REQUEST FOR PROPOSALS

Request for Proposal for
Centralized / Integrated Governmental Financial Management Software

ISSUED BY:
Jefferson County, West Virginia
P.O. Box 250
124 E Washington Street
Charles Town, WV 25414

Date of Issue:	October 9, 2017
Date Proposal is Due:	November 14, 2017

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SECTION 1: OVERVIEW

Jefferson County (County), West Virginia is requesting proposals for an integrated municipal finance software system. The system should include all or part of the following comprehensive, fully integrated systems: *General Ledger, Budgetary Accounting, Budget Preparation, Encumbrances, Electronic Purchase Requisitions, Accounts Payable / Purchasing, Grants Management, Human Resources, Payroll, Tax Billing and Collections, Accounts Receivable, Cash Receipting, Fixed Asset Accounting, Work Management, Project / Grant Accounting and Job Costing* applications.

To be considered, three (3) copies of a proposal must be received by Jefferson County, County Commission Office, 124 East Washington Street, Charles Town, WV 25414, by 2:00 PM on Tuesday, November 14, 2017. Proposals will be evaluated by review committee.

Price is an important consideration in this process, but not the only consideration. Other factors include track record of successes at other municipalities or utilities, identification and understanding of the County's requirements as embodied in the following list of questions, and experience and qualifications of key personnel.

This will be a competitive negotiation process. The County reserves the right to reject all bids and issue another Request for Proposal (RFP). This RFP does not commit Jefferson County to reimburse vendors for proposal submission costs. During the evaluation process, the County reserves the right to request additional information or clarifications from the respondents or to allow corrections of errors or omissions.

Jefferson County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Jefferson County and the firm selected.

Proposals shall not be available for inspection by responders to this RFP until interviews and field visits are completed and a contract has been awarded and accepted. After contract award, all proposals become matter of public record and are available for inspection by the general public.

It is anticipated the selection of a firm by the County's Commission will be complete by **01/31/2018**. Following the notification of the selected firm, it is expected a contract will be executed between both parties shortly thereafter.

Equal Opportunity

The County complies with all federal and state Equal Opportunity Laws, orders and regulations and shall not discriminate against any applicant on the basis of age, race, color, religion, sex, disability, national origin, marital status, veteran status or sexual orientation.

SECTION 2: PROFILE OF THE GOVERNMENT

Jefferson County (the County), West Virginia, was established by the Virginia General Assembly on October 26, 1801. The county seat of Jefferson County is Charles Town. Jefferson County is the easternmost county in the Eastern Panhandle of West Virginia. The County is in close proximity to Washington D.C., Baltimore, Maryland, and Loudon County Virginia as well as several major interstate highways, Interstate 81, 70, and 95. The County currently occupies a land area of 212.4 square miles and serves a population of 56,482 (2015). The County is empowered to levy a property tax on real properties and personal property within its boundaries and to charge user fees for services it provides.

The legislative functions of the County are vested in a Commission, which consists of five commission members each representing a different magisterial district of the County. The commission elects one member to serve as President and another to serve as Vice President of the Commission. The Commission members are elected on an at large basis for six year terms. In addition to the Commissioners, five additional officials are elected on an at large basis to either four or six year terms to manage the offices of the Assessor, Circuit Clerk, County Clerk, Prosecuting Attorney and Sheriff.

The County Administrator serves as the Chief Administrative Officer of the County, responsible to the County Commission for the administration of all County affairs, including financial affairs. The Director of Finance is the Chief Financial Officer of the County and has been delegated the task of supervising and directing the proper accounting of all revenues and expenditures, and the preparation of the annual operating budget and financial reports.

The County provides the full range of municipal services contemplated by statute or charter. This includes public safety (police, fire, and inspection services), parks and recreation, public improvements, planning and zoning, and general administrative services.

The annual budget serves as the foundation for the County's financial planning and control. County Policy requires the County Finance Director to submit a budget to the Commission each year. *West Virginia State Code §11-8-9 and §11-8-10* require that the Commission submit a budget document for the upcoming fiscal year to the WV State Auditor for approval on or before March 28 each year. The budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures. **The County's total approved operating budget for all County functions for Fiscal Year 2017/2018 is $29,755,056.**

The commission is required to hold public hearings on the proposed budget and levy rate, and to adopt a final budget by no later than third Tuesday in April. The appropriated budget is prepared by fund, function (e.g., public safety), and department (e.g., fire). Department heads and Elected Officials may make transfers of appropriations within a department with the approval of the Commission. Transfers of appropriations between departments, however, require the special approval of the Commission and the WV State Auditor.

SECTION 3 – GENERAL SOFTWARE AND HARDWARE STANDARDS

The proposed software must comply with the following general standards.

- 100% compatible with Windows 7 and Windows 10 Desktop Operating Systems.
- Software compatible with Jefferson County, West Virginia networking environment. Please contact Russell Burgess for details related to networking environment.
- Software native to the Microsoft Server 2012 server environments.
- Software must integrate with a Microsoft Exchange / Outlook mail environment.
- Software, including administrative screens, must be accessible via secure VPN access
- Software should utilize the SQL relational database model.
- Software able to print documents direct to PC networked printers.
- Software currently supported with no plans for phase out.
- Software is easy to use and has a Graphical User Interface (GUI).
- Software will have enhanced security features that include the ability to set access controls at multiple levels.
- Where applicable, custom report capabilities or the ability to interface with a report writing software such as SAP Crystal Reports or Cognos Impromptu.
- Documentation with on-line help, as well as printed user manuals.
- Customer support, with a toll-free support line, and available email and remote diagnostics during normal business hours. Optional extended hour coverage (up to 7 x 24) must be available.
- Ability to utilize customized forms used by Jefferson County, West Virginia.
- Software will be compatible with ESRI ArcGIS applications.
- Software will be compatible with and be able to utilize Document Imaging software.

The core software applications anticipated to meet the requirements of this RFP must be fully integrated and are:

Financial Management

- General Ledger Budget Management
  - Annual Budget Preparation Accounts Payable Revenue/ Cash Receipting
  - Project Accounting
  - Government Financial Reporting (GASB)
  - Finance Analytics & Data Import/ Export
  - Bank Reconciliation
  - Payroll Processing
  - Purchase Orders

    - Tax and misc Billing
- Imaging
- Asset Management
- Grant Management
- Report Writing
- Data Conversion - 3 Years of Data
- Implementation and Training

Human Resources Management

- Personnel Management
    - Benefits Administration
    - Position Budgeting
    - Position Control
    - Leave Management
    - Personnel Action
    - Electronic Timekeeping - Time & Attendance; and Interface with Kantech Time & Attendance.
- Imaging
- Report Writing
- Human Resources Analytics & Dashboard Employee web portal
- Data Conversion - 5 Years of Data
- Implementation and Training

Please refer to **Section 6** for additional general Technical requirements.

SECTION 4: PROPOSAL REQUIREMENTS

4.1 Quote Due Date

The deadline for submission of quotes in response to this RFP is 2:00PM on Tuesday, November 14, 2017.

4.2 Number of Copies

Please provide three (3) copies of your response.

4.3 Vendor Contact

All questions related to this RFP and the formal quote should be directed to:

Michelle Gordon, Finance Director Jefferson County 124 East Washington Street Charles Town, WV 25414 304-724-8425 mgordon@jeffersoncountywv.org	**OR**	Russell Burgess, IT Director Jefferson County 124 East Washington Street Charles Town, WV 25414 301-728-3284, extension 1052 rburgess@jeffersoncountywv.org

The response to the bid must include vendor contact information for purpose of questions and clarification.

4.4 Turnkey Approach

The desired contract is one in which the vendor delivers, installs, implements, and passes an acceptance test on equipment and software, training, and documentation.

4.5 False or Misleading Statements

If, in the opinion of Jefferson County, a Quote contains false or misleading statements of references that do not support a function, attribute, capability or condition as contended by the vendor, it might be rejected.

4.6 Clarification of Quote

Jefferson County reserves the right to obtain clarification of any point in a vendor's quote or to obtain additional information necessary to properly evaluate a particular quote. Failure of a vendor to respond to such a request for additional information of clarification may result in rejection of a vendor's quote.

4.7 Contract Terms and Conditions

Jefferson County will develop a contract for purchase. The bidder will supply a sample contract that will provide a guideline for Jefferson County to use in developing a contract.

4.8 Acceptance of Quote Content

The contents of the quote and all statements made within it will become, at the option of Jefferson County, a contractual obligation if a contract ensues. Failure of the successful bidder to accept this obligation may result in cancellation of the award.

4.9 Responsiveness

Quotes should respond to all requirements of this RFP to the maximum extent possible. Vendors are asked to clearly identify any limitations or exceptions to the requirements inherent in the proposed system. Alternatives approaches will be given consideration if that approach clearly offers increased benefits to Jefferson County.

4.10 Format of Quote

For ease of finding required information the bidder is to follow precisely the order and section number format of the Request. Other materials not directly related to the stated requirements are to be included in the Appendices.

4.11 Software Requirements

Software requirements are specified in Section 6 of this RFP and constitute a list of desired features and functions. If you do not have offerings for each of the stated applications, clearly indicate which modules you are proposing.

4.12 Equipment Requirements

The vendor should quote the equipment configuration best suited for the software application. The equipment must have technical support available during normal business hours.

4.13 Support Requirements

Support requirements are specified in Section 5. Your quote should specifically address each requirement listing.

4.14 Warranties

Please provide warranty coverage information for all equipment and software modules. Include applicable starting periods for warranties. Also, how will customization affect the warranty?

4.15 Information about the Company

Please provide information that will enable us to evaluate your company's financial stability, track record and support capabilities. We require that you include the following:

- Ownership of your company
- Number of years in business
- Number of installations
- Total number of employees
- An indication of whether software will be developed internally or distributed by the vendor
- In the case of internal development, provide qualifications of development team.
- In the case of a distributorship, include confirmation of status as an authorized distributor.

