Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning (ERP) Software Systems Environment

MONROE COUNTY

FLORIDA

RFP No: #MCC2019-02

Solicitation Due Date: November 22, 2019 **Time:** 4:00 p.m. (Eastern Time)

All Proposals must be received by the Monroe County Clerk of Circuit Courts & Comptroller (Clerk) by the date and time cited above. It shall be the Respondent's sole risk to assure submission by the designated time.

VENDORS ARE STRONGLY ENCOURAGED TO READ THE ENTIRE SOLICITATION.

Solicitation packages will be posted on the DemandStar Website (https://www.demandstar.com/) under the buyer **Monroe County Florida Clerk of Circuit Courts**. Should you experience problems downloading the solicitation, contact Pam Radloff at pradloff@monroe-clerk.com.

All questions concerning the RFP **must** be submitted via email only, to the Clerk's consulting partner, Ryan Doil with BerryDunn (rdoil@berrydunn.com), as identified within this solicitation in Section 1.9. Communications with staff of the Clerk or Monroe County may disqualify you from the evaluation process.

Section Page

Forms, Worksheets, and Other Attachments

Attachment A – Proposal Response Forms

(*See MS Word document "County of Monroe ERP RFP – Attachment A.docx")*

Attachment B – Functional and Technical Requirements/Capabilities

(*See MS Excel spreadsheet "County of Monroe ERP RFP – Attachment B.xlsx")*

Attachment C1 – Cost Worksheets

(*See MS Excel spreadsheet "County of Monroe ERP RFP – Attachment C1.xlsx")*

Attachment C2 – Cost Narrative

(See MS Word document "County of Monroe ERP RFP – Attachment C2.docx")

1 RFP Introduction and Background

1.1 Introduction

This Request for Proposals (RFP), issued by the Monroe County Clerk of Circuit Court & Comptroller (Clerk), is intended to solicit Proposals from Respondents capable of satisfying the County of Monroe and the Clerk needs for software and professional services to implement a new software systems environment to address the Clerk's and County's needs related to financial and human capital management functionality.

Respondent's responses will be evaluated and ranked based on the criteria described in this RFP. If a system is available that meets the Clerk's and County's needs, the Clerk may then enter into contract discussions with the selected Respondent(s).

It is important to note that the County and Clerk are separate legal entities; however, the goal will be to implement one financial management and human capital management solution to meet the needs of both entities. Specifically, while the County has a separate chart of accounts, separate bank accounts, and separate payroll from the Clerk's operations, the Clerk is the chief financial officer for both entities and is the system administrator over each entity's accounting/payroll system. The Clerk will expect Respondents to propose an implementation approach that considers this unique requirement, and explains any assumptions or experience in detail through the proposal response.

In addition to soliciting written responses, this document provides information to assist Respondents in preparing their responses, and facilitates the subsequent evaluation and comparison process. In that regard, this RFP:

- Provides information essential to soliciting meaningful recommendations and realistic commitments from the Respondents
- Specifies the desired format and content of Proposals in response to this RFP
- Outlines the Clerk's evaluation and selection procedures
- Establishes a schedule for the preparation and submission of Proposals in response to this RFP
- Establishes a performance standard for the selected Respondent

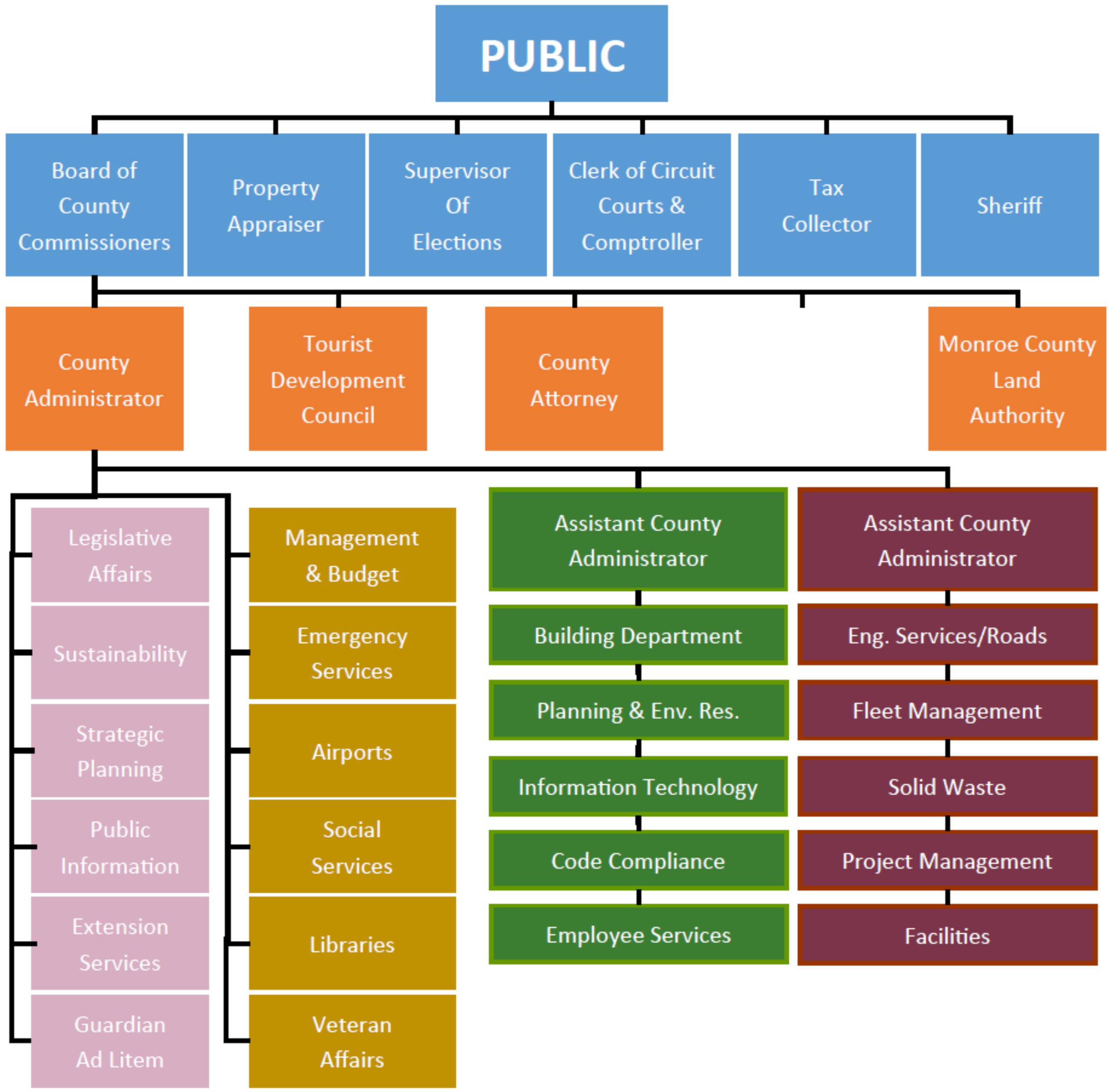
This RFP and the selected Proposal in response to this RFP will be incorporated into the contract resulting from this solicitation. For purposes of this RFP, the term "Vendor," "Respondent," and "Proposer" are considered to have the same meaning.

1.2 About Monroe County

Monroe County is the southernmost county in the continental United States. The County includes the entire Florida Keys island chain, its surrounding waters and a large, virtually uninhabitable region of Everglades National Park and Big Cypress National Preserve on Florida's mainland. The County is an archipelago consisting of approximately 120 islands running from Key West to the mainland, strung together by a highway (US 1). The County has five municipalities (Key West, Marathon, Key Colony Beach, Layton, and Islamorada), with approximately one-third of the total population in Key West. The County seat is in Key West; however, because of the linear geography, the County and the Clerk each offer services at government offices in numerous locations throughout the County.

Monroe County is governed by an elected five-member Board of County Commissioners (BOCC). The BOCC acts as a local legislative and executive body, setting public policy, levying taxes, and funding projects, programs, and overseeing the operations of County departments. An appointed county administrator carries out the policies and decisions approved by the BOCC.

The Clerk is an independent elected Constitutional County Officer. The Clerk is not only the Clerk of the Circuit Court, but also the County Treasurer, Recorder, Auditor, County Finance Officer, and Ex-Officio Clerk of the BOCC. The Clerk performs a wide range of record keeping, information management, and financial management for the judicial system and county government.



The following table contains statistics related to the County. These statistics are estimates and are provided for planning purposes only. Additional information has been provided in Table 04: Functional Area Statistics.

Table 01: County Statistics

No.	County Area	Statistic
1	Operating Budget	$411.5M
2	Population	Approx. 78,000
3	Total Staff	County: 600 Clerk: 85
4	Number of County Departments	22

No.	County Area	Statistic
5	Fiscal Year	October 1 – September 30

1.3 Project Objectives

The overall goal of this project is to take advantage of the newest technology and harness efficiencies by reviewing business processes or implementing technology to enhance existing business processes performed by individual Clerk and County departments. The Clerk and County are planning to replace its current software systems environment with a new system or combination of software systems, and to adopt systems functionality to support core processes. In doing so, the Clerk seeks to address several challenges in the current environment, and gain future efficiencies, including, but not limited to:

- Challenges in Current Environment and Opportunities for Improvement/Objectives:
    - The Clerk seeks to implement a user-friendly system that allows Clerk and County staff to easily access system data
    - The Clerk seeks to allow department staff to easily create their own reports
    - As a result of limited functionality in certain applications, Clerk and County staff must rely on duplicate data entry to capture the same information in disparate applications and increases the potential for keying errors and discrepancies between applications.
    - The Clerk and County currently rely on multiple MS Excel and paper-based processes for data entry and data validation. Examples range from instances where MS Excel spreadsheets and paper forms are used to a small degree to examples where these serve as the primary business process tools. Clerk and County staff seek to minimize and streamline paper-based processes in order to improve centralized access to data, reduce manual entry, and provide a more modern user experience.
    - Clerk staff currently utilize a biometric time entry system. This poses a time entry challenge for employees who are not on-site. Clerk staff seek functionality that provides flexibility for employees who are working remotely or are away from an office on travel.
    - County staff currently rely on paper timecards for time entry and have a desire for an electronic time entry system.
    - The Clerk and County have deployed a combination of applications and manual processes to meet the needs of their respective HR and payroll business processes. These include paper timesheets, other time entry applications, ADP, and Timeeasy. A number of MS Excel spreadsheets and paper forms also supplement these systems.

In order to address these challenges and others, the Clerk has initiated a project to adequately plan for, select, and implement a replacement or upgraded Software Systems environment. Section 2.0 – Project Scope, outlines the features and functionality desired in a future system(s), as well as the professional services necessary to implement that system(s).

The primary objective is to procure, implement, and maintain a system or systems that mitigate the challenges listed above, allow for streamlined collection and processing of information, and to facilitate standardization and timely access to information by maximizing the use of the new software system(s) capabilities.

1.4 Definitions

In order to simplify the language throughout this RFP, the following definitions shall apply:

ADDENDA – Written instruments issued by the Clerk prior to the date for receipt of Proposals that modify or interpret the RFP documents by addition, deletions, clarification, or corrections.

CLERK – The elected Monroe County Clerk of Circuit Courts & Comptroller who is the chief financial officer for the County. The Clerk Issued this RFP.

CONTRACT DOCUMENTS – The RFP, submitted Proposals, including any diagrams, Addenda, and a form of agreement between the Clerk and the Contractor, including all change orders, insurance certificates, exhibits, amendments, and attachments.

CONTRACTOR – The Contractor(s)/consultant(s) that may be awarded a contract to provide software system(s) and professional services to implement the ERP System for the Clerk.

COUNTY – The County of Monroe, a political subdivision of the State of Florida.

EVALUATION COMMITTEE – The team of Clerk and County staff that will participate in the review, evaluation, and scoring of proposals and subsequent evaluation processes, including demonstrations and reference checks.

IMPLEMENTATION TEAM – The team of Clerk and County staff that will participate in the implementation of the selected system.

PROJECT MANAGER – The person designated by the Clerk to be the Project Manager assigned to act on behalf of the Clerk during the term of the resulting Contract.

DAYS – Means calendar days unless otherwise specified.

ENTERPRISE RESOURCE PLANNING SYSTEM (ERP) – Means the financial management and human resource information software system that is described in this RFP and in the Attachments hereto.

PROJECT – The project to configure and implement the ERP System for the Clerk and the County as described in this RFP and in the Attachments hereto.

PROJECT SCOPE – Scope of services to be provided by the Contractor(s).

PROPOSAL – A complete and properly signed Proposal to provide goods, commodities, labor, or services for the sum stated and submitted in accordance with the RFP.

PROPOSER – See “RESPONDENT.”

RESOURCE PLAN – Resources needed to perform Project activities.

RESPONDENT or PROPOSER or VENDOR – The person, Contractor, corporation, partnership, or other entity submitting a Proposal on items listed in the RFP documents, and thereby agreeing to meet the specified Contract terms and conditions if awarded the contract.

SERVICES or WORK – All services to be performed by the Contractor to successfully complete the Project to the satisfaction of the Clerk.

SUBCONTRACTOR or SUBCONSULTANT – Any individual, corporation, company, or other entity that contracts to perform work or render services to a Contractor or to another subcontractor as part of this Contract with the Clerk.

VENDOR – See "RESPONDENT."

1.5 RFP Schedule of Events

The following RFP Schedule of Events represents the best estimate of the schedule the Clerk will follow, which is subject to change at the Clerk's discretion. Vendors are encouraged to hold the demonstration dates listed. If a component of the schedule is accelerated or delayed, it shall be anticipated that the remaining components may also be adjusted by a similar number of days via RFP Addendum prior to the submittal deadline.

Table 02: RFP Schedule of Events

Event	Estimated Date
RFP Published	October 18, 2019
Pre-Proposal Vendor Teleconference	November 1, 2019 at 1pm EST
Deadline for Questions From Vendors	November 8, 2019 at 4pm EST
Deadline for posting Addenda (if any)	November 13, 2019 at 4 pm EST
Deadline for Proposal Submissions	November 22, 2019 at 4pm EST
Shortlist Vendors notified	Week of December 16, 2019
Vendor Demonstrations	Week of January 20, 2020
Award of Contract – *projected*	March 2020

1.6 Prequalification of Vendors and Pre-RFP Demonstrations

The Clerk has not employed a prequalification process. No Vendors are either prequalified or precluded from responding to this RFP.

1.7 Minimum Qualifications

In order for Proposals to be evaluated and considered for award, Proposals must be deemed responsive to this RFP as determined in the discretion of the Evaluation Committee. To be deemed responsive, the submitted Proposal documents shall conform in all material respects to the requirements stated in the RFP, and Proposers shall document and validate the capability to fully perform all requirements defined by the RFP. Factors to be considered in connection with a Proposer's capability to fully perform all requirements of the RFP include, and may not be limited to: experience, integrity, reliability, capacity, and other factors required to provide the Services defined by the RFP.

1.8 Questions and Inquiries

It shall be the responsibility of the Respondents to inquire about any portion of the RFP that is not fully understood or that is susceptible to more than one interpretation prior to the question period closing.

- All questions concerning the RFP must be submitted **via email only**, to the Clerk's consulting partner, Ryan Doil (rdoil@berrydunn.com), and shall reference the page number, section heading, and paragraph, if applicable.

- Questions and answers will be issued in accordance with Section 1.10 – Amendments and Addenda.
- The Clerk reserves the right to respond directly to vendors on minor questions and clarifications without posting the question and answers in an addendum.
- Only questions and answers publicly published through Addenda shall be binding.

Respondents shall not contact other Clerk or County staff with any questions or inquiries. Unauthorized contact with any personnel of the Clerk or County may be cause for rejection of the Respondent's response. The decision to reject a Proposal is solely that of the Clerk.

1.9 Non-Mandatory Pre-Proposal Vendor Teleconference

A non-mandatory Pre-Proposal Vendor Teleconference will be held on November 1, 2019 at 1pm Eastern Time.

Vendors that are interested in participating in the Pre-Proposal Vendor Teleconference shall contact the RFP Point of Contact (Ryan Doil – rdoil@berrydunn.com) in writing no later than October 31, 2019 at 5pm EST to request the teleconference information.

The format of the Pre-Proposal Vendor Teleconference will be an overview presentation of the RFP, its contents, the RFP Schedule of Events, and additional topics. Following the presentation, Vendors will be able to ask questions related to the RFP or the overall process. The Clerk will attempt to answer all questions at that time, but answers provided shall not be binding. Following the Pre-Proposal Vendor Teleconference, the Clerk will post online the material questions asked and their respective answers in an addendum.

1.10 Amendments and Addenda

All clarifications, corrections or revisions to this RFP will be documented in an addendum, which will be publicly published on the DemandStar Website (https://www.demandstar.com/) under the buyer **Monroe County Florida Clerk of Circuit Courts**. Only questions and answers in an addendum shall be considered as part of the RFP. The Clerk reserves the right to revise the RFP prior to the deadline for Proposal submissions. Revisions shall be documented in an addendum and publicly published.

The Clerk will attempt to publicly publish periodic addenda on a timely basis between the RFP publishing date and the close of the question period.

It is the sole responsibility of the Proposers to view the website listed above, to determine whether addenda were published. All Proposals submitted in response to this RFP will be presumed to have seen the Addenda, if any were published.

1.11 Non-Warranty of RFP Information

Due care and diligence has been exercised in the preparation of this RFP and all information herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure to risk and verification of all information herein shall rest solely on those parties making Proposals. The Clerk, its representatives, and its agents shall not be responsible for any error or omission in this RFP, nor shall they be responsible for the failure on the part of any Respondents or their representatives to verify the information herein and to determine the full extent of that exposure.

2 Project Scope

2.1 Functional Areas

The following table contains the list of functional areas of the desired future systems environment.

Table 03: Functional Areas

No.	Functional Area	No.	Functional Area
1	General Ledger and Financial Reporting	**6**	Project and Grant Accounting
2	Budgeting	**7**	Fixed Assets
3	Purchasing, Bids, and Contracts	**8**	Human Resources
4	Accounts Payable	**9**	Payroll
5	Accounts Receivable and Cash Receipts	**10**	Time and Attendance

The List of Functional and Technical Requirements/Capabilities contained in **Attachment B – Functional and Technical Requirements/Capabilities** contains the detailed functionality the Clerk and County requires within each functional area in a future systems environment, as well as general and technical system requirements, and data conversion and interface scope.

The following table contains functional statistics of the Clerk and County. These statistics are estimates and are provided for planning purposes only.

Table 04: Functional Area Statistics

No.	Functional Area/Metric	County Statistic	Clerk Statistic
1	**General Ledger and Financial Reporting**		
	Number of Funds	61	5
	Number of Cost Centers	536	33
	Chart of Accounts Structure (*Follows State of Florida (State) Uniform Accounting System (UAS)*)	• Fund (three characters) • Function (four characters) • Activity (four characters) • Office (four characters) • Cost Center (four characters) • Project (two characters) • Object (two characters)	
2	**Budgeting**		
	Operating Budget	$344.75M (FY 19)	$9.5M (FY 19)
	Capital Budget	$66.7M (FY 19)	Not Applicable
3	**Purchasing, Bid, and Contracts**		
	Number of Purchase Orders per Year	1,640	200
	Number of Bid Openings per Year	Approximately 50	Not Applicable
	Number of Requisitions per Year	1,565	Not Applicable
	Number of purchase cards in use	31	5
	Number of active contracts	Unknown	15

No.	Functional Area/Metric	County Statistic	Clerk Statistic
4	**Accounts Payable**		
	Number of Vendors	Active – 12,274	Active – 794 Plus 3,000 Jurors annually and 5,000 Temporary vendors annually
	Number of AP Transactions per Year	Approximately 43,000	Approx. 5,000
	Frequency of AP Check Runs and Average Size	Two check runs per week with approximately 200+ checks per week	One check run per week
	Number of 1099's issued per Year	300	21
	Number of Payments per Year (via check)	14,680	3,200
5	**Accounts Receivable and Cash Receipts**		
	Number of Cash Collection Points (including all tender types)	39	Four Locations: Key West, Marathon, and two locations in Plantation Key (i.e., the Upper Keys) Twelve total cash registers
	Number of Cash Receipts per Year	4,551	Approx. 3,000
6	**Project and Grant Accounting**		
	Number of Active Grants	88	1
	Number of Active Projects	Approx. 700	Not Applicable
7	**Fixed Assets**		
	Number of Fixed Assets (Approx.)	Active – 4,507	Included with County
	Approximate Value of Fixed Assets	$35M	Not Applicable
	Fixed Asset Threshold	$1,000+	$1,000+
8	**Human Resources**		
	Number of Full-Time Employees	554	85
	Number of Part-Time Employees	28	0
	Total Number of Employees	The County has 18 departments and 600 positions with 554 filled Full-Time Equivalent (FTEs).	The Clerk has 4 departments and 96 positions with 85 filled FTEs
	Number of Applicants per Year	Approx. 1,779	Approx. 500
	Number of Bargaining Units/Unions	2	Not Applicable
	Number of Benefit Plans	11	10
	Number of Lives Covered Under Insurances (e.g. actives, dependents, retirees)	2,400	Not Applicable
	Number of Workers Compensation Claims per Year	Approx. 100 with 25-30 active	Not Applicable
9	**Payroll**		

No.	Functional Area/Metric	County Statistic	Clerk Statistic
	Number of W2's per Year	650	125
	Pay Frequency	Biweekly *(Exception: County Commissioners and Planning Commission members paid monthly)*	Biweekly
	Number of Employees Paid per Cycle (average)	600	85
10	**Time and Attendance**		
	Number of employees using time clocks (current)	None – paper timecards used	85
	Number of time clocks currently used		5 Biometric Time clocks through ADP
	Departments currently using scheduling functionality	Fire Rescue - Telestaff	Not Applicable

2.2 Alternate Proposals, Partnerships and Proposers of Subsets of Functionality

Alternate Proposals:

- Respondents may submit alternate Proposals for evaluation.
- Proposers may submit multiple Proposals for evaluation. For example, if a Proposer offers one or more "branded" products that may meet the needs of the Clerk or the County they are encouraged to separately propose each software package for consideration.
- Software companies that deliver their solution through one or more consulting firms (system integrators) are also allowed to submit more than one Proposal for consideration through differing consulting firms.
- A separate Proposal package submitted in accordance with Section 4 is required in order for the Clerk to accurately evaluate each Proposal independent of the other.

Partnerships:

Respondents are encouraged to establish partnership relationships to fully provide all requirements defined by the RFP.

- Respondents engaged in a partnership relationship shall submit a single proposal in response to this RFP.
- Partnership relationships shall be clearly defined by proposal responses. Such definition shall identify the entity in the partnership relationship deemed to be the Prime Vendor. In the event a proposal that presents a partnership is selected, it is expected that a single contract be executed between the Clerk and the Prime Vendor, and the Prime Vendor be responsible for any contractual relationship with the proposed partner(s).
- Each Vendor engaged in the partnership shall respond to any and all applicable portions of this RFP that relate to the work that will be performed, or the capabilities provided. For

example, each Vendor shall provide references, and each Vendor shall respond to the Company Background and History questions.

Proposers of Subsets of Functionality:

As part of this process the Clerk will be allowing Respondents to submit point solutions (best of breed) and encourages Respondents to participate in this process in order to consider and evaluate a range of marketplace offerings.

- The Clerk recognizes that the scope of functionality in this RFP may be met through a combination of systems that specialize on a modular or functional area basis. The Clerk is willing to consider best-of-breed solutions (“point” solutions).
- The Clerk has a preference on software solutions that provide for the highest level of fit, and facilitate the exchange of information between any disparate systems.
- Proposers are also encouraged to propose on a subset of functionality if the proposed software cannot provide functionality for all requested modules. For example, if the proposed software addresses eight of ten functional areas in Attachment B, it is permissible to propose on those eight areas.
- The Clerk will consider proposers of a subset of functionality on the relative merit of the functionality proposed based on the evaluation criteria laid forth in this RFP, and reserves the right to enter into negotiations for one or more proposers in order to achieve a “best–of-breed” solution.
- The Clerk reserves the right to make one or more awards to competing Respondents for subsets of functionality as a result of this RFP. In the event the Clerk should make awards to one or more competing Respondents, it shall be expected that additional discussion will take place between the Clerk and the Respondents to define requirements and an approach to building an integration or interface between the selected systems. In such instance, the Clerk expects that the Respondents will work together as necessary to develop the necessary integration once one has been identified.
- Vendors responding on a subset of functionality must also respond to Tab 1 (General and Technical) and Tabs 12-13 (Interfaces and Data Conversion) of Attachment B.

2.3 County and Project Staffing

The Clerk intends to have functional and technical resources available during Project implementation, though it is noted that the Clerk does not anticipate dedicating staff full-time to the implementation in addition to managing their core job responsibilities. Additional resource planning will be performed based upon the selected Respondent(s).

Respondents shall clearly indicate in the proposal responses the estimated level of Clerk and County resource involvement in the implementation process, in order to allow the Clerk and County to perform adequate planning. The Clerk and County will utilize the response to Respondents’ Resource Hour Estimates in Tab 3 – Project Approach and Implementation Methodology, of Proposals as an input into the staffing plan the Clerk and County develops, and requests that Respondents clearly articulate estimated staffing considerations in their responses.

The selected vendor(s) will be required to include onsite activities (at County and/or Clerk offices) as part of the system implementation activities, though the Clerk is open to remote meetings for certain activities subject to prior review and approval.

2.4 Deployment Model

The Clerk is open to considering various deployment models, and has structured the RFP to allow for the evaluation of the deployment model as but one factor in the overall procurement process. The Clerk wishes to evaluate the greatest range of marketplace offerings feasible through this process. Due to the geographic location of the County, there is a slight preference toward a hosted or cloud-based model to support disaster recovery and continued operations in emergency situations.

The Clerk recognizes there are many factors contributing to a comparison of cost Proposals for these various deployment methods including needed infrastructure and/or hardware costs, the potential for reduced hardware and support costs in hosted/SaaS models, a particular Proposer's approach to managing upgrades, and technical staffing needs. It is well understood among the Clerk and County team that a "higher" cost from a SaaS vendor may be equalized by considering these other cost areas when comparing to an on premise deployment. The Clerk will consider, in no particular order, the following deployment models:

a. On Premise (locally hosted at the County, perpetual licenses)
b. Software as a Service (SaaS or subscription-based models)
c. Proposer hosted (hosted and managed by the Proposer, perpetual licenses)

Cost sheets have been provided under **Attachment C1 – Cost Worksheets** for pricing each of the deployment models.

This solicitation is not a bid process nor will it follow a lowest-priced responsive Proposal process, but will be based on most advantageous Proposal(s) utilizing the Evaluation Criteria listed in the RFP, including the review of life cycle costs (i.e. recurring costs, hardware, third-party licenses, etc.).

In developing proposals, Proposer's shall clearly define the proposed deployment model including the licensing model as well as any perceived benefits of the proposed model. In the event two or more products are proposed under the same proposal (e.g. through a partnership or offered by the same company) the Proposer shall clearly indicate in both the technical proposal (Attachment A, Tab 2) and cost proposal (Attachment C1) the deployment model for each proposed software product.

The Clerk does not have a preference as to a specific hosting location, but does have a preference toward the hosting being within the contiguous United States. Vendors are requested to specify the hosting location in proposal responses, specifically as part of Tab 8 to proposal responses (please see Attachment A for further instruction).

2.5 Number of Users

The following user counts by module contained in the table below are estimates and are provided for planning purposes only. The number of users represents the **anticipated future number of users of a new system.**

- **Departmental (Core/Power) Users:** This category of users includes those Clerk and County staff that will interact with the system modules on a regular basis, and conduct core business processes within the system as power users. Such examples include, but are not limited to: Group Insurance Department staff, Clerk Payroll Specialist, etc.)

- **Customer Department Users:** This category of users includes those Clerk and County staff that will interact with the system modules as internal customers by either initiating transactions (e.g. entering a payment or entering a requisition), reviewing/approving transactions (e.g. reviewing leave requests, reviewing requisitions entered by a subordinate), or consuming information (e.g. reviewing departmental budget).

Table 05: Number of Users

Functional Area	Departmental (Core/Power) Users	Customer Department Users
General Ledger and Financial Reporting	25	50
Budgeting	7	50
Purchasing, Bids, and Contracts	25	150
Accounts Payable	9	20
Accounts Receivable and Cash Receipts	4	50
Project and Grant Accounting	11	50
Fixed Assets	2	50
Human Resources	7	700
Payroll	4	700
Time and Attendance	10	700

It is anticipated that some users will use multiple modules, causing overlap in each functional area. The counts were broken down by functional area to allow Respondents to formulate responses based on each. The Clerk estimates that:

- The total number of licensed regular daily users of the system (requiring the ability to add, edit, and view content) using a named-seat basis may be around 150

- The total number of regular daily concurrent users (unnamed license seats – in other words, how many people are expected to be accessing the system/module at the same time. This is in contrast to named users who have dedicated licenses tied to a unique login/user ID*)* to be around 650

2.6 Potential Phasing and Target Live Dates

The Clerk requests that Respondents provide potential phase start and target go-live dates in proposal responses per **Attachment A – Proposal Response Forms**, Tab 5. These dates should be estimates based on anticipated resource requirements and dependencies between functional areas. These dates are subject to negotiation. The Clerk recognizes that the start and go-live dates, as well as the phasing structure for the implementation may vary based on the selection of the configuration of solutions selected (e.g. one software solution versus multiple awards or partnerships).

2.7 Current Clerk and County Applications Environment

The Clerk and County's primary financial management system is FinancePlus, owned by CentralSquare (previously Superion and SunGard). The Clerk and County initially implemented FinancePlus in 2004 and upgraded to the FinancePlus 5.0 version in August 2015. All servers are virtual Windows servers; however, some are running older operating systems due to supportability. The current scope of functionality supported by the current system include those detailed in the table below.

Table 06: Current County ERP System Modules

Current FinancePlus System Functions			
1	Accounts Payable	**5**	Human Resources
2	Accounts Receivable	**6**	Purchasing
3	Fixed Assets	**7**	Payroll
4	General Ledger	**8**	Time Entry

Several additional applications support related business processes in the current environment. Each application presents a potential interface to the future ERP system unless the ERP system provides sufficient functionality to retire the particular application. Further definition of potential interfaces is provided in Attachment B to this RFP.

Table 07: Additional Software Applications

Additional Software Applications		
No.	**Application**	**Use/Summary**
1	Adobe Acrobat Pro	PDF viewing and editing application
2	ADP	Clerk Payroll system and all required State and federal reporting for Payroll
3	Alchemy	Used for storage by permitting and inspections staff
4	Bank of America	P-Card
5	CentralSquare CommunityPlus (including Cashiering)	County's permitting, inspections, and code Compliance software
6	ClearTrackHR	Benefits software used by HR and Group Insurance departments
7	Clerc	Child support system
8	Jurymark	Jury management system
9	Cognos	Ad-Hoc reporting
10	Crystal Reports	Reporting functionality
11	DemandStar	Internet-based procurement system
12	EMS Technology Solutions	Web-based inventory, asset, and fleet management software
13	FacilityDude	Asset management and Public Works work order system
14	FASTER	Fleet work order system
15	FuelMaster	Fuel management system
16	GovMax	Budgeting
17	Iberia Bank	Bank that is used to transmit employee direct deposits and banking portal for daily banking/treasure management

Additional Software Applications		
No.	**Application**	**Use/Summary**
18	Kronos Workforce	Time entry software
19	MC IT	Hydrant and pre-fire plan database
20	MCeSearch	Online public inquiry portal for Planning, Permitting, and Code Compliance departments
21	MinuteTraq	Agenda management system
22	MS Access	Database functionality
23	MS Excel	Spreadsheet functionality
24	MS Outlook	Used by Community Development staff to view schedule and workload
25	MS Powerpoint	Presentation functionality
26	MS SSMS	Reporting functionality
27	MS Word	Word processing functionality
28	Operative IQ	Operations management for Fire Rescue staff
29	Pioneer Technology Group Landmark	Managing official records
30	Pioneer Technology Group Jurymark	Managing jury payments
31	PowerDMS	Document management system
32	Pro System Engagement	CAFR and financial statement production
33	Property Insight	Daily accounting of recording revenue received
34	Registry	FinancePlus module that manages the Clerk's receipt and payment of items held in Trust for the Court
35	Regions Bank	Banking portal
36	Selectron	IVR system for managing inspections
37	Serelix	ClearTrackHR vendor
38	Synovia	GPS locator
39	TargetSolutions	Fire Rescue training system
40	Telestaff	Fire Rescue staff scheduling system
41	Timeeasy	FinancePlus module that uses IBM Impromtu to generate biweekly time cards for BOCC payroll
42	Tyler Odyssey Case Management	Court case management system
43	Worxtime	Affordable Care Act (ACA) tracking software
44	Zoll Data System	ePCR and FireRMS software

2.8 Planned and In-Progress Clerk and County Initiatives/Projects

The Clerk and the County currently has several in-progress or planned technology projects that may potentially impact system and technical standards, or resource availability during the implementation of a new ERP system.

