Table of Contents

Proposers must respond to the ERP requirements included herein. Proposers are to respond to each of these requirements with one of the following response codes:

- Y – Meets Requirement
- N – Does Not Meet the Requirement
- F – Planned for future release
- W/C – Workaround Proposed or Customization Needed to Meet Requirement
- T – Third-Party Solution to Meet Requirement

Response Codes "Y" and "N" do not require written responses unless the Proposers wish to present additional benefits or opportunities related to their solution and the requirement. However, response codes "F", "W/C" and "T" do require written responses. For these response codes, Proposers must describe how the requirement will be met and when (if applicable).

1 General

1.1 User Interface

#	Requirement	Response Code	Response/Comments
1.1.1	Provides a browser-based user interface		
1.1.2	Supports mobile technologies (e.g. smartphones, tablets)		
1.1.3	Provides the ability to drill down and drill across from a transaction view to the supporting source data and documents		
1.1.4	Provides fully integrated functionality such that data is entered only one time and available throughout the system(s) and available in real-time (single-points of data entry) to eliminate re-keying of information		
1.1.5	Provides organized screen layouts that are customizable		
1.1.6	Provides consistent use of icons, colors, and menus across all elements		
1.1.7	Provides shortcuts for frequently accessed processes, screens, reports, etc.		
1.1.8	Provides search functions that reach across all applications and attachments		
1.1.9	Provides online help that is context sensitive and content appropriate with manuals also available for download		

1.2 Workflow

#	Requirement	Response Code	Response/Comments
1.2.1	Provides integrated workflow management including generation, routing, notification, and approval of forms, reports, other documents, and processes (e.g. payable processing, purchase orders, GL transactions, HR transactions, payroll processing, budgeting, personnel action forms, business license, etc.) for all modules		

#	Requirement	Response Code	Response/Comments
1.2.2	Provides ability to establish multiple approval levels based on user-defined criteria (e.g. dollar amounts, types of items purchased, document types, etc.)		
1.2.3	Allows out-of-office approval delegation		
1.2.4	Provides multiple attributes to define which users participate in which steps of the workflow processes (e.g. GL number segments, unique groupings, project/task codes, object/spend category codes, consideration of roles, etc.)		
1.2.5	Integrates with the email system to assist in the notification/ request of approvals, reject, corrections, and approval through/ from email and mobile devices		
1.2.6	Allows document attachment and allows attached documents to be available for review through all levels of approval for all core modules		

1.3 Reporting and Analysis

General

#	Requirement	Response Code	Response/Comments
1.3.1	Provides modeling tools to do 'what if' analysis and forecasting (i.e. analysis of revenue/expenditure trends and the ability to develop forecast projections)		
1.3.2	Processes transactions in real-time that are immediately available for inquiry and reporting		
1.3.3	Allows users to drill down from reports and inquiries to source transaction		
1.3.4	Provides full integration with MS Excel for all modules (e.g. worksheet export to Excel, data imported from Excel, etc.) and allows users to export reports to Excel that include formulas/ formatting		
1.3.5	Provides the ability to copy and customize standard reports		
1.3.6	Provides the ability for reports to access data across all modules		

#	Requirement	Response Code	Response/Comments
1.3.7	Provides the ability to create report notification groups and inform/alert groups a new report is available		
1.3.8	Provides the ability to choose a format when exporting a report (e.g. Excel, Adobe, flat file, delimited, etc.)		
1.3.9	Provides the ability for a dashboard/scorecard to include, at a minimum, user-defined metrics, key performance indicators (KPIs), reports, charts, etc.		
1.3.10	Provides the ability for reporting to be based on the user security setting		
1.3.11	Provides the ability to save and "publish" ad hoc reports for use by others		
1.3.12	Provides the ability to report/query on any field within an application		
1.3.13	Allows for multiple output options (e.g. display, print, email, etc.)		
1.3.14	Provides the ability to automatically run schedule reports for distribution to a group or individuals		
1.3.15	Provides the ability to define reporting period (e.g. from-to, including those over multiple fiscal years), transaction type (e.g. posted, non-posted, etc.), by the fund, by dept., etc.		
1.3.16	Provides the ability to run reports on all projects, including inactivated projects		

GL/Accounting

#	Requirement	Response Code	Response/Comments
1.3.17	Provides an automated means to categorize and summarize transactional data in support of annual financial statements		
1.3.18	A workflow for journal entries that includes approvals and the ability to attach supporting documentation.		
1.3.19	Provides automated, flexible, and efficient month-end reporting		
1.3.20	Provides a report to assist Journal Entry approval/review and includes GL accounts and names, amounts, descriptions, etc.		

#	Requirement	Response Code	Response/Comments
1.3.21	Provides the ability to generate printed output of all financial/ accounting reports (e.g. income statement, balance sheet, general ledger, revenue/expenditure comparison report, etc.)		
1.3.22	Provides functionality for the generation of accounting reports required by State and Federal agencies (i.e. quarterly sales tax)		

Budgeting

#	Requirement	Response Code	Response/Comments
1.3.23	Provides the ability to report on justification comments by budget line item		
1.3.24	Offers the ability to see budget-to-actuals in real-time with drill-down capabilities		
1.3.25	Supports publication of the “annual budget document” via direct leveraging of system outputs/forms/reports		
1.3.26	Allows users to change key underlying assumptions to impact forecasts		
1.3.27	Provides modeling for “what if” scenarios and forecasting tools for “10 Year Cash Flow Projections”		

Position Control

#	Requirement	Response Code	Response/Comments
1.3.28	Provides reporting by position type		
1.3.29	Provides reporting by position allocations		
1.3.30	Provides reporting by filled, and vacant positions		
1.3.31	Provides reporting for grant positions nearing the end date		

Employee Master File

#	Requirement	Response Code	Response/Comments
1.3.32	Provides Seniority Listing		

#	Requirement	Response Code	Response/Comments
1.3.33	Provides the ability to select data required for labor costing/ negotiations (e.g. WRS, health, pay, employment dates, position title, etc.)		
1.3.34	Provides Federal and State government mandated HR reporting: • Federal HR Reports o IRS Report/Extract (Quarterly) o SSA W-2 Report/Extract (Annual) o EEOC EEO-4 Report/Extract (Odd Years) o DOL VETS 100 Report/Extract (Annual) o ACA Report/Extract (Annual),1095 • State HR Reports o New Hire Report/Extract (Every Pay Period) o UI Report/Extract (Quarterly)		

Benefits Administration

#	Requirement	Response Code	Response/Comments
1.3.35	Provides 3rd party benefit administrator reports		

2 Finance

2.1 General Ledger/Accounting

General

#	Requirement	Response Code	Response/Comments
2.1.1	Maintains accounts for transactions via elements such as fund, department, division, program, project, object, or any other element needed to meet the needs of the City		
2.1.2	Ensures all transactions post individually and/or in summary to the general ledger regardless of the transaction source ensuring each entry is balanced and auditable, and provides a message/ warning if transactions are not balanced		

#	Requirement	Response Code	Response/Comments
2.1.3	Supports accrual and cash accounting methods		
2.1.4	Creates appropriate entries needed at the end of the period (month or year) and for purposes of opening a new period (i.e. rolling forward account balances or reversing certain year-end entries)		
2.1.5	Provides the ability to add notes/comments to transactions that post to the GL		
2.1.6	Enforces rules for entry validation based on roles at the departmental/user level to prevent incorrect account coding		
2.1.7	Captures multiple dates (e.g. transactional, posting, data entry, etc.)		
2.1.8	Provides pooled cash accounting from multiple funds to a single bank account – Bank reconciliation module to support pooled cash as well.		
2.1.9	Supports Government Accounting Standards Board (GASB) standards/principles		

Chart of Accounts (COA)

#	Requirement	Response Code	Response/Comments
2.1.10	Supports a flexible COA structure with room for growth within each field and expanded use of segments in the future		
2.1.11	Provides the ability to reclassify the COA as necessary in support of organizational changes without having to create an entirely new COA		
2.1.12	Allows for object code category		
2.1.13	Provides an option for City re-organization to have data/history move (all data re-written to new account, electronic reference, crosswalk, etc.)		
2.1.14	Provides the ability to support reporting, analysis, and organizational views of all levels within the organization		
2.1.15	Provides the ability to adapt the COA to support modern financial concepts such as workflow, reporting, security design, and internal controls		

Journal Processing

#	Requirement	Response Code	Response/Comments
2.1.16	Supports multiple journal processing capabilities including one-time, standing, automated recurring, allocations & distributions, automatic reversals (accruals), and corrections		
2.1.17	Identifies the source of journals (e.g. budget, sub-system, import, etc.)		
2.1.18	Allows multiple periods to be open at the same time		
2.1.19	Manages due to/due from transactions		
2.1.20	Allows multiple options for creating a journal (e.g. onscreen, import from Excel, copy a prior journal, etc.)		
2.1.21	Provides multiple description fields for the Journal Entries (i.e. long, short, free form, etc.) and document attachment		
2.1.22	Provides the ability to search for posted journals by date, accounting period, keyword, creator, etc.		
2.1.23	Provides the ability to save work in process and return to it at another date/time		
2.1.24	Provides the ability to allocate employee costs by various factors including percentage to multiple account strings, pay type with associated benefits, etc.		