4.16 User References/Demonstration

Please provide a list of three paying customers of your company who are using the software and hardware proposed. To ensure that potential companies are currently in compliance with the accounting and auditing requirements established by the Auditor of the State of West Virginia, preference will be given to companies serving local or state government agencies in the State of West Virginia. Please provide a list of paying customers of your company located in the State of West Virginia. The list should provide a contact name, telephone number, length of time using your system and a brief description of the users' equipment and software configuration. Jefferson County also reserves the right to request a demonstration of the system at a mutually acceptable site, which may be at Jefferson County or at another site. Failure to provide suitable references, or a functional demonstration acceptable to Jefferson County, will result in the vendor's bid being rejected without further consideration.

4.17 Delivery and Implementation Schedule

Jefferson County expects to implement new software applications over a period of two years. Jefferson County desires to be fully operational no later than January 1, 2020, and therefore the Respondent should develop a plan to complete all installation, data transfer, and functional test or demonstration by that date. The County envisions having up to 25 users on the system concurrently. Tasks to be performed by the vendor as well as by Jefferson County should be specifically stated and included in the schedule.

4.18 Cost Information

Please review the specific software applications and general requirements described in Sections 1, 3, and 6. All costs to implement this project must be included in your response.

- Application software license fees for required and optional items. Each optional item should be listed separately.
- The Cost information should indicate a price for all modules purchased as one, and a price for modules if purchased separately.
- Modification costs if denoted to satisfy requirements.
- Annual Software Maintenance costs for 3 years.
- Conversion of 3 years data: Financial.
- Conversion of 5 years data: Payroll.
- Training of financial system.
- Training of payroll system.

4.19 Payment / Retainer

Provide a payment schedule by percentage according to the following:

- A payment schedule for the delivery of each module will be negotiated with the successful vendor, based on the achievement of logical and key milestones in the implementation of the system. The payment schedule shall be developed to assure that no more than 80% of the contract amount will be paid to vendor until the final milestone is achieved. The final milestone shall be successful completion of the installation, transfer of existing data, and functional demonstration or test.
- The County will hold 5% as retainer pending final acceptance.
- Payment for services rendered by the Respondent in accordance with the agreed payment schedule shall be invoiced monthly.
- Payment on invoices shall be Net 30 days after receipt of invoice.

4.20 Evaluation Criteria

The following general criteria will be used to evaluate the responses.

- Ability of the equipment and software to meet Jefferson County's general and specific integration requirements, as shown in the response, and verified by references and/or functional demonstration.
- Software packages available now and enhancements planned.
- Vendor's ability to support the software.
- Total cost which considers both initial acquisition and ongoing operating costs.
- Results of reference checks and on-site/off-site demonstrations.
- Level, quality and type of client training and technical assistance provide.
- Upward compatibility for future growth.
- Ease of use and operation of the system according to Jefferson County's general and specific requirements.

4.21 Disposition of Proposals

All materials submitted in response to this RFP will become the property of Jefferson County. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the County except as to the disclosure restrictions contained in "DISCLOSURE" below,

4.22 Disclosure

The respondent must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the specific area or scope of date or other materials to be protected and state the reasons why protection is necessary.

4.23 Expenses for Response

Potential vendors are solely responsible for their own expenses, if any, in preparing a response to this Request for Proposal. This would include any costs incurred during functional demonstrations or subsequent negotiations.

SECTION 5 – INSTALLATION AND SUPPORT REQUIREMENTS

5.1 Software delivery and Installation Schedule

Bidder must provide a delivery and installation schedule based on time after contract signing.

5.2 Software Sign-off

Jefferson County requires that acceptance testing take place within 2 business days of the completion of installation. Any discrepancies from the contracted features noted in any of the tests will need to be corrected by the vendor prior to system acceptance and final payment.

5.3 Software Documentation

It is required that the vendor provide both on-line and hard copy documentation (user's manual) to Jefferson County at no extra charge.

5.4 Software Maintenance and Updates

Vendor will provide to Jefferson County schedules including delivery of software updates and software maintenance renewals.

5.5 Data Conversion Methodology

Vendor will provide Jefferson County with their data conversion methodology, recommended number of years of data to convert, and an additional costs associated with data conversion or additional years of data. Any experience converting from an AS400 environment should be noted and explained.

5.6 Implementation Methodology

Vendor will provide Jefferson County its methodology for implementation of this software system. Attach a proposed implementation schedule with key activities and estimated milestones.

5.7 Project Team

Vendor will provide Jefferson County with resumes of proposed project team members demonstrating recent project management engagements. Team members will be identified to their core responsibility (i.e. Project Manager, Data Conversion specialist, etc.) and their roles explained.

5.8 Quality Assurance Methodology

Vendor will provide Jefferson County their quality assurance process to install, configure, and ensure that all hardware and software are installed properly.

5.9 Customer Service

Vendor will provide Jefferson County information regarding their support services, including help desk / problem resolution methodology and:

- What problem escalation process will take place?
- What is the criteria for establishing priority and severity of problem?
- Bug fix / program update assistance?
- Customization problem resolution?
- Program change request procedure?

- Continued maintenance charges past initial warranty period. What actual average percentage increase in the annual maintenance costs have been experienced by your customers over the past three (3) years.

5.10 Training for End Users

The vendor will provide to Jefferson County a methodology and schedule for user training at least one week prior to system implementation. Training will include documentation for each user of the system.

5.11 Post Implementation

The vendor will provide to Jefferson County their methodology for post implementation review of software operations, including:

- How frequent are enhancement releases of the system?
- Is updated documentation included with the release?
- Has an enhancement release ever included a conversion of existing data?
- Are updates provided via Internet connection, physical media delivery, both, or other?
- What are the additional costs for installation support of updates, or is this included in maintenance agreements?

SECTION 6 – BUSINESS REQUIREMENTS

The following requirements and features have been identified by Jefferson County for inclusion in the desired system. The responses should be in the following format:

Instructions

Y	-	Fully functional "out of the box"
F	-	Provided in future release (Date Available)
T	-	Provided by Third Party Software (include cost details)
R	-	Special Reports via Report Writer Necessary
M	-	Modifications required
X	-	Not available

REQUIREMENT	RESPONSE	EXPLANATION
GENERAL LEDGER		
Major Features -		
System must accommodate the structural requirements of fund accounting such as maintaining multiple fund general ledger, appropriation/expenditure/revenue ledgers, and should interface with financial support systems which collect report data associated with the County's day-to-day financial activities.		
Define structure and terminology of chart of accounts		
System must allow the user to determine the basis for accounting for each fund separately in cash, accrual, or a modified accrual basis.		
Define grant and project accounting periods separate from fiscal year		
Support multiple fiscal years with 12, 13 or 14 accounting periods		
Support any number of years of history		
Centralized account management		
The County should be able to restrict through system security, individual access to the General ledger subsystem, for all function other than inquiry.		
Security provided individually by user		
Maintain active, inactive, and restricted accounts		
Post to past, current, and future periods/years with appropriate security		
Restructure ledger with simple changes (merge funds, depts., etc.) to complex (new structural part)		
Validate budget interactively – alert, warning, restriction		
Process concurrent month, period and year		
Support cash, budgetary, modified accrual, and full accrual basis of accounting		
Systematically maintain control account balances reflecting revenue, expenditure and encumbrance activity totals from subsidiary ledgers		
Interface to Bank Reconciliation, Accounts Payable, Accounts Receivable, Cash Receipts, Payroll, Fixed Assets, Purchasing, etc.		
Track costs by program, project, activity, and/or task across department and fund lines		

REQUIREMENT	RESPONSE	EXPLANATION
Support unlimited number of funds		
Menus have drill-down capabilities for detail		
Load chart of accounts via spreadsheets		
All updates are online and interactive		
Codes, edits, and field identifiers are user-controlled		
Capability to allow for automatic roll over of general ledger balances to new fiscal year		
General Ledger is fully integrated with the Job/Project Ledger, eliminating duplicate data entry		
Sub-ledgers are user-defined		
Complete contract and grant accounting system		
Comprehensive Budget Preparation and Modeling		
System should provide an online account number look-up at any prompt for a general ledger account number. This look-up feature should be based on a portion of the account number and/or the account name.		
Journal Entry and Automatic Functions -		
Define approval process for journal entries		
Support standard recurring entries		
Simple, easy to make journal entries with balance verification.		
Track all inter-fund entries and transfers		
Automatically post interest earned		
Compute and post average daily cash balance by fund		
Close subsets independently		
Distribute journal entries and recurrent journal entries to Budgets and/or Encumbrances		
Load journal entries via spreadsheets		
Maintain comprehensive audit trail from sub-ledgers in General Ledger transaction detail including customer/ vendor ID, check number, invoice, purchase order, and cash receipt number		
Post in summary or detail from any subsystem		
Roll forward prior year encumbrances with budget adjustments		
Create automatic e-mail alert when General Ledger is in an out-of-balance condition		
Use interfund-only and intrafund-only journal entry screens		
Post automatically to transfer account with intra- and interfund entries		
Recurrent journal entry module		
Multiple entry lines on a single screen control totals on every screen		
Inter-departmental charge back module		
Automatic year-end closing without loss of detail		
Journal entry module will not permit logically unbalance (fund-to-fund) entries		
Automatic journal entry reversal		
Journal entries tracked as to entry date and time, posting date and time, and user performing entry		
During all processing, the system should edit transactions to insure that each entry to a fund is balance and complete and also that each fund is maintained as a self-balancing entity.		

REQUIREMENT	RESPONSE	EXPLANATION
System must provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.		
System should print journal entry transaction detail prior to posting the journal entry to the general ledger		
There should be a summary version of the account transaction inquiry available, with posting date, transaction number, reference, description and amount		
From anywhere on the network, the user should be able to request a year-to-date listing of the activity in any account.		
Reporting -		
Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
On-line screen inquiry including unlimited history		
Financial and statistical modeling and reporting		
Separately maintained debit and credit amounts		
Full set of AICPA / GASB standard fund accounting reports		
Full set of reports for revenue generating operations		
User controllable format, totaling, sorting, and selection for reports		
Reports to screen, printer, spreadsheet, or graph		
Integration of numeric, narrative, and graphic data in reports		
User-defined roll-up reporting		
Online inquiry for structural, budget, budget-to-actual, and transactions (including encumbrances)		
Reports may be printed for all or any subset of the database		
Budget alert reporting and inquiry		
Reports and online inquiry provide prior, current and future fiscal year reporting, combined multi-fiscal year reports, and inception-to-date reports with user defined periods		
Dollar amount formatting is user-controllable		
System must have the ability to run interim financial reports during an accounting period.		
System must provide a bank reconciliation listing for a minimum of five cash accounts per fund.		
System must be able to list detailed transactions for all general ledger input sources.		
System must have the ability to prepare detailed listing of all year-to-date transactions within an account.		
System must have flexibility to allow the end-user to design and create his own reports in a user-defined format.		