Table 08: Planned and In-Progress County Initiatives/Projects

Planned and In-Progress County Initiatives/Projects		
No.	**Project**	**Summary**
1	Odyssey Upgrade 14.4.39:	The Clerk is in the process of upgrading the Odyssey application
2	Integrated Credit Card Processing	The Clerk is currently implementing an integrated credit card processing project.
3	Electronic Citation Processing	The Clerk is currently implementing an electronic citation-processing project.
4	Jurymark	The Clerk is currently implementing a new Jury management system.
5	Firewall Deployment	The Clerk is in the process of completing a new Firewall deployment.
6	Security Management Initiative	The County is in the process of initiating a security management initiative and an access control system.

2.9 Project Management Documentation

The following information establishes the expectation of the minimum level of project management documentation to be provided by Respondents as a part of, but not exclusively, the resulting implementation services offered. As part of the implementation scope, following signing of a contract, the selected Contractor(s) shall develop and provide the Clerk with the following items:

- Project Management Plan: a detailed Implementation Project Plan that, at a minimum, includes the following:
  - Objectives
  - Deliverables and Milestones
  - Project Schedule
  - Resource Management Processes
  - Scope Management Processes
  - Schedule Management Processes
  - Risk Management Processes
  - Quality Management Approach
  - Communication Management Approach
  - Organizational Change Management Approach
  - Status Reporting
- Data Conversion Plan
- Training Plan
- System Interface Plan
- Testing and Quality Assurance Plan
- Pre- and Post-Implementation Support Plan
- System Documentation
- Risk Register

Additional documentation about each Plan may be found in Section VIII of Tab 3, in **Attachment A – Proposal Response Forms** of this RFP.

2.10 Budget

The Clerk is committed to fully funding the one-time and recurring annual costs for the acquisition of the software (whether a licensed model or a subscription model is selected as a result of this process). Budget planning for this initiative is ongoing, and a specific amount for the software and implementation services portion has not yet been determined. A final budget will be programmed based on the results of this RFP and final contract negotiations.

The Clerk is sensitive to the total costs, and has listed cost as one of the several evaluation criteria in the RFP; however, this is not an opportunity to identify the lowest priced solution. This RFP opportunity is being presented as a best value solicitation, and not a lowest priced bid, opportunity.

3 Proposal Evaluation and Award

3.1 Evaluation Process

The following subsection outlines the intended proposal evaluation process the Clerk has identified. The Clerk reserves the right to deviate from this process at its own discretion, and to (i) negotiate any and all elements of the RFP, (ii) amend, modify, or withdraw the RFP, (iii) revise any requirements under the RFP, (iv) require supplemental statements of information from any Respondent, (v) extend the deadline for submission of Proposals, (vi) cancel, in whole or part, this RFP if the Clerk deems it is in its best interest to do so, (vii) request additional information or clarification of information provided in any Proposal without changing the terms of the RFP, (viii) waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked Respondent; and/or (ix) award the contract without written or oral discussions with any Respondents. The Clerk may exercise the foregoing rights at any time without notice and without liability to any Respondent, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.

The Clerk reserves the right to reject any or all Proposals or parts of Proposals, to accept part or all of Proposals on the basis of considerations other than lowest cost, and to create a Project of lesser or greater expense than described in this RFP or the respondent's reply, based on the component prices submitted. The Clerk reserves the right to cancel this solicitation or to change its scope if it is considered to be in the best interest of the Clerk and County.

a. **Vendor Shortlist:** The Evaluation Committee will initially review and evaluate each Proposal received to determine the Proposer's ability to meet the requirements of the Clerk and County. The evaluation criteria described in Section 3.3 will be the basis for evaluation. The Evaluation Committee will determine the Respondents best suited to meet the needs of the Clerk and County based on the scoring of the evaluation criteria. These Vendors will form the Vendor Shortlist.

b. **Vendor Demonstrations**: The Clerk, at its sole discretion, reserves the right to have system demonstrations with those Respondents on the Vendor Shortlist, or any other Respondent. Demonstrations will be conducted at a Key West location as determined by the Clerk. Demonstrations will involve a scripted demonstration. The schedule, scripts, and demonstration requirements will be provided with the invitation to participate in demonstrations.

   A Pre-Demonstration Vendor Teleconference will take place for those Vendors that have been shortlisted, and Respondents will have an opportunity to review the format of the demonstrations and ask questions related to procedure and specific demonstration scenarios. Vendors that are invited to participate in demonstrations are advised that the provided scripts must be strictly adhered to while presenting. Optional modules or functionality shall not be presented if they fall outside the scope of requested functionality or that functionality which has been proposed by the Respondents. The proposed version of the software must be shown, and must not include any software that is under development or in beta testing. Evaluation Committee members will view the demonstrations, and additional Clerk and County staff may also be in attendance to observe and provide informal feedback. The Clerk may elect, at its sole option, not to conduct discussions or demonstrations with respondents.

c. **Reference Checks:** The Clerk may employ a process of contacting references provided through Respondents' proposals. This process may include teleconference meetings, web conferences, and in-person meetings with references. The Clerk reserves the right to conduct reference checks at any point in the evaluation process.

d. **Best and Final Offer and Request for Clarification:** A Best-and-Final-Offer process may be initiated if it is determined to be in the best interest of the Clerk. Such process may be initiated following the identification of the Vendor Shortlist or at any other evaluation process step. Additional processes of scope and cost clarification may be employed as part of the evaluation process if it is deemed to be in the Clerk's best interest.

3.2 Clarification and Discussion of Proposals

The Clerk may request clarifications and conduct discussions with any Respondent that submits a Proposal, including requesting additional information. The Clerk reserves the right to select the Proposal or Proposals that it believes is the most responsive as determined by the Evaluation Committee, which will best serve the Clerk and County business and operational requirements, considering the evaluation criteria set forth below. Respondents shall be available for a system demonstration to Clerk and County staff on dates specified in Table 02 or as otherwise requested by the Clerk if selected for system demonstrations. Failure of a Respondent to respond to such a request for additional information, clarification, or system demonstrations may result in rejection of the Proposal. The initial evaluation may be adjusted because of a clarification under this section. The Clerk reserves the right to waive irregularities in the Proposal content or to request supplemental information from Respondents.

3.3 Evaluation Criteria

As described in the preceding Evaluation process sub-section, the Clerk intends to follow a cumulative approach to scoring based on key evaluation activities (e.g. scoring is conducted in a progressive manner, following various steps in the process). The Clerk hereby reserves the right to evaluate, at its sole discretion, the extent to which each Proposal received compares to the stated criteria. Vendor proposals shall be evaluated in accordance with the following criteria, subject to variation at the sole discretion of the Clerk:

3.3.1 Short-List Identification: The Clerk intends to utilize the criteria presented in Table 09 following the Evaluation Team's review of Proposals. Each Proposal will be eligible to be awarded up to 100 points at this stage.

Table 09: Short-List Identification Criteria

Criteria	Description	Max Points
Functionality	This criterion considers but is not limited to the following: • The vendor's written responses to the Functional and Technical Requirements for proposed functional areas. • The ability for the proposed software to integrate with the Clerk and County's systems environment.	35
Technical	This criterion considers but is not limited to the following: • Alignment of the proposed software to the Clerk and County's preferred technical specifications. • The vendor's written response to each Potential Interface. • The level of integration among proposed functional areas.	15
Approach	This criterion considers but is not limited to the following:	25

Criteria	Description	Max Points
	• The described approach to implement an enterprise system to achieve the Clerk's and County's goals and objectives. • The alignment of the proposed implementation timeline to the Clerk's desired timeline. • The distribution of implementation tasks among Clerk/County and vendor teams. • The proposed resources hours among Clerk/County and vendor teams. • The vendor's approach to key implementation tasks including but not limited to data conversion, testing, and training. • The vendor's planned ongoing support and maintenance services.	
Vendor Experience	This criterion considers but is not limited to the following: • The vendor's experience delivering the services requested in the RFP. • The vendor's experience with similar implementations for comparable organizations. • The vendor's experience deploying comparable interfaces to the Clerk and County's related applications.	15
Proposed Staff Experience	This criterion considers but is not limited to the following: • The experience of named staff delivering the services requested in the RFP. • The experience of named staff with similar implementations for comparable organizations. • The qualifications of named staff to deliver the services requested in the RFP with a focus on business process optimization.	10

3.3.2 Finalists Identification: The Clerk intends to utilize the criteria presented in Table 10 following the demonstrations by Short-List vendors. Each Proposal will be eligible to be awarded up to 30 points at this stage.

Table 10: Finalist Identification Criteria

Criteria	Description	Max Points
Functionality Demonstrated	This criterion considers new information learned through vendor demonstrations including but not limited to: • The demonstrated user interface. • The alignment of demonstrated functionality with preferred business processes.	15
Technical Capabilities	This criterion considers new information learned through the Technical Discussion as part of vendor demonstrations as well as other sessions.	5
Approach Discussion	This criterion considers new information learned through the Implementation Approach Discussion as part of vendor demonstrations as well as other sessions.	5

Criteria	Description	Max Points
Experience Discussion	This criterion considers new information learned through the Company Overview Discussion as part of vendor demonstrations as well as other sessions.	5

3.3.3 Preferred Vendor Identification: The Clerk intends to utilize the criteria presented in Table 11 following the completion of reference checks and any site visit. Each Proposal will be eligible to be awarded up to 30 points at this stage.

Table 11: Preferred Vendor Identification Criteria

Criteria	Description	Max Points
Comparable References	This criterion considers the relevance of references related to organization size, comparable scope, similar software version, and deployment model.	10
Reference Feedback	This criterion considers the feedback received from references related to the vendor's performance in the implementation including meeting project objectives and timelines, as well as the knowledge, skills, and experience of implementation staff; capabilities of the software; and ongoing vendor performance with support and maintenance.	20

3.3.4 Cost Point Allocation: The Clerk will evaluate cost proposals based upon this criteria. Cost points will be applied at the timing determined by the Evaluation Team. Cost points may be refined or replaced in the event of a subsequent Request for Clarification or Request for Best and Final Offer (BAFO). Each Proposal will be eligible to be awarded up to 40 points for cost.

Table 12: Cost Point Criteria

Criteria	Description	Max Points
Cost	This criterion considers, as applicable, the price of the software license/subscription schedule, services, and terms of any offered ongoing maintenance and support (including applicable service level agreements, disaster recovery, etc.) proposed in response to the information solicited by this RFP. Respondents will be evaluated on their pricing scheme, as well as on their price in comparison to the other proposers. In evaluating cost, the Clerk will evaluate on a fully loaded ten year cost of ownership. Fully loaded is defined to include (but is not limited to): software purchase/subscription and implementation costs; ongoing support and service costs; hardware costs; hosting and associated hardware support costs. The Clerk reserves the right to add their own estimates of the costs (including any anticipated savings) associated with the required level of internal staffing (business users and IT staff) for implementation and for ongoing support, hardware and overhead costs and savings, and may rely on the Respondent's resource estimates as a basis for their calculations. Vendors of point solutions will be compared against other proposals for the respective functional area group.	40

3.4 No Obligation, Right of Rejection, and Multiple Award

The inquiry made through this RFP implies no obligation on the part of the Clerk. This RFP does not constitute an offer or a contract with any Respondent or other party. The Clerk reserves the right to reject any or all Proposals, in whole or in part, and to waive any informality in proposals received, deemed to be in the best interest of the Clerk or to accept or reject all or any part of any Proposal. Proposals deemed to be received from debarred or suspended Vendors will be rejected. The Clerk may reject any Proposal that is not responsive to all of the material and substantial terms, conditions, and performance requirements of this RFP. The Clerk further reserves the right to award all, part, or none of the components/functional areas included in this RFP. In addition, the Clerk reserves the right to make one or more awards to competing Respondents for subsets of functionality as a result of this RFP. The Clerk also reserves the right to refrain from making an award if it determines it to be in its best interest. The Clerk reserves the right abandon the Project and/or to re-advertise and solicit other Proposals.

3.5 Contract Negotiation

After final evaluation, the Clerk may negotiate with the Respondent(s) of the highest-ranked Proposal. If any Respondent fails to negotiate in good faith or if the Clerk is unable to reach agreement with the highest-ranked Respondent on a contract, the Clerk may terminate negotiations and negotiate with the Respondent of the next highest-ranked Proposal or terminate negotiations with any or all Respondents. The Clerk reserves the right to negotiate the final terms and conditions of any one or more contracts to be executed, including but not limited to the fees. In the event the Clerk and a Respondent are unable to agree upon all contract provisions, the Clerk reserves the right to cease negotiations, and to move on to select another Respondent, or to reject all Proposals.

If contract negotiations are commenced, they may be held at Clerk office locations or via teleconference at a date and time to be determined. If contract negotiations are held, the Respondent will be responsible for all of Respondent’s costs including, without limitation, its travel and per diem expenses and its legal fees and costs.

3.6 Offer Held Firm

Proposals must remain open and valid for at least 180 days from the deadline specified for submission of Proposals. In the event award is not made within 180 days, the Clerk will send a written request to all Bidders deemed susceptible for award, asking Respondents to hold their price firm for a longer specified period of time.

4 Submittal Response Format

4.1 General Instructions

The following instructions must be followed by Respondents submitting Proposals. Offers that do not comply with all instructions contained herein may be disqualified:

1. **Deadline:** The deadline for Proposal submissions is established in Section 1.5. It will be the sole responsibility of the Respondent to submit its Proposal to the County before the closing deadline. Late Proposals will not be allowed.
2. **Hard Copy Proposals:** Respondents shall submit one (1) version of the Technical Proposal and one (1) version of the Price Proposal in separate binding (e.g. three-ring binder, folder, etc.) with tab separators, clearly marked "Original." Respondents shall also submit eight (8) versions of the Technical and Price Proposals in separate binding (three-ring binder, folder, etc.) clearly marked "Copy". Technical Proposals shall not include extraneous marketing materials.
3. **Fax and Email Proposals:** Fax or email responses will not be accepted.
4. **Electronic Media Files Proposals:** Respondents shall submit, along with the hard copy proposals, one (1) electronic version of the Technical Proposal and one (1) electronic version of the Price Proposal. Each one of the Proposals shall be submitted on separate removable devices (e.g., thumb drive, CD). The following table provides the required file formats and naming conventions for the electronic media files.

Table 13: Proposal Naming and File Formats

Proposal Section	Recommended File Naming Convention	Required File Format
Technical Proposal (Inclusive of Attachments A & B, and any Appendices)	"(*Proposer Name*)" Technical Proposal	Searchable Adobe PDF
Attachment A (Tabs 1 – 15)	"(*Proposer Name*) Proposal Response to Attachment A"	Searchable Adobe PDF
Attachment B (Tab 16)	"(*Proposer Name*) Proposal Response to Attachment B"	Microsoft Excel
Attachment C1 (Price Proposal under Separate Cover)	"(*Proposer Name*) Proposal Response to Attachment C1"	Microsoft Excel
Attachment C2 (Price Proposal under Separate Cover)	"(*Proposer Name)* Proposal Response to Attachment C2"	Searchable Adobe PDF
Any additional documentation provided shall be provided as:	"(*Proposer Name*) Supplement A – (*Supplement Document Title*)."	Searchable Adobe PDF

5. **Delivery/Mailing Instructions:** Sealed Proposals shall be clearly labeled on the outside of the packaging with the RFP Title and RFP Number. The mailing address for Proposals is contained in the following table.

Table 14: Proposal Mailing Addresses

Mailing Address
Monroe County Clerk of Court **ATTN: Pam Radloff** **500 Whitehead Street** **Key West, FL 33040**

6. **Amendment of Proposals:** Respondents may amend Proposals after submission but prior to the deadline set for receipt of Proposals. In the event an Addendum is issued and a Respondent has previously submitted a Proposal in response to this RFP, the Respondent shall notify the RFP Point of Contact via email of the need to submit an amendment, and clearly outline the reasons in writing. The amended Proposal shall then be submitted to the same address as the original Proposal. The amendment does not need to include all of the original parts of the Proposal. The amendment should only identify and present the parts being amended, and should make it clear what portion of the originally-submitted Proposal has been amended. No amendments will be accepted after the deadline unless they are in response to a request of the Clerk.

7. Except for trade secrets and confidential information that the Respondent identifies as proprietary, all Proposals will be open for public inspection after the contract award. All Proposals received as a result of this RFP are subject to Chapter 119, Florida Statutes and will be made available for inspection by any person in accordance with Florida Statutes. Sealed bids, proposals, or replies received pursuant to a competitive solicitation are exempt from F.S. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. Any Proposer asserting that any portion of its Proposal is confidential or exempt from disclosure under Florida's public records laws must specifically identify the portions of the Proposal asserted to be confidential and must provide specific citations to the Florida Statutes that establish the confidentiality or exemption.

   All portion of the material that is designated as exempt from Chapter 119 must be submitted in a separate envelope, clearly identified as "PUBLIC RECORDS EXEMPT" with your name and the Proposal name marked on the outside. For the electronic versions of Proposals submitted under Section 4.1(4) above, Respondent shall clearly mark any material designated as exempt from Chapter 119 with a watermark reading "PUBLIC RECORDS EXEMPT" on those specific pages designated as exempt. <u>If that material is requested through a public records request, the County will notify the Proposer of the request and give the Proposer thirty (30) calendar days to obtain a court order blocking the production of the material. If court order is not issued during that time to block the production, the material will be produced.</u> Please be advised that the designation of an item as exempt from disclosure as a Public Record may impact the ability of the Clerk to adequately assess the Proposal and may therefore affect the ultimate award of a contract.

<u>Respondents are advised to carefully read the entire Solicitation Package.</u>

4.2 Technical Proposal Organization Guidelines

Respondents are instructed to insert the completed Tab forms (**Attachment A – Proposal Response Forms**) in the corresponding Tab sections <u>as a part</u> of their response to the Technical Proposal. **The**

Clerk expects that Respondents will include additional proposal content beyond simply completing the forms and worksheets provided through this RFP.

The following table contains the organization guidelines for Proposal responses.

Table 15: Technical Proposal Organization Guidelines

Proposal Tab No.	Technical Proposal Section
Tab 1	Company Introduction
Tab 2	Software Solution
Tab 3	Project Approach and Implementation Methodology
Tab 4	Key Proposed Personnel and Team Organization
Tab 5	Project Schedule
Tab 6	System and Application Architecture
Tab 7	Data Conversion Plan
Tab 8	Software Hosting
Tab 9	Testing and Quality Assurance Plan
Tab 10	Training Plan
Tab 11	Ownership of Deliverables
Tab 12	References
Tab 13	Response to Narrative Questions
Tab 14	Sample Contracts, Warranty, and Escrow
Tab 15	Exceptions to Project Scope and Contract Terms
Tab 16	Functional and Technical Requirements Response

4.3 Content for Tabs 1 – 16

Attachment A – Proposal Response Forms is a Word document that provides detailed instructions and requirements for the Proposer as it relates to the documents to be submitted as their RFP response and Services required for the Project.

Proposers are instructed to organize Proposals in a tabbed format and to insert the completed Tab forms (**Attachment A – Proposal Response Forms**) in the corresponding Tabs as a part of their response to the Proposal. In addition to the information captured through the questions and tables in **Attachment A – Proposal Response Forms**, Proposers are requested to provide complementary narrative information, diagrams, and images to help substantiate and support their proposal response to each Tab section.

- **Tabs 1 – 15**

  These tabs are to include the Proposers response as detailed in **Attachment A – Proposal Response Forms**, including any supplemental attachments or documents identified in **Attachment A – Proposal Response Forms**. Proposers are directed to **Attachment A – Proposal Response Forms**, which includes forms, tables, and questions that are be completed by the Proposer and inserted into each applicable tab of the RFP response (Tab 1 – 15).

Attachment B – Functional and Technical Requirements is an Excel spreadsheet with a Table of Contents followed by thirteen (13) tabs. Proposers shall provide responses to the requirements in Attachment B using the Response Indicators listed in the Table of Contents.

- **Tab 16**

  This tab is to include Proposer's response as detailed in Attachment B – Functional and Technical Requirements/Capabilities, which is an Excel document to be filled out by the Proposer. Proposers are required to use the following legend for completing Attachment B – Functional and Technical Requirements/Capabilities.

  When providing responses to the requirements in Attachment B – Functional and Technical Requirements/Capabilities, Proposer shall use the response indicators contained in the following table.

  Proposers are instructed to enter only one response indicator in response to each requirement. Responses to an individual requirement that contain more than one indicator (e.g., C/T) will be treated as a response of "N" feature/function not provided.

  If a Proposer is not proposing on certain functionality, a response of "No Bid" shall be provided for all applicable areas. A response of "No Bid' should not be used as a replacement for an "N" response.

Table 16: Requirements Response Indicators

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and County by April 1, 2020, at which point it will be implemented in accordance with agreed-upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C1 – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.

Indicator	Definition	Instruction
N	**No: Feature/Function cannot be provided.**	N/A

- **Proposal Supplements**

  Any Proposer-submitted materials or documentation not specifically requested through this RFP may be included as Supplements to the Proposal in a separately marked “Supplements” tab of the proposal.

4.4 Price Proposal

The Respondent’s Price Proposal shall be submitted under separate cover, and consist of three sections, as further described below:

1. The completed Cost Worksheets as contained in **Attachment C1 – Cost Worksheets.** Respondents shall not modify the worksheets in any way. Please review Attachment C2 **prior** to completing Attachment C1, for further direction on completing the Cost Worksheets, and please also review Attachment A, Tab 3 for important information relating to the project approach.
2. The Respondent’s standard travel and expense policy.
3. A narrative description of the proposed costs in response to **Attachment C2 – Cost Narrative**.

5 Terms and Conditions

CONTRACTUAL REQUIREMENTS & TERMS AND CONDITIONS

The following terms and conditions apply to this RFP solicitation process, and will be incorporated into the resulting contract as applicable.

5.1 Florida Public Records Requirements:

Pursuant to F.S. 119.0701 and the terms and conditions of this contract, the Contractor is required to:

1) Keep and maintain public records that would be required by the County to perform the service.

2) Upon receipt from the County's custodian of records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Hotel does not transfer the records to the County.

4) Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records that would be required by the County to perform the service. If the Contractor transfers all public records to the County upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of records, in a format that is compatible with the information technology systems of the County.

5) A request to inspect or copy public records relating to a County contract must be made directly to the County, but if the County does not possess the requested records, the County shall immediately notify the Contractor of the request, and the Contractor must provide the records to the County or allow the records to be inspected or copied within a reasonable time.

If the Contractor does not comply with the County's request for records, the County shall enforce the public records contract provisions in accordance with the contract, notwithstanding the County's option and right to unilaterally cancel this contract upon violation of this provision by the Contractor. A Contractor who fails to provide the public records to the County or pursuant to a valid public records request within a reasonable time may be subject to penalties under section119.10, Florida Statutes.

The Contractor shall not transfer custody, release, alter, destroy or otherwise dispose of any public records unless or otherwise provided in this provision or as otherwise provided by law.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, BRIAN BRADLEY AT PHONE# 305-292-3470 BRADLEY-BRIAN@MONROECOUNTY-FL.GOV, MONROE COUNTY ATTORNEY'S OFFICE 1111 12TH Street, SUITE 408, KEY WEST, FL 33040.

5.2 Scrutinized Businesses (applies to contracts > $1million) (F.S. 287.135)

The County may terminate the contract at the option of the awarding body if the company is found to have submitted a false certification as provided under F.S. 287.135, subsection (5); has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lit, or been engaged in business operations in Cuba or Syria.

The County may also terminate the contract at the option of the awarding body if the company is found to have been placed on the Scrutinized Companies that boycott Israel List or is engaged in a boycott of Israel.

Notwithstanding the above language, the County on a case-by-case basis may permit a company on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or a company engaged in business operations in Cuba or Syria, to be eligible for, bid on, submit a proposal for, or enter into or renew a contract for goods or services of $1 million or more, or may permit a company on the Scrutinized Companies that Boycott Israel List to be eligible for, bid on, submit a proposal for, or enter into or renew a contract for goods or services of any amount, under the conditions set forth in Section 287.135(4)(a) or the conditions set forth in paragraph Section 287.135(4)(b).

A. Monroe County's (or Clerk's) performance and obligation to pay under this contract is contingent upon annual appropriation by the Board of County Commissioners.

B. A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. (F.S. 283.133)

5.3 Ethics in Procurement. (required by Section 2-152, Monroe County Code)

(Person or business entity) warrants that he/it had not employed, retained or otherwise had act on his/its behalf any former County officer or employee subject to the prohibition of Section 2 of Ordinance No. 010-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 020-1990. For breach or violation of this provision the County may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.

5.4 Incurred Expenses

There is no express or implied obligation for the Clerk to reimburse Respondents for any costs or expenses incurred in preparing Proposals in response to this RFP, and the Clerk will not reimburse Respondents for these costs or expenses, nor will the Clerk pay any subsequent costs associated with the provision of any additional information or presentations, or to procure a contract for these Services. The Clerk is not responsible for any cost(s) incurred by a Respondent in preparing and/or submitting a Proposal in response to this RFP. The Clerk will also not be responsible for any costs associated with preparing and/or participating in any systems demonstrations requested of the Respondent's products and Services.

5.5 Authorized Signatures

The proposal must be executed personally by the vendor or duly authorized partner of the partnership or duly authorized officer of the corporation. If executed by an agent, a power of attorney or other evidence of authority to act on behalf of the vendor shall accompany the proposal to become a valid offer.

5.6 Waiver of Claims

Each Offeror by submission of a response to this RFP waives any claims it has or may have against the Clerk and County, and their respective employees, officers, members, directors and partners; The Clerk's Representative and its employees, officers, members, directors and partners; and the County, its employees, officers and elected officials, agents, representatives, that are connected with or arising out of this RFP, including, the administration of the RFP, the RFP evaluation, and the selection of qualified Respondents. Submission of proposal indicates Respondent's acceptance of the evaluation technique. Without limiting the generality of the foregoing, each Respondent acknowledges that the basis of selection and that the evaluations shall be made public in accordance with applicable law and waives any claim it has or may have against the above-named persons, due to information contained in such evaluations.

5.7 Failure to Negotiate

If the selected Respondent:

1. Fails to provide the information required to begin negotiations in a timely manner
2. Fails to negotiate in good faith
3. Indicates it cannot perform the contract within the designated timeframes or within budgeted funds available for the Project
4. If the Respondent and the Clerk, after a good-faith effort, cannot come to terms; then

the Clerk may terminate negotiations with the Respondent initially selected and commence negotiations with the next highest-ranked Respondent. At any point in the negotiation process, the Clerk may, at is sole discretion, terminate negotiations with any or all Respondents.

5.8 Contract Type

The contract resulting from this RFP shall be in form and content satisfactory to the Clerk and shall include, without limitation, the terms and conditions provided for in this RFP and such other terms and conditions as the Clerk deems necessary and appropriate. The resulting contract from this RFP shall be a not-to-exceed based contract, subject to the Payment Terms identified in Attachment C2 for the various cost types.

The standard of performance for the contract resulting from this RFP shall be in accordance with the highest applicable standards in the financial information software industry. The initial contract price will be based on prices submitted by the Selected Respondent, subject to contract negotiations with the Clerk, and shall remain firm for the initial term of the contract. Price adjustments may be negotiated at the request of either party in the extension periods with mutual agreement of the parties. A party proposing a price change in an extension period must notify the other party at least one-hundred eighty (180) days prior to the commencement of any extension period.

5.9 Contract Changes

Written requests for price changes resulting from a change of scope, as initiated or requested by the Clerk, must be submitted in writing to the Clerk via Change Order. Any increase will be based on the Contractor’s actual cost increase only, as shown in written documentation. All Change Order requests must be in writing, must not constitute increases in profit, and must contain data establishing or supporting the increase in cost. At the option of the Clerk, (1) the request may be granted; (2) the Contract may be cancelled and solicitation may be re-advertised; or (3) Contract may continue without change.

The Clerk will accept or reject all such written requests within ninety (90) days of the date of receipt of Contractor’s request for price increase or receipt of proper written documentation, whichever is later.

If a price increase is approved, the Clerk will issue an amendment or change order to the contract specifying the date the increase will be effective. All Services and related accessories are to be billed at prices in effect at the time the service was rendered or order was placed.

If a price increase is rejected, the Contractor will be notified and, at the option of the Clerk, the Contract may be (1) cancelled and the solicitation may be re-advertised; or (2) continued without change.

All other Contract changes will be effective only on written agreement signed by both parties.

5.10 Contract Approval

The Clerk’s obligation will commence only following the Clerk’s approval of a Contract and the parties’ execution of the Contract. Upon written notice to the Contractor, the Clerk may set a different starting date for the Contract. The Clerk will not be responsible for any work done or expense incurred by the Contractor or any subcontractor, even such work was done or such expense was incurred in good faith, if it occurs prior to the Contract start date set by the Clerk.

5.11 Statutory Information

Any contract or agreement resulting from this RFP shall be construed in accordance with the laws of the State of Florida. Any litigation between the parties arising out of, or in connection with, the contract shall be initiated and prosecuted in federal or state court in Monroe County, Florida.

5.12 Non-Discrimination Clause

During the performance of the contract, the Contractor and all subcontractors will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance. The Contractor and all subcontractors will take affirmative action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

5.13 Force Majeure

Neither Party shall be in default by reason of any failure in performance of the resulting contract if such failure is proximately caused by causes beyond their reasonable control and without the fault or negligence of said Party including, without limitation, unforeseeable acts of nature; terrorism or other acts of public enemy; war and epidemics or quarantine restrictions (“force majeure”).

If either Party is delayed at any time in the progress of the work governed by the contract by force majeure, the delayed Party shall notify the other Party in writing of such delay, as soon as is practical, of the commencement thereof and shall specify the cause(s) of such delay in the notice. The notice shall be hand-delivered or mailed certified-return receipt and shall make a specific reference to this provision. The delayed Party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time of completion shall be extended by contract modification for a period of time equal to the time that results or effects of such delay prevent the delayed Party from performing in accordance with this contract.

5.14 Policy Compliance

The Respondent shall, as a condition of being considered for award of the contract, require each of its agents, officers, and employees to abide by the Clerk and County’s policies prohibiting sexual harassment, firearms, and smoking, as well as all other reasonable work rules, safety rules, or policies regulating the conduct of persons on County property at all times while performing duties pursuant to the contract. The Respondent agrees and understands that a violation of any of these policies or rules will constitute a breach of the contract and will be sufficient grounds for immediate termination of the contract by the Clerk.

5.15 Compliance with Federal, State, County, and Local Laws

Proposals must comply with all federal, state, county and local laws. Any vehicles or equipment shall contain all standard safety, emission, and noise control requirements required for the types and sizes of equipment at the time of their manufacture. The contractor agrees, during the performance of work or service, to comply with all applicable codes and ordinance of the County of Monroe or State of Florida as they may apply, as these laws may now read or as they may hereafter be changed or amended.

5.16 Patents and Copyrights

The successful vendor agrees to protect the Clerk from claims involving infringements of patents and/or copyrights.

5.17 Invalid, Illegal, or Unenforceable Provisions

In case any one or more of the provisions contained in the Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

5.18 County Property

The use of any and all Clerk and County property by Contractor or its agents must be approved in advance by the Clerk and/or County.

5.19 Rights of Use

The Contractor agrees that the Clerk will own and have the right to use, reproduce and apply as it desires, any data, reports, analyses and materials which are collected or developed by the Contractor or anyone acting on behalf of the Contractor as a result of this contract.

5.20 Ownership of Data and Transition

Any and all Clerk and County data stored on the Contractor's servers or within the Contractors custody, is the sole property of the Clerk and/or County. The Contractor, subcontractor(s), officers, agents and assigns shall not make use of, disclose, sell, copy or reproduce the Clerk and/or County's data in any manner, or provide to any entity or person outside of the Clerk/County without the express written authorization of the Clerk or the County.