Bank Account Management and Bank Reconciliation

#	Requirement	Response Code	Response/Comments
2.1.25	Provides the ability to manage and automate reconciling of multiple bank accounts		
2.1.26	Provides the ability to transfer funds between accounts		

Closing

#	Requirement	Response Code	Response/Comments
2.1.27	Supports period-end, soft-close processes (i.e. secures new entries to a closed accounting period for specific modules)		

#	Requirement	Response Code	Response/Comments
2.1.28	Provides the ability to select frequency of interest allocations		
2.1.29	Provides automated year-end closing of revenue and expenditure accounts and the automated roll forward balance sheet accounts (as appropriate) to establish subsequent year beginning balances		
2.1.30	Supports period-end, hard-close processes		

2.2 Budgeting

#	Requirement	Response Code	Response/Comments
2.2.1	Provides an automated electronic budget process with decentralized entry, workflow, and related notifications/alerts		
2.2.2	Supports tracking budget revisions and mid-year amendments		
2.2.3	Supports multiple budget years for expenditures, revenue, and projections		
2.2.4	Supports Capital Improvement Planning project budgeting		
2.2.5	Capital Improvement software that includes schedule and cost curve/data for multiple projects, allowing evaluation of cash flow and scheduling while altering timelines of projects		
2.2.6	Integrate with City GIS system to allow visual project locations		
2.2.7	Depict bonding impacts and calculator		
2.2.8	Intuitive interface depicting each project and funding needs allowing improvement from one year to the next.		
2.2.9	Tracks various budget versions (i.e. Department Head version vs. Administrator, Approved version)		
2.2.10	Projects fund balance details automatically (i.e. reflecting projected reserves, revenues, expenses, and inter-fund transfers that would result in an ending fund balance)		
2.2.11	Provides the option to seed budgets zero-based, with historical data (e.g. last year’s actuals) or with increasing/decreasing factors down to the object level		
2.2.12	Allows departmental entry of justifications and background data related to requests; this information must stay with line item entries through budget level-up cycles		

#	Requirement	Response Code	Response/Comments
2.2.13	Processes mass changes to various accounts during budget process such as a reorg		
2.2.14	Offers the ability to control budget rollups at multiple levels		
2.2.15	Offers the ability to add/delete/reallocate/shift positions and update proposed budgets in real-time		
2.2.16	Provides the ability to allocate employee costs by various factors including percentage to multiple account strings, pay type with associated benefits, etc.		
2.2.17	Provides position budgeting processes for updating the budget to reflect changes for such things as COLAs, adjustments to variable benefits, updates to fixed benefits, and other misc. personnel-related rate adjustments		
2.2.18	Provides the ability to generate labor projections based on factors including percent change in salary, benefits, pay codes, bargaining units, time periods, etc.		
2.2.19	Provides status tracking relative to departmental budget approvals		
2.2.20	Automates roll-forward for selected operational and multi-year Capital Improvement Plan (CIP) project budgets		
2.2.21	Provides an ability to apply "what if" factor scenarios across funds, departments, programs, and/or objects as designated by staff		
2.2.22	Offers the ability through security rights to lock funds, departments, objects, and/or object categories from identified staff		
2.2.23	Provides multi-year budgeting, object, justification, description, etc. fields for each budget year		
2.2.24	Offers the ability to define a maximum budget amount per fund, department, division, object, and report against the defined maximum		
2.2.25	Allows negative amounts to be entered with appropriate security		

2.3 Vendor Management

#	Requirement	Response Code	Response/Comments
2.3.1	Provides the ability to maintain vendor information to process payments		
2.3.2	Provides the ability to view changes to vendor records (i.e. address, name, phone, etc.) and provides the ability to restrict access to this.		
2.3.3	Provides the ability to track insurance requirements and related certificates needed for doing business with the City		
2.3.4	Prevents duplicate entry of vendor records		
2.3.5	Supports CA Employment Development Department (EDD) reporting requirements (cumulative payments over $600 within a given year) for independent contractors		
2.3.6	Notifies staff if insurance requirements are near/past expiration		
2.3.7	Supports multiple remittance addresses for a vendor		
2.3.8	Provides a vendor self-service portal with functions that include: • Provide vendor related forms online • Check invoice/payment status • View appropriate transactional history associated with purchase orders (POs) • Make changes to address, phone, primary contact, etc.		
2.3.9	Provides auto-generation of vendor numbers		

2.4 Procurement/Purchasing

Requisitions

#	Requirement	Response Code	Response/Comments
2.4.1	Enforces the purchasing policy rules for “Open Market” purchases (i.e. under policy thresholds that do not require a PO), general purchases, informal bidding, formal bidding, authority limits, sole source, and emergency purchasing procedures		

#	Requirement	Response Code	Response/Comments
2.4.2	Performs budget checking during requisition, PO creation, and invoice processing		
2.4.3	Supports the purchase of recurring services by automatically generating a requisition/PO based on pre-established criteria (e.g. health insurance, cleaning services, and leased vehicles)		
2.4.4	Provides the ability to initiate an electronic purchase requisition and attach supporting documentation (i.e. quotes, bids, contracts, agreements)		
2.4.5	Supports the use of purchasing cards (P-Cards) for everyday use items and travel		

Encumbrances

#	Requirement	Response Code	Response/Comments
2.4.6	Provides the ability to pre-encumber/encumber requisitions and purchases, and the ability to override transactions that fail budget check		
2.4.7	Provides notification and required approval to go over budget		
2.4.8	Supports encumbering of funds when requisition is approved		
2.4.9	When a PO or requisition is cancelled, or closed, automatically reverses pre-encumbrance and encumbrance amounts as appropriate		
2.4.10	Supports encumbering of funds over multiple years, along with ability to carryover existing encumbrances across fiscal years		

Purchase Order

#	Requirement	Response Code	Response/Comments
2.4.11	Provides the ability to have a single PO associated with multiple departments and/or funding sources (i.e. cross department PO's)		
2.4.12	Supports recurring/routine departmental PO's based on dollar limits		
2.4.13	Supports annual, blanket, multi-department PO types		

#	Requirement	Response Code	Response/Comments
2.4.14	Supports multiple line items per PO with the option of associating different GL strings with each line		
2.4.15	Captures internal or external justifications, notes, or comments on PO; internal comments must only be visible to staff		
2.4.16	Limits which users are authorized to override established PO limits		
2.4.17	Provides real-time expense tracking on all PO's, including blanket PO's		
2.4.18	Prevents a PO from being issued to an inactive vendor		
2.4.19	Provides options for distributing the PO (e.g. print-mail, email, etc.)		
2.4.20	Provides options for appropriate e-signatures		
2.4.21	Provides the ability to re-open a purchase order that has been closed including recording the encumbrance		
2.4.22	Provides the ability to configure alerts (percentage/dollar-based) when an invoice (or combination of invoices) is on the verge of exceeding the approved PO amount		

Year End

#	Requirement	Response Code	Response/Comments
2.4.23	Defines close and rollover dates at system and module level		
2.4.24	Supports the maintenance of open POs over multiple years		
2.4.25	Supports year-end activities such as conditional PO closure and the ability to roll purchase orders to the new fiscal year		
2.4.26	Automates PO rollover process for individual or groups of POs including appropriate treatment of carryover budget amounts		
2.4.27	Allows users to enter POs for the new fiscal year prior to the start of that fiscal year		
2.4.28	Provides real-time access to PO information related to encumbrances, balances, adjustments, and postings		
2.4.29	Provides a report or dashboard alert of POs with no activity for a user defined period of time		

#	Requirement	Response Code	Response/Comments
2.4.30	At year-end, provides the ability to print list of POs with outstanding balances		

2.5 Project Management

#	Requirement	Response Code	Response/Comments
2.5.1	Provides functionality to manage Capital Improvement Program (CIP) projects, including tracking funding sources and budget to actual expenditures		
2.5.2	Provides functionality to associate projects into multiple categories and subcategories		
2.5.3	Supports multi-year projects		
2.5.4	Allows multiple funding sources for a single project		
2.5.5	Provides real-time project budget balances with the option to include pending staff time or pending invoices in process		
2.5.6	Tracks actual, committed, and estimated (or budgeted) costs		
2.5.7	Distributes costs and units (including labor hours) to as many projects (job phases) and sub-divisions (job-sub-phases) as the user wishes to establish		
2.5.8	Captures staff time and associates it directly to a project using a blended hourly rate (or actual rate) based on defined project rules		
2.5.9	Reports on project activity by period and over the life of the project		
2.5.10	Supports collecting of reimbursements at a project level		

2.6 Accounts Payable

General

#	Requirement	Response Code	Response/Comments
2.6.1	Supports payments to various entities including, but not limited to, vendors for services or goods, employees' expenses, and retirees		
2.6.2	Provides and applies appropriate controls over all payments		