REQUIREMENT	RESPONSE	EXPLANATION
The system must produce financial statements, including balance sheets, statements of changes in financial position, cash flow statements and budget comparisons of planned vs. actual operating results in both combining and combined formats where appropriate, suitable for the production of a Comprehensive Annual Financial Report (CAFR).		
The system should produce a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account.		
BUDGETARY ACCOUNTING		
Complete encumbrance and fund accounting modules		
Detail audit trail of all budget transactions		
Define multiple version of a budget for each year		
Support annual, quarterly, monthly, multi-year budgets		
Allocation controls at any user-defined levels		
Interactive budget checks made at user-defined levels		
Run “what if” scenarios using complete budget modeling		
Track budgets by fiscal year or user –defined time frame		
Adjust budgets by +/- amounts, %s or override values		
Online budgeting for personnel services & other expenditures, revenue & statistical data		
Download or upload to or from PC based systems		
Automatic validation of General chart of accounts		
Tracks temporary, adopted & amended budgets		
On-line budget account balance inquiry with detail transaction options		
BUDGET PREPARATION		
Budget Preparation Worksheet - shows three year history, YTD actual for current year, current year approved & amended budget, projected estimated actual for current year and recommended budget for next year with selection or breaks by fund, department, object expenditure, grant, program, and/or project		
Department request, Administration recommended, and Approved Budget maintained as a minimum number of approval levels.		
Online departmental request form.		
Budget preparation interfaced with Position Control & Grant Management for modeling		
Online notification of percentage increase or decrease of current year’s budget		
Requests by percentage increase or dollar amount		
Automatic installation of the adopted budget.		
System must have the ability to support position based payroll budgeting including the following detail for each individual position to be budgeted: authorized unfilled position cost, review dates, payroll system actual salary and benefits.		
Provide audit trail - ability to track and report all budget preparation entries, GASB requirement		
Create trend analysis and straight-line projections from current and prior year actual		

REQUIREMENT	RESPONSE	EXPLANATION
Excel, ASCII or other export and import routines		
System should allow the user to run the projected budgets through the current financial statement formats.		
There should be system security available to control access to the budgeting screens.		
The County must be able to develop budgets in the system for funds with different fiscal years.		
The system must be able to accommodate many versions, per fund, of the budget and many changes per cost center. Vendor should indicate how many the proposed system will accommodate.		
These changes must be maintained in separate records, and available on separate screens in the system.		
Capability of revising the budget during the year and provide an audit trail for tracking budget revisions.		
System must have the ability to spread annual budgeted amounts to months based on a specific spending plan as an option, in addition to merely dividing the annual amount by twelve.		
System should print budget work sheets for each budget. The format for budget work sheets may include one historical budget, an original budget, current budget and one proposed budget.		
An ad-hoc report writer must be available that provide the capabilities to create ad-hoc queries and/or reports using data from any of the fields within the Budget Preparation System OR the ability to interface with an ad-hoc report writer such as Crystal Reports.		
System must have ability to show multi-year future budgets.		
ENCUMBRANCES		
Major Features -		
Encumber expense items independent of the Purchasing System		
Request information at the detail, summary, or aged levels in a variety of formats		
Use General Ledger inquiry to include encumbrance activity		
Support partial, full disencumbering and adjustments		
Override the encumbrance if payments exceed appropriations		
Update the Encumbrance System with purchase orders processed through the Purchasing System		
Update the Encumbrance System with change orders in the Purchasing System		
Process adjustments as independent transitions		
Encumbrance for a single purchase order may involve any number of General Ledger accounts		
Support multiple-line distributions involving multiple accounts		

REQUIREMENT	RESPONSE	EXPLANATION
Select encumbrance reports by General Ledger account in purchase order sequence		
Define the dis-encumbrance hierarchy to allow encumbrances to be relieved at any defined organizational level		
Directly update encumbrance detail with appropriate security		
Track prior year encumbrances individually		
Mainline online history for any period		
One-time vendor override is support		
Batch reporting		
General Ledger account validation and budget checks		
Vendor validation		
Add vendors from data entry programs		
Encumbrances are not posted until distribution occurs		
Standard Reports -		
Purchase Order reference report		
Summary reports		
Encumbrance reports		
Aged reports		
Detailed reports		
General Ledger reports with summary encumbrances by account		
General Ledger report with summary by open Purchase Order		
File listings of all information contained in the database		
ELECTRONIC PURCHASE REQUISITIONS		
General Features		
Seamless integration into Financial Accounting.		
Allows entry of electronic purchase requisitions at remote and / or department locations.		
Requested funds are not encumbered until approval by proper party(ies).		
Requisitions can be entered against standard budget, capital, grant, and trust accounts.		
Requisition Security		
Security tied into user login id and password.		
Security dictated by department and range of account ranges within department.		
User limited to budget inquiry based on security.		
User limited to entering purchase requisition based on security.		
User can only enter, view, or inquire into requisitions on accounts they have been given rights to.		
Each user can have security for an unlimited amount of accounts.		
On-line Budget Inquiry		
Inquiry limited to user requisition security account range setup.		

REQUIREMENT	RESPONSE	EXPLANATION
Control account and detail line item inquiry.		
Inquiry has detail option-shows all transactions in detail.		
Inquiry shows budgeted, encumbered, expended, transfers, requested, and available balance for both control and individual line items.		
Budget inquiry is dynamic-updated upon transaction entry.		
Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
Requisition Entry & Maintenance		
Requisition numbers automatically assigned.		
Vendor look-up window by name and product.		
Multiple fund distribution on single requisition.		
Unlimited line items on single requisition.		
State contract number automatically assigned where applicable.		
Ability to enter quotes received from other vendors with comments.		
Budget account look-up window when entering line items-only accounts within user security will be available.		
Dynamic display of available funds when entering line items		
Depending on user security, will disallow purchase on over request of either control or sub line item.		
Unlimited line item description for each line item (pop-up text box).		
Ability to enter commodity or product code.		
Ability to print laser, hard copy requisition form, although requisition is not required to be printed.		
Notifies users of waiting requisitions for approval		
Requisition Approval		
Up to three levels of approval over initial entry-different security rights are required for each level Individual requisition approval or automated auto approval to approve all open requisitions.		
Purchase requisitions can be approved, denied, held, or cancelled		
Comments entry during approval process for communicating with requesting department-why denied, held, etc..		
Ability to review or approve Purchase requisitions by dollar amount (i.e., over $ 1,000).		
Conversion to Purchase Order		
Requisitions with third level approval will be automatically converted to purchase orders.		
Funds will be moved from requested to encumbered.		
Printed purchase orders will be generated automatically.		
User option to combine multiple Purchase requisitions for the same vendor into a single purchase order.		
Requisition history maintained-now with a purchase order generated status.		
On-line revenue inquiry with detail option.		

REQUIREMENT	RESPONSE	EXPLANATION
Requisition Inquiry		
Limited to user's account range as defined in requisition security.		
Inquire by vendor, requisition number, account number, date, and requisition status.		
Inquiry will display status of requisition with detail option - approved, denied, held, or if a purchase order has been generated it will give the purchase order number and date processed.		
Budget Reports		
Will only print accounts that user has rights to as defined in requisition security.		
Requisition status report by date, status, department, user, vendor, and approval level.		
Budget and abbreviated budget report by date and or account number-balances are dynamic as of the time report is processed.		
Detail transaction audit trail showing all transactions by date, account number, department, and user id.		
ACCOUNTS PAYABLE / PURCHASING		
Purchase Orders		
System is real time system not batch processing		
Flexible look-ups for PO's.		
Complete electronic workflow PO approval process, including notification of requestor of status of PO.		
Unlimited purchase order and vendor history		
Menus have drill-down capabilities for detail and supporting documents		
Multiple budget account encumbrances per purchase order or vouchers		
Multiple fund distribution per purchase order or vouchers		
Unlimited line items per purchase orders or vouchers		
Recurring/Duplicate Purchase Orders or Vouchers		
Capability of bidding information entry to create purchase order		
Add new vendor "on the fly" without exiting to vendor maintenance		
Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
Budget account look-up windows when entering line items		
System must allow for encumbrances against multiple funds and accounts.		
Should be a means of easily deleting PO's no longer needed.		
Provide for automatic closure and release of encumbrance as part of year-end process.		
Must be a centralized vendor file accessible by all purchasing / payables transactions.		
Ability to print recurring text messages on PO's.		
Means of voiding PO and removing encumbrance.		