In the event resulting Agreement is terminated for any reason, or upon expiration, and in addition to all other rights to property set forth, the Selected Respondent shall:

a. Incur no further financial obligations for materials, Services, or facilities under the Agreement without prior written approval of the Clerk;
b. Terminate all purchase orders or procurements and any subcontractors and cease all work, except as the Clerk may direct, for orderly completion and transition; and
c. Make available to the Clerk, at no cost, all Clerk and County data stored within the system, stored on the Contractor's servicers, or within the Contractor's custody, within fifteen (15) days of termination or Clerk request.

In the event resulting Agreement is terminated for any reason, or upon expiration, and in addition to all other rights to property set forth, the Clerk shall:

d. Retain ownership of all data, work products, and documentation, created pursuant to the resulting Agreement

5.21 Audit

Contractor will retain all records related to this contract for 5 years after final payment or until audited by the Clerk, whichever comes first. The Clerk may inspect these records upon reasonable notice to Contractor.

5.22 Personnel

All of Contractor's personnel providing goods and services under the contract shall possess the necessary skills, experience, and knowledge, to perform their assigned duties. In the event assigned personnel are providing non-conforming or unsuitable services, the Clerk shall notify Contractor and provide the opportunity to rectify the deficiency. If unable to cure the nonconforming services, Contractor shall remove from the project and replace the Contractor's personnel that the County deems unsuitable for the project with a resource possessing the necessary skills, experience, and knowledge, to perform their assigned duties in a satisfactory manner.

5.23 Software Upgrades

The Clerk shall be entitled to any and all upgraded versions of the software covered in the contract that becomes available from the Contractor. Such upgrades shall be provided at no cost to the Clerk so long as a valid maintenance and support agreement, or if applicable software as a service licensing agreement, is in place.

5.24 Data Privacy and Security

Contractor shall comply with all relevant federal, state, and local laws and regulations on security and privacy. Contractor shall have and follow a disaster recovery plan. Contractor shall only store and process Clerk and County data within the continental United States. If applicable to the Contract, the Contractor shall back up all Clerk and County data daily to an offsite hardened facility.

5.25 Insurance Requirements

The Contractor shall, at its own expense, secure and maintain in force throughout the duration of any contract insurance of the following kinds and limits.

A. Commercial general liability
   - Limits: $1 million combined single limit
   - Coverage to include Broad Form Property Damage, Contractual, and Personal Injury.

B. Comprehensive auto liability:
   - Limits: $500,000 per person; $1 million per occurrence; $100,000 property damage; or $1 million combined single limit
   - Coverage to include all owned, hired, and non-owned vehicles engaged for this project, covering personal injury, property damage, and bodily injury.

C. Cyber liability:
   - Limits: $ 2 million
   - Coverage to include data breach, network security, internet media, network extortion, regulatory proceedings, and PCI fines and costs.

D. Professional liability insurance:
   - Limits: $1 million per occurrence
   - Coverage for all claims arising out of the Vendor's operations or premises, anyone directly or indirectly employed by the Vendor, and Vendor's obligations under the indemnification portion of any contract awarded pursuant to this RFP.

E. Workers compensation:
   - Limits shall be in accordance with the provisions of the laws of the State

F. Employers' liability, $ 1 million

The County and Clerk shall be named as additional insured on all policies identified herein except for workers' compensation, Employer's Liability, and Professional Liability.

The Contractor shall provide a certificate of insurance showing all coverages and naming the Clerk and County as additional insured on the applicable policies, at time of execution of the contract or within a maximum of five (5) days following execution. The Contractor shall maintain the policies in force through the term of this Agreement. As policy periods expire, the Contractor shall supply new certificates of insurance. The certificates must contain a statement requiring 30-days advance notification to the County and Clerk should the policy be canceled, changed or expired.

Attachment A – Proposal Forms

Proposer is to complete each of the Tabs 1 – 16 and submit per the instructions provided in Section 4 of the RFP. Any Exhibits provided by the Proposer are to be inserted at the end of each applicable tab.

Proposers are permitted to make changes to the footers, and necessary formatting changes to tables, to optimize the presentation of information.

Proposer is instructed to organize Proposal in a tabbed format, and to insert the completed tab forms (Attachment A) in the corresponding tabs as a part of their Proposal response. In addition to the information captured through the questions and tables in Attachment A, Proposer is requested to provide complementary narrative information, diagrams, and images to help substantiate and support their proposal response to each tab section. Any such information may be provided in Proposers preferred formatting/branding.

Proposal Tab No.	Proposal Section
Tab 1	Company Introduction and Relevant Experience
Tab 2	Software Solution
Tab 3	Project Approach and Implementation Methodology
Tab 4	Key Proposed Personnel and Team Organization
Tab 5	Project Schedule
Tab 6	System and Application Architecture
Tab 7	Data Conversion Plan
Tab 8	Software Hosting
Tab 9	Testing and Quality Assurance Plan
Tab 10	Training Plan
Tab 11	Ownership of Deliverables
Tab 12	References
Tab 13	Narrative Questions
Tab 14	Sample Contracts, Warranty, and Escrow
Tab 15	Exceptions to Project Scope and Contract Terms
Tab 16	Functional and Technical Requirements Response
Supplements	Any Proposer-submitted materials or documentation not specifically requested through this RFP may be included as Supplements to the Proposal in a separately marked “Supplements” tab of the proposal.

Tab 1 – Company Introduction and Relevant Experience

I. TRANSMITTAL CERTIFICATION

By signature on the Proposal, the Respondent certifies that it complies with:

1. The laws of the State of Florida and is licensed or qualified to conduct business in the State of Florida
2. All applicable local, state, and federal laws, codes, and regulations
3. All terms, conditions, and requirements set forth in this RFP
4. A condition that the Proposal submitted was independently arrived at, without collusion
5. A condition that the offer will remain open and valid for the period indicated in this solicitation; and any condition that the firm and/or any individuals working on the contract do not have a possible conflict of interest
6. The following Non-Collusion Affirmations
    - I affirm that I am the Respondent, a partner of the Respondent, or an officer or employee of the Respondent's corporation with authority to sign on the Respondent's behalf.
    - I also affirm that the attached has been compiled independently and without collusion or agreement, or understanding with any other Vendor designed to limit competition.
    - I hereby affirm that the contents of this Proposal have not been communicated by the Respondent or its agent to any person not an employee or agent of the Clerk or County.

If the Respondent fails to comply with the provisions stated in this paragraph, the Clerk reserves the right to reject the Proposal, terminate the contract, or consider the Respondent in default.

Table 1-01: Transmittal Certification and Primary Contact Information

Field	Response
Name of the Respondent Representative	
Title	
Name of Company	
Address	
Telephone Number	
Email Address	

Field	Response
Signature of Authorized Officer of the Firm	
A signature provides the Clerk with the Respondent's acknowledgement and acceptance of the RFP terms, requirements, and conditions, and the execution of same during the discharge of any succeeding contract.	

II. TRANSMITTAL LETTER

A Transmittal Letter, printed on letterhead, shall be submitted and signed by an authorized representative of the Respondent, such as the owner, partner, or in the case of a corporation, the President, Vice President, Secretary, or other corporate officer(s).

III. COMPANY BACKGROUND AND HISTORY

i. Proposer to provide a comprehensive history statement of the firm, including any mergers, assignments, or other corporate changes during the past 10 years.

ii. Proposer shall complete the Company Background and History Table as provided below.

If a partnership with third-party company is a part of the Proposal, the Company Background and History table shall be provided for each entity. It is expected that all points shall be addressed for each company involved in the Proposal, prime or third party. Proposer to copy the table as needed for each Partner/Third-Party Firm proposed and fill out for each.

Table 1-02: Company Background and History

Metric	Response
Name of Proposer:	
(*Copy form and Complete if applicable for each)* **Name of Partner/Third-Party Firm:**	
Total number of employees	
Type and number of employees committed to the product and support being proposed	
Office locations (City and State)	
Total number of active clients	Private: Government:
Total number of active Private Sector ERP clients	

Metric	Response
Total number of active Government Sector ERP clients	
Total years offering proposed software systems	
Total number of Florida Government ERP clients with breakout by Municipality, County, Other	Municipality: County: Other:
Total number of completed implementations of the proposed product and version	
Total number of active government clients using the proposed product version	
Total number of clients converted to the proposed product from FinancePlus.	
Largest active government installation, including population	
Smallest active government installation, including population	
Other products offered by the company	

IV. RELEVANT EXPERIENCE

i. Please describe your relevant experience working with Florida governmental entities (Counties, Clerks, Municipalities, etc.)

ii. Please describe your experience and approach to projects that involve various locations and entities utilizing the same system? What special considerations must be taken to ensure the system is configured to meet the distinct needs of separate organizations?

iii. Identify two recent project implementations that are most comparable to the Clerk’s proposed implementation, and provide a project profile for each, including: scope of modules; project duration; any unique requirements or circumstances that were a part of, or came up during, the project; the legacy system converted from; etc.

iv. Please describe implementation barriers or challenges that have been experienced working within Florida on implementations. What proactive steps are planned in this proposed project to mitigate against similar challenges?

v. What sets the product(s) and services that your firm proposes apart from competitors' products and services? Why should the Clerk select your firm to partner with?

V. USE OF SUBCONTRACTORS

i. The Proposer shall identify any of the required Services that are proposed to be subcontracted, if any. This table is to be copied and filled out for each proposed subcontractor.

Table 1-03: Subcontractor Questions

Question	Response
Does your firm complete the implementations of the product being proposed or is this effort outsourced?	
Has or will any portion of the proposed work be completed by subcontractors or contract employees?	
This below portion of the table is to be copied and filled out for each proposed subcontractor.	
Name of subcontractor and address	
Summary of Service and estimated percentage of Work the subcontractor will be providing.	
Reasons for subcontracting	
Experience	
Detailed subcontractor responsibilities	
Previous history of projects using the named subcontractor	
Any additional relevant information	

The Clerk reserves the right to request a copy of the prime contractor/subcontractor contract verifying the prime contractor has the sole responsibility for any and all Services under this RFP and is financially liable, without exception, to the Clerk for all Services contracted by the Proposer and the subcontractor under this RFP.

The Clerk reserves the right to request additional information regarding the subcontractor(s) as it relates to references, history of the firm, and other relative information that has been required of the Proposer to submit in this RFP.

The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the Clerk.

ii. By signature (electronically or via ink) below on the Certification of Subcontractors/Partners, the Proposer and the Subcontractor/Partner certify that the Proposer has received the permission of the third-party to include the scope of software and services under the cover of the submitted proposal.

Table 1-04: Certification of Subcontractors/Partners

Entity	Company Name	Representative Name	Title	Telephone Number	Email Address
Proposer	_____	_____	_____	_____	_____
Partner/Third-party software provider	_____	_____	_____	_____	_____
Partner/Third-party software provider	_____	_____	_____	_____	_____

Respondents are instructed to return a copy of this Certification form signed by an authorized firm agent as part of proposal responses.

VI. ACKNOWLEDGEMENT OF ADDENDA:

Addenda: Proposer shall acknowledge below the receipt of any addendum posted to the County's website.

ADDENDUM NO.	DATE ISSUED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Tab 2 – Software Solution

I. SUMMARY DESCRIPTION OF EACH FUNCTIONAL AREA

Proposer to provide a summary description of the capabilities for each functional area contained in Table 03 of the RFP, in narrative format. The purpose of this summary is so that the Clerk has a high-level understanding of the proposed solution. The narrative should be written for an audience of the end-user community. Descriptions should be included for any products proposed by third parties to meet the capabilities described in the Functional and Technical Requirements in Attachment B.

Marketing materials should not be submitted on the proposed functionality.

II. SOFTWARE DOCUMENTATION FEATURES AND FUNCTIONS

Proposer to provide a summary of their software documentation that describes the features and function of the proposed application software. Identify what makes your documentation user friendly and useful to the end user and technical user of the software.

III. PROPOSED SOFTWARE MODULES TABLE

Proposer to complete the table below. Proposed modules that are required to satisfy the requirements associated with the functional areas identified below cannot be proposed as complementary or optional.

Table 2-01: Proposed Functional Areas/Modules

Proposed Software Information	
Product Component/Suite *(Name and Version of the Proposed Software Solution)*	
Time on Market	Release Date of Most Current Version
Next Major Release Date	Next Minor Release Date
Licensing	
Describe how the software is licensed (e.g. named user, concurrent users, enterprise/site, power user) and the options available for licensing:	

Proposed Software Information	
How many licenses have been proposed?	

Deployment Model			
Deployment Models Proposed to the County *(Corresponding Attachment C Cost Worksheets shall be completed for each separate deployment model proposed)*	Clerk-Hosted (Perpetual License)	Proposer-Hosted (Perpetual License)	Software-as-a-Service (Subscription)
	☐	☐	☐

Summary of Modules Proposed			
No.	Functional Area	Name of Proposed System Module(s) to Address Requested Functional Area	Previous Third-Party Partnerships and/or Solutions Successfully Integrated* With
1	General Ledger and Financial Reporting		
2	Budgeting		
3	Purchasing, Bids, and Contracts		
4	Accounts Payable		
5	Accounts Receivable and Cash Receipts		
6	Project and Grant Accounting		
7	Fixed Assets		
8	Human Resources		
9	Payroll		
10	Time and Attendance		

Summary of Modules Proposed note: **Successful integration should include only those instances where both the software and the client are in production environments.*

Software Narrative Questions	
How often are releases provided, and what is the process to test each release?	
Would the Clerk be able to test releases in a test environment prior to pushing updates to a live environment?	
Does the system have the ability to roll back updates should challenges or bugs be encountered?	

Proposed Software Information	
What strategic decisions or direction is your firm taking or making related to the product being proposed today?	
List applications that the product being proposed will integrate with or has integrated with in the past, beyond those listed in the Interfaces tab of Attachment B.	

IV. OPTIONAL AND COMPLEMENTARY MODULES

What other system modules or products, not included in the scope of your proposal, would the Proposer recommend to be complementary or optional to the Project Scope?

Table 2-02: Optional and Complementary Modules

No.	Module Name	Brief Narrative Description of Functionality Provided
1		
2		
3		

V. PARTNERSHIPS/THIRD-PARTY PRODUCT RELATIONSHIP

i. Proposer to fill out the below table for each of the Partnership/Third-Party software product proposed.

– Not applicable, no Partnership/Third-Party software proposed

Table 2-03: Partnership and/or Third-Party Product Identification

Name of Partnership/Third-Party Software Firm	Name of Software Product	Name of existing Clients using Proposer's system and the Partnership/Third-Party Software	Number of years Client has been using the two products together

ii. For each product proposed as a Partnership/Third-Party product, detail the options available to the Clerk as it relates to contracting relationship between the Clerk and the Partnership/Third Party.

iii. Proposer to provide the approach and responsibilities for managing the implementation and acceptance testing for each of the proposed Partnership/Third-Party products.

iv. Proposer to provide the approach and responsibilities for the SLA/maintenance related to the Partner/Third-Party provider.

v. Proposer to submit references and qualification statements for each of the proposed Partners/Third-Party firms and attach as an Exhibit to Tab 2.

Confirmed, Exhibit attached.

vi. Proposer shall indicate if the proposed approach utilizes a systems integrator or consulting firm as the third-party.

VI. General

i. Proposer shall clearly indicate the deployment model(s) proposed from among the three categories presented in a-c below. If more than one product is proposed, please clearly identify the deployment model for each product proposed:

   a. On Premise (locally hosted at the County, perpetual licenses)
   b. Software as a Service (SaaS or subscription-based models)
   c. Proposer hosted (hosted and managed by the Proposer, perpetual licenses)

ii. Proposer shall detail the ability of the proposed system(s) to integrate with Active Directory Domain Services implemented in accordance with published internet standards such as Lightweight Directory Access Protocol (LDAP) and Domain Name System (DNS). If such integration is not offered, Proposer shall explain the identify management solution that is provided.

iii. If applicable to the proposed deployment model, describe how the SaaS application/service provides two-way user and group synchronization with Active Directory (AD). (e.g. As users and groups are added to and removed from AD, these changes are reflected in the SaaS applications). Would the Clerk AD be able to push, and the SaaS applications able to receive, user profiles and groups?

iv. When a user is added to AD, are the proposed solutions automatically provisioned and, conversely, when a user is removed from AD, access is automatically revoked?

v. Are users able to sign on to the Windows network once, and then easily gain access to the proposed applications without having to enter an additional set of credentials?

vi. Proposer shall detail the frequency and release of upgrades, and the process for testing any upgrades (e.g. Clerk testing, automated scripts).

vii. Proposer shall fully describe the integration/interface/data exchange capabilities of the proposed system, including available APIs, middleware, web services, etc.

Tab 3 – Project Approach and Implementation Methodology

I. PROJECT APPROACH

Proposer to provide a description of the proposed approach for providing the Services described in RFP Section 2.0, including a comprehensive description of the proposed implementation methodology for the Project. The description should include how the Proposer has developed this methodology to both incorporate lessons learned from experiences as well as to meet the needs described in the RFP.

i. Based on information provided in this RFP and experience in working with other localities, what is the Proposer's perspective on the most significant risks to this Project, and how do you plan to mitigate these risks?

ii. With what frequency will Proposer's Project Team staff be on-site at the Clerk's during implementation? Will staff be on-site for full or partial weeks?

iii. Describe any additional assumptions made in the Proposal, not already identified in detail. These should include any assumptions related to the current Clerk and County technical environment, staffing, project management approach, and Clerk and County resources available during implementation and support phases.

iv. This RFP process includes the Monroe County Clerk issuing the RFP, with the intent of covering functionality for the Clerk's office and the County Board of Commissioners (BOCC). It is anticipated that varying workflows, permissions, and other configuration decisions will be required for each entity, including for similar processes that are conducted independently within each entity. One such example may be personnel actions, while another may be differing processes for purchasing activities. The Clerk and BOCC wish to understand the impact this might have on the implementation process, including the following:

   a. What level of variation between the two entities would require separate instances of the software for the Clerk and BOCC? Is there the option to have separate instances, or to use the same instance?

i. If separate instances are required, would this result in separate licensing/subscription agreements, separate hardware, separate maintenance/support agreements, etc.?

ii. If separate instances are required, would this result in an approach to implementing the software as two separate tracks – with separate analysis/requirements gathering, configuration and testing, etc. occurring for each entity?

iii. If separate instances are required, what other considerations are there related to the professional services or software deployment that should be considered?

iv. If separate instances of the software are not required to support the two entities and differing configuration/workflows, how would the approach be tailored to account for the needs of differing stakeholders and processes?

v. Please note that space has been provided in Attachment C2 (Cost Narrative) to allow for any particular cost considerations related to the above questions and approach.

Open Comment (if applicable):

II. DEPLOYMENT

Proposer to provide a detailed narrative description of how the implementation approach will vary between the deployment methods proposed (i.e. a traditional Clerk-hosted model, a Proposer-hosted and/or a subscription-based solution, etc.).

III. GO-LIVE AND ONGOING SUPPORT

Proposer to describe what level of pre- and post-go-live support is available under the proposed fee structure. If varying levels of support are available, this section of the RFP response should clarify these potential support services and highlight the level of support that has been proposed. Proposer shall use Attachment C, Cost Worksheets, to clearly identify the varying fees based on the varying levels of support that are available.

i. What are the standard hours that support is offered, and through what means (telephone, web ticket submission, etc.)?

ii. Are afterhours and weekend support offered, and if so, is this part of the standard support offering or part of a different tier/offering?

iii. Describe the support that is offered to assist in potential situations where the Clerk is unable to conduct certain mission-critical processes, such as processing payroll, due to emergency situations (e.g. inclement weather).

iv. Is product support offered by Proposer, through the software developer/provider, or sub-contracted?

v. Are there future costs associated with upgrade processes? For example, costs associated with purchasing licensing for upgrades, professional services costs associated with implementing upgrades, etc.? Proposer to describe the frequency of upgrades and any price ranges for anticipated upgrades.

IV. RESOURCE HOURS

Proposer shall include the proposed resource levels for the Clerk Implementation Project Team and their Project Teams by completing the tables below.

Table 3-01: Proposer Project Team Resource Hours

Proposer Project Team							
Instructions: The Proposer is asked to provide the number of resources that will be committed to the Project in terms of number of hours. These numbers should be based on the functionality the Clerk desires, included in the detailed Functional and Technical Requirements (Attachment B).							
Assumptions: Any assumptions related to the number of Project Team staff for the Proposer, roles of staff, and duration of involvement used in the development of the resource hour estimates **should be included here**:							
Functional Area	**Requirements and Design**	**Data Conversion**	**Configuration and Setup**	**Implementation/ Project Management**	**Testing**	**Training**	**Total**
General Ledger and Financial Reporting							
Budgeting							
Purchasing, Bids, and Contracts							
Accounts Payable							
Accounts Receivable and Cash Receipts							
Project and Grant Accounting							
Fixed Assets							
Human Resources							
Payroll							
Time and Attendance							
Total Hours by Project Task:							

Table 3-02: Clerk/County Project Team Resource Hours

Clerk/County Project Team
Instructions: The Proposer is to provide the number of resources that will be required from the Clerk in terms of number of hours. These numbers should be based on the functionality the Clerk desires, included in the detailed Functional and Technical Requirements (Attachment B).
Assumptions: Any assumptions related to the number of Clerk or County staff for the Implementation Project Team, roles of Clerk and County staff, and duration of involvement used in the development of the resource hour estimates **should be included here**:

Functional Area	Total Core/Dept. Users (Estimated Per Functional Area)	Requirements and Design	Data Conversion	Configuration and Setup	Implementation/ Project Management	Testing	Training	Total
General Ledger and Financial Reporting	25							
Budgeting	7							
Purchasing, Bids, and Contracts	25							
Accounts Payable	9							
Accounts Receivable and Cash Receipts	4							
Project and Grant Accounting	11							
Fixed Assets	2							
Human Resources	7							
Payroll	4							
Time and Attendance	10							
Total Hours by Project Task:								

Proposer shall include the anticipated resource hour's levels for the Implementation Project Team based on typical project role by completing the tables below. Any comments related to the anticipated hours, any phase-specific involvement, or other assumptions should be noted in the Additional Vendor Comments column.

Table 3-03: Anticipated Hours by Project Role

Anticipated Hours by Project Role			
Project Role (e.g. Project Sponsor, Project Manager, Conversion Lead)	**Estimated hours per month (ranges are acceptable)**	**Estimated number of individuals required for role**	**Additional Vendor Comments**

V. IMPLEMENTATION PLAN

Proposer to provide their overall objectives and approach to the Clerk/County's implementation. Discuss timing as being chronological, in parallel, etc., for all of the modules proposed.

Proposer shall submit a Sample Implementation Plan as an Exhibit to Tab 3, labeled as VI, Implementation Plan.

Exhibit submitted Yes No

VI. STATUS REPORTING

Proposer to detail their approach to providing status reports throughout the course of the Project. This section should include an example of the recurring status report and identify the expected delivery mechanism that will be used to provide the report to the Clerk.

VII. PROJECT MANAGEMENT PROCESS

Proposer to provide their approach for the Clerk's Project for each of the following project management processes that will be provided. If any of these processes/responsibilities are not being provided by the Proposer, Proposer to identify as such.

i. **Scope Management:** Proposer to describe their approach for managing the Project Scope and the process used to request changes to Project Scope. It is the Clerk's desire to use the proposed software system "as is" and, as such, any changes (e.g. customizations or modifications to the software) must be reviewed and approved by the Implementation Project Team.

ii. **Schedule Management:** Proposer to provide their approach for managing the Clerk's Project Schedule and the process used to submit requested changes to the schedule. The Proposer must ensure that the Project Schedule is kept current and will be responsible for reporting any missed milestones to the Clerk. Include in your response how this requirement will be met.

iii. **Risk Management:** Proposer to provide their approach for documenting Project risks, providing recommendations for mitigating the risk, and how this will be communicated to the Implementation Project Team. What is the process for monitoring, escalating, and resolving issues that will arise during the Project?

iv. **Quality Management:** Proposer to provide their approach/policies to assure that all written deliverables have received appropriate reviews for quality before being submitted to the Clerk.

v. **Communication Management:** Proposer to provide the approach that will be used to provide the Clerk with a detailed communication plan that includes: key implementation metrics that will be used to track progress; types of communication methods (e.g., memo, email, one-on-one meetings,); frequency of these communications; and key points of contact with overall responsibility for ensuring these communications are provided as scheduled.

Address how Proposer will make key personnel and staff available for certain meetings, either on-site or via teleconference or web-conference, which may be required should major issues arise during the implementation that significantly impact the schedule or budget of the selected system.

vi. **Organizational Change Management:** Proposer to describe the process, tools, and techniques they will use to manage the people side of change.

vii. **System Interface Plan:** Proposer to detail their approach and process that will be used to perform the Clerk or County desired interfaces as listed in Attachment B.

viii. **Resource Management Plan:** Proposer to provide their approach to their resource management plan and managing resource allocation for the Clerk and County and vendor teams.

Tab 4 – Key Proposed Personnel and Team Organization

I. ORGANIZATIONAL CHART

i. Proposer to submit as an Exhibit, labeled as I: Organizational Chart and insert in Tab 4.

ii. The Organizational Chart is to include subcontractors and reporting structure of the entire team.

II. PROJECT TEAM RESUMES (PROPOSER)

i. As an Exhibit to Tab 4, resumes shall be provided for the implementation team, as well as for any additional personnel involved in live operation and ongoing support and maintenance. Resumes shall be specific to the actual personnel to be assigned to this Project for all primary roles (e.g., Project Manager, Trainer, Conversion Lead).

- Resumes to include listing of past software implementation projects and certifications held for each team member.
- The Clerk anticipates that any staff assigned to the Project will remain assigned to the Project, unless the Clerk deems the services to not meet expectations at which point the Contractor and Clerk will work together to remedy such non-conforming services.

ii. Summary of Project Team: Proposer shall complete the table on the following page listing a summary of the Project Team Members.

Table 4-01: Proposer Project Team Members

Proposer Project Team Members							
Name	**Title**	**Role on Proposed Project Team (e.g., Project Manager)**	**Years of Relevant Experience**	**Years with firm**	**Number of implementations completed within past five years**	**Identify Scope of Services/Tasks this individual will be working on for the Clerk**	**Relevant certifications (PMP, etc.)**

III. PROJECT TEAM RESUMES (SUBCONTRACTOR)

i. As an Exhibit to Tab 4, resumes shall be provided for any of the named subcontractor(s) who are part of the implementation team, as well as for any additional personnel involved in live operation and ongoing support and maintenance. Resumes shall be specific to the actual personnel to be assigned to this Project for all primary roles (e.g., Project Manager, Trainer, Conversion Lead).

- *Resume to include listing of past software implementation projects and certifications held for each team member.*

ii. Summary of Project Team (Subcontractors)

Table 4-02: Subcontractor Project Team Members

Subcontractor Project Team Members							
Name	**Title**	**Role on Proposed Project Team (e.g., Project Manager)**	**Years of Relevant Experience**	**Years with firm**	**Number of implementations completed within past five years**	**Identify Scope of Services/Tasks this individual will be working on for the Clerk**	**Relevant certifications (PMP, etc.)**

Tab 5 – Project Schedule

I. PROJECT SCHEDULE

i. Proposer shall submit a proposed Project Schedule with the major milestones, activities, and timing of deliverables for the Scope of Work described in Section 2.0 of the RFP. In addition, the response should reflect Project predecessors, successors, and dependencies.

- The Clerk requests that the sample Project Schedule be in a Gantt chart format developed in Microsoft Project.
- The Clerk anticipates beginning implementation in the second quarter of 2020.
- Proposer to submit as an Exhibit, labeled as I. Project Schedule and insert in Tab 5

Exhibit submitted Yes No

II. PROJECT DELIVERABLES, MILESTONES, AND PAYMENT APPLICATIONS

i. Proposer to include a list of deliverables and milestones of the Project and should describe exactly how and what will be provided to meet the needs of the Clerk.

ii. Proposer to submit their payment schedule, tied to the listed deliverables and milestones for review by the Clerk. This schedule shall be consistent with the terms provided in Attachment C2 of the RFP (Cost Narrative) and should not include the dollar amounts for payments, but rather the events that would trigger payments.

iii. Proposer to submit as an Exhibit, labeled as II. Project Deliverables, Milestones, and Payment Applications and insert in Tab 5

Exhibit submitted Yes No

III. PROJECT SCHEDULE QUESTIONS

Table 5-01: Project Schedule Questions

1. Based on current obligations, what is the earliest you can begin implementation after contract signing?	

2. What activities would the Proposer expect to occur within the first 60 days of contract signing?	
3. How long does the typical implementation of the product being proposed take for an organization of similar size to the County?	

IV. PROJECTED GO-LIVE DATES

The Clerk anticipates that the total implementation process for all modules/products will be 18-24 months in duration, subject to further planning with Proposers. The Clerk anticipates that implementation activities would begin in the second quarter of 2020. The Clerk follows an October 1 – September 30 fiscal year. Proposers are encouraged propose phasing and timelines that best align with the Proposers implementation approach.

Table 5-02: Projected Go-Live Dates

Phase	Functional Areas	Potential Start Date	Target Go-Live Date
I			
II			
III			

Tab 6 – System and Application Architecture

I. GENERAL OVERVIEW

Proposer to provide a description of the proposed system and application architecture for the proposed application.

II. SYSTEM AND APPLICATION ARCHITECTURE QUESTIONS

Table 6-01: System and Application Architecture Questions

1. What is the source language(s) of the product?	
2. How many environments are available with your proposed solution at no additional cost (e.g., test, training, production)?	
3. Describe how often major and minor software updates are provided, as well as the level of Clerk and County resources required for a major update and the level of resources required for a minor update.	
4. Please describe the major/minor upgrade process that is required if the solution requires a client-based installation.	
5. List all browsers that are certified for use with the application and describe any required browser add-ons, function enablement, etc.	
6. The underlying architecture of the application design is important to the Clerk. Please describe your system architecture model and explain the capabilities and features of this model that led to your use of it in developing this system.	
7. Please describe how PCI compliance is supported within your proposed software solution. Please also include information about merchants supported by your proposed solution.	

8. Describe how your proposed solutions can support transparency of information to the public (e.g., inquiry into salaries, spending).	
9. Describe your approach to ensure scalability of the product. This includes transaction growth, upgrades, and replacements of components of the architecture, technology, and application.	
10. List all hardware/operating system/database platforms upon which the product is supported. Provide specifications in terms of processors, processor speed, memory requirements, and other sizing and capacity factors to assist the Clerk in budgeting for and acquiring hardware. List which industry standard benchmarks or guidelines measures are used to establish this recommendation.	
11. Describe the design philosophy of your application. Include in your response the degree to which there is a common design philosophy across all modules, common programming languages and tools, and the extent of shared software code across all applications.	

Tab 7 – Data Conversion Plan

I. APPROACH

Proposer to detail their approach to developing and implementing the data conversion plan, and what processes will be undertaken by the Proposer's project team to convert existing data, as well as to interface with identified source systems. Include methods of quality control and testing that will be utilized specific to data conversion.

II. ROLES AND RESPONSIBILITIES

The Awarded Proposer will assist the Clerk and County in the conversion of both commercially available software-based data, and data maintained in Microsoft Excel and Access, to the new system as further described in the sources identified in Attachment B, Data Conversion tab.

It is expected that the Clerk and the County will be responsible for data extraction from current systems and data scrubbing, and that the Awarded Proposer shall be responsible for overall data conversion coordination, definition of file layouts, and data import and validation into the new system(s). Awarded Proposer should plan to have converted data ready for the User Acceptance Testing (UAT) phase of the Project.

As part of the resulting Project, the Awarded Proposer shall develop and provide a detailed Data Conversion Plan that describes how files will be converted to the proposed system (e.g., through software conversion aids/utility programs or special programs that must be written, the actual conversion procedures). A conversion schedule should identify planned conversion steps, estimated hours, and what resources will be required (by Clerk or Awarded Proposer) for all pertinent legacy data.

A. Proposer to confirm their proposal includes providing the services identified in this Section (Item II Roles and Responsibilities) and provide any additional services that are also provided as part of your Data Conversion Plan/Program.

B. Proposer to specify or provide the format in which legacy system data should be extracted and provided to the Proposer for conversion activities.

III. Responsibility of Data Conversion Activities

Proposer shall complete the table below based on whether the roles identified are supported by the proposed data conversion methodology and approach. The roles defined in Table 7-01 and Table 7-02 contain the indicators that Proposer shall use to report their support of the identified roles. Any conflicts shall be noted with a comment. In the event additional activities are proposed, the Proposer shall identify the roles for both Clerk and their Implementation Project Teams.

