                  NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE: _____
                                                  (Name of Notary Public: Print, Stamp or
                                                  Type as commissioned.)
                                                  Personally known to me, or
                                                  Produced identification:

                                                  _____
                                                  (Type of Identification Produced)
                                                         o Did take an oath. or
                                                         o Did not take an oath.

<center>

APPENDIX "G"

REQUEST FOR PROPOSALS (RFP) – INFORMATION SYSTEMS

RFP No. 2015-___

PRICE PROPOSAL AND CERTIFICATION

</center>

I have carefully examined the Request for Proposals any other documents accompanying or made a part of this Request for Proposal.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I hereby propose to furnish the goods or services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of 180 days in order to allow the Town of Medley adequate time to evaluate the proposals, select a contractor, and award and execute a contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town of Medley or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

For performance of the contract to provide the goods and services to the Town or Medley in full accordance with the terms and conditions of the Request for Proposal, the undersigned Proposer hereby proposes a firm, fixed price of _____ dollars ($ _____).

_____
(Name of Proposing Entity)

_____
(Signature of Authorized Representative)

_____
(Title of Authorized Representative)

_____
(Date)

APPENDIX "H"

REQUEST FOR PROPOSALS (RFP) – INFORMATION SYSTEMS

RFP No. 2015-___

PROPOSER CONTACT INFORMATION

Company Name   _____

Address   _____

City, State, Zipcode   _____

Primary
Contact Name   _____

Primary
Contact Phone 1   _____

Primary
Contact Phone 2   _____

Secondary
Contact Email   _____

Secondary
Contact Name   _____

Secondary
Contact Phone 1   _____

Secondary
Contact Phone 2   _____

Secondary
Contact Email   _____

END OF DOCUMENT