REQUIREMENT	RESPONSE	EXPLANATION
Dynamic display of available funds when entering line items		
Unlimited line item description per each line item (pop-up text box).		
Automatic budget adjustments for purchase order modifications.		
Blanket purchase orders with automatic draw down against original encumbrance.		
Capability to print purchase order on entry or print multiple purchase orders at a time		
Unlimited reprinting of purchase orders or vouchers		
Partial receipt and payment capability		
Capability of purchase order to create vendor payments transactions		
Ability to electronically transfer purchase orders		
Automatic integration into fixed asset module upon receipt of item		
Ability to maintain commodity or user defined product codes		
On-line purchase inquiry by vendor, invoice, purchase order, date, department, or budget account		
Purchase order listings by date, department, vendor, budget account number, user id, purchase order status and purchase order number		
Provide for year-to-date transactions to include amount of money spent with identified vendor to date		
Complete reporting of blanket purchase orders and their available funds		
Bill list generation by date, vendor, project, type of account, department, or purchase order number		
Capability to generate mailing labels for selected vendors		
Tracks dates of purchase orders, originator of purchase orders and approval by staff name		
Provides security by users and appropriate budgets authorized to purchase from		
Multiple email addresses and fax #'s for vendors.		
Remove inactive (2 yrs) vendors from current vendor listing to inactive vendor listing		
Ability to track Disadvantaged Business Enterprises / Minority Owned Businesses, insurance expiration dates, I-9's, contracts, etc.		
On-line capabilities for vendors, including application forms, Bidder applications forms, and bid proposals/ tab sheets.		
Ability to complete internal requisition forms online and electronically submit them for approvals.		
System generated PO #'s		
PO generated from completed requisition.		
Completed requisition and associated PO archived for subsequent online viewing, inquiry and printing		
Automatically creates budget adjustment process / form for overdrawn budget line items		
Commodity code and product class reporting		
Unlimited checking and bank accounts		

REQUIREMENT	RESPONSE	EXPLANATION
Claims/clearing account capability (all checks printed out of one operating account) - complete breakdown of inter-fund transfers		
Track contracts and PO's by vendor categories, dollar volume, number of items, type of work or other user-defined fields.		
Track open PO's, original amounts, amendments, balance remaining, date, charges against by invoice number.		
Allow for integration of standard industrial classification codes (NIGP Commodity Codes)		
Electronic transmission of completed PO's to vendors.		
Ability to manage and drawdown contracts based upon PO's submitted through the project.		
Ability to add/delete/edit receipt locations.		
At least (4) four bill to/ship to addresses for each vendor.		
Multiple contact names for vendors.		
Multiple phone numbers for vendors.		
Unlimited comments per PO and per vendor		
Invoice Entry and Workflow -		
Perform duplicate invoice checking		
Allow multiple invoices on a check		
Allow multiple funds on a check		
Allow separate checks to be issued for individual items		
Define when and how often Accounts Payable checks are run		
Route entries for approvals electronically		
Support recurring payments		
System has automatic 3 way match of vendor invoice, PO and PO receipt.		
System can override unmatched status with the proper security status.		
System has credit / adjustment form and collects shipping data, costs and other budgetary data with the capability to print a credit / adjustment form.		
System matches discrepancy information against vendor invoice and purchase order.		
Budget and Expense Tracking		
System has forecasting of inventory usage and level by quantity and value (monthly / quarterly / yearly).		
System can report on cost center invoices and chargebacks.		
Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
Vendor Management -		
Support use of one-time and temporary vendors		
Add vendors "on the fly"		
Maintain all vendor payments online. Control how long history is to be maintained online before archiving and/or purging		
Optional stop payment capability if budget is exceeded-hold on payments if necessary		

REQUIREMENT	RESPONSE	EXPLANATION
Cash requirements for planning information		
Recurring payments		
Support multiple vendor addresses		
Support Respondent 1099-MISC forms, including electronic filing and laser form printing		
System can track service performance against a contract.		
System can automatically interface to word processing files		
System evaluates vendor based on key user-weighted events with the system (delivery date, quantity return / defective items, billing problems.		
System rates vendor at each event point based on user-defined criteria.		
System can detect and measure early / late and over / under shipments.		
Share centralized vendor tables across modules to reduce duplication and maintenance, and access vendor information from other databases		
System automatically generates a RFP / Bid or Notice of Expiration when quote is about to expire.		
System allows inquiry into entire bid or bid item by vendor name or number, bid number, buyer or item #.		
System tracks vendor tax name(s), identification number and resale number.		
System contains flag field indicating that an insurance certificate is on file or has expired.		
Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
Electronic Copy of 1099 attached to the vendor master for easy paperless access		
1099 generation and year end tax reporting, including printing IRS and State compliant forms, and IRS and State compliant data transfers		
Check Processing -		
Select outstanding invoices for payments by a variety of criteria, including due date, vendor ID, and invoice #		
Specify posting and check dates to be used at time of processing		
Suppress printing of zero and negative amount checks		
Dynamic display of cash account balances with detail option		
Easy check void process -makes all applicable budget, vendor, and general ledger entries for you		
Void & replace faulty checks		
Complete check reconciliation		
Unlimited vendor history		
A Bank reconciliation function that allows entry of cleared checks, entry of date cleared, beginning and ending bank balances, and the ability to clear other cash transactions such as journal entries affecting cash transfers between funds.		

REQUIREMENT	RESPONSE	EXPLANATION
Standard Reports -		
File listings of all information contained in Accounts		
Payable / Purchasing files		
All information is accessible with Click, Drag, & Drill		
Complete vendor reporting		
Include substantial standard reports including account aging, vendor transactions and summaries, and powerful interactive inquiry		
Unpaid vendor invoices report		
Report of entries for payment		
Check register by account, date, check number, check status (open, reconciled, void), & budget account number		
Reconciliation reports		
PO Order Status report		
PO / General Ledger Report		
PO Encumbrance Report		
User flexibility through ad-hoc reporting OR the ability to interface with an ad-hoc report writer such as Crystal Reports		
Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
Allow PO's and other County documents to print on customized County forms.		
GRANTS MANAGEMENT		
Ability to track grant applications / proposals.		
Ability to maintain grantor information.		
Ability to track grant expenditure activity.		
Ability to track grant statistical data (performance indicators, unit costs)		
Ability to track grant activity over multiple years, and over differing fiscal years.		
Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
Ability to carry forward project budgets from current year.		
Ability to accommodate workflow.		
Full integration with other modules of the financial system.		
Account for grant revenues and expenditures for the fiscal year, grant year, and the perpetual life of the grant; breakdowns by period and in total		
System can detail grant costs and revenues by funding source.		
System can identify sources of revenue, expenditures, and outstanding encumbrances by specific grant number and Federal Catalog Number.		
Provides an audit flag denoting grants requiring various types of audits.		
System can link CFDA number to a particular grant.		
Ability to capture all grant activity through General Ledger		

REQUIREMENT	RESPONSE	EXPLANATION
System allows interface with Payroll system to allow entry of employee time sheet information by grant on task, hours worked, and equipment ID # and materials used.		
System can process journal entries to grant / project ledgers.		
System can compare current costs to allocations to date and project costs based on current costs to budgeted total costs.		
System can establish and allocate overhead pools and allow users to define the allocation basis used to allocate each overhead pool		
Unlimited years history and detail transactions.		
Inquire / report by grant type, issuing and pass through agency, application date, accepted date, beginning date, expiration date, responsible person/department		
System can report disbursements/expenditures by funding source.		
System can report billed-to-date amounts by funding source.		
System can identify direct and indirect costs.		
System provides for reconciliation of grant accounting and financial accounting records.		
Revenue matching with Grant Appropriation (source & application)		
Grant expenditures may be incorporated into an overall budget variance report as a revenue and/or expense.		
HUMAN RESOURCES		
Application Highlights		
Complete and seamless integration of Payroll and Financial modules		
Maintain unlimited H/R transaction history on-line for reporting and inquiry		
All management and transaction reports can be regenerated based on date selection (current or previous years)		
Reporting on terminated Employees history information.		
Date sensitive reporting with detail, or condensed		
Laser or impact printer generated reports, and attendance calendars		
Pick List and Pull Down options available on all maintenance, inquiry, and reporting routines		
Multiple specific security levels, department security for entering attendance and approval levels		
Globally update contribution or benefit rates and the application of those changes to affected employees		
Track contract pay, including automatic processing of deferred pay		
Smooth tax fluctuations using the cumulative wage method or flat taxing		
Comply with FLSA and ability to track FLSA usage		
Federal, multiple state and City tax table calculations		
Vendor maintained federal and state tax tables installed annually		

REQUIREMENT	RESPONSE	EXPLANATION
Call logging for both applicants and employee inquiries		
Mass entry of transactions (code entries, etc.)		
Retain Position Funding Allocation for Vacant Positions for use in budgeting splits and allow different splits for current and future years.		
Provide for multiple incumbents in a position as required by job sharing and employee leave benefits.		
Track and provide appropriate security for employee background checks / drug testing		
Maintain disciplinary history		
Provide audit reports of database changes by user ID and date.		
System interfaces with Payroll, Accounts Payable, Budgeting, Work Management, and others as necessary.		
Employee Maintenance		
Unlimited benefit accounts per employee		
System tracks the type of benefit, plan benefit detail info, company, amount/percent, frequency and employee and employer premiums		
Unlimited dependents and benefit accounts per employee		
System tracks last, first name, coverage, relationship, DOB, SS#, address, phone #,school, grad date, smoker, student, & other insurance		
Job History (Internal and external)		
Unlimited employment history per employee		
System tracks type of employment, employer, position, job title, grade, step, change reason, start and end dates, and salary		
Unlimited compensation types for each employee.		
System tracks type of other compensation, description, annual amount, and effective date.		
Unlimited salary history per employee.		
System tracks position, step, grade, effective date, reason, last increase, previous salary, new salary, difference, percent change and description.		
Unlimited education and training history per employee with the ability to maintain position required certifications, and notification of expired certifications.		
System tracks education type, institute name, course of study, lic/cert #, years, end date, renew date, GPA/credits, and graduated.		
Job certification tracking using renewal dates.		
Employee Disciplinary Action, unlimited history of type of action, notice date, and hearing details.		
Ability to track and report on grievances in detail.		
Multiple issue and resolution descriptions, resolving employee ID, and issue dates.		
Ability to track and report on Employee ID, type of discipline, suspension, description, hearing date, and union rep at meeting.		
Skills Inventory per employee		
Tracking of awards, certificates, commendations per employee.		
Ability to track specials codes, including union groups, active/not-active, contract, retired, etc.		