Table 7-01: Definition of Roles

Role	Summary
Lead	The party ultimately responsible for the activity.
Assist	The party provides active assistance for the activity.
Participate	The party provides passive assistance for the activity.
Share	Both parties share equal responsibility for the activity.
None	The party has no role in the activity.

Table 7-02: Summary of Response Indicators

Indicator	Response	Description
S	Supports	The Proposal supports the prescribed responsibility roles with its proposed data conversion methodology and approach.
C	Conflict	The Proposal has a conflict with the prescribed responsibility roles and proposes alternate responsibility in its proposed data conversion methodology and approach.

Table 7-03: Responsibility of Deliverables

No	Data Conversion Activity	Proposer Role	Clerk Role	Response	Other Comments
1	Perform Conversion Analysis of Existing Legacy Data	Lead	Participate		
2	Perform Crosswalk Development of Legacy Data From Legacy System to New System	Lead	Participate		
3	Provide Conversion Data	None	Lead		
4	Provide File Layouts/Data Maps of Existing System	None	Lead		
5	Proof Data Provided	Assist	Lead		
6	Analysis of Data to be Converted	Lead	Assist		
7	Developing and Testing Conversions	Lead	None		
8	Review and Correct Errors	Share	Share		
9	Load Converted Data Into Training Database	Lead	Participate		
10	Confirmation of Converted Data in Training Database	None	Lead		
11	Approval/Signoff of Converted Data in Training Database	None	Lead		
12	Load Converted Data Into Live Database	Lead	Participate		
13	Confirmation of Converted Data Into Live Database	None	Lead		
14	Approval/Signoff of Converted Data in Live Database	None	Lead		
15	Other:				

Tab 8 – Software Hosting

I. GENERAL OVERVIEW

Proposer to provide a description of the proposed system deployment model if a proposer-hosted or SaaS model has been proposed for the application.

II. SOFTWARE HOSTING QUESTIONS

Proposer to respond to the following questions regarding their software hosting platform proposed for the Clerk.

Table 8-01: Software Hosting Questions

Question	Response
1. Where are the data center and storage facilities?	
2. What is the total number of active clients currently served by hosted solutions provided by your company?	
3. How many years has your company provided hosted solutions?	
4. How are hosted software applications deployed for use by numerous customers?	
5. What availability and response time do you guarantee?	
6. How many instances of unplanned outages have any of your customers experienced within the past five (5) years?	
7. What has been the duration and scope of such unplanned outages?	
8. What are the standard relief schedules for unplanned system downtime/outages?	
9. In how many instances has your firm had to pay client relief for unplanned outages?	

Question	Response
10. What is your process for notification of standard maintenance and downtime?	
11. What data security and system redundancy capabilities are available at Proposer's data center and storage facilities?	
12. How many years has your company provided SaaS solutions?	
13. What is the total number of active clients currently utilizing the proposed software as a SaaS deployment provided by your company?	
14. Provide relevant documentation related to any recent certifications pertaining to the Proposer's hosting technical and operation capabilities or that of their subcontracted provider for these services.	
15. Provide detailed information on the way(s) in which the Clerk and County will access the software if deployed in a SaaS or hosted environment. Such information should include how the software is accessed when on or off the Clerk or County network, as well as any additional hardware/software that may be required for accessing the software.	
16. What disaster recovery services are provided under your standard hosting agreement? If not standard, is there a separate agreement/cost associated with disaster recovery?	
17. What benefits are anticipated by selecting a SaaS or hosted model over a traditional on-premise deployment?	
18. Please describe the anticipated cost savings or cost avoidance (e.g. reduced hardware needs, maintaining failover sites) that may be realized through selecting a SaaS deployment model. Specific figures from past projects that can be substantiated may be included.	
19. Is Active Directory integration and/or single sign-on supported? Please provide applicable diagrams and/or details to substantiate the level of integration and compliance with published internet standards (i.e. LDAP and DNS).	
20. Will data be encrypted at rest, and in transit? Please explain any applicable protocols.	

Tab 9 – Testing & Quality Assurance Plan

I. APPROACH

Describe your standard approach to testing and quality assurance.

II. SAMPLE PLAN

Submit a Sample Testing and Quality Assurance Plan that would be very similar to the plan utilized for the Clerk's Project. Proposer to submit as an Exhibit, labeled as II. Sample Plan and insert in Tab 9.

Exhibit submitted Yes No

III. PLAN DETAILS

Awarded Proposer will be responsible to provide a Testing and Quality Assurance Plan that describes all phases of testing that may be used: unit, system, interface, integration, regression, parallel, and user acceptance testing (UAT). It is the Clerk's expectation that the Testing and Quality Assurance Plan govern all phases of the Project and that the Proposer will also provide assistance during each testing phase involving Clerk and County users. The Awarded Proposer will develop the initial UAT plan, provide templates and guidance for developing test scripts, and will provide onsite support during UAT. The Awarded Proposer will also provide a plan for stress testing the system, which will occur during or after UAT. Proposer to confirm their proposal includes providing the services identified in this Section (Item III Plan Details) and provide any additional services that are also provided as part of your Testing and Quality Assurance Plan not listed.

IV. LEVELS OF SUPPORT

What levels of support will be provided by the Proposer during the testing phases (e.g., parallel and UAT)? Will Proposer resources be onsite during certain testing phases? Are varying service levels offered for testing support?

V. PARALLEL TESTING

Describe the proposed approach to parallel testing, including the number of anticipated parallel tests which would be performed for payroll processes.

Tab 10 – Training Plan

I. PROPOSED TRAINING APPROACH/STRATEGY

Proposer to provide their approach to the training plan and what makes their training plan successful and effective for system implementations. Include your approach to when and why you choose to use on-site training versus a webinar or a train-the-trainer format.

II. TRAINING PLAN AND RESOURCE HOURS

Proposer to provide a chart detailing the proposed training plan and resource hours allocated for the Clerk's project. A *sample format of the chart* is detailed below. Cost Worksheet provided in Attachment C to coincide with the hours and resources proposed.

Table 10-01: Training Plan Legend

Legend	
User Types	Core Project Team, End Users, Technology Users, Other (please describe)
Training Model	Train-the-Trainer, Proposer-Provided Training, Other (please describe)
Class Format	On-Site Classroom, Webinar/Video Conference, Web Training Service, Other (please describe)

Table 10-02: Training Plan

Training topic/course	**Functional Module Covered** (please specify per proposed module, such as purchasing, payroll, etc.)	**Type of users to attend**	**General summary of number of sessions offered of this course**	**Maximum class size**	**Format for the class**	**Training data that will be used for this topic/course (live, sandbox, etc.)**

Proposer to submit as an Exhibit, labeled as II. Sample Training Plan, and insert in Tab 11.

Exhibit submitted Yes No

III. TRAINING COORDINATION

Proposer to detail the roles and responsibilities for the training effort, including but not limited to:

Table 10-03: Training Roles and Responsibilities

Role/Responsibility	Identify if Role/Responsibility is Clerk/Proposer (including any Subcontractors)/Shared
Training Coordination/Scheduling	
Training Curriculum/Material Development	
Training Instruction	
Other:	

IV. KNOWLEDGE TRANSFER

Proposer to detail the knowledge transfer strategy proposed to prepare Clerk and County staff to maintain the system after it is placed into production.

V. SYSTEM DOCUMENTATION

Proposer to provide a detailed description of system documentation and resources that will be included as part of the implementation by the Proposer including, but not limited to, detailed system user manuals, “Quick Reference” guides, online support, help desk support, user group community resources, videos, and others as available. Proposer to itemize optional items on the Attachment C1 Cost Worksheets.

Proposer to check off all that are available and included as part of the RFP response.

Table 10-04: System Documentation

Type of Documentation	Included in Scope of Proposal to the Clerk Yes/No	Description/Explanation/Optional
Quick Reference Guides		
Online Support		
Help Desk Support		
User Group Community Resources		
Annual User Conferences		
Videos		
Custom User Guides/Manuals		
Other:		

VI. FACILITIES/TRAINING ROOM ENVIRONMENT

Proposer to identify the requested analysis/training room environment requirements and any other requirements related to the training facility/room/equipment. Requirements may include any presentation equipment, whiteboards, seating style, number of computers, printers, and other amenities needed to support on-site implementation activities.

Tab 11 – Ownership of Deliverables

Proposer shall complete Table 11-03 below based on whether or not the roles identified are supported by the proposed approach and implementation methodology. The roles defined in Tables 11-01 and 11-02 contain the indicators that Proposer shall use to report their support of the identified roles. Any conflicts shall be noted with a comment. In the event additional deliverables are proposed, Proposer shall identify the applicable roles.

The resource hours provided as part of Tab 3 should be appropriate based on the roles identified for each Project deliverable.

Table 11-01: Definition of Roles

Role	Summary
Lead	The party ultimately responsible for the development of the deliverable.
Assist	The party provides active assistance in development of the deliverable.
Participate	The party provides passive assistance in the development of the deliverable.
Owns	The party is solely responsible for the development of the deliverable.
Share	Both parties share equal responsibility for the development of the deliverable.
None	The party has no role in the development of the deliverable.

Table 11-02: Summary of Response Indicators

Indicator	Response	Description
S	Supports	The Proposal supports the prescribed ownership roles with its proposed implementation methodology and approach.
C	Conflict	The Proposal has a conflict with the prescribed ownership roles and proposes alternate ownership in its proposed implementation methodology and approach.

Table 11-03: Ownership of Deliverables

No	Deliverable	Proposer Role	Clerk/ County Role	Response	Comments
1	Implementation Project Plan	Lead	Assist		
2	System Interface Plan	Lead	Assist		
3	Data Conversion Plan	Lead	Assist		
4	Testing and Quality Assurance Plan	Share	Share		
5	Pre- and Post-Implementation Support Plan	Share	Share		
6	Training Plan	Lead	Participate		
7	System Documentation	Owns	None		
8	Risk Register	Share	Share		
9	Other:				

Tab 12 – References

I. INSTRUCTIONS FOR REFERENCES

Proposer is responsible for verifying correct phone numbers and contact information. Failure to provide accurate data may result in the reference not being considered, which includes the provision of contact person(s) who do not have knowledge of the services provided by your firm. **Failure to submit references may result in the Proposal not being considered for evaluation.**

The Clerk may request a more detailed list, including other governmental agencies. The Clerk reserves the right to request or contact additional or different references from the provided customer list for consideration, including past experience with the Clerk and County.

Proposer to identify up to six (6) governmental entities that are most similar to the size and requirements of the County that have gone live with the proposed software.

Additional references may be submitted as an attachment to show depth of client base and number of installations within the past five years. This includes clients that are currently in the process of implementing the proposed software solution.

PROPOSER IS RESPONSIBLE FOR VERIFYING THAT ALL CONTACTS AND PHONE NUMBERS ARE UP TO DATE AND ACCURATE.

II. SOFTWARE AND PROFESSIONAL SERVICES REFERENCES

Proposers to use the format provided in the table below for providing reference information in conformance with the guidelines in Section I. The Clerk has a strong preference for references that are using the proposed software solution, for new implementation project references and not upgrades from a previous version, and for references that have worked with the proposed system integrator/value-added reseller.

- References Numbered 1 – 3:
  - *Entity to be similar in size and system functionality requirements to the County;*
  - *Entity had a go-live date within the past five years, and*
  - *Entity has used the proposed software system for at least twelve (12) months.*
- References Numbered 4 – 5:
  - *Entity to be similar in size and system functionality requirements to the County*
  - *Entity had a go-live date within the past year, and*
  - *Entity is using the same software as proposed to the Clerk and County.*

- Reference 6:
  - *Entity to be similar in size and system functionality requirements to the County; and*
  - *Entity has used the proposed software system for more than four (4) years.*

In the event the Proposer cannot provide the required six references, the Proposer may substitute other organizations to ensure six (6) total references are provided, with understanding that this will be reflective in the evaluation of the Proposer. Substitute references may include those that are in the implementation process, have implemented comparable scopes of work without including all system modules, etc.

Table 12-01 Reference Table

Reference Table
Reference Number:______
Governmental Entity Name:______ What is the approximate staff count of the Entity? _____
<u>Contact Information</u> Address: _____ City, State, Zip: _____ Reference Contact Name: _____ Title: _____ Phone No.: _____ Email Address:______ Start Date of Project: _____ Go-Live Date : _____ **<u>Project Information</u>** Vendor Project Manager/Lead for this Client: _____ Name and Version of software system installed: _____ Legacy software system replaced: _____ Scope of Modules installed: _____ Model used (Hosted, On-Premise, SaaS, etc.): _____ Is this reference still using the software? Yes _____ No _____ Narrative description of work completed for this reference (e.g. upgrade process, new implementation for a client transitioning from a different legacy system): _____

III. REFERENCES FOR PROJECT MANAGER ASSIGNED (GOVERNMENT CLIENTS)

Proposer to provide client list for the Project Manager proposed/assigned to manage and lead the Clerk’s implementation. References for the Project Manager are to be clients within the past five (5) years. The Clerk acknowledges that some of the same references provided in Section I may be duplicated.

Name of Project Manager assigned by Proposer to Clerk’s project:

Table 12-02: Project Manager References

Name of Governmental Entity	Summary of Project	Role/Team Assignments for the Project	Implementation Start and Go-Live Date
_____	_____	_____	_____-_____
_____	_____	_____	_____-_____
_____	_____	_____	_____-_____
_____	_____	_____	_____-_____
_____	_____	_____	_____-_____

IV. CONTRACT TERMINATION/NON-RENEWAL

Provide a summary of any contracts/license agreements/hosted subscriptions that the customer provided notice of cancellation to your firm, with or without cause, or elected to not renew in the past five (5) years as it relates to the software solution proposed. The summary shall state the name of the customer, summary of the contract, term of the contract and reason for cancellation or non-renewal. *If none, state as such.*

Submitted as an Exhibit ☐ or Response provided as:

V. LITIGATION

A. Provide a summary of any litigation filed against the Proposer in the past seven (7) years which is related to the services that Proposer provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved.

If none, state as such.

Submitted as Attachment ☐ or Type/Provide Response here:_____

B. Provide a summary of any litigation filed against the subcontractors identified as part of the team in the past seven (7) years which is related to the services that sub consultant provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved.

If none, state as such.

Submitted as Attachment ☐ or Type/Provide Response here:_____

C. Provide a summary of any litigation filed by the Proposer against any of its client in the past seven (7) years which is related to the services that Proposer provides in the regular course of business. The summary shall state the name of the defendant(s), the jurisdiction in which the matter is pending, the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved.

If none, state as such.

Submitted as Attachment ☐ or Type/Provide Response here:_____

Tab 13 – Narrative Questions

I. Narrative Questions

Table 13-01: Narrative Questions

1. Describe your organization's recommended approach toward retention of legacy data. Please describe what options are available, and supported, within your proposed solution. Also, please provide any relevant references of organizations that have successfully addressed legacy data with your solution.	
2. Please describe the database storage capacity of the proposed solution. i. Are there limits on the amount of data that can be stored in the proposed solution? ii. If applicable, what tiers of storage are offered in the hosted/SaaS environment?	

Tab 14 – Sample Contracts, Warranty, and Escrow

I. SAMPLE CONTRACTS FOR EACH LICENSE MODEL PROPOSED

As an Exhibit to Tab 14, Proposer to provide their sample contract that would be used as basis for developing the final agreement with the Clerk. A sample contract for each license model proposed shall be provided.

Attached as an Exhibit:_____

II. SERVICE LEVEL/MAINTENANCE AGREEMENT

As an Exhibit to Tab 14, Proposer to provide their proposed Maintenance and/or Service Level Agreement that would be used as basis for developing the final agreement with the Clerk. A sample is to be submitted for each license model proposed, unless the same Agreement applies to all products proposed.

Attached as an Exhibit:

III. 3RD PARTY LICENSE AGREEMENTS

As an Exhibit to Tab 14, Proposer to provide any third-party license agreements that would be separate from the Proposers license agreement, i.e., Adobe or other partner/third-party modules proposed.

Attached as an Exhibit:

IV. WARRANTY

A comprehensive warranty in form and content satisfactory to the Clerk is sought by the Clerk for all software and implementation services covered by this RFP. The entire system solution as proposed in this RFP must include a first-year warranty (for Proposer-supplied hardware and software) to conform to contractually agreed specifications, and to protect against any defects or damage caused by Manufacturer, Proposer, or subcontractors, in the systems' equipment or software. The year-one warranty will begin (for products accepted in phases) at the point that the system is officially accepted by the Clerk. All repairs made under warranty will be at the sole expense of the Proposer (or Manufacturer), including parts, software, labor, travel expenses, meals, lodging and any other costs associated with the repair.

Proposer to provide as an Exhibit to Tab 14 or submit below a detailed explanation of their Warranty provisions. Proposer to be explicit in when the warranty period expires and when the fees for maintenance will start and be invoiced.

Attached as an Exhibit:______or detailed below as:

V. ESCROW AGREEMENT/SOURCE CODE

As an Exhibit to Tab 14, Proposer to provide their sample contract for the Source Code Escrow that would be used for the Clerk's Project.

Attached as an Exhibit: or Not available/applicable

Tab 15 – Exceptions to Project Scope and Contract Terms

The Clerk reserves the right to disallow exceptions it finds are not in the best interests of the Clerk. Any and all exceptions must be identified and fully explained in the submitted Proposal. It is the Clerk's intention to be made aware of any exceptions to terms or conditions prior to contract negotiations.

Note: Deviations to the payment and retainage schedule to be provided in the Price Proposal. Deviations to functionally to be provided in Tab 16 (Attachment B).

I. DEVIATIONS TO SCOPE OF WORK

i. The Proposer to identify and describe any exceptions/deviations to the Scope of Work and identify their impact to the Clerk, including, but not limited to workarounds; reductions in performance; capacity; flexibility; accuracy; and ultimately, cost and value.

ii. Proposer to identify the areas where they feel the requested service or product is not available, deviates from the specific requests, or is deemed an unwise or unwarranted approach.

II. DEVIATIONS TO SECTION 5, TERMS AND CONDITIONS FOR CONTRACT AS PROPOSED BY THE CLERK

As an Exhibit to Tab 15, Proposer to provide any deviations to the sample contract language proposed by the Clerk in RFP Section 5. Each item to be listed along with the requested alternative language for review by the County.

If no deviations taken, state as such. Substantive exceptions to the Clerk's terms, submitted after the date and time established for the submittal of Proposals, will not be considered.

No deviations taken: ☐

Tab 16 – Functional and Technical Requirements Response

Please note Tab 16 does not contain narrative questions. Proposer is instructed to complete and submit Attachment B, Functional and Technical Requirements/Capabilities under the cover of Tab 16.

As part of the Project Scope, the Awarded Proposer will develop and provide a detailed System Interface Plan that contains the proposed strategy for interfacing to all applications described in the Interfaces section of **Attachment B – Functional and Technical Requirements**

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Tab No.	**Functional Area**	**Number of Requirements**
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10	Payroll	277
11	Time and Attendance	261
12	Interfaces	14
13	Data Conversion	22
	Total Functional Requirements:	**2,443**

When providing responses to the requirements in Attachment B, proposers shall use the response indicators contained in the table below.

Proposers are instructed to enter only one response indicator in response to each requirement. Responses to an individual requirement that contain more than one indicator (e.g., C/T) will be treated as a response of "N" feature/function not provided.
If a Proposer is not proposing on certain functionality, a response of "No Bid" shall be provided for all applicable areas. A response of "No Bid' should not be used as a replacement for an "N" response.

Indicator	Definition	Instruction
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by April 1, 2020, at which point it will be implemented in accordance with agreed-upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in Attachment C – Cost Worksheet.	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party:** Feature/Function is **not** included in the current software release, and is **not** planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system.** This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

General and Technical

Req	Description of Capability	Criticality	Response	Comments
	Technical Environment			
GT.1	The system has the ability to flow all changes made in the system throughout all proposed system modules without the need for duplicate data entry.	**Critical**		
The system has the ability to import and export data from (or to) standard file formats including but not limited to:				
GT.2	PDFs that are text based and searchable;	**Critical**		
GT.3	.txt;	**Critical**		
GT.4	csv;	**Critical**		
GT.5	MS Excel (version 2007 or later);	**Critical**		
GT.6	MS Word (version 2007 or later);	**Critical**		
GT.7	MS SQL (2008 R2 or newer); and	**Critical**		
GT.8	Other Clerk and/or County-defined desktop productivity applications.	**Critical**		
GT.9	The system has the ability to import and export data with web services formats.	**Critical**		
GT.10	The system has the ability to support API's (Application Programming Interface) for third-party system integration.	**Critical**		
GT.11	The system has the ability to provide a centralized data dictionary, that fully describes table structure and appropriate levels of metadata.	**Critical**		
GT.12	The system has the ability to support the Clerk and/or County's preferred web browsers (Edge, Chrome).	**Critical**		
GT.13	The system has the ability to store and apply digital copies of signatures to documents (e.g. checks, notification letters) with appropriate security permissions.	**Critical**		
GT.14	The system has the ability to support a production, test and development environment including the ability to track software changes applied to each environment and roll back and roll forward as necessary.	**Critical**		
GT.15	The system has the ability to be fully operational without an instance of an installed client on the desktop.	**Critical**		
	Document Management			
GT.16	The system has the ability to provide "Document Management System" functionality to track electronic files associated with specific system records.	**Critical**		
GT.17	The system has the ability to use "drag and drop" or file upload functionality to associate documents to transactions within the system.	**Critical**		
GT.18	The system has the ability to link imported documents to specific records.	**Critical**		
GT.19	The system has the ability to allow a user to scan documents directly into the system.	**Critical**		
GT.20	The system has the ability to export a file directly for document storage.	**Critical**		
GT.21	The system has the ability to email a linked image file to another party (internally or externally).	**Critical**		
GT.22	The system has the ability to email a file to an external party.	**Critical**		
GT.23	The system has the ability to identify records with imaged documentation.	**Critical**		
GT.24	The system has the ability to associate electronic files with a system record (e.g. Excel, Word, PDF, .jpg).	**Critical**		

General and Technical				
Req	**Description of Capability**	**Criticality**	**Response**	**Comments**
GT.25	The system has the ability to support a hierarchy for archival and purging of data records (e.g., contract should remain active until a project is closed even if the contract has reached a Clerk and/or County-defined threshold for archival or purging).	**Critical**		
GT.26	The system has the ability to support the purging of scanned documents, according to Clerk and/or County defined schedules.	**Critical**		
Security				
GT.27	The system has the ability to utilize the Clerk and/or County's LDAP (multiple Active Directories) for user validation to achieve single-sign-on, regardless of deployment method (SAML2.0).	**Critical**		
GT.28	The system has the ability to inherit groups from Active Directories for application authentication.	**Critical**		
GT.29	The system has the ability to store passwords in encrypted form.	**Critical**		
GT.30	The system has the ability to encrypt data stored in the database.	**Critical**		
GT.31	The system has the ability to encrypt data stored in the application.	**Critical**		
The system has the ability to provide security at the following levels:				
GT.32	Entity;	**Critical**		
GT.33	Department;	**Critical**		
GT.34	Division;	**Critical**		
GT.35	Role or group;	**Critical**		
GT.36	User ID;	**Critical**		
GT.37	Screen;	**Critical**		
GT.38	Menu;	**Critical**		
GT.39	Report;	**Critical**		
GT.40	Field;	**Critical**		
GT.41	Element in chart of accounts; and	**Critical**		
GT.42	Transaction type.	**Critical**		
GT.43	The system has the ability to allow the Clerk and/or County to determine which fields are visible to roles.	**Critical**		
GT.44	The system has the ability to provide role-based security.	**Critical**		
GT.45	The system has the ability to provide both read and write access to the system using role based security.	**Critical**		
The system has the ability to track audit changes throughout the system that creates a log of all records maintained and includes:				
GT.46	Date;	**Critical**		
GT.47	Time;	**Critical**		
GT.48	User;	**Critical**		
GT.49	Information prior to change;	**Critical**		
GT.50	Changed information; and	**Critical**		
GT.51	Other administer-configurable information.	**Critical**		
GT.52	The system has the ability to allow auditing within modules to be determined by the module, and configured by the administrator.	**Critical**		
GT.53	The system has the ability to update all security roles automatically (user discretion) when a change in the "master" role is made.	**Critical**		
GT.54	The system has the ability to provide functional security to control what processes can be performed by certain users (i.e. view vs. edit benefit information).	**Critical**		
GT.55	The system has the ability to allow a Clerk and/or County administrator to configure the duration that time audit logs are retained (e.g., 90 days).	**Critical**		
GT.56	The system has the ability to provide access to audit trails for only the users with proper security based upon the user’s security profile.	**Critical**		
GT.57	The system has the ability to allow the System Administrator to add and change permissions for system access.	**Critical**		
GT.58	The system has the ability to allow the System Administrator to assign administrative privileges on a per module, per entity basis.	**Critical**		
GT.59	The system has the ability to log users off the system after an administrator-defined period of inactivity, based on user-defined roles.	**Critical**		
GT.60	The system has the ability to allow a System Administrator to log out users.	**Critical**		
GT.61	The system has the ability to provide customizable audit reports.	**Critical**		
GT.62	The system has the ability to provide configurable exception reports.	**Critical**		
GT.63	The system has the ability to allow authorized users to have access to a log of security activity to determine users that have signed on and off the system, as well as unsuccessful attempts to sign on to the system.	**Critical**		

General and Technical				
Req	**Description of Capability**	**Criticality**	**Response**	**Comments**
GT.64	The system has the ability to alert administrators on failed attempts to sign on to the system.	**Critical**		
GT.65	The system has the ability to allow the audit trail to have a date/time stamp to the nearest minute.	**Critical**		
The system has the ability to mask fields by user role including but not limited to:				
GT.66	Tax numbers/ID;	**Critical**		
GT.67	Date of Birth;	**Critical**		
GT.68	Passwords;	**Critical**		
GT.69	Checking and banking account numbers;	**Critical**		
GT.70	Social Security numbers;	**Critical**		
GT.71	Drivers License numbers;	**Critical**		
GT.72	Employee contact information (e.g., address, phone, etc.);	**Critical**		
GT.73	Email addresses;	**Critical**		
GT.74	Pay rates; and	**Critical**		
GT.75	Other, user-defined fields.	**Critical**		
GT.76	The system has the ability to mask a portion of any of the above fields.	**Critical**		
GT.77	The system has the ability to be operational on a 24 x 7 scheduled basis.	**Critical**		
GT.78	The system has the ability to apply the same security permissions to system queries and reports as it does to data fields/elements, based on user (e.g. data fields masked on a record or transaction are similarly masked on reports run by the user).	**Critical**		
GT.79	The system has the ability to ensure that all modules are Payment Card Industry (PCI) compliant.	**Critical**		
User Interface				
GT.80	The system has the ability to provide drop down boxes or other pick list function for data selection.	**Critical**		
GT.81	The system has the ability to provide functionality or integrate with third-party products to enlarge the print on computer screens (i.e., screen magnification).	**Critical**		
GT.82	The system has the ability to provide functional online help documentation for system end users.	**Critical**		
GT.83	The system has the ability to provide technical online help documentation for system administrators.	**Critical**		
GT.84	The system has the ability to provide integration with the Microsoft clipboard, with appropriate security permissions.	**Critical**		
GT.85	The system has the ability to provide error messages that appear in a consistent format across all system modules.	**Critical**		
GT.86	The system has the ability to provide error messages that are integrated with online help functionality.	**Critical**		
GT.87	The system has the ability to create error logs with detail associated with the error.	**Critical**		
GT.88	The system has the ability to provide configuration options with the level of detail that is logged in error logs.	**Desired**		
GT.89	The system has the ability to allow users to send error reports to the Clerk and/or County IT Department.	**Desired**		
GT.90	The system has the ability to provide administrator configurable error	**Desired**		
GT.91	The system has the ability to provide user-defined fields with appropriate security permissions.	**Critical**		
GT.92	The system has the ability to allow the Clerk and/or County to determine which fields are required.	**Critical**		
GT.93	The system has the ability to provide an administrative messaging system (e.g., a message to alert users of system maintenance activity).	**Critical**		
GT.94	The system has the ability to provide customizable screens based on roles and permissions.	**Desired**		
GT.95	The system has the ability to provide contextual help (i.e., field descriptions that are displayed based on the location of the mouse or cursor).	**Critical**		
GT.96	The system has the ability to provide contextual help with the ability to turn this feature off (i.e., field descriptions that are displayed based on the location of the mouse or cursor).	**Desired**		
GT.97	The system has the ability to provide customizable help.	**Desired**		
GT.98	The system has the ability to provide data validation on entry.	**Critical**		
GT.99	The system has the ability to attach files to records in the system with the ability to restrict this functionality.	**Critical**		
GT.100	The system has the ability to add a new value to a pick list table without having to navigate from the table, with appropriate security permissions.	**Desired**		

General and Technical				
Req	**Description of Capability**	**Criticality**	**Response**	**Comments**
GT.101	The system has the ability to provide drill down capability on all screens where applicable.	**Critical**		
GT.102	The system has the ability to provide drill down capability to see attachments to records based on security permissions.	**Critical**		
GT.103	The system has the ability to provide the user with standard field editing capabilities including but not limited to: navigation forward and backward to complete data entry and the ability to correct spelling mistakes.	**Critical**		
GT.104	The system has the ability to spell check on any field with the ability for a user to accept or ignore suggestion.	**Critical**		
GT.105	The system has the ability to provide predictive text capability with the ability to turn this functionality on or off.	**Critical**		
GT.106	The system has the ability to search by wild cards, based on security	**Critical**		
GT.107	The system has the ability to search by fragment or portion of a word.	**Critical**		
GT.108	The system has the ability to support pre-filled fields in appropriately pre-formatted screens eliminating redundant data entry.	**Critical**		
GT.109	The system has the ability to provide links to associated modules from any display screen to minimize backing out of one screen to access another, with appropriate security.	**Critical**		
GT.110	The system has the ability to support access from mobile devices (e.g., for Clerk and/or County-defined approvals) with appropriate security permissions.	**Critical**		
GT.111	The system has the ability for multiple windows to be open at the same time.	**Critical**		
GT.112	The system has the ability to warn a user that they are about to execute a process and ask if they want to proceed (i.e., to warn before posting a batch of changes, etc.).	**Critical**		
GT.113	The system has the ability to allow an administrator to configure which business process are prompted with a warning to proceed, with appropriate security permissions.	**Critical**		
GT.114	The system has the ability to allow the configuration of processes using either the keyboard only, the mouse only, or a combination of the two, depending on a user's preference.	**Critical**		
GT.115	The system has the ability to provide the user with integrated application modules that offer a consistent user interface to minimize user training and administration of the system.	**Critical**		
GT.116	The system has the ability to allow the system administrator to rename field labels.	**Desired**		
GT.117	The system has the ability to allow all end user customizations and configurations related directly to the system to be stored in a central database and not stored in files residing on user workstations.	**Critical**		
GT.118	The system has the ability to recognize the device that is being used to view the software to make the necessary window adjustments (screen optimization).	**Critical**		
GT.119	The system has the ability to allow system administrators to utilize user creation templates.	**Desired**		
Workflow				
GT.120	The system has the ability to initiate and track the workflow and approval process.	**Critical**		
GT.121	The system has the ability to assign different levels of approval for the same user.	**Critical**		
GT.122	The system has the ability to maintain separation of duties related to workflow approval processes.	**Critical**		
GT.123	The system has the ability to provide workflow functionality in all applicable system modules.	**Critical**		
GT.124	The system has the ability to integrate workflow capability to all applications listed in the Interfaces Tab that have a type of integration of "BOTH." Exceptions should be noted in the comment field.	**Desired**		
The system has the ability to set workflow rules by:				
GT. 125	Entity;	**Critical**		
GT. 126	User;	**Critical**		
GT. 127	Role;	**Critical**		
GT. 128	Department;	**Critical**		
GT. 129	Account Number;	**Critical**		
GT. 130	Thresholds;	**Critical**		
GT. 131	Percentage argument; and	**Critical**		
GT. 132	User-defined criteria.	**Critical**		