Invoice Receipt

#	Requirement	Response Code	Response/Comments
2.6.3	Automates matching the PO, receiver, and invoice		
2.6.4	Reflects invoice amount on account balances immediately		
2.6.5	Manages vendor invoice credits with associated adjustments to encumbrances and PO balances		
2.6.6	Checks the status of all open/pending invoices		
2.6.7	Provides the ability to identify duplicate invoices from vendor at the time of entry		
2.6.8	Supports managing City credit card usage and processing of related payments in coordination with bank		

Payment Calculation

#	Requirement	Response Code	Response/Comments
2.6.9	Alerts staff about and calculates payment discounts		
2.6.10	Supports automatically calculating shipping and taxes as appropriate for items being paid at time of data entry		
2.6.11	For multi-line item POs, allows selection of one or more of those line items during invoice processing		
2.6.12	Creates POS pay files		

Payment Process

#	Requirement	Response Code	Response/Comments
2.6.13	Supports processing of 1099's and 1099 reporting requirements		
2.6.14	Supports refund and retention payment processing		
2.6.15	Provides the ability to short close POs based on user defined parameters		
2.6.16	Provides for ACH, EFT, and wire transfer payments to vendors with a system generated email notification and remittance that payment was sent		
2.6.17	Provides alerts for invoices that are aging and where penalties may apply for late payments		

Check Generation

#	Requirement	Response Code	Response/Comments
2.6.18	Provides the ability to generate multiple checks for a single vendor during a check process		
2.6.19	Generates multiple page checks		
2.6.20	Generates on-demand manual checks		
2.6.21	Allows reprinting checks without void and reissue, and without having to re-enter data, if an error occurs during check printing		

2.7 Payroll Processing

General

#	Requirement	Response Code	Response/Comments
2.7.1	Provides functionality to calculate employee payroll, deductions, and accruals based on components managed in the HR benefit and pay administration module		
2.7.2	Supports prior period payroll adjustments, including non-cash payroll adjustments		
2.7.3	Supports biweekly deductions for health insurance		

#	Requirement	Response Code	Response/Comments
2.7.4	Supports pre-tax deductions for health insurance and other pre-tax deductions		
2.7.5	Processes payments for government and 3rd party agencies (e.g. benefits, retirement, etc.)		
2.7.6	Supports State and Federal tax filings		
2.7.7	Complies with all calculation and reporting requirements of the Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), and WRS retirement system		
2.7.8	Supports multiple concurrently open payrolls (e.g. vacation, sick or comp time cash outs, etc.)		
2.7.9	Provides and enforces rule-based validation and prevents duplicate earning codes at employee level, etc.		
2.7.10	Provides user-defined exception hours' analysis		
2.7.11	Supports multiple 're-runs' of payroll prior to final payroll run		
2.7.12	Supports City's bi-weekly payroll runs		
2.7.13	Supports years with more or less than 26 payroll periods		
2.7.14	Supports the voiding and re-issuance of payroll documents		
2.7.15	Generates paychecks, direct deposits (supporting deposits across multiple accounts on a single check), EFT files, and related positive pay files		
2.7.16	Supports creation of annual pay and benefit letters, W2s, and ACA annual documents		
2.7.17	Supports one-time MOU stipend payments		
2.7.18	Provides the ability to calculate various scenarios pertaining to MOU overtime and FLSA overtime		
2.7.19	Supports distribution of payments to third-parties such as deferred compensation or bargaining units		
2.7.20	Provides the ability to support multiple and differing declared work weeks for calculating FLSA overtime including 7(k) exemptions		

#	Requirement	Response Code	Response/Comments
2.7.21	Provides the ability to calculate the offset between paid MOU overtime and FLSA overtime (RRP)		

Paystub

#	Requirement	Response Code	Response/Comments
2.7.22	On paystub, identify all elements used to calculate the pay		
2.7.23	On paystub, identifies key information for the employee (leave balances, allocation of direct deposit accounts, employee vs. employer pay benefits, pre-tax vs post-tax deductions, tax withholdings, etc.)		
2.7.24	Generates PDF/electronic copy and automatically posts payroll stub, W2, and ACA documents to the employee self-service portal		

2.8 Accounts Receivable/Miscellaneous Billing

#	Requirement	Response Code	Response/Comments
2.8.1	Supports invoicing of various entities including, but not limited to, citizens, former employees, businesses, and other governmental entities		
2.8.2	Supports invoicing for a variety of items, including but not limited to grants, property damage, COBRA, NSF check fee code enforcement fees, encroachment permits, and other miscellaneous items and services		
2.8.3	Provides functionality to record receivables and payments against customer accounts		
2.8.4	Provides customizable invoices		
2.8.5	Provides the ability to add user-defined messages to invoices and statements		
2.8.6	Provides options for off-cycle and regular batch bill runs		
2.8.7	Provides Non-Sufficient Funds (NSF) support including application of additional fees, adjustments to receivables, etc.		

#	Requirement	Response Code	Response/Comments
2.8.8	Provides comprehensive NSF check processing including reversing payments, appropriate reversing of accounting transactions, rebilling with NSF check charge(s), and associating these events with the customer's account		
2.8.9	Ensures appropriate cross-references to payment history and open balances for refunds processing		
2.8.10	Ensures payments immediately affect customer account balances even while batches are still open		
2.8.11	Provides statements of cumulative activity (vs. invoices only)		
2.8.12	Supports managing property damage claims including integration with projects and work order modules for purposes of tracking recoverable costs (primarily related to staff time)		
2.8.13	Provides on demand and interval-based (i.e. weekly) past due payments and aging reports with notifications		
2.8.14	Provides accounts aging data sufficient to support collection activities		
2.8.15	Automates 2nd and 3rd notices of missed payments		
2.8.16	Provides the ability to reverse payment and prepare write off journal entries		
2.8.17	Provides the ability to edit and revise invoices (i.e. address, comments, etc.) including the amount and record (adjustments) the revised amount to the General Ledger		

2.9 Cash Receipts (Cashiering)

#	Requirement	Response Code	Response/Comments
2.9.1	Provides a centralized cashiering model to collect and manage transactions (e.g. cash, checks, credit cards, electronic payments, etc.) from multiple locations daily		
2.9.2	Provides ability to access transaction detail in subaccounts		
2.9.3	Provides system generated receipt numbers		

#	Requirement	Response Code	Response/Comments
2.9.4	Provides for verification of cash		
2.9.5	Supports the ability for staff to scan checks for deposit		
2.9.6	Supports the ability for staff to scan supporting documentation and attach it to receipts		
2.9.7	Supports online payments		

2.10 Tax Receivable / Module

#	Requirement	Response Code	Response/Comments
2.10.1	Provides functionality to record receivables and payments against resident tax bills		
2.10.2	Provides the ability to reverse payments		
2.10.3	Provides statements of cumulative activity		
2.10.4	Ensures payments immediately affect customer tax balances		
2.10.5	Supports online payments of tax bills		
2.10.6	Integrates with Land Nav software program		

3 Human Resources

3.1 Position Control

#	Requirement	Response Code	Response/Comments
3.1.1	Links HR, Payroll, and Budget data to facilitate managing the City's structure, positions, and financial budget for positions		
3.1.2	Associate positions with funding source		
3.1.3	Encumbers a position upon request to fill a vacancy		

#	Requirement	Response Code	Response/Comments
3.1.4	Identifies positions that are overfilled and/or under-filled		
3.1.5	Tracks and reports on history of position changes by date (title/ location)		
3.1.6	Tracks and reports on history of incumbents in position by date		
3.1.7	Identifies positions that are grant funded and have a position end date (end of grant date)		

3.2 Employee Master File

#	Requirement	Response Code	Response/Comments
3.2.1	Maintains data elements including but not limited to employee ID, basic demographics, address information, emergency contacts, I9/Visa information and expiration, dependent information, history of salary changes (effective start and end dates), training/certification, WC code, EE04 code, classification, Position # and history of personnel actions		
3.2.2	Maintains employee photo		
3.2.3	Provides employee directory functionality		
3.2.4	Supports “deactivation” of employees and reason		

3.3 Benefits Administration

#	Requirement	Response Code	Response/Comments
3.3.1	Provides flexible, rules-based benefit management functionality to manage public employee benefits such as medical, dental, disability, and life insurance		
3.3.2	Complies with current and future Affordable Care Act (ACA) requirements, including automatic notification to employee when a dependent is approaching coverage discontinuance at age 26		
3.3.3	Complies with Consolidated Omnibus Budget Reconciliation Act (COBRA) requirements		
3.3.4	Complies with Health Insurance Portability and Accountability Act (HIPAA) requirements		

3.3.5	Support Wisconsin Retirement System (WRS) to manage pension, health, and retirement benefits for Wisconsin public employees and retirees, including public safety employees		
3.3.6	Maintains eligibility dates for different plans based on different rules and which may differ from hire dates		
3.3.7	Updates employee benefit records and reflects changes in pay in HR and payroll systems/modules and applicable third-party benefit providers whenever there are changes due to a life event, changes in eligibility rules, or requests for benefit. We would continue to use a separate system for 3rd party benefits however the ability to add notes that this step was completed and by who.		