REQUIREMENT	RESPONSE	EXPLANATION
Tuition Assistance / Continuing Education Tracking		
History of name, address, and other data changes.		
Ability to reinstate a retiree that returns as a seasonal worker while maintaining past employment history.		
I-9 Tracking, W4, and State tax form tracking		
Worker's Compensation / Kelly Day tracking		
Personal Days and retroactive vacation / personal days		
Ability to track vacation, sick, and other leave accrual and usage		
Ability to track leave based on multiple accrual contracts with different terms		
Ability to enforce contracts with different annual terms, such as, "use it or lose it" or "rolling unused leave into the next cycle"		
Ability to accrue leave on any basis, such as annual, monthly, quarterly, or biweekly		
Ability to allow or disallow negative leave balances based on contract terms		
Perform Compensation/Salary Planning and Modeling, including What if scenarios for future pay scale adjustments, comp-ratio calculations, life-to-date salary planning history, and life-to-date performance history.		
Provide flexible spending account administration.		
Provide open enrollment features, including generation of enrollment forms with current data, open enrollment changes, easy one-step entry of open enrollment choices, and easy verification of enrollment and report on forms not received.		
Applicant Tracking		
Logging of jobs recruited for and specifics of the position.		
Track costs of recruiting by position		
Login candidate information by job.		
Use candidate information to schedule tests.		
Letter generator for selected / not selected candidates.		
Automatic transfer from candidate to employee.		
Management view of candidate info, resume/application scanning, progress tracking, interview notes, etc.		
Education reference database		
Ability to search for qualified applicants by skills		
Provide date sensitive processing of position and benefit changes, including hires and terminations.		
Attendance Tracking		
Ability to define own attendance codes (unlimited).		
Supports daily, weekly and pay period timecard entry, either by exception, positive entry or both. Enter overtime hours and rates through timecards, or derive based on user-defined rules		
Remote location time card entry with full security		
Attendance can be automatically imported into payroll.		
Attendance will be entered into a batch and pick lists are available in the batch for easy entry.		
Ability to track professional days in addition to the other standard days.		

REQUIREMENT	RESPONSE	EXPLANATION
Automated year-end carryover of vacation/sick calculation.		
Attendance calendar report includes each month of the year with the days and dates shown.		
Calendar will display sick, vacation, professional, comp, future and other days absent on each day as used.		
Summary of YTD used days, accrued, available and carryover from previous years is listed below the calendar		
Calendar can be run for one employee or a selected group of employees.		
Ability to track vacation, sick, and other leave accrual and usage		
Ability to track leave based on multiple accrual contracts with different terms		
Ability to enforce contracts with different annual terms, such as, "use it or lose it" or "rolling unused leave into the next cycle"		
Ability to accrue leave on any basis, such as annual, monthly, quarterly, or biweekly		
Ability to allow or disallow negative leave balances based on contract terms		
Ability for employees to view their information on the County's website through individual log in. Information to be viewed would include, leave balances, paystubs, W-2's, etc.		
Reports		
Employee custom listing report with user defined selections of data (query).		
Attendance History report by date, employee and department Employee labels.		
Cobra Recipient and EEO report New Hire check list report.		
Change transaction inquiry report by employee with date range – select only transactions types you want.		
Easy export of reports to Excel, Word, etc…		
Provide user-friendly ad-hoc reporting mechanism OR the ability to interface with an ad-hoc report writer such as Crystal Reports.		
Provide standard compliance reporting in both electronic media and file for transmission including EEO-4.		
Provide ability to scan and index documents including application forms, resumes, certifications, etc. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
Leave information must print on the employee paystub and include a separate line item for each leave type that includes a beginning balance, amount accrued, amount used, and ending balance.		

REQUIREMENT	RESPONSE	EXPLANATION
PAYROLL		
General Features		
Fully integrated with Human Resources, General Ledger, Accounts Payable, Accounts Receivable, Position Control, and Budgeting modules		
No mandatory month-end or year-end process		
Date sensitive reporting for current and previous periods		
Support multiple versions of user-defined salary and rate table		
Supports multiple General Ledger distributions per position / paycheck		
All reports offer detail, summary, or total only options		
Reports print to laser printer		
Ability to create multiple pay type codes for leave use, hours worked, overtime, etc.		
Multiple levels of user security		
Reports print to printer, screen, or ASCII file		
Application Features		
Maintenance and reporting of all relevant employee and personnel data		
Maintain unlimited years history for reporting and on-line inquiry.		
Multiple payment groups to handle 12 month, 10 month, seasonal, part time, and other groups of employees		
Support mid-period hiring, terminations or position/salary changes		
Provides drill down inquiry for each employee for current and historical information		
Retain history for all employee and employer fiscal year-to-date and calendar year-to-date information, as well as prior years		
Process allows the user to complete all entry, run the payroll and print all reports without affecting the General Ledger or the employee's history records. This process will also provide a sample posting report which demonstrates how it will post if it is actually run		
Automatic pension and imputed income (GTL) calculation.		
Unlimited payroll deduction and earnings codes		
Unlimited overtime rates per employee per pay period.		
Vacation, sick, compensatory, FLSA, and personal time tracking and recording		
Employee pay distribution to multiple budget accounts		
Employee pay distribution to grant and trust accounts		
Employee direct deposit to unlimited accounts either by specified amount, percentage or net pay		
Contract, employee group and pension data maintained		
Provide the capability for automated check reconciliation.		
Process direct deposit information and required NACHA files		
Support direct deposit to multiple bank accounts		
Support multiple checking accounts and automatic bank data reconciliation and positive pay		
Print checks via laser printers		

REQUIREMENT	RESPONSE	EXPLANATION
Standard time entry generation to greatly reduce data entry.		
Handling of departmental shift differentials.		
Automatic distribution to the budget module.		
Multiple checks per employee in one pay period.		
On-line employee history inquiry.		
Payroll check reconciliation.		
Easy payroll check void routine.		
457k processing and reporting.		
Ability to handle deferred compensations		
Reports		
Employee Prelist shows all payments, deductions, contributions, accruals and net amounts for each employee for a pay period, prior to generating checks and final reports permitting last minute adjustments		
End of quarter and end of year reports by date.		
Complete W-2 processing with forms being either laser or impact printer generated in compliance with IRS and state requirements.		
All W-2, direct deposit, and check stub forms should be able to be sent to the employee via email or in print form and the employee should be able to view those forms electronically via individual online access.		
Employee history reports are date selectable by employee or department.		
Employee labels and contact lists.		
Employee time sheets by department.		
Complete set of pension reports including state pension loans.		
Deduction and earnings reports by date and selectable by deduction/earning codes, employee, or check date.		
Check history by date for a single or range of employees.		
Payroll register by date, budget account, or employee.		
All federal and state mandated reports in compliance with IRS and State guidelines for printing, fonts, and exporting files. Those form include but are not limited to quarterly and annual reports, W-2's, and 941 reporting.		
Budget distribution report by employee, pay period, and budget account.		
Report by date received, date retired, codes, department, account number, asset number, or expected life.		
Compensation Report – Print history of an employee's promotions/performance reviews with The County. Ability to provide reminder of employee's who may be due a review		
Retirement Plan Report – Prints necessary information for State Retirement System in format acceptable		
EEO Reporting		
Overall Employee Listing using various sorts		
Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc		
Payroll Check Register and EFT (direct deposit) register		

REQUIREMENT	RESPONSE	EXPLANATION
Leave balance and liability report		
User friendly ad-hoc reporting capabilities OR the ability to interface with an ad-hoc report writer such as Crystal Reports		
File listings of all information contained in the database		
TAX BILLING AND COLLECTIONS		
General Features		
Payments and collections automatically feed into Financial Accounting.		
No mandatory month-end or year-end process.		
Unlimited billing and transaction history maintained on-line.		
Date sensitive reporting for current and previous periods.		
All reports offer detail, summary, or total only options.		
Reports print to laser or dot matrix printer.		
Reports print to printer, screen, or ASCII file.		
Support for automation of data entry using scanning devices (OCR and Bar Coding).		
Personal Property tax billing with Inventory per account / business / individual, assessment and tax details.		
Maintenance and Inquiry		
Maintain unlimited years billing and transaction history for reporting and on-line inquiry.		
All changes to master record records a transaction - owners name, bank code, etc. - history maintained until you purge it.		
Inquire and retrieve accounts by Block/ lot, Owners Name, or Property Location - pop-up windows available with all search criteria.		
Tax master file is sorted by look-up sequence for easy scrolling up or down of accounts.		
On-line inquiry has detail option showing all transactions for specified period with account balance.		
On-line inquiry breaks down principal, interest and penalty by period.		
On-line inquiry allows projection date for interest with per diem interest charge.		
Lien and Bankrupt accounts display a red message on top of screen when account is accessed.		
Unlimited notes per account		
Payment/Adjustment Processing		
Unlimited payment codes - user defined.		
Payment interface with cash receipting and revenue modules in Financial Accounting.		
Ability to collect all payments through payment window - tax, licenses, special assessments, permits, etc.		
Proper and automatic application of partial payments		
Ability to collect and properly post overpayments and/or pre-payments.		
Optionally maintains check number or text description of payment.		
Calculates and displays change due from cash payments.		

REQUIREMENT	RESPONSE	EXPLANATION
On-line or batch method of updating payments.		
Complete bar coding scanning, OCR, and lock box payment capabilities.		
Payment window can retrieve an account by bar code, OCR, block/lot, owner's name, or property address.		
Detail transaction inquiry available from payment window		
Optional receipt/validation unit.		
Cash Receipts report by date, payment type, block/lot, payment code, property type, or receipt type - detail, condensed, or totals only options.		
Easy adjustment process.		
Automatic adjustment routine for overpayments, cancellation of balances by resolution, year end penalties, establishing and transferring lien data.		
Adjustment report by date, code, balance type, property class, and block/lot - detail, condensed, or totals only.		
Delinquent & Lien Accounts		
Delinquent report and notices by date, billing period, allowable balance, owner, and bank code.		
Delinquent notices run on demand - laser or impact printer.		
Laser delinquent notice can include other delinquent municipal charges – ambulance billing, special assessments, etc..		
Maintenance and reporting of outside and municipal held liens.		
On-line lien redemptions - inclusive of subsequent years.		
Bankruptcy/arrears status report by date, block/lot, installment plan, or arrears type.		
Installment plan creation, maintenance, and reporting.		
Miscellaneous Features		
Completely integrated Special Assessment module.		
Tax search, tax mailing labels, post tax year statements, tax duplicate report, and tax refund voucher processing		
Reprint a duplicate tax bill(s) - Laser generated – fast and easy.		
Tax bills have the ability to show appeals, adjustments, pre-payments, and other debit or credits applied.		
Flexible grace periods.		
Change block/lot routine for tax map changes.		
Per diem interest calculated on either 360 or 365 days per year.		
ACCOUNTS RECEIVABLE		
General Features		
Ability to maintain a master customer file.		
Integrated with Financial Accounting		
Drill-down capability from General Ledger		
General Ledger account validation occurs at data entry		
Accounts Payable entries may be derived from Accounts Receivable transactions for activities such as travel advances		
Possess capability to track various accounts receivable with historical and aging amount functionalities		