General and Technical				
Req	**Description of Capability**	**Criticality**	**Response**	**Comments**
GT. 133	The system has the ability to allow temporary status changes of users (e.g., unavailable due to vacation time).	**Critical**		
GT. 134	The system has the ability to re-route workflow assignments based on availability triggered by unavailable status in other Clerk and/or County systems (e.g., MS Outlook).	**Desired**		
GT. 135	The system has the ability to re-route workflow assignments based on availability triggered by Clerk and/or County-defined periods of no response.	**Critical**		
GT. 136	The system has the ability to notify a system administrator of unsuccessful workflow processes.	**Critical**		
GT. 137	The system has the ability to provide escalation paths based on user-defined criteria (e.g., minimum period of no response, etc.).	**Critical**		
GT. 138	The system has the ability to provide event-driven notifications by email that may be configured at any step in any workflow routine.	**Critical**		
GT. 139	The system has the ability to allow notifications to be configurable by the Clerk and/or County.	**Critical**		
GT. 140	The system has the ability to provide flexible workflow configurations allowing the advancement of a process with appropriate security permissions.	**Critical**		
Support and Documentation				
GT.141	The system has the ability to allow properly authorized users to configure and maintain all system settings from any workstation on the local/wide area network.	**Critical**		
GT.142	The system has the ability to allow properly authorized users to configure and maintain all system settings from any workstation based on approved IP addresses.	**Critical**		
GT.143	The system has the ability to allow centralized deployment of system updates and system maintenance.	**Critical**		
GT.144	The system has the ability to allow remote deployment of system updates and system maintenance.	**Critical**		
GT.145	The system has the ability to accommodate deployment of system updates and maintenance to all affected systems according to administrator-defined effective dates (e.g., calendar and fiscal year parameter changes).	**Desired**		
GT.146	The vendor must proactively notify the System Administrator regarding which releases of third-party software (JAVA virtual machine, Internet Explorer, Mozilla, Safari, etc.) are known to create problems with the current version of the vendor software.	**Critical**		
The vendor, at a minimum must adhere to the following standards for issue resolution 24x7:				
GT.147	Severity Level 1, system is down. Attention required immediately, maximum of 30 minute response time.	**Critical**		
GT.148	Severity Level 2, major functionality of the system is impacted or parts of the system are down. Maximum of 1 hour response time.	**Critical**		
GT.149	Severity Level 3, non-mission critical processes are impacted. Maximum of 8 hour response time.	**Critical**		
GT.150	The system has the ability to allow for maintenance outage times to be based on a 24x7 basis instead of working hours.	**Critical**		
GT.151	The system has the ability to allow for severity levels for support as defined by the Clerk and/or County.	**Critical**		
GT.152	The vendor will provide web-based support, with a searchable database of common problems, to assist end users in researching error messages.	**Critical**		
GT.153	The system has the ability to adhere to the Clerk and/or County's security policy, which requires vendors to request for access to the application for trouble shooting.	**Critical**		
GT.154	The system has the ability to provide online software documentation for all software application modules.	**Critical**		
GT.155	The system has the ability to provide an online tutorial to assist users learning the software.	**Critical**		
GT.156	The system must have the capability to provide support through remote access to the application in accordance with Clerk and/or County procedures.	**Critical**		
GT.157	The vendor offers software application support during planned upgrades outside of typical operating hours, as requested by the Clerk and/or County.	**Critical**		
GT.158	The vendor offers access to an online user group community.	**Desired**		
GT.159	The vendor offers a suite of online training modules.	**Critical**		
GT.160	The vendor offers periodic live webinar training sessions at no cost.	**Desired**		
GT.161	The vendor offers recorded training sessions to be viewed at no cost.	**Critical**		

General and Technical				
Req	**Description of Capability**	**Criticality**	**Response**	**Comments**
GT.162	The vendor offers an implementation project management website, that includes a secure process for file sharing between the vendor and client.	**Desired**		
Reporting and Dashboards				
GT.163	The system has the ability to provide an Executive Information System (EIS) (i.e., a performance dashboard).	**Critical**		
GT.164	The system has the ability to provide a read-only Executive Information System (EIS) (i.e., a performance dashboard) that is public facing.	**Critical**		
GT.165	The system has the ability to customize the information presented on the Executive Information System by user.	**Critical**		
GT.166	The system has the ability to customize the information presented on the Executive Information System by group of users.	**Desired**		
GT.167	The system has the ability to display information on the Executive Information System in real-time.	**Critical**		
GT.168	The system has the ability to allow a user to manually refresh the Executive Information System.	**Critical**		
GT.169	The system has the ability to provide a library of standard reports (i.e., "canned" reports).	**Critical**		
GT.170	The system has the ability to allow a user to modify existing report parameters, with appropriate security permissions.	**Critical**		
GT.171	The system has the ability to provide an integrated report writer.	**Critical**		
GT.172	The system has the ability to provide an integrated report writer that has a consistent look and feel across all proposed system modules.	**Critical**		
GT.173	The system has the ability to provide an integrated report writer that allows the creation of reports comprised of any discrete data field throughout the system with proper security permissions.	**Critical**		
GT.174	The system has the ability to save a report as a new template after a user copies and modifies an existing report, with appropriate security permissions.	**Critical**		
GT.175	The system has the ability to configure and save ad hoc reports by individual user, with the ability to provide access to other users with appropriate security permissions.	**Critical**		
GT.176	The system has the ability save favorite reports in a menu or pick-list by individual user.	**Critical**		
GT.177	The system has the ability to allow generated reports to be viewed on screen prior to printing.	**Critical**		
GT.178	The system has the ability to allow reports to be generated that are searchable.	**Critical**		
GT.179	The system has the ability to schedule reports to run in the future.	**Critical**		
GT.180	The system has the ability to schedule reports to be run on a recurring basis.	**Critical**		
GT.181	The system has the ability to configure automatic distribution paths for generated reports (i.e., automatically send a report to a particular user).	**Critical**		
GT.182	The system has the ability to schedule and to distribute reports via electronic workflow.	**Critical**		
GT.183	The system has the ability to display when a report is being run, or in process, so that a user does not run the report again.	**Critical**		
GT.184	The system has the ability to allow reports to be generated that have "drill-down" capabilities.	**Desired**		
GT.185	The system has the ability to support the creation of reports using third-party utilities (e.g., SSRS).	**Critical**		
GT.186	The system has the ability to notify a system administrator of reports that have been running for more than a Clerk and/or County-specified period of time.	**Critical**		

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
GL.1	The system has the ability to provide a General Ledger that is integrated with all other proposed system applications so that reconciliation between applications is user friendly and efficient.	**Critical**		
GL.2	The system has the ability to produce statements of revenue and expense at a user defined interval (i.e. daily, weekly, monthly, quarterly, and annually) in summary or detail and can be subtotaled at multiple levels in the chart of accounts.	**Critical**		
GL.3	The system has the ability to produce statements at any user defined interval (i.e. daily, weekly, monthly, quarterly, and annually) in summary or detail and can be subtotaled at multiple levels in the chart of accounts.	**Critical**		
GL.4	The system has the ability to note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.	**Desired**		
GL.5	The system has the ability to perform a soft year end close and lock balances in place for balance sheet balances as well as close the revenues and expenditures into the balance sheet zeroing them out for the new year based on security permissions.	**Desired**		
GL.6	The system has the ability to support multi-year funds.	**Critical**		
GL.7	The system has the ability to produce balance sheets and other financial reports from a prior closed year and period with an option to include inactive accounts with activity or a balance.	**critical**		
GL.8	The system has the ability to roll all funds simultaneously from one fiscal year to the next.	**Critical**		
GL.9	The system has the ability to automatically roll forward balances for balance sheet accounts at year end for a soft close.	**Desired**		
GL.10	The system has the ability to automatically roll forward balances for balance sheet accounts at year end for a hard close.	**Critical**		
GL.11	The system has the ability to store at least 7 years of transactional data in a live or transactional environment with the ability for the Clerk and/or County to determine when data will be archived based on the number of years.	**Critical**		
GL.12	The system has the ability to flag an account as inactive.	**Critical**		
GL.13	The system has the ability to flag an account as inactive based on a specified effective date.	**Critical**		
GL.14	The system has the ability to carry the entire chart of accounts forward to eliminate the need to manually key these accounts into the system.	**Critical**		
GL.15	The system has the ability to carry a range of the chart of accounts forward to eliminate the need to manually key these accounts into the system.	**Critical**		
GL.16	The system has the ability to carry forward active and inactive accounts, even if they have zero balances.	**Critical**		
GL.17	The system has the ability to record a journal entry type (Document Type) in the general ledger for reconciliation purposes.	**Critical**		
GL.18	The system has the ability to restrict one-sided journal entries from being entered, with the ability to override with appropriate security permissions.	**Critical**		

General Ledger and Financial Reporting				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
GL.19	The system has the ability to perform automatic posting of recurring journal entries.	**Critical**		
GL.20	The system has the ability to flag a journal entry as a reversing journal entry and identify the new journal entry number and date.	**Critical**		
GL.21	The system has the ability to perform automatic reversals of year-end accruals at the beginning of the next period.	**Critical**		
GL.22	The system has the ability to drill down to see all account activities, to include the related accounts of the source journal.	**Critical**		
GL.23	The system has the ability to allow users to retrieve GL related information that is up to ten years old.	**Critical**		
GL.24	The system has the ability to perform basic validation routines before data can be entered (e.g., data type checking, account validation, project numbers).	**Critical**		
GL.25	The system has the ability to allow the produced compliance reports to be editable by a user for formatting and final edits.	**Critical**		
GL.26	The system has the ability to provide fund accounting capability that complies with GAAP and GASB standards.	**Critical**		
GL.27	The system has the ability to display user defined reasons for rejecting general ledger transactions.	**Critical**		
GL.28	The system has the ability to provide at least 13 open periods, including one for audit adjustments (per 13).	**Critical**		
GL.29	The system has the ability to move a division or project from one department to another and carry over all associated history.	**Desired**		
GL.30	The system has the ability to allow selected accounts to be flagged in order to disallow any postings to occur to those accounts.	**Critical**		
GL.31	The system has the ability to flag by account number to require a work order, project number, or grant number to be associated with the posting transaction.	**Critical**		
GL.32	The system has the ability to attach documentation to an account based on account access permissions.	**Critical**		
GL.33	The system has the ability to provide attachment functionality to GL accounts.	**Critical**		
GL.34	The system has the ability to enter comments on the account based on account access permissions.	**Critical**		
GL.35	The system has the ability to add user date and time comments per GL account.	**Critical**		
GL.36	The system has the ability to add user date and time comments per GL account transaction.	**Critical**		
GL.37	The system has the ability to capture comments added for audit trail purposes.	**Critical**		
Chart of Accounts				
GL.38	The system has the ability to provide a chart of accounts file that is referenced by all other system modules by entity.	**Critical**		
GL.39	The system has the ability to either automatically generate or copy chart of account records when creating new funds, departments, and any other reorganizations.	**Critical**		
GL.40	The system has the ability to inactivate parts of an account so no posting activity can take place against the account.	**Critical**		
GL.41	The system has the ability to provide chart of account number "short cuts" for reducing the number of key strokes when entering or looking up chart of account numbers.	**Critical**		
GL.42	The system has the ability to provide "short-cuts" that are alphanumeric.	**Critical**		
GL.43	The system has the ability to provide a "suggested text" function for looking up and selecting account numbers, with the ability to turn this function on/off by user.	**Critical**		
GL.44	The system has the ability to activate new accounts or specific accounts based on dates or date ranges.	**Critical**		
GL.45	The system has the ability to inactivate new accounts or specific accounts based on dates or date ranges.	**Critical**		
GL.46	The system has the ability to provide security at a Clerk-determined level in the chart of accounts.	**Critical**		
GL.47	The system has the ability to provide a flexible user defined chart of accounts which can be modified as needed by a system administrator with appropriate security permissions (e.g., segmented for fund, department/division, unit, sub-unit, object, and sub-object).	**Critical**		
GL.48	The system has the ability to set up a fund as non-interest bearing.	**Critical**		

General Ledger and Financial Reporting				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
GL.49	The system has the ability to track monthly fund balances for distribution of interest.	**Critical**		
GL.50	The system has the ability to perform interest projections based on user specifications.	**Desired**		
GL.51	The system has the ability to allocate interest earnings, including negative interest, based on average balances calculated from user defined to/from dates and accounts.	**Critical**		
GL.52	The system has the ability to allocate interest earnings, including negative interest, based on a point in time balance and accounts.	**Desired**		
GL.53	The system has the ability to create a journal entry for interest distribution to the General Ledger module.	**Critical**		
GL.54	The system has the ability to auto-post interest distribution to the General Ledger module.	**Critical**		
GL.55	The system has the ability to support at least 5 segments and 43 alphanumeric characters in the chart of accounts.	**Critical**		
GL.56	The system has the ability to change the name of any segment of the account number while leaving the historic description the same.	**Critical**		
The system has the ability to support the following segments in the chart of accounts, consistent with the State of Florida Uniform Accounting System (UAS):				
GL.57	"Fund" (at least 4 characters);	**Critical**		
GL.58	"Functionality" (at least 4 characters);	**Critical**		
GL.59	"Activity" (at least 4 characters);	**Critical**		
GL.60	"Office" (at least 4 characters);	**Critical**		
GL.61	"Cost Center" (at least 6 characters);	**Critical**		
GL.62	"Project" (at least 7 characters);	**Critical**		
GL.63	"Object" (at least 7 characters);	**Critical**		
GL.64	"Project Object Code" (at least 7 characters); and	**Critical**		
GL.65	At least two other Clerk and/or County-defined segments/fields.	**Critical**		
GL.66	The system has the ability to not allow duplicate fund numbers.	**Critical**		
GL.67	The system has the ability to support at least a 50-character long description field for each of the above fields.	**Critical**		
GL.68	The system has the ability to support at least a 25-character short description field for each of the above fields.	**Critical**		
Journal Entries				
GL.69	The system has the ability to automatically update the fiscal year and period on the first day of each period.	**Desired**		
GL.70	The system has the ability to import and export journal entries using MS Excel spreadsheets and other user-defined formats.	**Critical**		
GL.71	The system has the ability to edit journal entry data that was imported prior to posting to the GL with appropriate security and audit trail information.	**Critical**		
GL.72	The system has the ability to use workflow technology to automatically route journal entries, including reversals, with attachments, to approvers prior to posting.	**Critical**		
GL.73	The system has the ability to provide standard, recurring, and reversing journal entry capabilities.	**Critical**		
GL.74	The system has the ability to maintain at least 7 years of detailed journal entry transactions and budget information and provides the ability to maintain greater than 7 years if desired.	**Critical**		
GL.75	The system has the ability to automatically populate fiscal year and period based on transaction type with the ability to override and disable.	**Desired**		
GL.76	The system has the ability to automatically populate fiscal year and period based on effective date with the ability to override and disable.	**Desired**		
GL.77	The system has the ability to disallow further posting to an account that is closed or inactive.	**Critical**		
GL.78	The system has the ability to disallow posting to a closed period.	**Critical**		
GL.79	The system has the ability to prevent posting a journal entry to a control account.	**Critical**		
GL.80	The system has the ability to generate date-specific reversing entries.	**Critical**		
GL.81	The system has the ability to accommodate free form text associated with a journal entry based on security permissions.	**Critical**		
GL.82	The system has the ability to accommodate attachments associated with a journal entry based on security permissions.	**Critical**		
GL.83	The system has the ability to automatically assign sequential numbers to all journal entry transactions for audit trail purposes.	**Critical**		

General Ledger and Financial Reporting				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
Reporting				
GL.84	The system has the ability to provide a financial statement report writer to allow end users to create user-defined financial statement and statistical reports without users needing to know the table structure.	**Critical**		
GL.85	The system has the ability to provide configurable dashboards.	**Critical**		
GL.86	The system has the ability to provide a library of "canned" reports to be used by Clerk and/or County staff with limited parameter entry.	**Critical**		
GL.87	The system has the ability to provide linkage between reportable sections of the CAFR and other generated reports (i.e., Exhibits, Management Discussion and Analysis, Notes to the Financial Statements and Statistics).	**Desired**		
GL.88	The system has the ability to export to various formats to create a custom designed CAFR document.	**Critical**		
GL.89	The system has the ability to generate information for multiple periods in one query.	**Critical**		
GL.90	The system has the ability to query on all data fields in the General Ledger module in order to provide a user defined query screen.	**Critical**		
GL.91	The system has the ability to support user defined queries and allow these queries to create reports.	**Critical**		
GL.92	The system has the ability to export all system-generated reports to .xls or .csv format.	**Critical**		
GL.93	The system has the ability to support and save user defined queries and sharing of these in the system with other users.	**Critical**		
GL.94	The system has the ability to provide all query and reporting capabilities by summary or detail.	**Critical**		
GL.95	The system has the ability to export to various formats to create custom designed reports for presentations (e.g., budget documents, etc.)	**Critical**		
GL.96	The system has the ability to generate a report across any segment or group of segments in the chart of accounts.	**Critical**		
GL.97	The system has the ability to warn the user they are about to print a large report (displays number of pages) with option to proceed.	**Critical**		
GL.98	The system has the ability to schedule reports to be run during non-business hours on a user defined schedule.	**Critical**		
GL.99	The system has the ability to display all reports to the screen with a user-defined option for printing, with the ability to turn this feature on or off.	**Critical**		
GL.100	The system has the ability to provide comparison reports (e.g., between different periods, as user-defined).	**Critical**		
GL.101	The system has the ability to print financial reports on closed periods.	**Critical**		
GL.102	The system has the ability to select active and/or inactive accounts by year for reporting purposes for multiple user defined years.	**Critical**		
GL.103	The system has the ability to generate a report of transactions based on user-defined starting and ending dates.	**Critical**		
GL.104	The system has the ability to generate a General Ledger Audit Report based on permissions.	**Critical**		
GL.105	The system has the ability to produce monthly, quarterly, and annual financial statements (Income Sheet, Balance Sheet, Budget Comparisons by	**Critical**		
GL.106	The system has the ability to produce monthly, quarterly, and annual financial statements (Cash Flow).	**Critical**		
GL.107	The system has the ability to produce monthly, quarterly, and annual financial statements at Clerk and/or County-defined levels.	**Critical**		
GL.108	The system has the ability to print graphs and charts for presentation style reports.	**Desired**		
GL.109	The system has the ability to export graphs and charts for presentation style reports to common desktop publishing applications.	**Desired**		
GL.110	The system has the ability to print a summary explanation report of every GL account and its description.	**Critical**		
GL.111	The system has the ability to perform wildcard searches.	**Critical**		
GL.112	The system has the ability to report by pay period for personnel expense (i.e., 1 of the 26).	**Critical**		
GL.113	The system has the ability to project and report on end of year accruals (e.g., payroll).	**Critical**		
The system, at a minimum, has the ability to produce the following reports (current and previous years and for multi-year funds where applicable):				
GL.114	Available budget by expense, revenue, and job code;	**Critical**		
GL.115	Cash balance (i.e., by department, fund, organization, etc.);	**Critical**		

General Ledger and Financial Reporting				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
GL.116	Inception to date, for total expenditures for all County projects across multiple fiscal years;	**Critical**		
GL.117	Expenditures relative to budget;	**Critical**		
GL.118	Revenues relative to budget;	**Critical**		
GL.119	Year-to-date expenditures;	**Critical**		
GL.120	Year-to-date revenues;	**Critical**		
GL.121	Month-to-date expenditures;	**Critical**		
GL.122	Month-to-date revenues;	**Critical**		
GL.123	Budget to actual by all budget line items;	**Critical**		
GL.124	Multiple budget types to actual (e.g., actual to versions of budget).	**Critical**		
GL.125	Open encumbrance report;	**Critical**		
GL.126	Pre-encumbrance report;	**Critical**		
GL.127	Comparison of expenditures by month;	**Critical**		
GL.128	Income statement;	**Critical**		
GL.129	Cash flow;	**Critical**		
GL.130	Balance sheet;	**Critical**		
GL.131	Statement of net positions;	**Critical**		
GL.132	Schedule of expenditures and revenues based on type of revenue;	**Critical**		
GL.133	Trial balance activity (debits and credits);	**Critical**		
GL.134	Statement of revenues and expenditures;	**Critical**		
GL.135	Capital projects;	**Critical**		
GL.136	Comparison of revenues and expenditures by month;	**Critical**		
GL.137	Comparison of revenues and expenditures by quarter;	**Critical**		
GL.138	Summary and detail trial balance at any budget level;	**Critical**		
GL.139	Detail and summary project report;	**Critical**		
GL.140	Summary trial balance across multiple funds;	**Critical**		
GL.141	Month-to-date;	**Critical**		
GL.142	Year-to-date;	**Critical**		
GL.143	Life-to-date;	**Critical**		
GL.144	Multi-year grants for revenues and expenses;	**Critical**		
GL.145	Multi-year projects for revenues and expenses;	**Critical**		
GL.146	Expense Budget at any level;	**Critical**		
GL.147	Revenue Budget at any level;	**Critical**		
GL.148	Cash Balance by Fund;	**Critical**		
GL.149	Cash Balance by Fund with associated detail;	**Critical**		
GL.150	Trend Analysis for Expenditures;	**Critical**		
GL.151	General Fund Financial Statements; and	**Critical**		
GL.152	Internal Service Fund Financial Statements.	**Critical**		

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Budgeting

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
BD.1	The system has the ability for the Budgeting module to use the same chart of accounts as the rest of the system.	**Critical**		
BD.2	The system has the ability to support an annual budget process.	**Critical**		
BD.3	The system has the ability to support an biannual budget process.	**Desired**		
BD.4	The system has the ability to provide a framework or model for budgeting, so that once a budget model is built, changes to the budget only require entering variance amounts.	**Desired**		
BD.5	The system has the ability to provide payroll and benefit information by position, for budgeting purposes.	**Critical**		
BD.6	The system has the ability to provide payroll and benefit information by employee, for budgeting purposes.	**Critical**		
BD.7	The system has the ability to budget at the fund level.	**Critical**		
BD.8	The system has the ability to enforce the budget at the fund level.	**Critical**		
BD.9	The system has the ability to budget at the cost center level.	**Critical**		
BD.10	The system has the ability to enforce the budget at the cost center level.	**Critical**		
BD.11	The system has the ability to budget at any level in the Clerk's and County's chart of accounts.	**Critical**		
BD.12	The system has the ability to enforce the budget at any level in the Clerk's and County's chart of accounts.	**Critical**		
BD.13	The system has the ability to provide adequate budget monitoring functionality, such as performing budget checks at the account category level.	**Critical**		
BD.14	The system has the ability to store a minimum of five years budget-to-actual at any account level.	**Critical**		
BD.15	The system has the ability to provide online budgeting capabilities for individual departments prior to adoption with appropriate security permissions.	**Critical**		
BD.16	The system has the ability to provide a memo field of a minimum of 250 characters to store notes for each budgeted account with the ability to rollover to the general ledger.	**Desired**		
BD.17	The system has the ability to calculate a total for multiple sub-entries for each budgeted account line to identify the budget line detail.	**Critical**		
BD.18	The system has the ability to display budget-to-actual with percentages of available budget for an account or group of accounts at any time.	**Critical**		
BD.19	The system has the ability to provide budgetary control at the cost center level to control spending based on user-defined criteria.	**Critical**		
BD.20	The system has the ability to "roll" the budget through at least five process levels (e.g., budget entry, BOCC review, etc.).	**Critical**		
BD.21	The system has the ability to control how emails are triggered.	**Critical**		
The system has the ability to provide a user-defined budget dashboard view of key indicators, including but not limited to:				
BD.22	Budget to actual;	**Critical**		
BD.23	Project completion;	**Critical**		
BD.24	Fund type;	**Critical**		
BD.25	Fund;	**Critical**		
BD.26	Cost Center;	**Critical**		

Budgeting				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
BD.27	Account;	**Critical**		
BD.28	Project;	**Critical**		
BD.29	Project Account;	**Critical**		
BD.30	Department;	**Critical**		
BD.31	Grant;	**Critical**		
BD.32	Vendor;	**Critical**		
BD.33	Current year-to-date compared to previous year-to-date;	**Critical**		
BD.34	Current year-to-date compared to previous year-to-date with the ability to select by period (i.e. do not want to only show year-to-date total amounts);	**Critical**		
BD.35	Current year-to-date compared to multiple previous year-to-dates with the ability to select by year and period; and	**Critical**		
BD.36	Other, user-defined.	**Critical**		
The system has the ability to add attachments at the detail level of the budget, including but not limited to:				
BD.37	MS Word;	**Critical**		
BD.38	MS Excel;	**Critical**		
BD.39	Adobe PDF;	**Critical**		
BD.40	Other, user-defined.	**Critical**		
BD.41	The budget preparation system should at a minimum, contain at least five previous fiscal years, current fiscal year, and at least five future fiscal years.	**Critical**		
Budget Preparation				
BD.42	The system has the ability to produce a unified budget by entity and revenue estimate that are automatically consolidated from electronic inputs of different departments (i.e. debt service funds, CIP funds, all budget components such as statistical information.)	**Critical**		
BD.43	The system has the ability to support at least 5 versions of a budget by year with versioning for each.	**Critical**		
BD.44	The system has the ability to support at least 10 versions of a budget by year with versioning for each.	**Desired**		
BD.45	The system has the ability to store reasons (notes/comments) for each budget version.	**Critical**		
BD.46	The system has the ability to identify budget details that are one time and/or recurring.	**Critical**		
BD.47	The system has the ability to name budget versions.	**Critical**		
The system has the ability to prepare budgets that can accommodate the following:				
BD.48	Fund;	**Critical**		
BD.49	Organization;	**Critical**		
BD.50	Function;	**Critical**		
BD.51	Object;	**Critical**		
BD.52	Department budget;	**Critical**		
BD.53	Division budget;	**Critical**		
BD.54	Unit (Cost center) budget;	**Critical**		
BD.55	Account;	**Critical**		
BD.56	Item budget (i.e., itemized within an object);	**Critical**		
BD.57	Project (non-capital) budget;			
BD.58	Project account;	**Critical**		
BD.59	Grant budget;	**Critical**		
BD.60	Capital project budget; and	**Critical**		
BD.61	Other, user-defined.	**Critical**		
The system has the ability request budget amounts based on one or more of the following ranges or subset of ranges:				
BD.62	Current year's original budget;	**Critical**		
BD.63	Previous year's budget;	**Desired**		
BD.64	zero-based budget;	**Critical**		
BD.65	Previous year's actual (with the ability to select which year and period);	**Desired**		
BD.66	A combination of prior complete years and "current" partial year with a normalized 12-month total (i.e., to predict the remaining months in the current year);	**Desired**		
BD.67	Any previous year budget or actual with percentage increase;	**Desired**		
BD.68	Any previous year budget or actual with percentage decrease;	**Desired**		
BD.69	User-defined percentages to department level above or below baselines;	**Desired**		

Budgeting				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
BD.70	User-defined percentages to the account level above or below baselines; and	**Desired**		
BD.71	For all requirements above, ability to distribute and budget by period (i.e. seasonal budget.)	**Desired**		
BD.72	The system has the ability to load budget information from third-party software (e.g., MS Excel).	**Critical**		
BD.73	The system has the ability to create fixed cost budgets based on prior year actual activity, anticipated rate increases, and anticipated capital asset additions (i.e. equipment replacement, fleet maintenance, and fuel).	**Desired**		
BD.74	The system has the ability to create replacement and maintenance budgets based on an items useful life, annual maintenance, and annual replacement contributions.	**Desired**		
BD.75	The system has the ability to allow administrators to pre-populate fields, allowing individual departments to fill in budget information, with an option by period, easily in a template format.	**Critical**		
BD.76	The system has the ability to allow new budgets to be created from historical financial information or past budgets.	**Critical**		
BD.77	The system has the ability to identify and provide last fiscal year's outstanding encumbrances as adjustments to new fiscal year's adopted budget, and is able to be incorporated into the general ledger based on user-defined criteria.	**Critical**		
BD.78	The system has the ability to carry all general ledger accounts forward for budgeting purposes to eliminate the need to manually key these accounts into the system.	**Critical**		
BD.79	The system has the ability to support the submission of a detailed budget by entity, one that includes revenue sources, detailed expenditures, multi-funding sources, multi-year budget, and matching funds.	**Critical**		
BD.80	The system has the ability to view user defined budget detail through the entire process, utilizing multiple filtering capabilities (i.e. use of user-defined queries).	**Critical**		
BD.81	The system has the ability to support the workflow of the Clerk's and County's budget process, with different phases and approval processes.	**Critical**		
BD.82	The system has the ability to support electronic workflow of notifications for reviewing the budget.	**Critical**		
BD.83	The system has the ability to provide user-defined online budget review capabilities for individual departments.	**Critical**		
BD.84	The system has the ability to prevent users from making changes to a proposed departmental budget without appropriate approval.	**Critical**		
Budget Maintenance				
BD.85	The system has the ability to track budget amounts and associated detail created during budget preparation at any level in the chart of accounts.	**Critical**		
BD.86	The system has the ability to track the original budget, amendments made during the year, and distinguish between the two.	**Critical**		
BD.87	The system has the ability to provide a department user interface to maintain, modify, monitor, and manage detailed department level budgets through a workflow approval process with appropriate security permissions.	**Critical**		
BD.88	The system has the ability to allow the budget to be amended during the year by authorized personnel and provides an audit trail of those amendments.	**Critical**		
BD.89	The system has the ability to allow amendment controls to vary based upon the level in the budget (i.e., more strict controls at higher levels).	**Desired**		
BD.90	The system has the ability to present, track, and maintain, various budget statuses including: Revised, Adopted, Requested, and Approved.	**Critical**		
The system has the ability to store the following information when a budget supplement (adjustment/amendment) is made:				
BD.91	Type of change;	**Critical**		
BD.92	Reason for change;	**Critical**		
BD.93	Original requestor of change;	**Critical**		
BD.94	Approvers of change;	**Critical**		
BD.95	Tracking of all historical changes;	**Critical**		
BD.96	User making change;	**Critical**		
BD.97	Date and time of change requested;	**Critical**		
BD.98	Date and resolution number and language of Board approval;	**Critical**		
BD.99	Comments/notes;	**Critical**		
BD.100	Scanned and attached documentation; and	**Critical**		
BD.101	Other, user-defined.	**Critical**		

Budgeting				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
BD.102	The system has the ability to allow user defined interfund or intrafund budget transfers of funding, through workflow, with appropriate permissions and approvals.	**Critical**		
BD.103	The system has the ability to lockout changes to the budget after user-defined dates and criteria.	**Critical**		
BD.104	The system has the ability to provide internal controls for making budget adjustments.	**Critical**		
BD.105	The system has the ability to reference and/or document Clerk and/or County record information related to budget adjustments/amendments.	**Critical**		
Multi-Year and Capital Improvement Budgeting				
BD.106	The system has the ability to accommodate multi-year projects for budget purposes by year with appropriate detail, to include life-to-date appropriations, adopted budget new appropriations, and be fully integrated with the financial system and other modules.	**Critical**		
BD.107	The system has the ability to view the budget for a multi-year project excluding encumbrances and carry-forward amounts of budget balances.	**Critical**		
BD.108	The system has the ability to view the budget for a multi-year project including encumbrances and carry-forward amounts of budget balances.	**Critical**		
BD.109	The system has the ability to budget for capital projects beyond one year.	**Critical**		
BD.110	The system has the ability to budget for revenue sources in the capital budget.	**Critical**		
BD.111	The system has the ability to allow for multiple funding sources for multi-year funds.	**Critical**		
BD.112	The system has the ability to track budget, expenditures, and funding sources for grants and multi-year funds.	**Critical**		
BD.113	The system has the ability to restrict grant expenditures not within grant dates with the ability to override this process with appropriate security permissions and approvals.	**Desired**		
BD.114	The system has the ability to assign payroll expenses to a grant through integration with payroll.	**Critical**		
BD.115	The system has the ability to export CIP and other project data to a project management tool (e.g., MS Project).	**Desired**		
BD.116	The system has the ability to export CIP and other project data to MS Excel.	**Critical**		
Outcome Based Budgeting				
BD.117	The system has the ability to accommodate performance measures and outcome based budgeting, and be fully integrated with the financial system and other modules.	**Desired**		
BD.118	The system has the ability to track performance and outcome based measures.	**Desired**		
BD.119	The system has the ability to store text that relates to performance and outcome based measures.	**Desired**		
BD.120	The system has the ability to track statistical data for a specific GL account.	**Desired**		
Forecasting				
BD.121	The system has the ability to provide a budget model or framework for forecasting purposes.	**Desired**		
The system has the ability to provide budget trending and forecasting capabilities including:				
BD.122	Straight line projection;	**Desired**		
BD.123	Trend analysis;	**Desired**		
BD.124	Percentage based on last year actual;	**Desired**		
BD.125	Percentage based on last year budgeted;	**Desired**		
BD.126	Monthly budget based on prior year actual trend data for a particular month;	**Desired**		
BD.127	Last year actual for the remainder of the current fiscal year;	**Desired**		
BD.128	Any segment in the chart of accounts; and	**Desired**		
BD.129	Other, user defined.	**Desired**		
The system has the ability to provide salary and benefit forecasting capabilities based on the import from the payroll application including:				
BD.130	Number of positions;	**Critical**		
BD.131	Number of pay periods;	**Critical**		
BD.132	Multiple types of pay;	**Critical**		
BD.133	Current salary ranges;	**Critical**		
BD.134	Mid-year pay adjustments at the individual employee/position level (e.g. anniversary-based step increases);	**Critical**		
BD.135	Mid-year pay adjustments that apply universally (e.g. Cost of Living Adjustment increases);	**Critical**		