3.4 Leave Administration

#	Requirement	Response Code	Response/Comments
3.4.1	Supports multiple leave banks (minimum 100)		
3.4.2	Provides the ability to track holiday, vacation, personal days, and sick leave accruals		
3.4.3	Provides the ability to assign different caps to holiday, vacation, and sick leave based on specific Policies and CBAs		
3.4.4	Provides the ability to support multiple accrual methods for vacation: initial load, and hours worked, biweekly accrual, etc.		
3.4.5	Provides the ability to code holiday leave and floating holiday leave separately		
3.4.6	Supports managing available leave balances, leave taken, payments, and balances for various types of leave (e.g. paid time off, vacation, sick, Family Medical Leave Act, disability, worker's compensation, etc.)		
3.4.7	Allows for flexible rules for taking leave when balances are at zero, but accrual is pending.		
3.4.8	Notifies employees of leave that may be lost		
3.4.9	Supports conversion of leave accruals to cash		

3.5 Training and Certification

#	Requirement	Response Code	Response/Comments
3.5.1	Supports tracking required position-specific job certifications, licenses, and mandatory training		
3.5.2	Supports tracking history of training results, certifications, licenses, and related expiration dates		
3.5.3	Provides automated notification of expiring certifications to supervisors and employees based on user-defined rules		
3.5.4	Associates certifications with applicable pay codes such that employees are paid or not paid based on the status of their certification		
3.5.5	Updates employee records in HR and payroll systems/modules such that changes in pay can occur based on completion of training/certification events		
3.5.6	Allows for employee self-service to sign up for training and to acknowledge documents		

3.6 Performance Reviews

#	Requirement	Response Code	Response/Comments
3.6.1	Provides functionality to manage performance reviews/ evaluations including tracking notifications, initiation, review results, and approvals		
3.6.2	Updates employee records in HR and payroll systems/modules to reflect changes in pay if needed		
3.6.3	Provides automated notification of performance reviews to supervisors and managers based on user-defined rules		
3.6.4	Supports multiple types of evaluation forms (i.e. Fire and Police)		
3.6.5	Provides alerts on past due evaluations and escalation notification		
3.6.6	Provides workflow to initiate the appropriate personnel action if needed		

3.7 Personnel Actions

#	Requirement	Response Code	Response/Comments
3.7.1	Provides functionality to manage personnel actions from initiation, review, authorization, and approval for actions such as promotions, demotions, salary increases, discipline, separations, leave, etc.		
3.7.2	Updates employee records in HR and payroll systems/modules to reflect changes in pay if needed		
3.7.3	Uses end dates to automatically stop the action at a specified time (e.g. discontinue administrative leave without pay, leave of absence, etc.)		

3.8 Employee Self Service

#	Requirement	Response Code	Response/Comments
3.8.1	Provides employee self-service functions that allow access and update to designated employee information.		
3.8.2	Updates employee records in HR and payroll systems/modules and applicable external systems (e.g. WRS, 3rd Party Benefit Providers, etc.)		
3.8.3	Provides the ability to view paycheck history, W2 history, personnel actions, leave balances, etc.		
3.8.4	Provides the ability to update/change W-4, benefits during open enrollment, and profile data (e.g. address, phone number, emergency contact, etc.)		
3.8.5	Provides the ability for employees to reset password		
3.8.6	Provides electronic employee separation workflow		
3.8.7	Supports scheduling or scheduling programs to integrate time off that falls on normal non-standard working days (ie. Fire and police service)		
3.8.8	Provides workflow to track the progress of employee offboarding/ separation checklist		

3.9 Pay Administration

#	Requirement	Response Code	Response/Comments
3.9.1	Provides functionality to manage employee pay including wages, special pay, employee loans, State and Federal taxes, and accruals		
3.9.2	Supports multiple (minimum 999) earning/pay codes including, but not limited to, Acting Pay and Special Pays that may change between pay periods		
3.9.3	Supports flexible definition of shift work and work schedules (e.g. 4/10, etc.) police and fire schedules		
3.9.4	Supports setup of earning codes, deductions codes, and others at the City level		
3.9.5	Supports multiple employee groups with different Policies and CBAs requirements and benefits (e.g. differing leave accrual level, differing premiums, etc.)		
3.9.6	Supports multi-rate positions		
3.9.7	Provides the flexibility to define WRS pay, including different setups for different employee groups, salaries, benefits, and other similar accumulators, including public safety positions that may have overtime calculations in the other classification		
3.9.8	Supports retention pay for public safety positions		
3.9.9	Provides the ability to do 'what-if' analysis and modeling for salary increases, benefit changes, etc.		
3.9.10	Calculates step, increment, and percentage pay adjustments for all or a group of employees (e.g. bargaining units, classes, etc.)		
3.9.11	Provides an automated process for retroactive pay		
3.9.12	Ensures pay codes associated with specific types of employees (e.g. police, fire, etc.) are not inadvertently assigned to other employee types		
3.9.13	Supports multiple concurrent assignments for part-time/seasonal employees		

3.10 Time and Attendance

#	Requirement	Response Code	Response/Comments
3.10.1	Provides functionality to collect time, perform exception-based time entry, and time adjustments to multiple work schedules		
3.10.2	Provides ability to pre-populate time sheets with specific number of hours by day		
3.10.3	Provides the ability to define and validate business rules at time of collection (i.e. prevents employees from entering adjustments that will cause employee leave balances to be exceeded)		
3.10.4	Prevents employees from entering invalid data (i.e. earnings or pay codes they are not authorized to use)		
3.10.5	Provides the ability to assign specific locations to employees and allow employees to change locations as necessary		
3.10.6	Includes notes or comments associated with hours submitted at the project level		
3.10.7	Allows employee to associate project codes with each line of time entered		
3.10.8	Allows multiple pay periods to be open for time entry purposes		
3.10.9	Provides the ability to reconcile pay period schedule with the calendar/fiscal year in support of processes that will facilitate W2 generation and accrued payroll		
3.10.10	Provides workflow to collect time, perform exception-based time entry, and time adjustments to multiple work schedules, including approval and submission to payroll system/module at the department level		
3.10.11	Provides the ability to support overtime requests, including tracking of hours by day, week, etc.		
3.10.12	Supports exception-based time entry by department, Policies and CBAs, etc.		
3.10.13	Supports clocking in and out		
3.10.14	Tracks hours worked per fiscal year by WRS requirements		

3.11 Optional HR Functionality

Pay Administration

#	Requirement	Response Code	Response/Comments
3.11.1	Allows employees to enter prior period leave		

Separation/Offboarding

#	Requirement	Response Code	Response/Comments
3.11.2	Provides functionality to manage processes and procedures for employee separation due to termination, retirement, resignation, or transfer		
3.11.3	Supports initiation of the process and a checklist of tasks that need to be performed to successfully exit an employee based on type of separation		
3.11.4	Updates employee records in HR and payroll systems/modules and applicable external systems (e.g. WRS, 3rd Party Benefit Providers, etc.)		
3.11.5	Provides electronic employee separation workflow		

4 Other Requirements

4.1 Business License

#	Requirement	Response Code	Response/Comments
4.1.1	Provides the capability for City-defined business classifications and types		
4.1.2	Provides full integration with the Accounts Receivable/ Miscellaneous Receivables for creation of receivable and posting of revenue		
4.1.3	Provides full integration with Code Enforcement module, including generation of an automatic notification when a business license has expired		

#	Requirement	Response Code	Response/Comments
4.1.4	Provides ability to apply for a license and submit a renewal request online, including payment of fees and printing of certificate from a secure portal		
4.1.5	Provides the ability for the business address to come from various sources (e.g. an integrated land management system, interface, direct entry, etc.)		
4.1.6	Provides electronic workflow approval routing and/or notification distribution to multiple departments based on license type and related City-defined rules		
4.1.7	Provides automated, electronic (via email) notification for annual license renewals, including automated linking of notification to associated business license record		
4.1.8	Provides ability to flag licenses requiring background checks, fingerprinting, drug and alcohol tests, inspections, contractor's license, etc. before issuance		
4.1.9	Provides ability to calculate multiple license fees and/or prorate license fees utilizing a user-defined fee structure based on factors including gross receipts, or flat dollar amount, etc.		
4.1.10	Supports additional user defined fees (i.e. fees based on license type)		
4.1.11	Supports additional user defined fields		
4.1.12	Provides barcode functionality to capture customer billing information (including amount due), with bar code appearing on bills, and ability to scan and retrieve customer billing information		
4.1.13	Provides the ability to calculate late penalties after a prescribed time period, for example: ○ After June 30, all outstanding licenses subject to a 50% penalty ○ Every 30 days after that, increment 25% up to a cap of 125% ○ Then issue a correction notice with a 14-day response ○ Then administrative citations $100 - $1000 (increment $100 every 30 days)		
4.1.14	Provides the ability to generate late and final notices including labels for mailing (mail merge)		
4.1.15	Provides the ability to print licenses and/or send them electronically from the module		

4.2 Utility Billing

General

#	Requirement	Response Code	Response/Comments
4.2.1	Provides user defined fields with parameters defined by the user		
4.2.2	Provides wizards to expedite processes such as setting up new accounts, meter change, etc.		
4.2.3	Supports system integration to cash register, general ledger, meter reading, check scanning, mapping, etc.		