REQUIREMENT	RESPONSE	EXPLANATION
Possess capability to generate billing for receivable and tracking of payment		
Provide simple reports on outstanding receivables		
Automatic re-billing for non-payment of receivable		
Automatic posting to general ledger; with option to batch		
Ability to accept ACH & web based electronic payment		
Unlimited history for reporting and on-line inquiry		
On line inquiry has detail option via County web portal		
On line payment collection via County web portal		
Ability to establish default account distributions for each receivable.		
Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
Information Entry		
Access, amend, or add customer information “on the fly”		
Allow multiple addresses and contacts for each customer		
Transactional information may include units, quantity, product code, discount pricing, sales and use tax, and other charges		
Allow entries from other systems either in batch mode or interactively		
Complete audit trail on all entries		
Manual or system-generated reference and invoice numbers		
Predefine and create calculations for finance charges, transfers, interest and late fees		
Apply payment plans to customer accounts as appropriate.		
Invoice and Billing		
Control billing periods. Different billing periods may be used for different classes of customers		
Provide for various classifications of billing types – usage and rental fees, grant and project billings, parking tickets, miscellaneous, permits, police and fire alarm billings, public works repairs, weed billings, etc.		
Determine the amount of online history to be maintained		
Selectively print invoices, invoice summaries, and statements for a customer or group of customers		
Accommodate multiple invoice and statement forms and late notices		
Provide various invoicing documents – memo invoicing, pending invoices, posted invoices, credit memos		
Send duplicate invoices to several entities using third-party billing		
Ability to recognize or accommodate: Revenue earned and billed, Revenue earned but not billed, recognize revenue previously reported as deferred, estimated revenue, projected cash flows based on historical data by accounts receivable type, sorting and displaying accounts receivable in a prescribed aging format.		
Ability to accommodate Electronic Funds Transfer (EFT)		

REQUIREMENT	RESPONSE	EXPLANATION
Ability to accommodate workflows.		
System can re-establish billing data directly into the billing application module		
System can re-establish an account, after zero balance, directly into accounts receivable file.		
System can correct GL distribution entries without deleting and resubmitting the invoice.		
System generates an electronic image of the invoice and attaches it to the invoice for ease of access and reprinting capabilities.		
Reporting		
Access Accounts Receivable information by customer ID, customer name, division code, department, customer type, and user defined miscellaneous codes		
Determine sorting and level of detail of information requested using reporting and inquiry		
Define aging periods		
Ad-hoc reporting capabilities, OR the ability to interface with an ad-hoc report writer such as Crystal Reports		
Account detail		
Account summary		
Reports print to laser printer		
Reports print to printer, screen, or ASCII file		
CASH RECEIPTING		
Unlimited cash receipts history		
Dynamic update of revenue accounts		
Cash receipts reporting by date, bank, bank account, and source code		
Cash receipts automatically updates appropriate status in grant and trust accounts		
Budget refunds and reimbursements – automatically update vendor information		
Interactive posting to Accounts Receivable, Real Estate Tax Accounts Receivable, subsidiary ledgers, etc.		
Apply received amounts to specific outstanding invoices or oldest invoices first		
Enter cash receipts for new revenues (i.e., there is no outstanding invoice)		
Print receipts as cash receipts are entered		
Determine bank account for deposit by user or by the account number in the transaction		
Accept multiple forms of payment – cash, checks, credit cards, etc. and ability to scan and attach a copy of the check presented for payment to the transaction for ease of viewing.		
Process payments from bank, internet, and back office operations		
Ability to process checks using the Check 21 and/or ACH processing systems.		
Ability to void a receipt with a management password/override		
Provide online account number validation for billing, taxes, and accounts receivable payments.		

REQUIREMENT	RESPONSE	EXPLANATION
System is capable of being utilized in all County locations.		
Provides data on customer account activity as to billing, payments, etc. for a number of years defined by the user and displays information for the current bill.		
System provides the ability to have more than one cashier working at a work station.		
If a customer pays less than or more than the current balance in an account, the system should distribute the payment to revenue categories based on a user defined formula		
When posting a payment to a miscellaneous A/R, or tax account, system should provide the ability to look- up accounts by account number, account name, billing or mailing address, or portion of the name.		
System should provide the ability to display a status summary upon demand that displays the number of types of payments that have been taken and the amount for each. This should be by cashier and as a total amount.		
System should allow the ability to search in cash receipts history for posted cash receipts, once selected the user should be able to view the detail associated with the cash receipt.		
A cashier may collect payments for items that are not pre-billed in any system. These would entail only finance system account updating.		
Support feature for bar coded bills		
Operates in a true cashiering format so that cash, payments, and other collections are balanced and approved by a supervisory function before they are released for final updates		
Complete historical log of all activity and full audit trail of payments and adjustments		
Real time (not batch) processing of transactions		
Menus have drill-down capabilities for detail		
Report writer for ad hoc reporting		
System must track all entered payments including voided receipts (i.e., NSF transactions)		
Integrated with electronic cash drawer system		
Allows all method of payment (cash, check, Debit Card, Credit Card, etc.) at all locations		
Defines payment mode and provides daily deposit of cash and check composition		
Daily Cash Collection Report		
Cash Drawer Edit Close Report		
Journal Report		
Prints cash receipt on demand		
Provides on line payment information		
Views all transactions in cash receipts inquiry		
Allows one or more transactions per receipt		
Ability to provide the following processes and reports: Credit payments, cash payments, lockbox payments.		
PROJECT ACCOUNTING		
Allow tracking of projects over multiple years.		

REQUIREMENT	RESPONSE	EXPLANATION
System can setup project budgets and track activity for up to eight fiscal years.		
Allow project activity to be posted automatically as expenses associated with the project are posted to the specified General Ledger accounts.		
Unlimited project notes.		
Project name is printed and displayed with the project code in any repots wither a project summary is printed or on screens where a list of projects is displayed.		
Option of assigning a Master Project code to each project and reports can be run for groups of projects related to a specified Master Project.		
Should provide summary information on activity and total expenses for the entire group of projects.		
A project can be tied to a Master Project by selecting from a list of Master Projects.		
Project may be identified as grant funded.		
Lists of the A/P vendor numbers are available for each project.		
Project can be tracked by entering a start month and year for the project fiscal year.		
Percent of the project complete can be tracked.		
Percent complete field may be manually updated as project progresses.		
Listing of individual transactions posted to a line item for the project will display.		
When posting items to projects through the Payroll, A/P, PO, and GL systems, a detail transaction is also posted to the Project Accounting files.		
System must interface with A/P, PO, Payroll, GL, Budget Preparation, Fixed Assets, and A/R modules.		
System can account for projects that may cross funds or budget units.		
Ability to accommodate workflow.		
System can record non-financial (statistical) data without affecting financial accounts.		
System can break out costs by funding source.		
System can identify and monitor matching funds.		
System provides a user-defined “low funding” limit indicator to denote when there is a need for funds to be transferred to the project fund account.		
System can roll-up or summarize expenditures to a higher budget level.		
System can accumulate both equipment costs and equipment usage.		
System can report project budget variances by dollar amount and percentage.		
System can create both cost and revenue pools.		
Ability to enter manual adjustments when necessary.		
Capability of applying cost modeling to cost/activity accounting methodologies using current, past and future data.		
Ability to identify projects lacking financial activity for a user-defined time period for the purpose of identifying potential close-outs and provide listing.		
System can selectively carry forward project cost at year-end.		

REQUIREMENT	RESPONSE	EXPLANATION
System can allocate service costs to projects (i.e., cost distribution and step-down allocation methods).		
Ability to generate on-line, user-defined warnings when project or phase expenditures near or exceed the original project estimates.		
Ability to prevent charges from being allocated to an inactive project, sub-project, or phase (one which is either complete or that has not officially started).		
Ability to provide an automated procedure to purge and archive data for closed projects.		
Ability to integrate GIS and Hansen Permitting/Inspection data into project details.		
Ability to recognize chargebacks (i.e. employee in one department working on a project for another department.)		
System integrates with Payroll to identify labor costs and time allocations.		
Reports		
Project Report provides general information about each project and lists budget for each item.		
Report may be run for a range of project numbers and a Master Project may be selected.		
Line Item Report providing a summary of the Budget/Actual expenses by line item for each fiscal year.		
Line Item Report for a range of projects associated with a Master Project.		
Provide user friendly ad-hoc query and reporting capability.		
Detail report prints the detail of each transaction posted within a selected range of dates and/or project numbers.		
System computes variances, percentages and statistics (i.e. costs per unit on production).		
FIXED ASSET ACCOUNTING		
System must conform to all GASB requirements for fixed asset reporting		
Automatic purchase order integration – item is brought over to fixed asset module upon receipt of purchase order		
Unlimited fixed asset history		
Handles all asset information updates interactively		
Add, change, and retire fixed assets		
On-line inquiry of fixed assets by item number, department, codes, or asset type		
Utilizes flexible, user defined items numbers, asset types, asset codes, location and removal codes		
Utilizes depreciation calculations including straight line, sum of years' digits, 150%, 200% declining balance, units of production, units expended, etc.		
Report by date received, date retired, codes, department, account number, asset number, or expected life		
Records acquisition, modification, disposal, or purging of asset records		

REQUIREMENT	RESPONSE	EXPLANATION
Depreciation may be calculated on individual assets, asset classes, or entire file		
Drill down capabilities for detail. Ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
System posts a fail safe audit trail of all entries to the General Ledger		
Allows user to assign asset to one or more funds, users and/or locations		
The depreciation process should have the following abilities: run preliminary versions of the depreciation calculation report; calculate depreciation for a single, range of, funds and/or range of departments; print deprecation calculation report in department or type of asset sequence; report only newly acquired assets during the reporting period; report only assets disposed of during the reporting period; not depreciate assets; Report should include departmental and fund totals for posting to GL; Provide departmental, type of asset, and fund level sub-totals.		
Reporting		
Asset ID		
Asset Tag Number		
Location codes		
Acquisition dates		
Deletion dates		
Obsolescence dates		
Sales dates		
Book value		
Market value		
Purchase price		
Replacement value		
Depreciation code		
Responsible person/department ID		
PO number		
Client assigned codes		
Maintenance dates		
Insurance codes		
Project codes		
Manufacturer’s codes		
Warranty dates		
License renewal		
Installation dates		
Acquisition codes		
New Asset Report listing assets acquired within a specified date range.		
Asset Disposition Report listing assets disposed of within a specified date range. Should be able to select individual departments or all departments.		
Asset Valuation by GL Account reporting all active assets by fixed asset number. Report should subtotal by general ledger account number and grand total by fund.		
Location Count Report listing assets and their quantity by location.		