Budgeting				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
BD.136	Incentives and overtime;	**Critical**		
BD.137	Longevity;	**Critical**		
BD.138	Holiday pay days;	**Critical**		
BD.139	Shift differential;	**Critical**		
BD.140	Lead pay;	**Critical**		
BD.141	Other, user defined.	**Critical**		
BD.142	The system has the ability to allow budget forecasts/models to be named.	**Critical**		
BD.143	The system has the ability to allow at least 25 budget forecasting models to be saved per year, system wide.	**Critical**		
BD.144	The system has the ability to provide forecasting capabilities that use real-time data and information.	**Critical**		
BD.145	The system has the ability to provide long-term forecasting capabilities for a minimum of five years in the future.	**Critical**		
BD.146	The system has the ability to provide long-term forecasting capabilities for a minimum of ten years in the future.	**Desired**		
BD.147	The system has the ability to provide "what if" scenario projections for the budget.	**Critical**		
Reporting				
BD.148	The system has the ability to allow budget dashboards to be configured and saved for individual users (either by user, super user, or system administrator).	**Critical**		
BD.149	The system has the ability to query on all data fields in the budgeting module in order to provide a user-defined query screen.	**Critical**		
BD.150	The system has the ability to provide an ad hoc report writing tool.	**Critical**		
BD.151	The system has the ability to export budget data to MS Excel.	**Critical**		
BD.152	The system has the ability to integrate with common desktop publishing applications for producing the final or "presentation" budget document.	**Critical**		
BD.153	The system has the ability to track and report on adjustments made to the budget during the year.	**Critical**		
BD.154	The system has the ability to report on budgets at any level of the chart of account structure.	**Critical**		
BD.155	The system has the ability to display budget-to-actual with percentages and actual dollars of available budget for an account or group of accounts at any time.	**Critical**		
BD.156	The system has the ability to display budget-to-actual with percentages and actual dollars for an account or group of accounts at any time including future time periods (e.g., projected months).	**Critical**		
BD.157	The system has the ability to query for specific words in budget line items.	**Critical**		
BD.158	The system has the ability to allow "wildcard" searches for a portion of a word.	**Critical**		
BD.159	The system has the ability to allow "drill-down" from any line item in a system-generated report.	**Critical**		
BD.160	The system has the ability to project and report on end of year accruals (e.g., payroll).	**Critical**		
BD.161	The system has the ability to allow analysis of the current year budget by providing real-time reports that indicate all or any combination of budget-to-actual revisions, invoices, encumbrances, requisitions, and available balance.	**Critical**		
BD.162	The system has the ability to generate a report to serve as the County's "Budget Book."	**Critical**		
BD.163	The system has the ability to provide real-time reporting on current balances on specified line item accounts and line item account activity.	**Critical**		
BD.164	The system has the ability to print original budget plus any changes/amendments to reach the final budget from prior years (i.e., the full lifecycle of a prior year budget).	**Critical**		
BD.165	The system has the ability to generate budget report templates that conform to State-mandated requirements.	**Critical**		
BD.166	The system has the ability to create reports based on user-defined criteria.	**Critical**		

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Purchasing

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
PU.1	The system has the ability to provide a Purchasing module that is integrated with all other proposed system modules including (but not limited to) General Ledger, Fixed Assets, Contracts, Budgeting, Accounts Payable, and Grants.	**Critical**		
PU.2	The system has the ability to drill-down to supporting documents or transactions throughout the purchasing application/module.	**Critical**		
PU.3	The system has the ability to see all documentation associated with a transaction (i.e. PO, invoices, checks, bids, etc.).	**Critical**		
PU.4	The system has the ability to attach more than one supporting document to a transaction (e.g. separate quotes).	**Critical**		
PU.5	The system has the ability to generate a list of contracts available to departments that would allow the users to click on a vendor or commodity to see the associated contract and pricing.	**Critical**		
PU.6	The system has the ability to categorize requisitions and purchase orders as user-defined types. (i.e. sole source or emergency purchases.) based on system permissions.	**Critical**		
PU.7	The system has the ability to allow buyers to override or modify the purchase type based on system permissions.	**Desired**		
PU.8	The system has the ability to give all system users visibility into the status of the procurement and where it is in the workflow and procurement stage at any point in the process.	**Critical**		
PU.9	The system has the ability to establish emergency expenditure approval exceeding budget with appropriate permissions; including an audit trail of the emergency budget approval.	**Critical**		
PU.10	The system provides authorized personnel with appropriate permissions the ability to bypass the requisition process and get a purchase order number in emergency situations with appropriate audit controls including an audit trail.	**Critical**		
PU.11	The system has the ability to flag all emergency purchases until supporting information for the records is updated.	**Critical**		
PU.12	The system has the ability to enter a requisition as an emergency requisition which will immediately trigger a notification to purchasing staff for review and conversion to a purchase order.	**Critical**		
PU.13	The system has the ability to provide real time access to account numbers and available balances at any time during the process.	**Critical**		
PU.14	The system has the ability to verify funding availability at the line item, category or group, department, cost center/project, object and fund level from a department's budget at the time of a requisition, purchase order, or modification.	**Critical**		
PU.15	The system has the ability to provide electronic notification of needed approval actions.	**Critical**		
PU.16	The system has the ability to provide electronic notification of completed approval (or rejection) actions.	**Critical**		
PU.17	The system has the ability to provide an electronic vendor registry.	**Critical**		
PU.18	The system has to ability to provide automated bid management.	**Critical**		
PU.19	The system has the ability to route requisitions and purchase orders using workflow based on account number.	**Critical**		

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PU.20	The system has the ability to route requisitions and purchase orders using workflow based on a range of account numbers.	**Critical**		
PU.21	The system has the ability to route requisitions and purchase orders using workflow based on dollar amount.	**Critical**		
PU.22	The system has the ability to route requisitions and purchase orders using workflow based on commodity code.	**Critical**		
PU.23	The system has the ability to route requisitions and purchase orders using workflow based on other Clerk and/or County-defined fields or rules.	**Critical**		
PU.24	The system has the ability to flag cumulative requisitions to the same vendor and cost center.	**Critical**		
PU.25	The system has the ability to enforce purchasing authority thresholds (e.g., $10,000).	**Critical**		
PU.26	The system has the ability to enforce cumulative purchasing competition thresholds (e.g., additional $40,000 to the same vendor).	**Critical**		
PU.27	The system has the ability to track expenditures against purchasing cards issued to employees.	**Critical**		
PU.28	The system has the ability to upload transaction detail from bank's purchasing card applications with detail applied to the general ledger appropriately.	**Critical**		
PU.29	The system has the ability, during the upload of purchasing card transaction detail, to display the actual transaction vendor (i.e., as opposed to the p-card merchant.).	**Critical**		
PU.30	The system has the ability to support a minimum of 30 character transaction descriptions for p-card import details.	**Critical**		
PU.31	The system has the ability to associate purchasing card transactions with a vendor record, allowing users to see both purchase orders and purchase card transactions in the vendor history.	**Critical**		
PU.32	The system has the ability to support the use of commodity codes (e.g., NIGP).	**Critical**		
PU.33	The system has the ability to provide a minimum of the five digit NIGP commodity code pick list and search functionality.	**Critical**		
PU.34	The system has the ability to import the NIGP codes.	**Critical**		
PU.35	The system has the ability to require the use of commodity codes on requisitions and purchase orders.	**Critical**		
PU.36	The system has the ability to allow purchase requisitions to be entered without a commodity code.	**Critical**		
PU.37	The system has the ability to allow users to view commodity codes and their respective descriptions via drop-down menus.	**Critical**		
PU.38	The system has ability to encumber funds when a requisition or PO is entered.	**Critical**		
PU.39	The system has the ability to relieve the encumbrances when a requisition or PO is closed or cancelled.	**Critical**		
PU.40	The system has the ability to recalculate encumbrances based upon open requisitions and purchase orders.	**Critical**		
PU.41	The system has the ability to create deductive change orders in order to reduce the amount of the committed cost to the vendor.	**Critical**		
Requisitions				
PU.42	The system has the ability to accommodate a decentralized purchase requisition process that allows requisitions to be entered by all Clerk and/or County departments.	**Critical**		
PU.43	The system has the ability to support electronic workflow to support a paperless requisition approval process of user-defined levels of approval and routing capabilities.	**Critical**		
PU.44	The system has the ability to flag duplicate requisitions.	**Desired**		
PU.45	The system has the ability to accommodate recurring requisitions.	**Critical**		
PU.46	The system has the ability to save requisitions in-progress prior to submission.	**Critical**		
PU.47	The system has the ability to import requisitions from a MS Excel template.	**Desired**		
PU.48	The system has the ability to attach scanned documents to an electronic requisition, for viewing.	**Critical**		
PU.49	The system has the ability to provide auto-generated requisition numbers on an annual basis.	**Critical**		
PU.50	The system has the ability to provide auto-generated requisition numbers on an annual basis with the ability to override, with appropriate security permissions.	**Critical**		
PU.51	The system has the ability to support at least a 9 character requisition number.	**Critical**		
PU.52	The system has the ability to check available budget by line item and flag for warning if the requisition is over total appropriation with the ability to override or stop the user.	**Critical**		

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PU.53	The system has the ability to check available budget by project and flag the requisition if over total appropriation (flag for warning, override, or stop).	**Critical**		
PU.54	The system has the ability to check available budget by category and flag the requisition if over total appropriation (flag for warning, override, or stop).	**Critical**		
PU.55	The system has the ability to block forward workflow of requisition if funds are not available, with the ability for an authorized user to override for approval.	**Critical**		
PU.56	The system has the ability to pre-encumber budget funds upon entry of the requisition.	**Critical**		
PU.57	The system has the ability to flag at pre-encumbrance if budget funds are not available.	**Critical**		
PU.58	The system has the ability to copy an existing requisition to create a new one.	**Critical**		
PU.59	The system has the ability to export the requisition(s) to PDF as needed.	**Critical**		
The system has the ability to maintain the following data points in the requisition process:				
PU.60	Origin of request (department);	**Critical**		
PU.61	Requestor;	**Critical**		
PU.62	Date of request;	**Critical**		
PU.63	Scheduled delivery date;	**Critical**		
PU.64	Shipping address;	**Critical**		
PU.65	Bill to address;	**Critical**		
PU.66	Delivery instructions;	**Critical**		
PU.67	Delivery contact person (Clerk or County employee);	**Critical**		
PU.68	Delivery contact information;	**Critical**		
PU.69	Vendor name;	**Critical**		
PU.70	Vendor number;	**Critical**		
PU.71	Vendor contact person;	**Critical**		
PU.72	Vendor email address(s);	**Critical**		
PU.73	Comment;	**Critical**		
PU.74	Quantity requested;	**Critical**		
PU.75	Unit of measure;	**Critical**		
PU.76	Unit price;	**Critical**		
PU.77	Auto calculate extended price;	**Critical**		
PU.78	Description (minimum of 250 characters);	**Critical**		
PU.79	Multiple Clerk general ledger account numbers;	**Critical**		
PU.80	Project Number;	**Critical**		
PU.81	Grant Number;	**Critical**		
PU.82	Work Order Number;	**Critical**		
PU.83	Contract Number;	**Critical**		
PU.84	Bid Number;	**Critical**		
PU.85	Sales Tax;	**Critical**		
PU.86	Labor Costs;	**Critical**		
PU.87	Fixed asset;	**Critical**		
PU.88	Fixed asset location;	**Critical**		
PU.89	Fixed asset custodian;	**Critical**		
PU.90	Freight/shipping charges; and	**Critical**		
PU.91	Other user-defined fields.	**Critical**		
PU.92	The system has the ability to allow the user to record all quotes or bids received as data elements in the requisition with appropriate attachments.	**Critical**		
PU.93	The system has the ability to indicate if the requisition is for an inventory item.	**Critical**		
PU.94	The system has the ability to indicate the status of a requisition, receipt status, purchase orders, and invoice/payable status at any time.	**Critical**		
PU.95	The system has the ability to support entering negative requisition amounts for discounts and/or trade-in amounts.	**Critical**		
PU.96	The system has the ability to cross-reference existing requisitions at the time of requisition entry to determine and provide notification to the user if existing requisitions utilize the same vendor exist.	**Critical**		
PU.97	The system has the ability to cross-reference existing requisitions at the time of requisition entry to determine if existing requisitions utilize the same vendor and enforce purchasing competition thresholds (e.g. an existing requisition for $1,000 would cause a new requisition for $2,000 for the same vendor to prompt the user to seek competition).	**Critical**		
PU.98	The system has the ability for a batch process to close all requisitions that are open (for end of year processing purposes).	**Critical**		

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
	Purchase Orders			
PU.99	The system has the ability to automatically convert requisitions to a purchase order.	**Critical**		
PU.100	The system has the ability to allow a user to mass convert requisitions to a purchase orders.	**Critical**		
PU.101	The system has the ability for all attached documentation to carry forward when a requisition is converted to a purchase order.	**Critical**		
PU.102	The system has the ability to carry description (content the vendor should be able to view) made on the requisition forward to the purchase order.	**Critical**		
PU.103	The system has the ability to track internal comments that will not print on the purchase order.	**Critical**		
PU.104	The system has the ability to require that the vendor be valid/entered before creating a purchase order.	**Critical**		
PU.105	The system has the ability to designate purchase order signature based on dollar amount.	**Critical**		
PU.106	The system has the ability to store electronic signatures.	**Critical**		
PU.107	The system has the ability to electronically send purchase orders via email to the vendor.	**Critical**		
PU.108	The system has the ability to change the account (GL) number that is assigned to a purchase, with appropriate security permissions.	**Critical**		
PU.109	The system has the ability to notify the creator of a purchase when the account number has been changed.	**Critical**		
PU.110	The system has the ability to reprint Purchase Orders, with indication that it is a duplicate/reprint/copy.	**Critical**		
PU.111	The system has the ability to allow multiple GL numbers on one purchase order and/or on individual line items by percentage or dollar value.	**Critical**		
PU.112	The system has the ability to allow multiple project numbers, contract numbers, bid numbers and grant numbers on one purchase order and/or on individual line items.	**Critical**		
PU.113	The system has the ability to allow each item on a purchase order to have multiple funding sources.	**Critical**		
PU.114	The system has the ability to match accounts payable invoices to purchase orders.	**Critical**		
PU.115	The system has the ability to accommodate blanket purchase orders that encumber on approval.	**Critical**		
PU.116	The system has the ability to create contracts for purchases that are split between different departmental accounts and establish the start and expiration date of the contract plus a maximum contract amount.	**Critical**		
PU.117	The system has the ability for authorized users to modify the purchase order without having to void the purchase order with security permissions.	**Critical**		
PU.118	The system has the ability for authorized users to modify a purchase order with the option to reprint or re-email with security permissions.	**Critical**		
PU.119	The system has the ability to automatically accommodate change orders or modifications to purchase orders and track the version number and changes with the date of changes with security permissions.	**Critical**		
PU.120	The system has the ability to add or change commodity codes on purchase orders with the option to retain historical description or specifications.	**Critical**		
PU.121	The system has the ability to close purchase orders with a user-defined dollar amount or percent remaining available, with ability to override that closing with appropriate security permissions.	**Desired**		
PU.122	The system has the ability to carry over purchase orders at year-end into the new year.	**Critical**		
PU.123	The system has the ability to store electronically received or scanned documents with every purchase order.	**Critical**		
PU.124	The system has the ability to allow users to select multiple "ship to" addresses for different facilities.	**Critical**		
PU.125	The system has the ability to void or cancel purchase orders, with appropriate security permissions.	**Critical**		
PU.126	The system has the ability to allow a minimum of 500 character description on purchase order.	**Critical**		
PU.127	The system has the ability to handle description overflow on a purchase order.	**Critical**		
PU.128	The system has the ability to change the vendor associated with a purchase order with appropriate security permissions.	**Critical**		
PU.129	The system has the ability to split code a purchase order by percentage or dollar value to multiple departments and accounts.	**Critical**		

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PU.130	The system has the ability to change the vendor on an existing purchase order without having to void or cancel the original purchase order with appropriate security permissions.	**Critical**		
PU.131	The system has the ability for a batch process to create individual Purchase Orders from all requisitions that are at approved status.	**Critical**		
	Receiving			
PU.132	The system has the ability to allow delivery information to be entered by requisitioners and shown on the purchase order.	**Desired**		
PU.133	The system has the ability to provide a web-based receiving process for all items received at decentralized receiving areas.	**Desired**		
The system has the ability to record the following receiving information upon receipt of goods:				
PU.134	Receiving staff;	**Desired**		
PU.135	Receiving location;	**Desired**		
PU.136	Date and time received;	**Desired**		
PU.137	Complete or partial flag;	**Desired**		
PU.138	Comments/notes; and	**Desired**		
PU.139	Other, user-defined fields.	**Desired**		
PU.140	The system has the ability to receive one item at a time.	**Desired**		
PU.141	The system has the ability to "receive all" goods/services with a single selection.	**Desired**		
PU.142	The system has the ability to support partial receiving based on quantity.	**Desired**		
PU.143	The system has the ability to support partial receiving based on dollar amount.	**Desired**		
PU.144	The system has the ability to allow items to be marked as damaged or incorrect at the time of receiving.	**Desired**		
PU.145	The system has the ability to provide workflow functionality related to processing damaged goods or incorrect received (e.g. notification sent to requisitioner in order to contact vendor for refund or reship).	**Desired**		
PU.146	The system has the ability to automatically send email notifications upon items received being marked damaged or incorrect.	**Desired**		
PU.147	The system has the ability to electronically scan and attach packing slips and associated documentation to purchase orders.	**Desired**		
PU.148	The system has the ability to attach the proof of receipt electronically to the receiving document in order to verify the 3-way match.	**Desired**		
	Contract Management			
PU.149	The system has the ability to support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	**Desired**		
PU.150	The system has the ability to control, record, and track contract limits at user-specified levels of detail over the life of the contract.	**Desired**		
PU.151	The system has the ability to automate the closing and encumbering of contracts from one fiscal year to the next.	**Desired**		
PU.152	The system has the ability to encumber only a portion of a contract (i.e., encumbering just the first year of a three year contract).	**Desired**		
PU.153	The system has the ability to generate notifications to vendors and user agencies (in a user-defined format), when milestones or thresholds are met (e.g., tax exempt certification, insurance expiration date).	**Desired**		
PU.154	The system has the ability to enter a user-defined contract number.	**Desired**		
PU.155	The system has the ability to trigger alerts based on all user-defined thresholds when a certain dollar amount of the contract is used (e.g., 75%).	**Desired**		
PU.156	The system has the ability to trigger alerts based on all user-defined thresholds when a certain period of time has elapsed (e.g., 75% of contract period).	**Desired**		
PU.157	The system has the ability to trigger alerts based on all user-defined thresholds prior to contract expiration (e.g., 30, 60, 90 days).	**Desired**		
PU.158	The system has the ability to drill down from contracts to related procurement documents (e.g., requisition, bid, etc.).	**Desired**		
PU.159	The system has the ability to accommodate user-defined contract alerts for key dates (renewal, expiration, rebid, etc.).	**Desired**		
PU.160	The system has the ability to include a change-order function that allows the addition, listing, and tracking of change orders.	**Desired**		
PU.161	The system has the ability to note contract revisions, including date and	**Desired**		
PU.162	The system has the ability to track different types of contracts including payments connected with deliverables, close-out, notices to proceed, conditional acceptance, and other administrative management.	**Desired**		

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PU.163	The system has the ability to track different stages of contracts including payments connected with deliverables, close-out, notices to proceed, conditional acceptance, and other administrative management.	**Desired**		
PU.164	The system has the ability to track certificate of insurance expiration dates.	**Desired**		
PU.165	The system has the ability to notify internal staff and the vendor of the expired certificate of insurance.	**Desired**		
PU.166	The system has the ability to maintain contract information (including but not limited to vendor, description, and dates).	**Desired**		
PU.167	The system has the ability to track deliverables and invoice payments based on a contract or vendor.	**Desired**		
PU.168	The system has the ability to search by contract number, project file number, CIP number, purchase order number, contract name, buyer and/or commodity. (and any other field, and location)	**Desired**		
PU.169	The system has the ability to track insurance information for vendors.	**Desired**		
PU.170	The system provides the ability to allow a user to establish Clerk and/or County-defined contract types.	**Desired**		
PU.171	The system has the ability to track and report on the start date of each contract.	**Desired**		
PU.172	The system has the ability to track and report on the end date of each contract.	**Desired**		
PU.173	The system has the ability to store contracts and the contract is linked to the vendor profile.	**Desired**		
PU.174	The system has the ability to support the workflow process for change orders with digital signature approval.	**Desired**		
PU.175	The system has the ability to allow multiple contracts per vendor, multiple items per contract, and multiple dates.	**Desired**		
PU.176	The system has the ability to link single or multiple contract amounts to individual projects or grants.	**Desired**		
PU.177	The system has the ability to provide user-defined retainage percentage and/or amount for projects and contractors.	**Desired**		
PU.178	The system has the ability to log requests and amounts for proposed contract amendments (change orders), using workflow by project code (CIP number) as well as by bid line items.	**Desired**		
PU.179	The system has the ability to identify user-defined contract amendments (i.e. quantity, rate, schedule, extensions, or scope change).	**Desired**		
PU.180	The system has the ability to track and report expenditures for each individual contract, including budget to actual comparisons by user-defined period (i.e., monthly, quarterly, daily, contract year, fiscal year, contract term, etc.).	**Desired**		
Reporting				
PU.181	The system has the ability to generate a report of all activity with a vendor.	**Critical**		
PU.182	The system has the ability to generate a report of all vendors by status, active or inactive, certification, commodity code, etc.	**Critical**		
PU.183	The system has the ability to generate a report of all requisitions, purchase orders, and receiving documents by status, active or inactive, certification, commodity code, etc.	**Critical**		
PU.184	The system has the ability to generate purchasing activity reports.	**Critical**		
PU.185	The system has the ability to generate all reports by user-defined date ranges that may occur over prior fiscal years.	**Critical**		
PU.186	The system has the ability to track and report minority vendors (e.g. DBE/MBE) and associated activity.	**Critical**		
PU.187	The system has the ability to track and report local vendor preference.	**Critical**		
PU.188	The system has the ability to track and report on standard bid items and their average costs.	**Critical**		
PU.189	The system has the ability to produce a system generated list of all bids in the order that the user defines.	**Critical**		
PU.190	The system has the ability to produce a system generated report of bidder history.	**Critical**		
PU.191	The system has the ability to report bid information associated with a project.	**Critical**		
PU.192	The system has the ability to create a bid list report that would include project descriptions, pre-bid meeting dates, project number, buyer information, bid opening dates, project manager, awarded bidder, BOCC approval date and type of project.	**Critical**		
PU.193	The system has the ability to track and report on user-defined contract milestones.	**Desired**		

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PU.194	The system has the ability to require approved agenda documents to be attached to the requisition based on a certain dollar amount (e.g. $50,000)	**Desired**		

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F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Accounts Payable

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
AP.1	The system has the ability to provide an Accounts Payable module that is integrated with all other proposed system modules including (but not limited to) General Ledger, Accounts Receivable, Contracts, Budgeting, Purchasing, and Grants.	**Critical**		
AP.2	The system has the ability to accommodate 3-way matching of purchase order, receiving documents, and invoice.	**Critical**		
AP.3	The system has the ability to produce a full audit trail on all transactions that includes every field.	**Critical**		
AP.4	The system has the ability to transmit 1099 forms electronically, per Federal Government regulations.	**Critical**		
AP.5	The system has the ability to set a tolerance at invoice level by department, which can limit the amount of override allowed on an invoice (by either dollar amount or percentage).	**Critical**		
AP.6	The system has the ability to attach digital copies of receipts and other supporting documentation to invoice records.	**Critical**		
AP.7	The system has the ability to automatically (proactively) notify end users of pending approval actions.	**Critical**		
AP.8	The system has the ability to support electronic workflow for approvals by dollar amount.	**Critical**		
AP.9	The system has the ability to support electronic workflow for approvals by general ledger account number.	**Critical**		
AP.10	The system has the ability to "add back" percentages or amount discounts previously taken (i.e., returned items) with appropriate system permissions.	**Critical**		
AP.11	The system has the ability to import purchasing card transaction detail.	**Desired**		
AP.12	The system has the ability to support "positive pay." The system has the ability to send an electronic file of all checks, including system-driven manual checks, to the Clerk and/or County's bank for comparison with checks being cashed in order to help reduce opportunities for fraud.	**Critical**		
AP.13	The system has the ability to notify specified users when a payment is made based upon a project or grant number.	**Critical**		
AP.14	The system has the ability to accommodate interdepartmental transfers/payments.	**Critical**		
AP.15	The system has the ability to distribute journal entries from Accounts Payable to the General Ledger immediately (real-time) or in batch.	**Critical**		
	Invoice Entry			
AP.16	The system has the ability to split an invoice into a payment schedule with at least twelve different due dates and due amounts.	**Desired**		
AP.17	The system has the ability to support batch, multiple, or individual invoice entry.	**Critical**		
AP.18	The system has the ability to allow for the electronic submission of invoice from vendors (e.g., e-bills, etc.).	**Critical**		
AP.19	The system has the ability to scan invoices using Optical Character Recognition (OCR) functionality.	**Critical**		
AP.20	The system has the ability to automatically create invoices using Optical Character Recognition (OCR) functionality.	**Desired**		

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AP.21	The system has the ability to support at least a 25 character invoice number field.	**Critical**		
AP.22	The system has the ability to accommodate partial payments.	**Critical**		
AP.23	The system has the ability to support a minimum of a 50 character Short description field.	**Critical**		
AP.24	The system has the ability to support a maximum of a 250 character Long description field.	**Critical**		
AP.25	The system has the ability to support alpha numeric invoice numbers.	**Critical**		
AP.26	The system has the ability to accept a dollar amount entry for payment against a contract.	**Critical**		
AP.27	The system has the ability to accept a percentage amount entry for payment against a contract.	**Critical**		
AP.28	The system has the ability to have an applied date in a fiscal year based on the invoice date with the ability to override (i.e., when receiving an invoice in a new fiscal year dated for a previous fiscal year).	**Critical**		
The system has the ability to support multiple status modes for invoices including but not limited to the following:				
AP.29	Pending;	**Critical**		
AP.30	Approved;	**Critical**		
AP.31	Held;	**Critical**		
AP.32	Rejected;	**Critical**		
AP.33	Cancelled;	**Critical**		
AP.34	Deleted; and	**Critical**		
AP.35	Other, user-defined.	**Critical**		
AP.36	The system has the ability to copy existing invoices to new invoices.	**Critical**		
AP.37	The system has the ability to accumulate multiple invoices into one vendor check with the ability to turn this function on and off.	**Critical**		
AP.38	The system has the ability to electronically attach scanned invoices to the payable entry.	**Critical**		
AP.39	The system has the ability to flag invoices as reimbursable expenses through the grant process.	**Desired**		
AP.40	The system has the ability to allow for an invoice to be distributed to (at least) 99 different general ledger accounts.	**Critical**		
AP.41	The system has the ability to allow for an invoice to be distributed across Departments with appropriate workflow routines for approval.	**Desired**		
AP.42	The system has the ability to automatically split invoices to different accounts based on user-defined rules.	**Critical**		
AP.43	The system has the ability to separate and print invoice descriptions if the invoices are split to different accounts.	**Critical**		
AP.44	The system has the ability to enter invoices upon receipt and select future payment date.	**Critical**		
AP.45	The system has the ability to support recurring invoices.	**Critical**		
AP.46	The system has the ability to hold credit invoices and apply them to future invoices.	**Critical**		
AP.47	The system has the ability to convert credit invoices to Accounts Receivable invoices after a user-defined period of time.	**Critical**		
AP.48	The system has the ability to calculate interest for late payments with the ability turn the feature on and off.	**Critical**		
AP.49	The system has the ability to close out a PO if it is known that it is the final payment being made against a PO and release the encumbered balance.	**Critical**		
Check Processing, Printing and Reconciliation				
AP.50	The system has the ability for the Clerk and/or County to maintain a minimum of 10 bank accounts.	**Critical**		
AP.51	The system has the ability to maintain unique check numbers per bank account.	**Critical**		
AP.52	The system has the ability to allow the Clerk and/or County to modify the check format.	**Critical**		
AP.53	The system has the ability to print a test check with a "void" watermark based on appropriate security permissions.	**Critical**		
AP.54	The system has the ability to import a file for bank reconciliation.	**Critical**		
AP.55	The system provides the user with reconciliation functions to compare imported data with system data.	**Critical**		
AP.56	The system has the ability to reprint checks.	**Critical**		
AP.57	The system has the ability to void and re-issue checks.	**Critical**		
AP.58	The system has the ability to update the general ledger to account for voided and re-issued checks.	**Critical**		

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AP.59	The system has the ability to support a workflow approval process for electronic payments.	**Desired**		
AP.60	The system has the ability to generate manual or off-cycle checks.	**Critical**		
AP.61	The system has the ability to accommodate multiple check runs in a single day.	**Critical**		
AP.62	The system has the ability to print checks in numerical order.	**Critical**		
AP.63	The system has the ability to void a check and close the invoice completely.	**Critical**		
AP.64	The system has the ability to void a check and allow the user to reopen the invoice and the associated purchase order.	**Critical**		
AP.65	The system has the ability to provide check reconciliation tools.	**Critical**		
AP.66	The system has the ability to print the entire invoice number on the check.	**Critical**		
AP.67	The system has the ability to produce digitized electronic signatures as part of the check printing process with the ability to change the signatures on an annual basis.	**Critical**		
AP.68	The system has the ability to print a check register that includes manual, cleared and voided checks.	**Critical**		
AP.69	The system has the ability to print a check register showing individual check numbers and amounts, sorted by vendor name.	**Critical**		
AP.70	The system has the ability to process ACH payments, wire transfers, including addendum records.	**Critical**		
AP.71	The system has the ability to support the bank draft process.	**Desired**		
AP.72	The system has the ability to lock the ACH file between processing and transmittal.	**Critical**		
AP.73	The system has the ability to print check register which indicates cleared and/or outstanding checks.	**Critical**		
AP.74	The system has the ability to generate a refund check for revenue refunds through a voucher process with approval path.	**Critical**		
AP.75	The system provides the ability to drill back to the source module that created the original transaction (i.e. requisition, purchase order, contract and any other supporting documentation).	**Critical**		
AP.76	The system has the ability to handle the conversion of outstanding checks to unclaimed property transactions.	**Critical**		
AP.77	The system has the ability to provide a file of the unclaimed property transactions to the appropriate state.	**Critical**		
AP.78	The system has the ability to handle the associated accounting transactions for unclaimed property.	**Critical**		
Vendor File				
AP.79	The system has the ability to utilize the same vendor file for the purchasing and inventory application/module as all other applications/modules with the ability to update the vendor file by Entity based upon the users' security permissions.	**Critical**		
The system has the ability to provide a vendor file that supports the following fields:				
AP.80	A vendor number that is not the vendor's EIN, TIN or SSN;	**Critical**		
AP.81	At least 9 characters for vendor numbers;	**Critical**		
AP.82	A minimum of 100 characters for vendor remit addresses;	**Critical**		
AP.83	A minimum of 100 characters for the vendor name;	**Critical**		
AP.84	Doing Business As (DBA) Name;	**Critical**		
AP.85	Legal Name;	**Critical**		
AP.86	Prior/Historical Name;	**Critical**		
AP.87	Misc. vendor indicator;	**Critical**		
AP.88	Type of vendor (i.e., corporation 1099, individual);	**Critical**		
AP.89	Parent/child relationship;	**Critical**		
AP.90	Vendor tax ID;	**Critical**		
AP.91	User-defined vendor fields (minimum of 5);	**Critical**		
AP.92	Fields for multiple addresses;	**Critical**		
AP.93	Fields for multiple email addresses (minimum of 5);	**Critical**		
AP.94	Designated point of contact;	**Critical**		
AP.95	Primary contact information (i.e. email address, phone, fax, etc.)	**Critical**		
AP.96	Comment or memo field;	**Critical**		
AP.97	Record of vendor performance (performed through user defined drop down menu when receiving is done for vendor performance);	**Critical**		
AP.98	Commodity code;	**Critical**		
AP.99	Active or non active vendor, vendor under contract;	**Critical**		
AP.100	Vendor certifications (i.e. MWMB, HUB, etc.);	**Critical**		