Customer Account and Location Management

#	Requirement	Response Code	Response/Comments
4.2.4	Support an unlimited number of accounts		
4.2.5	Provide the ability to define, add, change, and delete an unlimited number of account types		
4.2.6	Provide the ability query an account based on various search criteria (i.e. customer name, customer number, account number, phone number, parcel number, service address, meter number, etc.)		
4.2.7	Provides summary and detail level inquiry of customer records		
4.2.8	Provides user defined fields to be maintained for each customer record		
4.2.9	Provides unlimited notes on accounts with the ability to assign alert flags		
4.2.10	Provides an audit trail for changes to an account		
4.2.11	Supports unlimited transaction, service, and consumption history		
4.2.12	Supports new customers at an existing service change of address through an automated transfer function		
4.2.13	Provides the ability to transfer customer name, phone number, email, and other occupant related information to a new account when a customer transfers to a new service address		
4.2.14	Provides the ability to label account as landlord owned		

#	Requirement	Response Code	Response/Comments
4.2.15	Provides the ability to track information through the system by customer and view all accounts that customer has had and status of accounts		
4.2.16	Provides the ability to track an unlimited number of user-defined events on an account (e.g. late notices, shut offs, etc.)		
4.2.17	Provides the ability to track information through the system by property and see all accounts at a given property (current and prior)		
4.2.18	Provides ability to select recently viewed accounts		
4.2.19	Provides the ability to label account as owned by company or individual		
4.2.20	Provides the ability to link accounts with the same customer information to the same customer account		
4.2.21	Provides the ability to sort customer accounts by account number, account type, and account active status		
4.2.22	Provides the ability to view past reports processed		

Rates and Fee Management

#	Requirement	Response Code	Response/Comments
4.2.23	Provides the ability to define, add, change, and delete an unlimited number of rate code types and amounts for water and sewer utilities		
4.2.24	Provides the ability to define an effective date for rate tables and prorate charges based on the effective dates		
4.2.25	Provides the ability to define service rates that are fixed, flat, percentages, and/or tiered		
4.2.26	Provides the ability to create charges for non-metered services		
4.2.27	Provides the ability to define distribution of fees to multiple general ledger accounts based on user-defined account type, fee category, service type, tier or reason code		
4.2.28	Provides the ability to define, add, change, and delete an unlimited number of service types		
4.2.29	Provides the ability to enter stop and start dates for individual fees on an account		
4.2.30	Provides the ability to mass update/modify fees based on a percentage		

#	Requirement	Response Code	Response/Comments
4.2.31	Provides the ability to add 'one time' administrative fees to quarterly or final billing.		

Meter Reading and Inventory

#	Requirement	Response Code	Response/Comments
4.2.32	Provides the ability to define, add, change, and delete an unlimited number of meter types		
4.2.33	Provides the ability to maintain an unlimited number of meters		
4.2.34	Provides the ability to identify a meter by type, size, serial/meter number, register, manufacturer, location, install date, and user defined fields		
4.2.35	Provides the ability to enter meter reading data through data entry screens and from imports from hand-held devices or wireless automated meter reading system		
4.2.36	Supports service consumption automated calculation upon entry of meter reading with ability to edit readings		
4.2.37	Supports concurrent meter reading data entry of one route while processing billing for another		
4.2.38	Provides the ability to maintain meter readings and dates independent of customer or account changes		
4.2.39	Provides the ability to enter a meter change without interruption of the billing cycle and final billing		
4.2.40	Supports generating service/work orders based on meter reading exception messages and actions entered along with meter reading		
4.2.41	Provides the ability to describe the physical location of a meter at a service location		
4.2.42	Supports meter read data through Sensus AutoRead/AutoVu		

#	Requirement	Response Code	Response/Comments
4.2.43	Provides the ability to view a history of all meters that have been installed at the service location		
4.2.44	Provides the ability to record unlimited notes for a meter		
4.2.45	Provides the ability to define meter read types		
4.2.46	Provides the ability to calculate usage with a deduct meter after the main meter		
4.2.47	Provides the ability to identify reads that were estimated or actual reads		
4.2.48	Provides the ability for the system to automatically identify roll-over readings based on meter setup		
4.2.49	Provides high/low functionality that allows the user to set ranges of parameters that produces a consumption edit register for screening variable such as high/low consumption, no current read, zero consumption, etc.		
4.2.50	Provides the ability to change out meters at any time, and when meters have been changed, supports the ability to show separate meter readings and consumption and to show total consumption and billing amount on the bill		
4.2.51	Provides the ability to change the meter reading sequences without changing the customer account number		
4.2.52	Provides the ability to graphically display consumption history		
4.2.53	Provide the ability to display average consumption by quarter		
4.2.54	Provides the ability to view consumption history in numeric and graphical format		
4.2.55	Provides the ability to bill the sanitary sewer consumption usage based on water usage for current or April quarter.		

Billing Management

#	Requirement	Response Code	Response/Comments
4.2.56	Supports a multi-cycle billing system		

#	Requirement	Response Code	Response/Comments
4.2.57	Provides a complete or exception only billing pre-list for review prior to bill printing		
4.2.58	Supports printing of multiple cycles in one billing run		
4.2.59	Provides the ability to generate one utility bill covering all services and charges and itemizes charges separately or in summary		
4.2.60	Maintain a file of comments for including on utility bills, reminders notices, or shut off notices		
4.2.61	Provides user-defined free form messages on bills		
4.2.62	Provides the ability for user to include a notice on bills for a group, type, or class of customer		
4.2.63	Provides at a minimum the following bill fields, billing date, account number, service period, current read, prior read, consumption billed, itemized charges, balance forward, credits/refunds, amount due, due date, etc.		
4.2.64	Generates a return stub so that cash receipts can be read with an optical character reader, scanning the account and amount		
4.2.65	Provides ability to provide customer with a statement bill		
4.2.66	Provides the ability to view and reprint past bills at any time		
4.2.67	Provides the ability to produce final notices		
4.2.68	Provides the ability to include mailing bar code on bills		
4.2.69	Provides the ability to calculate final bills during any cycle based on internal issuance of a turn off service order or closing a customer account		
4.2.70	Supports billing adjustments such as read errors and automatically adjust billing amounts and history		
4.2.71	Provides the option to print a paper bill, email the bill or both to the customer		
4.2.72	Provides the ability to produce reports such as consumption, top users, aging, and quarterly billed		
4.2.73	Provides the ability to export reports to PDF or Excel		

Financial Management

#	Requirement	Response Code	Response/Comments
4.2.74	Allows positive or negative transaction adjustments with a complete audit trail		
4.2.75	Provides the ability to automatically generate the appropriate journal entries		
4.2.76	Accepts over payment or credit adjustment with amount maintained as unapplied credit balance or be applied to the next service bill		
4.2.77	Provides a complete audit trail of payments processed for reconciliation prior to general ledger cash posting		
4.2.78	Provides the ability to generate a counter invoice detailing charges and balance due		
4.2.79	Provides the ability to accept full, over, partial, and pre-payments		
4.2.80	Provides the ability to scan payment information directly into the system using a bar code or OCR scanner		
4.2.81	Provides the ability to recognize pending payments to prevent customers from receiving penalties or delinquent notices		
4.2.82	Provides the ability to display transaction history including bills, receipts, receipt adjustments, credit, and refunds for an account		
4.2.83	Provides the ability to display details of transactions and drill to a final bill		
4.2.84	Provides the ability to display account transaction history via web application		
4.2.85	Provides an autopay option to pay balances from a customer's bank account or credit card; and set up automatic payment from a customer's bank account or credit card via web application		
4.2.86	Provides the ability to accept multiple payment types for a bill (i.e. a bill payment is split between cash and check)		

Delinquency Management

#	Requirement	Response Code	Response/Comments
4.2.87	Provides the ability to age accounts as defined by the City		
4.2.88	Provides the ability to automatically add late penalties to delinquent accounts according to a flexible rate structure determined by the City		
4.2.89	Provides the ability to produce delinquent notices for customers that have reached City defined days delinquent, but continue to maintain an unpaid balance along with a listing of notices		
4.2.90	Provides the ability to automatically assess a charge to an account if a shut off is processed		
4.2.91	Provides the ability to process account write offs and collections		
4.2.92	Maintains a dynamic shut off list that can be automatically or manually updated		
4.2.93	Produces shut off service orders for accounts that are being shut off		
4.2.94	Provides the ability to deliver shut off notices to account holders via email		