REQUIREMENT	RESPONSE	EXPLANATION
Provide user-friendly ad-hoc reporting capabilities OR the ability to interface with an ad-hoc report writer such as Crystal Reports.		
JOB COSTING		
General Features		
Integrated with our municipal software modules including General Ledger, Payroll, Accounts Payable, Billing and Cash Receipts		
Unlimited number of work orders issued and stored on an account		
Unlimited number of work order codes		
Automated billing upon completion of work order		
Work Order prints to blank paper, no forms necessary		
Work Order includes:		
Requested date		
Call Received from		
Phone		
Appointment time/date		
Call received by		
Assigned to		
Status		
Completion Date		
Completed and Inspected by fields		
Unlimited notes		
Drill down capabilities for detail		
Flexibility to add a percentage to cover overhead costs		
Service/Work Orders		
Complete integration with Billing, Payroll, Purchasing, Inventory, HR & Collection modules.		
Integration with Permitting and Inspection Software.		
Maintain and track status of work orders.		
Unlimited work order type codes.		
On-line inquiry of work orders from Billing inquiry.		
Enter, retrieve, and maintain work orders by account number, block/lot, owner name, tenant name, property location, service location, or mailing address.		
Management reports selectable by date, location, responsible worker, work order status, work order type, and completed or unfinished work orders.		
Complete integration and electronic tie-in with tax, engineering, and maintenance departments.		
Allow for the definition of set-up time for work code cost standards.		
Allow for the actual costs accumulated on a work order, task or project to be compared and reported on the standard costs for the work performed.		
Provide variance figures of actual to standard costs.		
Provide for detail comparison of standard costs to actual costs for all work performed by an employee, on an asset, and/or at a location.		

REQUIREMENT	RESPONSE	EXPLANATION
Provide for optional use of standard pay rates for assignments of labor cost, such as electrical rate, mechanical rate, etc. when actual employee rates are not available.		
Allocation rules for labor could not exceed pre-determined amounts.		
Report		
Open work orders can be printed by work order number, code, who assigned to, requested date or appointment date.		
Work Order Management Report for detailed analysis can be sorted by:		
Account range		
Code range		
Entered by		
Assigned to		
Completed by		
Inspected by		
Requested/Completed Dates		
Choose any or all statuses as well as the detail included on the report		
Allow for online reporting of work orders by status (complete, in process, etc.)		
Provide user friendly ad-hoc query and reporting capability OR the ability to interface with an ad-hoc report writer such as Crystal Reports		
Allow attachment and indexing of objects and images. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
INVENTORY MANAGEMENT AND CONTROL		
General Features		
Integrated with Accounts Payable & Work Order systems.		
Stores primary and alternate vendors.		
Quantity stored and listed by location.		
Stores and tracks reorder levels.		
Defaults reorder amounts.		
Items can be serialized		
Unlimited user notes field.		
Quantity stored as: On Order, On Hand, Reserved, and Available.		
Interface with a project accounting module to account for use of inventory in projects and accounts receivable in billing of outside sales of inventory		
Interface with cashiering system, bar coding and mobile recording devices to maintain real-time inventory status and electronic inventory.		
Provide for manual options and produce inventory comparison and exception reporting		
Ability to assess economic order quantity and interface to purchasing system for generation of purchase order using data from tables for contract purchase vendors and requirements.		

REQUIREMENT	RESPONSE	EXPLANATION
Automatically generate required accounting entries for expensing of inventories upon sale of use and/or adjustments based upon physical counts.		
Flexibility to inquire on the information using several keys including item description, item #, vendor, cost, etc.		
Transfers from warehouse to warehouse.		
Look up abilities by part number or description		
Look up parts history by location, type of transaction, or accounting period.		
Add/ delete part #'s and add comments		
Write off of obsolete parts.		
Ability to assign bin locations and warehouse locations to part numbers.		
Ability to look-up insurance information on vehicles by VIN #, Tag #, Make and/or Model, Department, or Call number.		
Reporting		
Inventory listing by Inventory Id or Warehouse.		
Reserved, Reorder or On Order Reports.		
All reports available in Detail or condensed formats.		
Physical count sheets printed by Id or Location.		
Detailed Transaction Audit Trail report as well as change transaction reports for management purposes.		
Vehicle report with or without Insurance information.		
TECHNICAL REQUIREMENTS		
General		
Must have a document management system with the ability to attach documentation supporting any entry or transaction for drilldown capability and to support a paperless environment. Documents may be in any format, such as Excel, Word, Adobe PDF, Image, etc.		
Staff must be able to adjust common variables without the services of a professional programmer		
All software programs must seamlessly integrate to maximize operator and system efficiency		
Must have an easy to use system for preparing various statistical and analytical reports.		
Must have look-up capability for frequently entered information, with data selected being automatically populated.		
Does the system architecture support a multi-tiered deployment? Explain.		
Identify any workflow or event alerts and notification capabilities the application provides.		
Describe all third party software required or recommended for the solution, including report writers		
Security		
Basic security of user ID's and passwords so that each individual can be identified to the system and their level of access determined.		

REQUIREMENT	RESPONSE	EXPLANATION
A user can be added to a security group and will inherit security access levels from the group.		
A user’s security can be setup to allow access to ranges of data values.		
Multiple ranges of access can be established for the same user		
Users are able to access the same record at the same time for all functions except changing that record		
The application can log all changes and deletions to tables (or files) by function.		
Ability to update user security and passwords by authorized staff, online, in real time		
Ability to define security reports		
Requires periodic password changes by users		
Ability to force a user offline		
Must have a secure check signing system that includes a portable signature-less key reader and controlled paper stock for security.		
All security changes are recorded in an audit control log		
Ability to show last time a user access the system, sorted by date & time		
Provide security by various elements of the Chart of Accounts		
Operating Systems and Network		
System should utilize a browser based front-end		
Backup may occur while the system remains online		
Batch, event and flow processing can occur while the system remains online.		
Any batch update, event, and flow processing programs have restart and back-out capabilities		
System is delivered with recommended backup/recovery strategies or procedures to facilitate recoverability and minimize impact on users		
Application Architecture		
Operates on a PC or LINUX Server environment		
Implemented in a SQL database environment		
Application supports remote (VPN) users		
System is based on tables of values and associated codes that trigger appropriate processing		
Screen layouts and field names can be changed without customizing the core product		
Navigation menus can be changed without customizing the core product		
Changes listed above are integrated with upgrade releases		
Provides consistent user interface		
Capacity/Performance		
The system completes, on average, 90% of all online transactions in under 2 seconds (given installed hardware under vendor specifications)		
System is delivered with recommended strategies for implementing ad-hoc queries and reporting to minimize impact on system performance for other users		

REQUIREMENT	RESPONSE	EXPLANATION
System comes with a performance monitor that tracks transaction response times		
Interface requirements		
Able to export/import ASCII delimited information and other formats to interface to other County systems and standards (Excel, Word, Access and SQL).		
Provides ODBC file capabilities		
Provides public access to information via Internet		
Interfaces with standard productivity tools, such as MS Outlook, Novell Groupwise, etc.		
Integrates with common document management / optical scanning imaging systems		
Supports bar code generation, scanning, client application entry, faxed or Internet applications, and electronic forms.		
Documentation		
All documentation available in printed format, in addition to online/electronic formats		
Hardware / software documentation is provided		
Programmer's documentation is provided		
System management documentation is provided (procedures for job flows and job descriptions, system security, backup/recovery, system monitoring, database management)		
A data dictionary will contain, but not be limited to, the following items: (1) data element name and aliases, (2) file where the data element is stored, (3) type of the data element, (4) description of the data element, (5) modules where the data element is used and/or updated.		
Documentation updates accompany version releases, updates and error corrections.		
Implementation and Support		
What software tools, if any, are provided to assist the implementation process		
Is there any documented methodology that can be used by the implementation team to improve the speed or quality of the implementation?		
Describe your recommendation for implementation. Is a specific order recommended for phased implementation of specific modules?		
Mobile Solutions		
Module or add-in feature to allow for mobile use of the financial system by staff in the field		
Store and forward feature to allow for accumulation of information in areas where mobile service may not be available.		
102.11 (b) and (g) compatibility		
Unlicensed band wireless accessibility or integration		
Software able to utilize the Windows Tablet PC / Palm PC environment		

REQUIREMENT	RESPONSE	EXPLANATION
Report Writer		
Process application software data files with the ability to extract data in any user-defined order.		
Link multiple data files for access.		
Create output for user on screen, in report format or as a file.		
Is report built-in component or third-party software? If third party, please identify the software.		
Graphing capability		
REQUIREMENT	**RESPONSE**	**EXPLANATION**
System should provide the ability to access software from within application.		
Provide ability to generate totals, subtotals, and averages.		
A data dictionary should be included for application files.		
Online help provided.		
System should provide the ability to save user-defined and ad-hoc reports and/or queries for later use.		
Should support the ability to combine information from multiple fields in one report.		
Provide user the choice of displaying data, printing data, or exporting data to either an ASCII format or Excel compatible format.		
Should provide arithmetic functions		
Should interface with all modules installed with this project.		

SECTION 7 – CONTINGENCY PLANS

It is extremely important that payments be posted and deposits made in a timely manner. Vendors should list any contingency procedures provided if a prolonged outage should occur. These include the fault tolerance capabilities of the system (how do you provide customization to meet specific user requirements; what is your costing methodology for customization), backup/recovery aspects of the system, and other features to ensure the fault tolerance of the system.