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AP.101	Flag vendors that are not in Clerk and/or County-defined compliance;	**Critical**		
AP.102	User-defined special condition codes for vendor flags;	**Critical**		
AP.103	Foreign addresses;	**Critical**		
AP.104	User defined Vendor withholding for taxes;	**Critical**		
AP.105	Vendor retainage based on purchase order;	**Critical**		
AP.106	ACH, routing, and bank information;	**Critical**		
AP.107	Indicator for which 1099 form the vendor should receive; and	**Critical**		
AP.108	Indicator for international vendors.	**Critical**		
AP.109	The system has the ability to flag a vendor that has an outstanding bill or balance with the Clerk and/or County.	**Critical**		
AP.110	The system has the ability to configure multiple fields for recording compliance information (e.g. County taxes, expired insurance, debarred).	**Critical**		
AP.111	The system has the ability to allow searching the vendor file by any data field.	**Critical**		
AP.112	The system has the ability to automatically assign a unique identification number to a vendor sequentially.	**Critical**		
AP.113	The system has the ability to merge duplicate vendors.	**Critical**		
AP.114	The system has the ability to allow "one-time" vendors to be established with limited required data entry.	**Critical**		
AP.115	The system has the ability to allow a system administrator to configure "required" fields in the vendor file.	**Critical**		
AP.116	The system has the ability to maintain a complete listing of historical vendors (i.e., including those no longer active).	**Critical**		
AP.117	The system has the ability to allow a user to query the vendor file by date range to view vendors with no recent activity.	**Critical**		
AP.118	The system has the ability to automatically notify Clerk and/or County staff when there is no activity (i.e. no purchase orders, invoices, checks, etc.) with a vendor after a user specified period of time.	**Desired**		
AP.119	The system has the ability to allow vendors to maintain Clerk and/or County defined information through a vendor self-service web portal.	**Desired**		
AP.120	The system has the ability to require all vendor changes to their file to be approved by designated Clerk and/or County staff before taking effect.	**Critical**		
AP.121	The system has the ability to attach documents to the vendor file.	**Critical**		
AP.122	The system has the ability to only allow changes to the vendor file based on security permissions.	**Critical**		
AP.123	The system has the ability to require approval of all vendor changes via workflow.	**Critical**		
AP.124	The system has the ability to maintain an audit log of all changes to the vendor file.	**Critical**		
AP.125	The system has the ability to allow the Clerk and/or County to identify fields that can be masked including but not limited to Tax ID, checking/banking account numbers, and social security numbers.	**Critical**		
Vendor Processing				
AP.126	The system has the ability to produce 1099 Forms per federal standards.	**Critical**		
AP.127	The system has the ability to correct errors made in 1099 boxes and recalculate at year end so the information on the final 1099 form is correct.	**Critical**		
AP.128	The system has the ability to produce tentative 1099 lists for review before printing or transmitting final list to the IRS.	**Critical**		
AP.129	The system has the ability to specify the box or line on the 1099 form that the dollar amount will be printed in or on.	**Critical**		
AP.130	The system has the ability to flag invoices (or groups of invoices) so that more than one check may be written to a vendor in any given check run for those transactions or vendors requiring separate checks.	**Critical**		
AP.131	The system has the ability to calculate and track retainage for contractor or subcontractor invoices.	**Critical**		
AP.132	The system has the ability to flag a vendor as being subject to backup withholding at appropriate rates as established by IRS and provides the ability to calculate and report backup withholdings.	**Critical**		
AP.133	The system has the ability to flag a vendor as being a check vendor, an ACH vendor, bank draft vendor, or credit card vendor.	**Critical**		
AP.134	The system has the ability to override a flag on a vendor to change the payment type.	**Critical**		
AP.135	The system has the ability to track date of last activity for vendors.	**Critical**		
AP.136	The system has the ability to track calendar year-to-date payments in addition to fiscal year-to-date totals.	**Critical**		
AP.137	The system has the ability to report on vendor payments by user-defined date ranges.	**Desired**		

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AP.138	The system has the ability to provide notification of duplicate invoice number entry of same vendor and provides for authorized user override.	**Critical**		
AP.139	The system has the ability to show amount retained on each vendor/subcontractor check.	**Critical**		
AP.140	The system has the ability to view and search using wildcard capabilities through vendor list on-line (alphabetically by vendor name and vendor number) and be able to select vendor from that screen for invoice entry.	**Critical**		
AP.141	The system has the ability to attach files to document the change of address in a vendor file.	**Critical**		
Reporting				
AP.142	The system has ad-hoc reporting capability.	**Critical**		
AP.143	The system has the ability to generate a report of scheduled checks to be written.	**Critical**		
AP.144	The system has the ability to generate a report of payments by payment type (ACH, paper check, bank draft, etc.).	**Desired**		
AP.145	The system has the ability to generate a vendor master listing report.	**Critical**		
AP.146	The system has the ability to generate a summary payment report by vendor.	**Critical**		
AP.147	The system has the ability to generate a report of 1099 vendors by tax category.	**Critical**		
AP.148	The system has the ability to generate an Expenditure Approval List.	**Critical**		
The system has the ability to generate a report or allow on-screen inquiry of a variety of vendor information (outstanding checks, volume of checks, etc.):				
AP.149	Payee;	**Critical**		
AP.150	Check number;	**Critical**		
AP.151	Description;	**Critical**		
AP.152	Any component of account structure;	**Critical**		
AP.153	Purchase order number;	**Critical**		
AP.154	Date or date range;	**Critical**		
AP.155	Address;	**Critical**		
AP.156	Invoice;	**Critical**		
AP.157	Amount; and	**Critical**		
AP.158	Other, user-defined (based on any element in the vendor file).	**Critical**		
AP.159	The system has the ability to generate a report of checks paid by department.	**Critical**		
AP.160	The system has the ability to generate a report of checks paid by fund.	**Critical**		
AP.161	The system has the ability to generate a monthly expenditure report by fund.	**Critical**		
AP.162	The system has the ability to generate an aging report by fund.	**Critical**		
AP.163	The system has the ability to generate an aging report by department.	**Critical**		
AP.164	The system has the ability to generate a monthly check reconciliation report of manual/off-cycle checks.	**Critical**		
AP.165	The system has the ability to provide a hyperlink to the image of the check that was issued.	**Critical**		

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Accounts Receivable, Billing, and Cash Receipts

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
AR.1	The system has the ability to provide an Accounts Receivable, Billing, and Cash Receipts module that is integrated with all other proposed modules such as the General Ledger, Cash Receipts, Purchasing, Accounts Payable, and Accounts Receivable.	**Critical**		
AR.2	The system has the ability to allow multiple accounts receivable control accounts.	**Critical**		
AR.3	The system has the ability to identify each transaction by a reference number that is sequentially generated automatically.	**Critical**		
AR.4	The system has the ability to validate GL account numbers on import and will either reject or suspend batches not balancing on either item or dollar totals.	**Critical**		
AR.5	The system has the ability to validate GL account numbers and will either reject or suspend batches not balancing on either item or dollar totals.	**Critical**		
AR.6	The system has the ability to allow direct entry of invoices, cash receipts, or adjustment transactions.	**Critical**		
AR.7	The system has the ability to allow inter-department receivables (bills) to be processed.	**Critical**		
AR.8	The system has the ability to allow inter-department receivables (bills) to be processed that cross funds.	**Critical**		
AR.9	The system has the ability to provide workflow approval process to support interdepartmental billing.	**Critical**		
AR.10	The system has the ability to produce summary and detail general ledger and sub-ledger journals, one for every accounts receivable transaction.	**Critical**		
AR.11	The system has the ability to handle NSF check processing and to add user defined fees to an account.	**Critical**		
AR.12	The system has the ability to provide user-defined payment terms such as net 30, net 45, and other user-defined due date payment terms.	**Desired**		
AR.13	The system has the ability to provide configurable customer statements.	**Desired**		
AR.14	The system has the ability to provide recurring billing capabilities such as lease payments, rental payments, retiree health insurance premiums, and other miscellaneous recurring billing.	**Critical**		
AR.15	The system has the ability to generate a reimbursement to the appropriate customer if there is a credit standing on the account.	**Critical**		
AR.16	The system has the ability to allow approved refunds with workflow approval process.	**Critical**		
AR.17	The system has the ability to allow authorized users to query and view receivable information and report by user-defined criteria.	**Critical**		
AR.18	The system has the ability to allow receivable, payment, and deposits to be entered only once into the system and appear in the general ledger and sub ledger in real time.	**Critical**		
AR.19	The system has the ability to view customer information by fund, department, or other GL account segments.	**Critical**		
AR.20	The system has the ability to view, track, and sort receivables by user-defined criteria, including but not limited to accounting codes, customers, and activities.	**Critical**		
AR.21	The system has ability to process ACH, wire transfers, and credit card payments.	**Critical**		

Accounts Receivable, Billing, and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AR.22	The system has ability to establish customers with an ACH payment preference for purposes of automatic direct debit from bank accounts or via automatic charge to credit card accounts.	**Critical**		
Customer Management				
AR.23	The system has the ability to automatically assign a number to a customer by user-defined rules.	**Critical**		
AR.24	The system has the ability to allow a specific customer number, type, and/or category to be assigned to a new or existing customer.	**Critical**		
The system has the ability to maintain a customer file with the following information:				
AR.25	Name;	**Critical**		
AR.26	DBA (Doing Business As)	**Critical**		
AR.27	Multiple Addresses (billing);	**Critical**		
AR.28	Location (for a property/item billed against);	**Critical**		
AR.29	Multiple phone;	**Critical**		
AR.30	Multiple email;	**Critical**		
AR.31	Last account activity;	**Critical**		
AR.32	Tax ID numbers;	**Critical**		
AR.33	Current and unpaid late payment penalty and interest charges;	**Critical**		
AR.34	Balance due;	**Critical**		
AR.35	Last payment amount;	**Critical**		
AR.36	Year-to-date payments;	**Critical**		
AR.37	Highest past-due balance;	**Critical**		
AR.38	Highest outstanding balance;	**Critical**		
AR.39	Payment arrangements;	**Critical**		
AR.40	Late payment penalty and interest charges, year-to-date;	**Critical**		
AR.41	Late payment penalty and interest charges, total;	**Critical**		
AR.42	Bad check status;	**Critical**		
AR.43	Statement cycle;	**Critical**		
AR.44	Link to vendor file;	**Critical**		
AR.45	Notes/comments; and	**Critical**		
AR.46	Other, user-defined.	**Critical**		
AR.47	The system has the ability to provide a single screen to view all information related to a customer with multiple tabs on the screen (i.e., not requiring the need to go to multiple screens for all information).	**Critical**		
AR.48	The system has the ability to maintain an audit log of all changes to the customer file.	**Critical**		
AR.49	The system has the ability to provide a customer information field allowing entry and maintenance of narrative text that is viewable by all users with	**Critical**		
AR.50	The system has the ability to provide an account performance inquiry screen that shows historical and statistical information about each customer account. Information should be displayed in a user-friendly, consolidated manner, allowing AR users to easily view the status, activity and comprehensive history of a customer account.	**Critical**		
AR.51	The system has the ability to deactivate a customer and warn if the customer has an outstanding balance, but keep the customer history.	**Critical**		
AR.52	The system has the ability to reactivate a deactivated customer, (i.e., not having to create a new customer).	**Critical**		
AR.53	The system has the ability to track customers that have a prior NSF check (insufficient funds) and warn counter clerk at time of customer payments.	**Critical**		
The system has the ability to maintain a contact log to record conversations and correspondence with customers and maintains, at a minimum, the following information:				
AR.54	Contact person;	**Desired**		
AR.55	Date and time of contact;	**Desired**		
AR.56	Means of contact (e.g., phone, email, etc.);	**Desired**		
AR.57	Nature of the contact; and	**Desired**		
AR.58	Information collected as a result of contact.	**Desired**		
AR.59	The system has the ability to set up customers using categories and sub categories.	**Critical**		
AR.60	The system has the ability to flag customers that have filed bankruptcy.	**Desired**		
AR.61	The system has the ability to flag customers with Clerk and/or County-defined codes (i.e., delinquency, property lien, etc.)	**Critical**		

Accounts Receivable, Billing, and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AR.62	The system has the ability to allow users to access and search for customer information easily.	**Critical**		
AR.63	The system has the ability to produce bills, statements, invoices, NSF notifications, and other user-defined documents for corresponding (i.e. mailing and emailing) to customers.	**Critical**		
AR.64	The system has the ability to allow for Clerk and/or County defined miscellaneous billings.	**Critical**		
AR.65	The system has the ability to allow Clerk and/or County staff to determine if invoices for the same customer should be combined onto the same invoice or kept as separate invoices.	**Desired**		
AR.66	The system has the ability to manage separate billing cycles by department, receivable, and customer type.	**Critical**		
AR.67	The system has the ability to allocate payments based upon a user-defined criteria.	**Critical**		
AR.68	The system has the ability to prioritize allocation of payments based upon a user-defined criteria.	**Critical**		
AR.69	The system has the ability to automatically generate recurring invoices based on user-defined billing schedules.	**Critical**		
AR.70	The system has the ability to import invoices (and validate GL account numbers) produced by other billing systems to allow centralized collection and payment processing functions.	**Critical**		
AR.71	The system has the ability to interface with the existing Tyler Odyssey Court Case Management system to post receivables to the general ledger.	**Desired**		
AR.72	The system has the ability to interface with the existing Tyler Odyssey Court Case Management system to track outstanding receivables for collection purposes.	**Desired**		
AR.73	The system has the ability to allow the viewing of all outstanding invoices when applying payments to a customer account.	**Critical**		
AR.74	System provides ability to apply payments to a customer's forward balance or to specific open items (e.g., unpaid invoices).	**Desired**		
AR.75	The system has the ability to allow customers to pre-pay for anticipated future invoices and automatically apply those payments with appropriate security permissions.	**Desired**		
AR.76	The system has the ability to produce PDF images of invoices automatically when printing as opposed to scanning the printed version of the invoice image.	**Critical**		
AR.77	The system has the ability to allow batch entry of the same charge to multiple customers.	**Critical**		
AR.78	The system has the ability to default Clerk and/or County-defined fields upon batch entry. (e.g., payment type code, customer type, cash account, etc.)	**Critical**		
AR.79	The system has the ability to automatically assign sequential and unique numbers to invoices.	**Critical**		
AR.80	The system has the ability to reprint bills, statements, and invoices at any point in time.	**Critical**		
AR.81	The system has the ability support a workflow process, with user-defined approvals, for the reprinting of reprint bills, statements, and invoices.	**Critical**		
AR.82	The system has the ability to monitor paid and outstanding invoices.	**Critical**		
AR.83	The system has the ability to provide at least 100 characters for billing description for each item to be billed at time of billing entry.	**Critical**		
Delinquency Tracking				
AR.84	The system has the ability to compute late charges for customers not paying within a designated period of time.	**Desired**		
AR.85	The system has the ability to age the receivables according to user-definable time periods.	**Critical**		
AR.86	The system has the ability to age receivables according to due date.	**Critical**		
AR.87	The system has the ability to age receivables according to invoice date.	**Critical**		
AR.88	The system has the ability to support collections in compliance with State of Florida laws.	**Critical**		
AR.89	The system has the ability to generate accounts receivable aging reports, showing a line item on the aging report for each invoice posted to the accounts receivable master file.	**Critical**		
AR.90	The system has the ability to generate accounts receivable aging reports for both summary by customer and detail within customer by invoice.	**Critical**		
AR.91	The system has the ability to provide user-defined calculations for the allowance of un-collectable accounts.	**Critical**		
AR.92	The system has the ability to automatically prepare general and sub-ledger journal entries by allowance for un-collectable accounts with appropriate workflow routines.	**Desired**		

Accounts Receivable, Billing, and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AR.93	The system has the ability to produce a listing of late customer accounts, where "late" can be user defined.	**Critical**		
AR.94	The system has the ability to produce user-defined aging reports with at least six aging periods (e.g., current, 30, 60, 90, 120, over 120 days).	**Critical**		
AR.95	The system has the ability to generate reminder notices (via mail and/or email) to a customer at user-defined intervals (e.g., 30, 60, and 90 days) when the invoice is past due.	**Critical**		
Cash Receipts				
AR.96	The system has the ability to accept batch entry of invoices, cash receipts or adjustment transactions.	**Critical**		
AR.97	The system has the ability to allow direct entry of invoices, cash receipts, or adjustment transactions.	**Critical**		
AR.98	The system has the ability to allow approved refunds with workflow approval process.	**Critical**		
AR.99	The system has the ability to accommodate multiple payments for multiple bills (e.g., retiree insurance premium and special assessment).	**Critical**		
AR.100	The system has the ability to provide cash recording functionality at remote Clerk and/or County office locations (i.e., with the goal of recording and tracking payments when made but prior to receipting).	**Critical**		
AR.101	The system has the ability to automatically prepare general and sub-ledger journal entries by department for cash receipts with appropriate workflow approvals.	**Critical**		
AR.102	The system has the ability to produce a cash receipt when bills are paid in person.	**Critical**		
AR.103	The system has the ability to record type of payment (e.g., check, money order, cash, credit card) and a unique reference number.	**Critical**		
AR.104	The system has the ability to produce a system generated unique receipt reference number.	**Critical**		
AR.105	The system has the ability to produce a receipt when bills are paid (regardless of the payment method).	**Critical**		
AR.106	The system has the ability to support online (web-based) payments.	**Critical**		
AR.107	The system has the ability to receive online (web-based) payment transactions from the existing merchant services vendor.	**Critical**		
AR.108	The system has the ability to provide merchant services.	**Desired**		
AR.109	The system has the ability to import returned check detail from electronic bank files.	**Critical**		
The system has the ability to maintain returned check detail, including (but not limited to) the following:				
AR.110	Check number;	**Critical**		
AR.111	Customer number;	**Critical**		
AR.112	Payer Name;	**Critical**		
AR.113	Address detail;	**Critical**		
AR.114	Date of original transaction;	**Critical**		
AR.115	Penalty and/or fee;	**Critical**		
AR.116	Remittance amount;	**Critical**		
AR.117	Remittance date;	**Critical**		
AR.118	Original receipt number;	**Critical**		
AR.119	Reason for return;	**Critical**		
AR.120	Comment field; and	**Critical**		
AR.121	Other, user-defined variables.	**Critical**		
AR.122	The system has the ability to indicate whether transactions have been manually adjusted.	**Critical**		
AR.123	The system has the ability to flag bills that have been sent to a collection agency for collection.	**Critical**		
AR.124	The system has the ability to support receipt printing at networked printers.	**Critical**		
AR.125	The system has the ability to import payments from third-party cash receipting systems (e.g.. Tyler Odyssey) and validate the appropriate GL account numbers.	**Critical**		
AR.126	The system has the ability to schedule the posting of third-party payment transactions (e.g., lockbox payments).	**Critical**		
AR.127	The system must have the ability to accommodate deposits into different bank accounts at different banking institutions.	**Critical**		
Reconciliation				
AR.128	The system has the ability to interface with banks to process bank drafting and ACH transactions.	**Critical**		
AR.129	The system has the ability to reconcile with bank statements.	**Critical**		

Accounts Receivable, Billing, and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
AR.130	The system has the ability to provide an automated reconciliation tool for revenue receipts.	**Critical**		
AR.131	The system has the ability to provide an automated reconciliation tool for ACH and bank draft transactions.	**Critical**		
AR.132	The system has the ability to generate daily cash reports for balancing by payment type.	**Critical**		
AR.133	The system has the ability to generate a daily exception report that reflects all payments reversed and any other condition considered outside normal processing.	**Critical**		
AR.134	The system has the ability to generate a daily report that reflects all adjustment activity.	**Critical**		
AR.135	The system has the ability to generate periodic reports of revenue distribution from external sources' file uploads (e.g., credit card company payments) to reflect batch date, batch total control records and dollar count (available to be run on a daily basis).	**Critical**		
AR.136	The system has the ability to import credit/debit card transaction reconciliation files from credit card companies.	**Critical**		
AR.137	The system has the ability to perform reconciliation of transaction data with credit card company data.	**Critical**		
AR.138	The system provides the user with reconciliation functions to compare imported data with system data.	**Critical**		
Reporting				
AR.139	The system has the ability to print a batch listing showing every item in a particular batch upon request.	**Critical**		
AR.140	The system has the ability to produce an accounts receivable journal listing all activity posted to the accounts receivable master file.	**Critical**		
AR.141	The system has the ability to print an accounts receivable exception report listing all accounts with credit balances.	**Critical**		
AR.142	The system has the ability to provide a customer contact listing, showing name, phone number, and other contact information by customer.	**Critical**		
AR.143	The system has the ability to provide a complete listing of the customer master file by type, which shows each data element in every record.	**Critical**		
AR.144	The system has the ability to allow user-defined queries such as by customer name, type, and by amount owed.	**Critical**		
The system has the ability to generate accounts receivable reports or allow on-screen inquiry by any field, including but not limited to:				
AR.145	Name;	**Critical**		
AR.146	Customer number;	**Critical**		
AR.147	Type of receivable;	**Critical**		
AR.148	Tender type;	**Critical**		
AR.149	Type of activity;	**Critical**		
AR.150	Invoice number;	**Critical**		
AR.151	Invoice description;	**Critical**		
AR.152	Accounting code information;	**Critical**		
AR.153	Amount owed;	**Critical**		
AR.154	Dates; and	**Critical**		
AR.155	Other, user-defined.	**Critical**		
AR.156	The system has the ability to print customer payment history based on user-defined criteria.	**Critical**		
AR.157	The system has the ability to allow queries against all receivable files.	**Critical**		
AR.158	The system has the ability to display individual transactions and groups of transactions based on the criteria entered by the user.	**Critical**		
AR.159	The system has the ability to print a batch listing showing every item in a particular batch upon request.	**Critical**		
AR.160	The system has the ability to display individual transactions and groups of transactions based on the criteria entered by the user.	**Critical**		
AR.161	The system has the ability to print customer payment history based on user-defined criteria.	**Critical**		
AR.162	The system has the ability to produce transaction reports listing all recorded payments.	**Critical**		
AR.163	The system has the ability to allow users to identify customers with no activity based on a user-defined dates (e.g. have not received a payment in over a year in order to determine next steps).	**Critical**		

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Project Accounting and Grant Management

Req #	Description of Requirement	Criticality	Response	Comments
	Project Accounting General Requirements			
PG.1	The system has the ability to provide a Project Accounting module that is integrated with all other proposed system modules including (but not limited to) General Ledger, Budgeting, Accounts Receivable, Accounts Payable, Purchasing, Grants, and Payroll.	**Critical**		
PG.2	The system has the ability to provide a subsidiary ledger for tracking detailed transaction data for projects.	**Critical**		
PG.3	The system has the ability to support multi-year parent projects, at least 15 years in length.	**Critical**		
PG.4	The system has the ability to support multi-year parent projects, at least 30 years in length.	**Desired**		
PG.5	The system has the ability to support parent/child relationships for projects and sub-projects.	**Critical**		
PG.6	The system has the ability to allow multiple user defined project status codes (e.g., proposed, active, etc.).	**Critical**		
PG.7	The system has the ability to accommodate at least 10 user defined different project types.	**Critical**		
PG.8	The system has the ability to accommodate user defined project types that integrate with the general ledger as well as those that do not.	**Desired**		
PG.9	The system has the ability to allow a user to establish project templates (i.e., "simple" templates; "complex" templates; for common project types).	**Critical**		
PG.10	The system has the ability to store at least 25 project templates.	**Critical**		
PG.11	The system has the ability to accommodate projects occurring across multiple funds, down to a specific GL number.	**Critical**		
PG.12	The system has the ability to associate different account numbers to different components of a project.	**Critical**		
PG.13	The system has the ability to accommodate projects occurring across a minimum of 50 funds and/or third-party funding sources (e.g. grants and debt).	**Critical**		
PG.14	The system has the ability to designate a project as a fixed cost or a variable cost.	**Desired**		
PG.15	The system has the ability to provide project forecasting capabilities, for a minimum of 20 years (i.e., current, plus nineteen years).	**Desired**		
PG.16	The system has the ability to provide free form notes or text fields for project descriptions.	**Critical**		
PG.17	The system has the ability to assist in the annual process of determining fiscal year expenses and revenues for each project.	**Critical**		
PG.18	The system has the ability to provide user-defined cost allocation codes.	**Critical**		
PG.19	The system has the ability to link projects to grants.	**Critical**		
PG.20	The system has the ability to link multiple projects to one another.	**Critical**		
	Project Tracking and Closing			
PG.21	The system has the ability to track County-defined project information (e.g., project schedule, budget).	**Critical**		
PG.22	The system has the ability to control project budgets by project receivables/revenues.	**Critical**		

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PG.23	The system has the ability to store historical budget and actuals data for each year that the project is active.	**Critical**		
PG.24	The system has the ability to withhold retainage on a project up to 100 percent.	**Critical**		
PG.25	The system has the ability to retrieve and apply labor rates from the payroll module that account for salaries and benefits.	**Critical**		
PG.26	The system has the ability to allow a user to manually edit labor rates and values charged to a project, based on appropriate security permissions.	**Critical**		
PG.27	The system has the ability to track project dates (e.g., start date, reporting dates).	**Critical**		
PG.28	The system has the ability to track and change multiple funding sources with the appropriate security permissions.	**Critical**		
PG.29	The system has the ability to track expenditures based on the year the debt was issued.	**Critical**		
PG.30	The system has the ability to track expenditures based on the debt that was issued.	**Critical**		
PG.31	The system has the ability to flag capital vs. non capital projects and all associated expenditures.	**Critical**		
PG.32	The system has the ability to track multiple funding sources when bonds are issued in multiple years for a project.	**Critical**		
PG.33	The system has the ability to transfer funding sources from one project to another project if the project is complete and under budget pending workflow approval.	**Critical**		
PG.34	The system has the ability to apply overhead to projects.	**Desired**		
PG.35	The system has the ability to track the funding sources for each project, the amount of expenditures that have been charged to the project that are to be paid by multiple funding sources, and any budget transfers that have moved the funding sources from one project to another.	**Critical**		
PG.36	The system has the ability to carry forward information at year-end for multi-year projects.	**Critical**		
PG.37	The system has the ability to accommodate change orders to open contracts.	**Critical**		
PG.38	The system has the ability to allow configurable change order forms to be established to capture specific data elements related to the change.	**Critical**		
PG.39	The system has the ability to provide workflow functionality to support the change order process.	**Desired**		
PG.40	The system has the ability to retain historical information for all projects for at least 10 years after the project close.	**Critical**		
PG.41	The system has the ability to close projects either partially or completely without losing the reporting history.	**Critical**		
PG.42	The system has the ability to allow the closing of multiple projects at the same time (i.e., related projects).	**Critical**		
PG.43	The system has the ability to allow the closing of a "child" project without having to close the "parent" project, and vice versa.	**Critical**		
PG.44	The system has the ability to re-open a closed project, with appropriate security permissions.	**Critical**		
Project Reporting				
PG.45	The system has the ability to produce reports to satisfy local, state, and federal requirements.	**Critical**		
PG.46	The system has the ability to generate user-defined reports by date range.	**Critical**		
PG.47	The system has the ability to generate balance sheet account reports on all of the above criteria by date ranges.	**Critical**		
PG.48	The system has the ability to report on contract change orders and contingencies related to the project.	**Critical**		
PG.49	The system has the ability to report on resource time towards projects.	**Desired**		
PG.50	The system has the ability to report on the remaining contract balance by fiscal year, life-to-date, or other user-specified date.	**Critical**		
PG.51	The system has the ability to allow "checklists" to be established for the creation and/or closeout of a project.	**Critical**		
PG.52	The system has the ability to allow changes to the detail level of report parameters, with appropriate security permissions.	**Critical**		
Grant Management General Requirements				
PG.53	The system has the ability to provide a Grant Management module that is integrated with all other proposed system modules including (but not limited to) General Ledger, Budgeting, Accounts Receivable, Accounts Payable, Purchasing, Projects, and Payroll.	**Critical**		
PG.54	The system has the ability to provide for multi-year grants.	**Critical**		

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PG.55	The system has the ability to allow multiple grants to roll into one project, with the ability to track each grant separately.	**Critical**		
PG.56	The system has the ability to provide unique identifiers to grants.	**Critical**		
PG.57	The system has the ability to generate an alert when a grant account is used for an expenditure and a grant identifier is not referenced.	**Critical**		
PG.58	The system has the ability to link County-defined grant numbers with issuing agency grant numbers.	**Critical**		
PG.59	The system has the ability to interface with third-party grant management software systems (e.g., external agency systems).	**Desired**		
PG.60	The system has the ability to duplicate pre-existing grants to establish templates for new grants.	**Critical**		
PG.61	The system has the ability to generate a repository/library of all documentation related to a grant that is all accessible from a single location.	**Critical**		
PG.62	The system has the ability to maintain the grantor's closeout date.	**Critical**		
PG.63	The system has the ability to generate an alert on a user-defined number of days prior to the grantor's closeout date, up to 90 days.	**Critical**		
PG.64	The system has the ability to retain grant information for at least 10 years after the close of a grant.	**Critical**		
PG.65	The system has the ability to export all documentation for a specific grant to electronic format (i.e., during an audit).	**Critical**		
PG.66	The system has the ability to generate export files (e.g. csv, xlsx, txt) for the purpose of uploading data to third-party applications (e.g., State or Federal).	**Critical**		
PG.67	The system has the ability to allow grants to be established with multiple funding sources, with the ability to track funding sources separately.	**Critical**		
PG.68	The system has the ability to track the use of program income prior to reimbursement.	**Critical**		
PG.69	The system has the ability to track reimbursements and link to the initial request.	**Critical**		
PG.70	The system has the ability to track the use of multi-year deferred revenue prior to reimbursement.	**Critical**		
PG.71	The system has the ability to utilize workflow for the grant management process that has the capability to flow across other system modules/applications.	**Critical**		
PG.72	The system has the ability to tag grants to be searched more efficiently.	**Critical**		
Grant Tracking				
PG.73	The system has the ability to track Community Development Block Grants (CDBG).	**Critical**		
PG.74	The system has the ability to allocate a user defined percentage of the County's annual Community Development Block Grant to fund local public services.	**Critical**		
PG.75	The system has the ability to track State Housing Initiatives Partnership Program (SHIP).	**Desired**		
PG.76	The system has the ability to track the sub-recipient and pass-through grant application process.	**Desired**		
PG.77	The system has the ability to maintain a grant budget that is different and separate from all other budgets.	**Critical**		
PG.78	The system has the ability to link individual grant budgets to the County budget based on user preference.	**Critical**		
PG.79	The system has the ability to generate any indirect costs associated with a grant.	**Desired**		
PG.80	The system has the ability to support at least 10 different user defined types of grant categories.	**Critical**		
PG.81	The system has the ability to support the configuration of different requirements by grant category.	**Critical**		
PG.82	The system has the ability to link grants to projects.	**Critical**		
PG.83	The system has the ability to link grants to projects in 1-to-1, 1-to-many and many-to-1 relationships.	**Critical**		
PG.84	The system has the ability to record all grant activity in the general ledger.	**Critical**		
PG.85	The system has the ability to track compliance of the grant through a County-defined checklist by individual grant.	**Desired**		
PG.86	The system has the ability to view and track all assets acquired through grant funding as indicated through the capital/fixed asset module.	**Critical**		
PG.87	The system has the ability to accommodate user defined performance metrics associated with a grant.	**Desired**		
PG.88	The system has the ability to allow grant metrics to be established.	**Desired**		