Service Order Management

#	Requirement	Response Code	Response/Comments
4.2.95	Provides the ability to define, add, change, and delete an unlimited number of service order types		
4.2.96	Service order system provides automated updates to the utility system upon completion of service order		
4.2.97	Provides a history of all service orders related to a service address and should remain with the services address record. Service orders should provide drill down functionality for details of actual service order		
4.2.98	Provides the ability to automatically update customer, location, meter, and account information upon completion of service order actions		
4.2.99	Provides the ability to print or email service orders based on user defined selection criteria		

Customer Self Service

#	Requirement	Response Code	Response/Comments
4.2.100	Provides a public portal for customer self-service to view account balance, make payments (via various payment methods), update billing address, etc.		
4.2.101	Provides the ability for customer to invoke or deactivate paperless billing		
4.2.102	Provides the ability for customer to set up online bill pay (debit or credit)		
4.2.103	Provides the ability to allow customer to manage/change credit cards online		
4.2.104	Provides the ability for customer to sign up for text or email bill due date/payment reminders		
4.2.105	Provides the ability to allow customer to manage/change email address for paperless billing		
4.2.106	Provides the ability to allow customer to access account history including: • Monthly consumption • Current month versus previous month • Historical consumption comparison (i.e. compare October 2022 versus October 2023)		
4.2.107	Provides the ability to allow customer to access billing reports including: • Online electronic copy of utility bill • Monthly billing history • Current month versus previous month • Historical consumption comparison (i.e. compare October 2022 versus October 2023)		

4.3 Land Management

General

#	Requirement	Response Code	Vendor Response/Comments
4.3.1	Provides a configurable, database-driven tracking and management system for development agency records and processes, including applications, reviews, permits, approvals, forms, cases, and activities		
4.3.2	Provides a system interface with the City's GIS platform		
4.3.3	Provides table-driven application lookups (drop-down box), text libraries, data fields, screen layouts, application dependencies and business rules that are available for update by the City		
4.3.4	Provides the ability to create an unlimited number of City-defined data fields (i.e. Maintenance District)		
4.3.5	Provides the ability to define default values for data fields		
4.3.6	Provides the ability to place warnings, flags, holds and restrictions on a record, case, parcel, or person with a comment/notes field, and the ability for authorized user(s) to override, if needed		
4.3.7	Provides the ability to track and display the history of a parcel number		
4.3.8	Provides the ability to prevent the update to records against which a prior hold has been established		
4.3.9	Provides a library for standard comments/condition tracking and reporting, including ordinances and regulations, grouped/filtered by category (e.g. plan review, zoning, inspections)		
4.3.10	Provides the ability to store and access standard/typical user comments with codes/text in a table for use by staff		
4.3.11	Provides the ability to select and modify standard comments and other stored text values according to the needs of the specific project or record to which they are added		
4.3.12	Provides the ability to track actual staff time spent on activities (e.g. inspections, plan reviews, etc.)		

#	Requirement	Response Code	Vendor Response/Comments
4.3.13	Provides the ability to compile and maintain master files for architects, contractors, owners, tenants, engineers, and developers including contact information (including multiple telephone numbers and email addresses) and license numbers		
4.3.14	Provides an interface with the State licensing database to determine if contractor licenses are active		
4.3.15	Provides project application and related forms that can be completed and submitted electronically		
4.3.16	Provides the ability to establish and maintain multiple fee schedules with effective dates		
4.3.17	Provides the ability to track total time in days for process and workflow steps		
4.3.18	Provides the ability to automatically generate a unique identifier for any activity, application, permit, etc. initiated in the system		
4.3.19	Provides the ability to issue refunds or adjustments to fees		
4.3.20	Provides the ability to utilize the City's accounting codes associated with fees		
4.3.21	Provides the ability to assign unique, alpha-numeric identifiers for projects		
4.3.22	Provides the ability to select multiple items. (e.g. complaints, violations, inspections, and comments) to add to a case or activity at one time		
4.3.23	Provides the ability to track and modify status of individual items associated to a case or activity. (e.g. complaints, violations, inspections, and comments)		
4.3.24	Provides the ability to update fields in multiple cases or update multiple activities at one time (e.g. assignment, approve multiple inspections, add fees, set permit type)		
4.3.25	Provides the ability to associate an address on a permit/case with an occupant/tenant in a structure		
4.3.26	Provides the ability to attach or otherwise track correspondence, including outside of workflow steps		

#	Requirement	Response Code	Vendor Response/Comments
4.3.27	Provides the ability to enter and track multiple names, addresses, & phone numbers associated with a case and specify the role(s) of all contacts (e.g. owner, contractor, sub-contractor)		
4.3.28	Provides the ability to clone an existing record (case, permit or project) and all associated information to a new record, edit as necessary and identify record from which it was cloned		
4.3.29	Provides the ability to notify customers via email if status of their license is changing (i.e. expire, suspended, etc.)		
4.3.30	Provides the ability to track and alert users to special fees attached to a parcel		
4.3.31	Provides the ability to specify and manually enter anticipated Planning Commission, City Council Meeting and other Board or Commission Meeting dates		
4.3.32	Provides the ability to utilize the City's accounting codes associated with fees		
4.3.33	Provides the ability to capture and track project appeals, extensions, revocations, and/or modifications that may occur after the initial approval		
4.3.34	Provides a configurable, flexible workflow management system to support the automation of business processes		
4.3.35	Provides the ability to complete workflow tasks in sequential order, or in parallel where no dependencies remain incomplete		
4.3.36	Provides a dashboard viewer to notify assigned task owners of assignments, including ability to drill into the dashboard to view tasks, view/update related records, and access linked documents		
4.3.37	Provides for automated escalation/notification of overdue tasks according to a City-defined reporting hierarchy		
4.3.38	Provides the ability to reschedule or re-order workflow steps based on City-defined rules and proper authorization		

#	Requirement	Response Code	Vendor Response/Comments
4.3.39	Provides the ability to alert internal and external task owners about assigned task(s)		
4.3.40	Provides the ability to track (i.e. generate a log record) and report on actions based upon action type, user, time, and date in order to provide for accountability and review tracking, including response times		
4.3.41	Provides automated notices and triggers for required conditions (e.g. notifications when site plans have been revised, including square footage, driveway changes)		
4.3.42	Provides the ability to automatically verify all required fields and conditions (e.g. fees, approvals, requirements, no holds) are met prior to proceeding to next step or allowing certain activities to happen		
4.3.43	Provides the ability to automatically calculate permit/plan expiration date based on user parameters, and extend expiration date automatically based on inspection or other activity and manually based on written request		
4.3.44	Provides the ability to manually assign project applications to specific staff for review		
4.3.45	Provides a real-time, user-configurable dashboard to display dynamic charts and graphs. (e.g. pie, bar, Gantt charts)		
4.3.46	Provides a real-time, configurable task (to-do) list for each user with the ability to drill down, filter and sort		
4.3.47	Provides customizable screens based on user role and case types		
4.3.48	Provides the ability to define data field requirement dependencies (e.g. based on a field selection or a case type or activity that was added, fields become mandatory and/or display as needed)		
4.3.49	Provides the ability to auto-populate fields based on previous information captured, stage of workflow, and related cases, including information entered by the customer		
4.3.50	Provides easy method to view information on associated or linked records from within a specific case, permit, plan, or project		
4.3.51	Provides the ability to search on fields including City-defined (custom) fields, notes, and comments		

#	Requirement	Response Code	Vendor Response/Comments
4.3.52	Provides an intuitive, simple to use, and flexible search interface (e.g. not case sensitive, smart search, accommodates wildcards or keywords)		
4.3.53	Provides the ability for each user to edit and save their own search parameters		
4.3.54	Provides the ability to export search results into common Microsoft formats (i.e. Excel spreadsheet)		
4.3.55	Provides the ability to attach and/or link to electronic documents and media to permits, inspections, plans, activities, cases, parcels, violations etc.		
4.3.56	Provides the ability to select and attach multiple documents at once		
4.3.57	Provides the ability for applications, permits and property-based documents to be linked or associated to a parcel, specific address, people, or case number		
4.3.58	Provides the ability to track revisions on attached edited documents		

Planning

#	Requirement	Response Code	Vendor Response/Comments
4.3.59	Provides a customer portal to allow online submission of applications across multiple application types (e.g. street closures, site plan reviews, minor use permits, simple water heater replacement, etc.)		
4.3.60	Provides the ability to include required attachments to an online application		
4.3.61	Provides the ability to calculate and pay application-related fees online		
4.3.62	Provides the ability to prevent issuance of a permit if a related construction professional is not licensed by the state and/or if the construction professional lacks a Business License		
4.3.63	Provides the ability to automatically validate a property owner on an application		