SECTION 8 – ADDITIONAL QUALIFICATIONS / STATEMENTS

8.1 INTELLECTUAL PROPERTY CONSIDERATIONS

The County desires to obtain the broadest intellectual property rights in the acquired software possible, consistent with manufacturers' existing licensing policies. Any custom software programming or code prepared and provided to the County by the Respondent for this project shall be considered to be the property of the County, and the Respondent will agree as a condition of the contract of procurement to transfer all rights in such code to the County, and to provide source code to the County for the same. Specifically, the County desires to reserve the right and ability to acquire future maintenance, modification, and upgrade services from other vendors should it be necessary or in the County's best interests to do so. **Any exceptions to this transfer of complete rights in the provided software must be specifically noted by the Respondent in its proposal.**

8.2 ANTI-COLLUSION STATEMENT

Collusion or restraint of free competition, direct or indirect, is prohibited. Respondents are required to execute and submit the anti-collusion statement. See Attachment 1.

8.3 WORK SPACE AND SUPPLIES

The County does not anticipate providing any work space or equipment to the Respondent. Respondents should identify any work space, equipment, or general supplies needed to perform the work related to this RFP in their response.

8.4 TERMINATION WITH CAUSE/DEFAULT/CANCELLATION

In the event that the selected Respondent shall for any reason or through any cause be in default of the terms of the contract, The County may give the Respondent written notice of such default by certified mail/return receipt requested. Unless otherwise provided, the Respondent shall have ten (10) days from the date such notice is received to cure the default. Upon failure to cure the default, the County may immediately cancel and terminate the contract as of mailing date of the default notice, and the vendor shall be responsible for all damages resulting from such default. Upon termination, the Respondent shall cease performance of any further work under the contract and turn over to the County any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, the contract may be immediately cancelled and terminated by the County and provisions herein with respect to opportunity to cure default shall not be applicable.

8.5 TERMINATION WITHOUT CAUSE

The County may at any time, and for any reason, terminate the contract by written notice to the Respondent specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to the Respondent by certified mail/return receipt requested.

In the event of such termination, the Respondent shall be paid such amount as shall compensate the Respondent for work satisfactorily completed and accepted by the County at the time of termination. If The County terminates the contract, the Respondent shall withdraw its personnel and equipment, cease performance of any further work under the contract, and turn over to The County any work completed or in process for which payment has been made.

8.6 COMPLIANCE WITH LAWS

This proposal and any resulting contract shall be governed in all respects by laws of the State of West Virginia "without regard to its choice of law rules," and any litigation with respect thereto shall be brought in the courts of the State. The contract shall comply with all applicable Federal, State, and Town laws, rules, ordinances, and regulations, which may in any manner affect the performance of the Contract.

8.7 SHAM OR COLLUSIVE PROPOSALS

The proposal of any contractor or contractors who engage in collusion shall be rejected. Any contractor who submits more than one proposal in such manner as to make it appear that the proposals submitted are on a competitive basis from different parties shall be considered a collusive contractor.

8.8 WITHDRAWAL OF PROPOSALS

Except as otherwise permitted by law, proposals shall remain irrevocable for a period of one hundred and twenty (120) calendar days pursuant to receipt of the proposal. No Respondent who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

8.9 POLICY REGARDING CONTACT AFTER PROPOSAL SUBMITTAL

After the date and time established for receipt of proposals by the County, any contact, in regard to the proposal initiated by any Respondents with any County official, other than the Purchasing Agent and the County staff acting at the direction of the County Commission is expressly prohibited. Any unauthorized contact may be deemed grounds for disqualification of any Respondent from further review.

8.10 VERBAL COMMUNICATION

Any verbal communication between the Vendor and any County personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the County Commission.

8.11 PURCHASING CARD ACCEPTANCE:

The Jefferson County Commission currently utilizes a Purchasing Card program, administered through the State of West Virginia under contract by a banking institution, to process payment for goods and services. The Vendor must accept the County Commission's Purchasing Card for payment of all services under this Contract.

SECTION 9: PROPOSAL INSTRUCTIONS

Proposals shall be prepared and submitted in accordance with the requirements below. **Proposals shall be submitted to Jefferson County, County Commission Office, 124 East Washington Street, Charles Town, WV 25414,** in two separate envelopes by **Tuesday, November 14, 2017 @ 2:00 PM**, each consisting of and labeled as follows:

1. **Envelope 1 (three copies required):**
   Contents: Business / Technical Information submittal
   Response to the requirements set forth under Section 3 of this document.

   Labeling for Envelope 1: "Business/Technical Proposal for Centralized / Integrated Governmental Financial Management Software" and provide the name and address of the firm.

2. **Envelope 2 (three copies required):**
   Contents: Price Information submittal
   A statement of all proposal costs for completing and providing the software and training as described in Section 3 of this document.

   This statement shall include a detailed cost breakdown for training, hourly rates for the people doing the training and a concise layout of the license and maintenance fees required to utilize the software.

   Labeling for Envelope 2: "Price Proposal for Centralized / Integrated Governmental Financial Management Software" and provide the name and address of the firm.

The cost information submittal must be made at the same time and as part of the complete proposal, but in a separate envelope from the technical submittal. Each envelope must be sealed and labeled as above when received. The County will not be responsible for opened improperly marked envelopes. All proposals in each submittal shall be signed in ink by authorized personnel of the vendor, and shall be incorporated by reference in the formal agreement executed by the software provider selected. **NOTE: There will be NO proposals accepted after the 2:00 PM, 11/14/17 deadline.**

You may include pre-printed product literature regarding your system(s) should you desire. **Please provide one price quote for the entire system and a separate quote for each separate subsystem.** Please indicate the length of time over which your price quote applies. If enhancements are required to accommodate a specific task identified below please identify the cost of such enhancement. For each subsystem, please identify when the application was first put into production, how many sites are using the application, and how many installations are in progress.

Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below.

Bid Opening Date and Time: November 15, 2017 at 2:30 pm

Bid Opening Location: County Commission Meeting Room located in the basement of the Old Charles Town Library, 100 East Washington Street, Charles Town, West Virginia 25414.

The selection committee will review all proposals and select three or more respondents deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in this Request for Proposal. Negotiation shall then be conducted with each of the respondents so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each respondent so selected, the public body shall select the respondent which, in its opinion, has made the best proposal, and shall award the contract to that respondent. Jefferson County reserves the right to reject any and all proposals, waive any informality, and / or divide any project into sub-sections.

QUESTIONS AND ADDENDA:

Questions regarding this RFP may be submitted to Michelle Gordon, Finance Director, Jefferson County, 124 East Washington Street, Charles Town, WV 25414, 304-724-8425 or mgordon@jeffersoncountywv.org

Respondent should carefully examine this RFP and any addenda. Respondents should seek clarification of any ambiguity, conflict, omission or other error in this RFP in writing. Questions should be addressed to the Purchasing Agent. If the answer materially affects the RFP, the information will be incorporated into an addendum and distributed to respondent. Oral comments do not form a part of this RFP.

Any changes made in this RFP will be posted and distributed to respondents of record. Any and all addenda will be dated as of the date of issue, posted and distributed by Fax, e-mail or U.S. mail.

The County reserves the right to modify the scope after reviewing the proposals, and may request such a modified scope for the top proposal(s).

SECTION 10: PROPOSER'S SIGNATURE/COVER FORM

____

Proposer's Name

NOTE: Use this page as a cover page when submitting their Business/Technical Proposal.

Each proposal must show the full business address and telephone number of the Proposer and be signed by the person legally authorized to sign contracts. All correspondence concerning the proposal and contract, including notice of award, copy of contract and purchase order, will be mailed or delivered to the address shown on the proposal in the absence of written instructions from the Proposer to the contrary. Proposals by partnerships must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing, who shall also state the names of the individuals composing the partnership. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the officer having authority to sign. When requested, satisfactory evidence of authority of the officer signing in behalf of the corporation shall be furnished. Anyone signing the proposal as agent shall file satisfactory evidence of his/her authority to do so.

All documents, materials, or data resulting from this contract are the County's property. The County has the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of this contract. The Proposer warrants that it has title to or right of use of all documents, materials, or data used or developed in connection with this contract. All erasures and/or changes shall be initialed by the individual making modifications to the Proposal.

PROPOSER MUST SIGN HERE AND RETURN THIS PAGE AND THE PROPOSAL FORM IN ADDITION TO SUBMITTING ANY DOCUMENTS CALLED FOR BY THE GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS, SPECIFICATIONS, AND ANY OTHER DOCUMENTS HEREIN CONTAINED.

By signing here, Proposer does hereby attest that he/she has read fully the general conditions and instructions, specifications, and any other documents herein contained, and does understand them and will furnish and deliver all labor and materials in accordance with the specifications for the price as listed on the proposal form for the Base Bid stated below.

BASE PROPOSAL: For the **Centralized / Integrated Governmental Financial Management Software Bid,** the amount

is ____ Dollars ($ __________________).

Proposer acknowledges receipt of Addenda by initialing the following:

Addendum No. 1	__________	Addendum No. 2	__________	Addendum No. 3	__________
Addendum No. 4	__________	Addendum No. 5	__________	Addendum No. 6	__________
Addendum No. 7	__________	Addendum No. 8	__________	Addendum No. 10	__________

AFFIRMATION REGARDING COLLUSION

I AFFIRM THAT:

Neither I nor, to the best of my knowledge, information, and belief, the below stated business has:

(a) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying proposal or offer that is being submitted;
(b) In any manner, directly or indirectly, entered into any agreement of any kind to fix the proposal price or price proposal of the Proposer of any competitor, or otherwise taken any action in restraint of free competitive bid in connection with the contract for which the accompanying proposal or offer is submitted.

AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM:

Neither I nor, to the best of my knowledge, information, and belief, the below business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has been convicted of, or has had probation before judgment imposed, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of West Virginia law, or of the law of any other State or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

____

____

PROPOSER'S COMPANY / FIRM: ____

ADDRESS: ____

AUTHORIZED SIGNATURE: ____

NAME AND TITLE PRINTED: ____

TELEPHONE & FAX NUMBER: ____

E-MAIL ADDRESS: ____

DATE:________________________ FEDERAL EMPLOYER'S ID NO.______________________

For Informational Purposes Only: Has your company/firm been certified by the State of West Virginia as a Minority Business Enterprise? (Please check below.)

__________ Yes __________No