#	Requirement	Response Code	Vendor Response/Comments
4.3.64	Provides the ability to automatically populate setbacks on permits from GIS		
4.3.65	Provides the ability for building permits to inherit conditions of approval from a development application that covers the related area/parcel for the building permit		
4.3.66	Provides the ability for the applicant to view online the current status of an application		
4.3.67	Provides the ability to generate an email from the system to the applicant, as well as to other project stakeholders		
4.3.68	Provides the ability to collect, bill to, and track applicant deposits, including automated notification of deposit amount available, the need to provide additional deposit amounts, and the ability to refund remaining deposit once project is complete		
4.3.69	Provides the ability to generate reports listing plan checks pending, plan checks returned, revisions, deferred submittals		
4.3.70	Provides the ability to create and tie revisions and deferred submittals to a plan check		
4.3.71	Provides automated notification and reporting for pending permit expiration, along with automatic generation of notification to applicant via the applicant's preferred notification method		
4.3.72	Provides the ability to automatically generate a report to identify applicants with issued permits that have not requested an inspection after a specified number of days		
4.3.73	Provides the ability for parcel- or address-related Code Enforcement actions to alert user when entering a new permit		
4.3.74	Provides the ability to flag a parcel or address with an alert, including notes and related information, to be displayed to the user when entering a new permit		
4.3.75	Provides the ability to assess permit fees, impact fees and engineering fees and complete "math/formulas" to determine fees		
4.3.76	Provides the ability to generate an invoice including all fees (permit, impact, and engineering), either for a single permit or in permit multiples		
4.3.77	Provides the ability to create a customized application based on the customer's project requirements		

#	Requirement	Response Code	Vendor Response/Comments
4.3.78	Provides the ability for the applicant to submit electronic copies of plans associated with the application as well as Planning application fees for each application submitted		
4.3.79	Provides the ability to automatically populate system with information from fillable forms		
4.3.80	Provides the ability for automatic time and date stamp of submittal		
4.3.81	Provides the ability for project file numbers to be system generated according to the City's preferred numbering sequence or for City staff to enter project numbers manually		
4.3.82	Provides the ability to track grant projects and budgets for Planning projects, including "match" hours or tasks		
4.3.83	Provides the ability to track consultant contracts (i.e., budgets, invoices, task completion, etc.) for Planning services, such as for environmental reviews, specific plans, etc.		
4.3.84	Provides the ability to link multiple permits, cases, plans, licenses, and other processes to a single master project		
4.3.85	Provides the ability to create multiple levels of parent/child relationships between permits, cases, and other records		
4.3.86	Provides the ability to generate application/project status reports which identify key project details, planned milestone dates, task completion dates, and planned vs. actual task durations		
4.3.87	Provides the ability to track the location of plans		
4.3.88	Provides the ability to track status of corrections by a reviewer, which may activate approval or redistribution e-routing to applicable departments		
4.3.89	Provides the ability to automatically generate a report to identify applicants that have not responded to correction notices after a specified number of days		
4.3.90	Provides the ability to define configurable system-generated "form letter" Public Hearing notices utilizing Microsoft Word document templates; public hearing notices should include case/ project number, applicant, locations		

#	Requirement	Response Code	Vendor Response/Comments
4.3.91	Provides the ability to track a variety of user-defined dates for noticing of meetings for specific Boards, Committees, and Commissions		
4.3.92	Provides the ability to associate applications with the scheduled Planning Commission and/or City Council meeting schedules and view the items associated with specific meeting dates		
4.3.93	Provides the ability to record the actions taken by the Planning Commission, the City Council, and/or other Boards or Commissions		
4.3.94	Provides the ability to store internal communication threads stored within the project to promote staff collaboration		
4.3.95	Provides the ability for simultaneous access by multiple users to input plan review conditions and comments on a single project record		
4.3.96	Provides for easy access/retrieval of historical data (e.g. parcel, bond, submission, occupancy, and transaction history)		
4.3.97	Provides the ability to inherit or refer to data captured on linked permits, cases, and processes, eliminating duplicate data entry		
4.3.98	Provides the ability to inherit or refer to data captured on linked permits, cases, and processes, eliminating duplicate data entry		
4.3.99	System maintains historical data, (e.g. address), even when information in GIS is changed or updated		
4.3.100	Integrate automatically with iWorQ software		
4.3.101	Integrate automatically with Company Cam software		

Engineering

#	Requirement	Response Code	Vendor Response/Comments
4.3.102	Provides a customer portal to allow online submission of applications (including for encroachments, grading, transportation, etc.)		
4.3.103	Provides the ability to include required attachments to an online application		
4.3.104	Provides the ability to calculate and pay application-related fees online		
4.3.105	Provides the ability to automatically validate a property owner on an application		
4.3.106	Provides the ability for engineering permits to inherit conditions of approval.		
4.3.107	Provides the ability for the applicant to view the current status of an application online		
4.3.108	Provides the ability to generate an email from the system to the applicant, as well as to other project stakeholders		
4.3.109	Provides the ability to collect, bill to, and track applicant deposits.		
4.3.110	Provides the ability to generate reports listing checks pending, checks returned, and revisions.		
4.3.111	Provides the ability to create and tie revisions and deferred submittals to a check		
4.3.112	Provides the ability to assess permit fees, impact fees and engineering fees		
4.3.113	Provides the ability to generate an invoice including all fees (permit, impact, and engineering), either for a single permit or in permit multiples		
4.3.114	Provides the ability to automatically populate the system with information from fillable forms		
4.3.115	Provides the ability for automatic time and date stamp of submittal		
4.3.116	Provides the ability for file numbers to be system-generated according to the City's preferred numbering sequence or for City staff to manually assign a project number		

#	Requirement	Response Code	Vendor Response/Comments
4.3.117	Provides for easy access/retrieval of historical data (e.g. parcel, bond, submission, occupancy, and transaction history)		
4.3.118	Provides the ability to inherit or refer to data captured on linked permits, cases, and processes, eliminating duplicate data entry		
4.3.119	System maintains historical data, (e.g. address), even when information in GIS is changed or updated		

Plan Check

#	Requirement	Response Code	Vendor Response/Comments
4.3.120	Provides the ability to upload revised and subsequent plan submissions to original plan submission		
4.3.121	Provides the ability to support single and multi-phased plan review		
4.3.122	Provides the ability to assign plan reviews on a geographic basis (i.e. to assigned reviewers) but allow for supervisors to override assignments		
4.3.123	Provides the ability for plan review by multiple departments or divisions, including “routing” features that allow users to determine which reviewers are required		
4.3.124	Provides the ability to collect and assemble multiple reviewer comments, either by selectable pulldown or check off menu, into one or more consolidated reports or letters		
4.3.125	Provides the ability to track specific review deficiencies from each review cycle, bringing forward unresolved deficiencies to subsequent review cycles		
4.3.126	Provides the ability to automatically identify special conditions or calculate fees based on a property's location (e.g. water and sewer district, fire protection district) based on City-created GIS boundary data		
4.3.127	Provides the ability to capture and display conditions of approval/ mitigations (including those from Planning applications) that will inherit/apply to all building permits issued within a development area		

#	Requirement	Response Code	Vendor Response/Comments
4.3.128	Provides the ability to alert/display when there are multiple zoning/conditions on an individual parcel (i.e. single parcel with residential and commercial zones)		
4.3.129	Provides the ability for assignment and assignment override of specific documents for review		
4.3.130	Provides the ability to capture and measure performance metrics of staff (i.e. number of projects assigned, number of hours reported)		
4.3.131	Provides the ability to notify the reviewer of upcoming due dates and items pending		
4.3.132	Provides the ability to present processing/review status and updates via the Customer Portal		
4.3.133	Provides the ability for supervisor to see the "big picture" of assignments and due dates		
4.3.134	Provides the ability to add bar codes and labels to hard copies of plans		
4.3.135	Electronic plan review, including electronic approvals		
4.3.136	Provides the ability to receive electronic plans from customers		
4.3.137	Provides the ability to cite specific code language when reviewing and commenting on proposed plans		
4.3.138	Provides the ability to capture standard comments that may be utilized in the plan review process		
4.3.139	Provides the ability to associate annotations with written comments		
4.3.140	Ability for multiple reviewers to review the same plan simultaneously and separately track each reviewer's comments		
4.3.141	Identify if the submittal is an original or a modification through a drop-down menu		
4.3.142	Provides notification of City staff upon receipt of documents		
4.3.143	Provides confirmation to customer upon successful uploading of individual documents		
4.3.144	Provides the ability to accept electronic signatures and stamps on plans/drawings		

Permits

#	Requirement	Response Code	Vendor Response/Comments
4.3.145	Provides the ability to do batch permitting (i.e. a project with multiple units)		
4.3.146	Provides the ability to issue standalone permits (i.e. building, mechanical, electrical, plumbing, roof replacement, etc.), not just permits in combination with multiple disciplines		
4.3.147	Provides the ability to identify when a permit type requires a licensed contractor or owner		
4.3.148	Provides the ability for building permits to inherit conditions of approval from a development application that covers the related area/parcel for the building permit		
4.3.149	Provides the ability to generate an email from the system to the applicant, as well as to other project stakeholders		
4.3.150	Provides the ability to collect, bill to, and track applicant deposits, including automated notification of deposit amount available, the need to provide additional deposit amounts, and the ability to refund remaining deposit once project is complete		
4.3.151	Provides automated notification and reporting for pending permit expiration, along with automatic generation of notification to applicant via the applicant's preferred notification method		
4.3.152	Provides the ability for parcel- or address-related Fire Department actions (such as report of a structural fire or operational permit violation) to alert user when entering a new permit		
4.3.153	Provides the ability for parcel- or address-related Code Enforcement actions to alert user when entering a new permit		
4.3.154	Provides the ability to flag a parcel or address with an alert, including notes and related information, to be displayed to the user when entering a new permit		
4.3.155	Provides the ability to assess permit fees, impact fees and engineering fees		
4.3.156	Provides the ability to generate an invoice including all fees (permit, impact, and engineering), either for a single permit or in permit multiples		

Inspections

#	Requirement	Response Code	Vendor Response/Comments
4.3.157	Provides the ability to select from a common list of comments when completing an inspection		
4.3.158	Provides the ability to automatically assign inspections and other tasks by geographical area (i.e. zone, GIS layers, map page & grid)		
4.3.159	Provides the ability to override automated assignments if authorized (e.g. supervisors)		
4.3.160	Provides the ability to limit/control the number of inspections assigned to an inspector		
4.3.161	Provides the ability to set daily inspection request limits based on type of inspection, or groups of types, and day of the week, excluding holidays		
4.3.162	Provides the ability to record the customer's preferred inspection time (AM or PM)		
4.3.163	Provides the ability to set cutoff times of day for scheduling, rescheduling, and canceling inspections for the following business day		
4.3.164	Provides the ability to set a limit on the number of business days out that an inspection may be scheduled		
4.3.165	Provides the ability to generate an inspection checklist based on inspection type		
4.3.166	Provides the ability for inspectors to enter extensive, detailed results of inspections (should have unlimited field case & field notes)		
4.3.167	Provides the ability to view the permit via the application		

#	Requirement	Response Code	Vendor Response/Comments
4.3.168	Provides the ability to set daily inspection request limits based on type of inspection, or groups of types, and day of the week, excluding holidays		
4.3.169	Provides the ability to record the customer's preferred inspection time (AM or PM)		
4.3.170	Provides the ability to set cutoff times of day for scheduling, rescheduling, and canceling inspections for the following business day		
4.3.171	Provides the ability to set a limit on the number of business days out that an inspection may be scheduled		
4.3.172	Provides the ability to generate an inspection checklist based on inspection type		
4.3.173	Provides the ability for inspectors to enter extensive, detailed results of inspections (should have unlimited field case & field notes)		
4.3.174	Provides the ability to view the permit via the application		
4.3.175	Provides the ability to view past / prior inspections in field		
4.3.176	Provides the ability to print or email correction notices		
4.3.177	Provides the ability to track digital signoffs of inspections		
4.3.178	Provides the ability for supervisors and field inspectors to view the real-time status of the day's inspections in order to reassign inspectors as needed		
4.3.179	Provides the ability to display 'hold' data on the customer portal including the details of the hold		
4.3.180	Provides the ability to display all inspections on a permit		
4.3.181	Provides the ability to easily send code violation information to Code Enforcement		

Customer/Citizen Access

#	Requirement	Response Code	Vendor Response/Comments
4.3.182	Provides the ability to enter and submit online project and/or permit applications		
4.3.183	Provides the ability to accept electronic documents by customers and contractors to their respective projects/applications via secure web portal		
4.3.184	Provides the ability for citizens and development customers to access development services online via the internet via multiple, common internet browsers and versions, and mobile devices		
4.3.185	Provides the ability for customers to request the scheduling, rescheduling, or cancelation of inspections and to view status of completed inspections		
4.3.186	Provides the ability for customers to search for and view defined electronic documents attached to cases or activities		
4.3.187	Provides a City-definable decision tree that enables customers to enter information based on question and answer paths which result in lists of requirements (e.g. permits, plans, documents, applications) based customer's project or potential project		
4.3.188	Provides the ability to generate project fee estimates during the application process		
4.3.189	Provides the ability for integrated, electronic submission of applications and related forms/documents (application data populates application automatically and does not need to be manually entered later)		
4.3.190	Provides the ability to attach and submit plans, images, or other electronic documents with online applications		
4.3.191	Provides the ability for submittal of code enforcement and other complaints online, with option for submitter to remain confidential/anonymous		
4.3.192	Provides the ability for payment of fees online, including generation of a receipt for payment as well as the allocation of fees paid according to City-defined accounting distribution		
4.3.193	Provides the ability to control information visibility, and limit public access to internal information		

#	Requirement	Response Code	Vendor Response/Comments
4.3.194	Provides the ability to provide shopping cart option so customers can apply for and receive multiple permits during one user session (i.e. different permits for different addresses)		
4.3.195	Provides integration with underlying application database, including real-time data read/write access with encryption		
4.3.196	Provides the ability to support "internationalization", such as Spanish language		
4.3.197	Provides the ability for customers to create secure accounts/logins to access their projects and applications		
4.3.198	Provides the ability for an individual to have multiple profiles (e.g. owner, architect, engineer, planner, developer, builder, expediter, inspector, tenant) and to associate multiple profiles to a project application		
4.3.199	Provides the ability for online password resets for user accounts (allow staff to reset password for customer in case customer locked out)		
4.3.200	Provides the ability to associate additional contractor licenses and disassociate existing licenses as applicable		

5 Technical

5.1 General

#	Requirement	Response Code	Response/Comments
5.1.1	Provides a production, training, test, and development environment		
5.1.2	Provides the ability to configure workflows, codes, report parameters, and other elements to meet specific business needs using configuration and operating parameters provided by City and without the assistance of the software vendor		
5.1.3	Provides for upgrades to accommodate changes in laws, regulations, best practices, and new technology		
5.1.4	Integrates with Active Directory		

5.2 Regulatory Compliance

#	Requirement	Response Code	Response/Comments
5.2.1	Provides solution that is PCI compliant		
5.2.2	Provides solution that is HIPPA compliant		

5.3 System Security

#	Requirement	Response Code	Response/Comments
5.3.1	Allows the system administrator to: • Define a minimum length password • Define a password expiration timeframe • Prohibit reusing of passwords • Ability to do MFA(Multifactor Authentication)		
5.3.2	Allows the system administrator to: • Configure control access to the application, modules, transactions, data, and reports • Define access rights (e.g. create, read, update, delete) by user ID or functional role • Define functional access rights (e.g. processes, screens, fields, and reports) by user ID or functional role • Restrict access to sensitive data elements (e.g. social security numbers, banking data, etc.) by user ID, user groups or functional role		

5.4 Integration/Interface

#	Requirement	Response Code	Response/Comments
5.4.1	Provides interface to Bremer Bank (payments)		
5.4.2	Provides interface to TCP, and When I Work (scheduling and time reporting application – Fire, Dispatch, and temp employees)		

#	Requirement	Response Code	Response/Comments
5.4.3	Provides interface to WI State Employment Development Department (disability insurance)		
5.4.4	Provides interface to NeoGov (recruiting application)		
5.4.5	Provides interface to WRS (retirement system)		
5.4.6	Provides interface to Internal Revenue Service (IRS) (1099's)		
5.4.7	Provides interface to Social Security Administration (SSA) (W2's)		

5.5 Hosted or SaaS System Requirements

#	Requirement	Response Code	Response/Comments
5.5.1	Provides system availability 24 hours a day, 365 days a year (not including scheduled downtime)		
5.5.2	Ensures scheduled downtime is pre-approved by the City one week in advance		
5.5.3	Provides system uptime of 99.99%		
5.5.4	Provides hosting facility that is SSAE 16 certified		
5.5.5	Stores data in the Continental U.S.		
5.5.6	Provides for continuous backup of data and transactions such that the City will not suffer data loss in the event of a disaster or catastrophic failure		
5.5.7	Provides for scheduled, periodic backup of live data to the test/ training environment		
5.5.8	In the event of a disaster or catastrophic failure, informs the City: • Within one hour • The scale and quantity of the data loss • What Proposer has done to recover the data and mitigate any effect of the data loss • What corrective action Proposer has taken to prevent future data loss		

5.6 Data Access Security and Breaches

#	Requirement	Response Code	Response/Comments
5.6.1	Maintains audit logging to record access activity: • Login/logout attempts by user and workstation • User submitted transactions • Initiated processes • System overrides • Additions, changes, or deletes to application-maintained data		
5.6.2	Upon discovery or reasonable belief of any data breach, notifies the City by the fastest means available, and in writing within 24 hours. Notification should include: • The nature of the breach • The data accessed, used, or disclosed • The person(s) who accessed, used, disclosed, and/or received data (if known) • What has been done to quarantine and mitigate the breach • What corrective actions has been taken to prevent future breaches		
5.6.3	Provides daily updates regarding findings and actions performed until the breach has been effectively resolved to the City's satisfaction		
5.6.4	Provides a report containing the results of the investigation of the breach		