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PG.89	The system has the ability to track grant metrics associated with a pass-through/sub-grant.	**Desired**		
PG.90	The system has the ability to track grant activity by active fiscal year and all years within the grant contract (e.g. across multiple fiscal years).	**Critical**		
PG.91	The system has the ability to track grant activity over the life of the grant.	**Critical**		
PG.92	The system has the ability to track notes associated with each grant.	**Critical**		
PG.93	The system has the ability to provide notifications or alerts for remaining grant balances or percent complete.	**Critical**		
PG.94	The system has the ability to record all grant expenditure and revenue information.	**Critical**		
PG.95	The system has the ability to define allowable expenditures.	**Critical**		
PG.96	The system has the ability to restrict grant expenditures not within grant dates.	**Desired**		
PG.97	The system has the ability to allow restriction on grant expenditures to be overridden, with appropriate security permissions.	**Critical**		
PG.98	The system has the ability to assign payroll expenses to a grant through integration with the payroll application.	**Critical**		
PG.99	The system has the ability to limit the application of payroll expense to grants through security permissions.	**Desired**		
PG.100	The system has the ability to separate actual expenditures against allowable expenditures.	**Desired**		
PG.101	The system has the ability to allow remaining funding to be setup as a new grant or grant program.	**Desired**		
PG.102	The system has the ability to allow the transfer of grant funding between County departments.	**Desired**		
Grant Reimbursements				
PG.103	The system has the ability to support the process of reimbursement requests for grants that are initially funded by the Clerk and/or the County.	**Critical**		
PG.104	The system has the ability to track all reimbursement requests through the life of the grant.	**Critical**		
PG.105	The system has the ability to track the number of reimbursement requests to ensure the number does not exceed a grant limit.	**Desired**		
PG.106	The system has the ability to allow "checklists" to be established to track the necessary documentation related to a reimbursement request.	**Desired**		
PG.107	The system has the ability to allow established "checklists" to be modified during the life of the grant with appropriate security permissions.	**Desired**		
PG.108	The system has the ability to trigger notifications based on established timelines associated with the reimbursement request process.	**Desired**		
PG.109	The system has the ability to limit the reimbursement request to prescribed internal processes based on an established timeline.	**Desired**		
PG.110	The system has the ability to submit electronic check images as part of the reimbursement request process.	**Critical**		
PG.111	The system has the ability to submit electronic payment method (EFT, ACH etc.) as part of the reimbursement request process.	**Critical**		
PG.112	The system has the ability to electronically store the "final" documents associated with a submitted reimbursement request.	**Critical**		
Grant Reporting				
PG.113	The system has the ability to generate reports for all grant history.	**Critical**		
PG.114	The system has the ability to generate reports for multiple grants that are not in sequential series (i.e., report by year, category etc.).	**Critical**		
PG.115	The system has the ability to generate a report of all active and inactive grants.	**Critical**		
PG.116	The system has the ability to maintain a calendar or scheduling of required grant reports (e.g. schedule a monthly report for submitting to grantor).	**Desired**		
PG.117	The system has the ability to generate all state and federally required reports.	**Desired**		
PG.118	The system has the ability to query on all data fields in the grant management module in order to provide a user defined query screen.	**Desired**		
The system has the ability to generate the following Reports:				
PG.119	Five Year Consolidated Plan;	**Critical**		
PG.120	Single Audit Report (SEFA);	**Critical**		
PG.121	Single Audit Federal and State Report (SEFSA);	**Critical**		
PG.122	Action Plan;	**Critical**		
PG.123	Consolidated Annual Performance and Evaluation Report;	**Desired**		
PG.124	Expenditures and revenues;	**Critical**		
PG.125	Sources of revenues;	**Critical**		
PG.126	Reimbursed costs received by dollar detail;	**Desired**		
PG.127	Reimbursed costs received by percentage detail;	**Desired**		

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PG.128	Budget to actual costs;	**Critical**		
PG.129	Projected vs. actual budget;	**Critical**		
PG.130	Grants trial balance;	**Critical**		
PG.131	Pending approval grant funding;	**Critical**		
PG.132	The system has the ability to report on specific activity of a grant within a user-defined date range.	**Critical**		

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Fixed Assets and Inventory

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
FI.1	The system has the ability to provide a Fixed Assets module that is integrated with all other system modules including (but not limited to) General Ledger, Budgeting, Purchasing, and Accounts Payable.	**Critical**		
FI.2	The system has the ability to allow the user to select the general ledger account based on the type of asset created.	**Critical**		
FI.3	The system has the ability to allow a review of asset journal entries prior to posting to the general ledger.	**Critical**		
FI.4	The system has the ability to transfer the CIP cost in order to create a general ledger journal entry based on asset type.	**Desired**		
FI.5	The system has the ability to track capitalized assets.	**Critical**		
FI.6	The system has the ability to track non-capitalized assets.	**Critical**		
FI.7	The system has the ability to track assets funded by grants.	**Critical**		
FI.8	The system has the ability to modify valuation due to improvements or replacements to the asset.	**Critical**		
FI.9	The system has the ability to automatically account for fixed assets at the time of purchasing or requisition based on account number selected.	**Critical**		
FI.10	The system has the ability to allow a user to manually flag a fixed asset at the time of purchasing or requisition.	**Critical**		
FI.11	The system has the ability to set a user-defined threshold dollar amount for a purchase to be considered a fixed asset.	**Critical**		
FI.12	The system has the ability to transfer data from the purchase order to the fixed asset record.	**Critical**		
FI.13	The system has the ability to capitalize and depreciate assets according to user-defined rules.	**Critical**		
FI.14	The system has the ability to record, recognize, and capitalize assets that are subsidized by third-party entities for the Clerk and/or County, such as the federal or state government.	**Critical**		
FI.15	The system has the ability to calculate valuation for fixed assets based on user-defined rules.	**Critical**		
FI.16	The system has the ability to record cost at acquisition.	**Critical**		
FI.17	The system has the ability to determine and maintain salvage values for fixed assets.	**Critical**		
FI.18	The system has the ability to calculate replacement costs of the fixed assets.	**Critical**		
FI.19	The system has the ability to modify assets by user-defined criteria, with proper security permissions	**Critical**		
FI.20	The system has the ability to automatically update the fixed assets system from AP entry with appropriate review and approval.	**Critical**		
FI.21	The system has the ability to allow authorized users read-only access to fixed asset information via a decentralized, online interface.	**Critical**		
FI.22	The system has the ability to store original purchase order number, invoice number, original check number, insurance policy number, and original vendor information.	**Critical**		
FI.23	The system has the ability to drill-down into linked POs, invoices, checks and vendor file information.	**Critical**		
FI.24	The system has the ability to drill-down into asset history (i.e. additions, transfers, adjustments).	**Critical**		

Fixed Assets and Inventory				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
FI.25	The system has the ability to support threshold-based alerts and workflows (e.g., assets with a value greater than $50,000 require an alternate disposal workflow approval process).	**Critical**		
FI.26	The system has the ability to provide notifications to County and/or Clerk staff when a fixed asset is added to the system.	**Critical**		
	Asset Entry and Tracking			
FI.27	The system has the ability to be in full compliance with GASB compliance requirements.	**Critical**		
FI.28	The system has the ability to provide controls for maintaining unique Clerk and/or County generated fixed asset tag numbers.	**Critical**		
FI.29	The system has the ability to indicate a parent and/or child asset as "disposed."	**Critical**		
FI.30	The system has the ability to allow a user with appropriate security permissions to edit whether an asset should be capitalized.	**Critical**		
FI.31	The system has the ability to allow the Clerk and/or County to set-up work flow routines for at least five different disposal processes (e.g., public auction, online sale).	**Desired**		
FI.32	The system has the ability to record Clerk and/or County-defined information at the time of asset disposal related to the asset (e.g., condition of asset, mileage, etc.)	**Critical**		
FI.33	The system has the ability to automatically assign unique asset numbers.	**Critical**		
FI.34	The system has the ability to copy an existing asset record as a starting point for the entry of a new asset.	**Critical**		
FI.35	The system has the ability to set department, division, fund and type classifications for each asset (i.e., governmental, proprietary, etc.).	**Critical**		
FI.36	The system has the ability to establish asset groups (i.e., Government Activities and Business-Type Activities).	**Critical**		
FI.37	The system has the ability to accommodate user-defined classes within each asset category.	**Critical**		
FI.38	The system has the ability to accommodate at least 25 different asset classes within each category.	**Critical**		
FI.39	The system has the ability to allow an administrator to configure additional asset categories and classes that allow the same functionality of other asset categories and classes.	**Critical**		
FI.40	The system has the ability to allow the Clerk and/or County to establish a minimum of 10 asset categories (e.g., machinery and equipment, land).	**Critical**		
FI.41	The system has the ability to allow the Clerk and/or County to define asset information that is maintained (e.g., associated fund, cost, status).	**Critical**		
FI.42	The system has the ability to link assets in parent-child relationships.	**Critical**		
FI.43	The system has the ability to allow for at least 10,000 different active parent assets.	**Critical**		
FI.44	The system has the ability to allow for at least 5,000 different active child assets.	**Critical**		
FI.45	The system has the ability to mass transfer assets from one organization/department code to another with appropriate security permissions.	**Critical**		
FI.46	The system has the ability to allow the transfer of an asset from one department or fund to another.	**Critical**		
FI.47	The system has the ability to automatically flag an asset when it is time to retire it from the system.	**Critical**		
FI.48	The system has the ability to automatically archive retired and/or sold assets on a scheduled or user-defined basis.	**Critical**		
FI.49	The system has the ability to integrate with the GIS database for the purpose of tracking the geographical location of assets.	**Critical**		
FI.50	The system has the ability to attach any document to an asset record.	**Critical**		
FI.51	The system has the ability to attach a picture to an asset record.	**Critical**		
	Depreciation			
FI.52	The system has the ability to capture depreciation balance at the date of transfer or disposal.	**Critical**		
FI.53	The system has the ability to report depreciation, sortable by existing fields such as by asset, type, general ledger account code or any other field in the asset record.	**Critical**		
FI.54	The system has the ability to default to straight line depreciation.	**Critical**		
FI.55	The system has the ability to allow the reversal of changes made, with appropriate security permissions.	**Critical**		

Fixed Assets and Inventory				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
FI.56	The system has the ability to allow a user to configure the date of depreciation calculation (i.e., half year in the year of acquisition/disposal, etc.)	**Critical**		
FI.57	The system has the ability to set standard and user-controlled depreciation methods.	**Critical**		
FI.58	The system has the ability to calculate "back" depreciation to original acquisition date.	**Desired**		
FI.59	The system has the ability to recalculate depreciation based on changes made to asset criteria (including changes made to original acquisition date).	**Critical**		
FI.60	The system has the ability to update or change depreciation information for a group of assets with appropriate security permissions.	**Critical**		
FI.61	The system has the ability to store depreciation expense account.	**Critical**		
FI.62	The system has the ability to provide depreciation calculation results for user defined periods of time.	**Desired**		
FI.63	The system has the ability to provide an automatic calculation of depreciation changes at year end.	**Critical**		
Reporting				
FI.64	The system has the ability to query information or generate reports on assets by user-defined criteria such as by general ledger account code, location, activity, and asset class.	**Critical**		
FI.65	The system has the ability to report asset expenditures against a capital budget.	**Critical**		
FI.66	The system has the ability to generate monthly or user-defined frequency reconciliation reports to the GL.	**Critical**		
FI.67	The system has the ability to monitor, or report on assets based on department, category code, or other descriptions such as serial number or replacement year.	**Critical**		
FI.68	The system has the ability to report a disposal date and value.	**Critical**		
FI.69	The system has the ability to output listings of assets by any system-defined field, such as location, category, department, and value.	**Critical**		
FI.70	The system has the ability to report on assets based on funding source.	**Critical**		
FI.71	The system has the ability to report transactions: period additions, transfers, disposals, and depreciation by asset, type, and general ledger account code.	**Critical**		
FI.72	The system has the ability to report against a defined useful life to allow for asset replacement planning.	**Critical**		
FI.73	The system has the ability to create depreciation reports and other types, both canned and ad-hoc.	**Critical**		
FI.74	The system has the ability to provide GASB compliance reports.	**Critical**		
FI.75	The system has the ability to report construction-in-progress.	**Desired**		
FI.76	The system has the ability to generate valuation report on all of Clerk's and/or County's assets.	**Critical**		
FI.77	The system has the ability to flag an asset as construction in progress.	**Critical**		
FI.78	The system has the ability to generate fixed asset exception report (i.e. verification that fixed asset sub ledger and general ledger coincide).	**Critical**		
FI.79	The system has the ability to generate a depreciation expense report (i.e. showing the calculation of how depreciation expense was calculated).	**Critical**		
FI.80	The system has the ability to generate a depreciation schedule report.	**Critical**		
FI.81	The system has the ability to perform fixed assets counts.	**Critical**		
FI.82	The system has the ability to perform fixed assets counts using RFID capabilities.	**Desired**		
FI.83	The system has the ability to export data to the EAM system.	**Critical**		
FI.84	The system has the ability to read data from the ERP system to the EAM system.	**Desired**		
Inventory General Requirements				
FI.85	The system has the ability to support inventory management functions that are integrated with other proposed system modules, including but not limited to; General Ledger, Purchasing, Accounts Payable, and Project Accounting.	**Desired**		
FI.86	The system has the ability to accommodate at least 999,999 inventory item types.	**Desired**		
The system will perform the following functions to the inventory listing in real time, with appropriate permissions:				
FI.87	Establish new items;	**Desired**		
FI.88	Maintain information related to existing item;	**Desired**		
FI.89	Adjust inventory counts;	**Desired**		
FI.90	Remove item types from active inventory; and	**Desired**		

Fixed Assets and Inventory				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
FI.91	Remove item types permanently from inventory.	**Desired**		
FI.92	The system has the ability to convert purchasing units into inventory units (e.g., case of toner drums versus toner drum).	**Desired**		
FI.93	The system has the ability to limit which inventory item types will update to the general ledger.	**Desired**		
FI.94	The system has the ability to accommodate at least 999 locations for inventory stores.	**Desired**		
FI.95	The system has the ability to support bar coding of inventory items.	**Desired**		
FI.96	The system has the ability to produce bin labels with bar codes for inventory items (e.g. box of air filters).	**Desired**		
FI.97	The system has the ability to maintain Clerk and/or County defined data points for all inventory items (e.g., item name, location, etc.).	**Desired**		
FI.98	The system has the ability to merge multiple inventory items to a new or existing inventory item.	**Desired**		
FI.99	The system has the ability to automatically generate notifications of reorder points.	**Desired**		
FI.100	The system has the ability to automatically generate notifications of upcoming warranty expirations.	**Desired**		
FI.101	The system has the ability to electronically attach images of inventory items.	**Desired**		
The system has the ability to accommodate the following methods of inventory costing:				
FI.102	Actual cost;	**Desired**		
FI.103	Moving average;	**Desired**		
FI.104	Last in first out (LIFO);	**Desired**		
FI.105	First in first out (FIFO);	**Desired**		
FI.106	Replacement; and	**Desired**		
FI.107	Other, user-defined.	**Desired**		
FI.108	The system has the ability to accommodate automatic reorder processes for particular items based on any inventory data field (e.g., warranty or minimum quantity).	**Desired**		
FI.109	The system has the ability to accommodate workflow processes for periodic inventory counts.	**Desired**		
FI.110	The system has the ability to support shiftly, daily, weekly, monthly, quarterly or annual inventory counts by producing inventory worksheets of current inventory levels.	**Desired**		
FI.111	The system has the ability to automatically generate the invoice or transactional charges to departments for warehouse purchases	**Desired**		
FI.112	The system has the ability to support the development of a catalogue of inventory available to customers/departments.	**Desired**		
FI.113	The system has the ability for customers to submit inventory requisitions for inventory available in a catalogue of items.	**Desired**		
FI.114	The system has the ability to support night-ticket functionality, whereby inventory items may be taken from a warehouse afterhours.	**Desired**		
FI.115	The system has the ability to remove materials or parts from inventory based on work order requirements. System is updated automatically when completed work orders are entered on-line.	**Desired**		
FI.116	The system has the ability to accommodate non-stock inventory items, for linking to an asset.	**Desired**		
FI.117	The system has the ability to automatically reduce inventory counts at the time an inventory item is assigned to a work order.	**Desired**		
FI.118	The system has the ability to accommodate multiple inventory locations and prioritize them for stock picking purposes.	**Desired**		
Inventory Reporting				
FI.119	The system has the ability to generate a master inventory report.	**Desired**		
FI.120	The system has the ability to generate a report of inventory by user-selected items or groups.	**Desired**		
FI.121	The system has the ability to generate a report on a range of part numbers.	**Desired**		
FI.122	The system has the ability to generate a report of inventory turnover.	**Desired**		
FI.123	The system has the ability to generate inventory usage reports by date range.	**Desired**		
FI.124	The system has the ability to generate inventory usage reports by department.	**Desired**		

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization: Feature/Function is not included in the current software** release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be indicated in **Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Human Resources

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
HR.1	The system has the ability to provide a Human Resources module that is integrated with all other system modules including (but not limited to) General ledger, Budget, Project Accounting, Grant Management, and Payroll.	**Critical**		
HR.2	The system has the ability to provide an employee central/master file that is the single source of employee records in which all other system modules interact.	**Critical**		
HR.3	The system has the ability to maintain an audit log of all personnel changes.	**Critical**		
HR.4	The system has the ability to process personnel transactions for multiple organizational units (mass changes) with the ability to exclude certain units.	**Critical**		
HR.5	The system has the ability to make mass changes on employee data based on reorganizations (reassign departments or divisions.)	**Critical**		
The system has the ability to set up and establish rules, workflows, and track changes for the following Personnel Actions:				
HR.6	New Hire;	**Critical**		
HR.7	Transfer;	**Critical**		
HR.8	Promotion;	**Critical**		
HR.9	Rehire;	**Critical**		
HR.10	Retirement;	**Critical**		
HR.11	Separation;	**Critical**		
HR.12	Probationary Period (Multiple Lengths of Time);	**Critical**		
HR.13	Demotion;	**Critical**		
HR.14	Temporary acting assignments;	**Critical**		
HR.15	Certification;	**Critical**		
HR.16	Licensure;	**Critical**		
HR.17	Non-renewal;	**Critical**		
HR.18	Intern;	**Critical**		
HR.19	Temporary;	**Critical**		
HR.20	LOA;	**Critical**		
HR.21	Job title changes and grade changes; and	**Critical**		
HR.22	Other.	**Critical**		
The system has the ability to track the following service dates:				
HR.23	Original hire date;	**Critical**		
HR.24	Re-hire date; and	**Critical**		
HR.25	Total service date.	**Desired**		
HR.26	The system has the ability to provide an Applicant Tracking System (ATS).	**Critical**		
HR.27	The system has the ability to automatically initiate an onboarding notification and/or workflow process for new hires (i.e. uniforms, tools, incidentals).	**Critical**		
HR.28	The system has the ability to store employee images (photos).	**Desired**		
HR.29	The system has the ability to accept electronic credit and background checks from outside agencies.	**Critical**		
HR.30	The system has the ability to initiate an automated notification to all necessary parties when an employee is terminated, transferred, or reassigned.	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.31	The system has the ability to assign a funding source and/or project number to each position.	**Critical**		
HR.32	The system has the ability to record and search on alias/alternate names.	**Critical**		
HR.33	The system has the ability to manually assign or automatically generate an employee number.	**Critical**		
HR.34	The system has the ability link to or upload different types of documents and associate them with an employee.	**Critical**		
HR.35	The system has the ability to update salary grade ranges and step amounts by percentage or flat dollar amounts.	**Critical**		
HR.36	The system has the ability to update employee pay rate by percentage or flat dollar amounts based on an effective date to include multiple change from COLA, merit, step increase, or promotions.	**Critical**		
HR.37	The system has the ability to assign role-based security to a position and/or an individual user to control what employee information is accessible.	**Critical**		
HR.38	The system has the ability to track and maintain single or multiple funding sources for each position.	**Critical**		
Employee Central/Master File Data				
HR.39	The system has the ability to set up an employee master file for each employee.	**Critical**		
HR.40	The system has the ability to maintain a unique employee number for each person regardless of their employment status within the system (i.e. termination, reinstatement, retirement).	**Critical**		
The system has the ability to maintain and track at a minimum the following employee data, with effective dating, for each employee:				
HR.41	Employee Number;	**Critical**		
HR.42	Last Name; (Legal name)	**Critical**		
HR.43	First Name;	**Critical**		
HR.44	Middle Name;	**Critical**		
HR.45	Name Suffix;	**Critical**		
HR.46	Preferred First Name;	**Critical**		
HR.47	Maiden/Former Name/Aliases/Nicknames;	**Critical**		
HR.48	Sex;	**Critical**		
HR.49	Race/Ethnicity;	**Critical**		
HR.50	Disability status;	**Critical**		
HR.51	Social Security number;	**Critical**		
HR.52	Date of Birth;	**Critical**		
HR.53	Marital Status;	**Critical**		
HR.54	If married, identify if spouse or domestic partner works for Clerk or County;	**Critical**		
HR.55	If married, marriage date;	**Critical**		
HR.56	Badge Number (i.e.: officer badge);	**Critical**		
HR.57	Multiple Telephone Numbers;	**Critical**		
HR.58	Work Phone;	**Critical**		
HR.59	Multiple Addresses (including mailing address);	**Critical**		
HR.60	Multiple E-Mail Addresses;	**Critical**		
HR.61	Social media contact(s) (e.g., Facebook, Twitter, LinkedIn)	**Desired**		
HR.62	Multiple Seniority Dates;	**Critical**		
HR.63	Multiple Clerk and/or County-defined Service Dates;	**Critical**		
HR.64	US Citizen;	**Critical**		
HR.65	Veteran Status (user defined list of values);	**Critical**		
HR.66	Retired (Y/N);	**Critical**		
HR.67	Drivers License Class (multiple user defined);	**Critical**		
HR.68	Drivers License Expiration Date;	**Critical**		
HR.69	Drivers License Issue Date;	**Critical**		
HR.70	Drivers License Number;	**Critical**		
HR.71	Drivers License Restrictions;	**Critical**		
HR.72	Drivers License State;	**Critical**		
HR.73	Drivers License Type (Class A, B, C, Chauffeur, etc.);	**Critical**		
HR.74	Driving Restrictions (glasses, night driving, etc.);	**Critical**		
HR.75	Multiple Emergency Contacts;	**Critical**		
HR.76	Equipment issued to employees (phone, laptop, keys etc.) and track asset tag number where applicable;	**Critical**		
HR.77	Certifications, Licenses, and endorsement areas with expiration dates;	**Critical**		
HR.78	Credential Information;	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.79	Educational Degrees with year completed;	**Desired**		
HR.80	College(s) attended;	**Desired**		
HR.81	High school diploma;	**Critical**		
HR.82	Highest level of education completed;	**Critical**		
HR.83	Spouse and Dependent Information - Address (multiple - user definable);	**Critical**		
HR.84	Spouse and Dependent Information - Dependent/Beneficiary Indicator (Dependent, Beneficiary, Both, etc.);	**Critical**		
HR.85	Unclassified/classified;	**Critical**		
HR.86	Permanent/temporary;	**Critical**		
HR.87	Volunteer;	**Critical**		
HR.88	Intern;	**Critical**		
HR.89	Substitute;	**Critical**		
HR.90	Supervisor;	**Critical**		
HR.91	Work location(s);	**Critical**		
HR.92	Department; and	**Critical**		
HR.93	other user-defined.	**Critical**		
HR.94	The system has the ability to allow at least 50 employee file user-defined fields.	**Critical**		
HR.95	The system has the ability to provide checklists for employee hire and termination process to ensure all steps are completed (checklist should include policy and agreement documents).	**Critical**		
HR.96	The system has the ability to maintain name change history.	**Critical**		
HR.97	The system has the ability to search by credentials, such as license or self-reported skills/abilities for employees (i.e. in the case of a pandemic outbreak a department may need to search for employees with specific credentials such as license to fill a position).	**Critical**		
HR.98	The system has the ability to provide a termination or other status change processes checklist.	**Critical**		
HR.99	The system has the ability to transfer an employee to a different department/division or payroll group without re-entering the entire employee	**Critical**		
HR.100	The system has the ability to track probationary period and performance review schedule separately by employee/position.	**Critical**		
HR.101	The system has the ability to prevent a performance/step increase due to disciplinary action/performance rating.	**Critical**		
	Benefits			
HR.102	The system has the ability to provide for a Benefits-specific new employee orientation checklist that can be customized by and for each department, job class, and status (temporary or permanent) (all items assigned to employee).	**Critical**		
HR.103	The system has the ability to provide functionality to manage the complexity of varying benefits.	**Critical**		
HR.104	The system has the ability to establish multiple eligibility rules.	**Critical**		
HR.105	The system has the ability to restrict enrollment in a specific plan.	**Critical**		
HR.106	The system has the ability to establish benefit eligibility based on position.	**Desired**		
HR.107	The system has the ability to start and stop any deductions at any given time.	**Critical**		
HR.108	The system has the ability to suspend benefits and reinstate based upon user-defined criteria (i.e. extended military leave).	**Critical**		
HR.109	The system has the ability to restrict certain benefits-related entry based on user-defined characteristics (e.g., deductions of part-time employees).	**Critical**		
HR.110	The system has the ability to track 30 hour employees due to ACA (Affordable Care Act).	**Critical**		
HR.111	The system has the ability to capture and maintain Health, Dental, Vision, and other insurance ID numbers.	**Critical**		
HR.112	The system has the ability to identify type of coverage (e.g., single, 2-person, family).	**Critical**		
HR.113	The system has the ability to track benefits eligibility.	**Critical**		
HR.114	The system has the ability to notify employees of benefit eligibility dates.	**Critical**		
HR.115	The system has the ability to maintain coverage and deduction detail by date.	**Critical**		
HR.116	The system has the ability to track employee wellness program participation.	**Critical**		
HR.117	The system has the ability to provide benefit premium discounts based on wellness program attendance or other health maintenance activities.	**Critical**		
The system has the ability to track the following:				
HR.118	Coverage effective dates;	**Critical**		
HR.119	Coverage history;	**Critical**		
HR.120	Coverage at a point in time (i.e. three months for a specific year);	**Critical**		
HR.121	Name change history;	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.122	Dependent information;	**Critical**		
HR.123	Beneficiary information; and	**Critical**		
HR.124	Years of service.	**Critical**		
The system has the ability to maintain premium and deduction amounts for multiple benefit plans including but not limited to:				
HR.125	Health Insurance;	**Critical**		
HR.126	Dental Insurance;	**Critical**		
HR.127	Vision Insurance;	**Critical**		
HR.128	Life Insurance;	**Critical**		
HR.129	Retirement;	**Critical**		
HR.130	Deferred compensation plans, including retirement plans;	**Critical**		
HR.131	Flexible spending accounts for medical and child care reimbursement accounts;	**Critical**		
HR.132	Long term disability;	**Critical**		
HR.133	Short term disability; and	**Critical**		
HR.134	Voluntary benefits.	**Critical**		
HR.135	The system has the ability to produce benefits confirmation including plan, coverage, dependent coverage, and SSN.	**Critical**		
HR.136	The system has the ability to indicate a date stamp via workflow to HR for final approval on requested changes.	**Critical**		
HR.137	The system has the ability to have two years open for benefits enrollments and closeouts.	**Critical**		
HR.138	The system has the ability to track benefit allowance contributions to insurance other than health insurance.	**Critical**		
HR.139	The system has the ability to manually adjust benefit withholdings.	**Critical**		
HR.140	The system has the ability to support pre and post tax payroll deductions and benefits.	**Critical**		
HR.141	The system has the ability to automatically produce payroll deductions based on benefit plan enrollments.	**Critical**		
Eligibility and Enrollment				
HR.142	The system has the ability to provide eligibility and enrollment functionality.	**Critical**		
The system has the ability to maintain benefit eligibility data including:				
HR.143	Length of service with date cut-offs;	**Critical**		
HR.144	Age;	**Critical**		
HR.145	Marital status;	**Critical**		
HR.146	Dependent information for multiple dependents (including name, SSN,	**Critical**		
HR.147	Employee status (active, retired, leave of absence, suspension, termination, FMLA, military leave, etc.);	**Critical**		
HR.148	Terminate benefits and associated deductions and reinstate upon return;	**Critical**		
HR.149	Hours worked by various search criteria (e.g., weekly, bi-weekly, pay period, annually); and	**Critical**		
HR.150	Other user-defined.	**Critical**		
HR.151	The system has the ability to track rolling military leave based on a two year federal fiscal year for the Uniformed Services Employment and Reemployment Act (USERRA).	**Critical**		
HR.152	The system has the ability to require a SSN when adding benefit(s) for dependent(s) with the ability for this to be an option if not available.	**Critical**		
HR.153	The system has the ability to provide tracking for death of employees, retirees, or dependents.	**Critical**		
HR.154	The system has the ability to allow mass updates of employee plan designation.	**Critical**		
HR.155	The system has the ability to allow online update of benefits individually and by user defined group.	**Critical**		
HR.156	The system has the ability to generate summary statements by employee.	**Critical**		
HR.157	The system has the ability to validate that the employee is eligible for the plan selected.	**Critical**		
HR.158	The system has the ability to determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables.	**Critical**		
HR.159	The system has the ability to create a computer-generated application packet for mailing (e.g., annual benefits enrollment).	**Critical**		
HR.160	The system has the ability to produce letters, emails, and other notifications to employees announcing open enrollment.	**Critical**		
HR.161	The system has the ability to produce confirmation letters indicating the employee's current participation levels in all benefit plans.	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.162	The system has the ability to interface with the employee self-service module for benefit plan open enrollment, benefits and other changes, etc., (with verification process).	**Critical**		
HR.163	The system has the ability to accommodate participant and dependent benefit enrollment processing for benefit options.	**Critical**		
HR.164	The system has the ability to enter new enrollment data for a future date without changing the current elections until the date of the new enrollment period begins.	**Critical**		
HR.165	The system has the ability to compile, process, and electronically transfer enrollment information to vendors according to 834 Carrier Guidelines HIPAA Compliance.	**Critical**		
Job Requisitions				
HR.166	The system has the ability to generate electronic requisitions to fill position vacancies.	**Critical**		
The system has the ability to generate electronic requisitions to fill vacancies, containing:				
HR.167	Department Number;	**Critical**		
HR.168	Division;	**Critical**		
HR.169	Location;	**Critical**		
HR.170	Shift;	**Critical**		
HR.171	Job/Position title;	**Critical**		
HR.172	Job category (selected from drop down box);	**Critical**		
HR.173	Paid Internship;	**Critical**		
HR.174	Unpaid Internship;	**Critical**		
HR.175	Temporary Employee;	**Critical**		
HR.176	Class code;	**Critical**		
HR.177	Status (open, closed, pending approval, in process, on hold);	**Critical**		
HR.178	Position classification (selected from drop down box);	**Critical**		
HR.179	Reason for vacancy (e.g., promotion, transfer, termination, etc.);	**Critical**		
HR.180	Date vacancy created;	**Critical**		
HR.181	Date needed;	**Critical**		
HR.182	Closing date (date field);	**Critical**		
HR.183	Open until filled (Yes/No);	**Critical**		
HR.184	Internal only;	**Critical**		
HR.185	External only;	**Critical**		
HR.186	Internal and external;	**Critical**		
HR.187	Pay Grade;	**Critical**		
HR.188	Salary range;	**Critical**		
HR.189	GL account codes;	**Critical**		
HR.190	Recruitment Type (general public, Clerk and/or County only, department only);	**Critical**		
HR.191	Exempt/non-exempt status;	**Critical**		
HR.192	User-defined special requirements for the position (e.g., CDL);	**Critical**		
HR.193	Contact name;	**Critical**		
HR.194	Contact phone;	**Critical**		
HR.195	Licensure and Endorsement area;	**Critical**		
HR.196	Department Director;	**Critical**		
HR.197	Hiring Manager;	**Critical**		
HR.198	Substitute; and	**Critical**		
HR.199	Other user-defined fields.	**Critical**		
HR.200	The system has the ability to populate the job requisition based upon the selected job code.	**Desired**		
HR.201	The system has the ability to, upon creation of a job requisition, create a system-generated requisition number and creation date based on the system date (real date).	**Critical**		
The system has the ability to support the following types of job openings:				
HR.202	Internal Postings;	**Critical**		
HR.203	Temporary/seasonal;	**Critical**		
HR.204	Intern;	**Critical**		
HR.205	Interim;	**Critical**		
HR.206	Substitute;	**Critical**		
HR.207	External Postings; and	**Critical**		
HR.208	Other user-defined.	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
The system has the ability to allow authorized users to view and sort all job requisitions on various fields, including (but not limited to):				
HR.209	Requisition number/ID;	**Critical**		
HR.210	Requisition creation date;	**Critical**		
HR.211	Requisition status (open, closed, pending approval, in process, on hold);	**Critical**		
HR.212	Filled requisitions; and	**Critical**		
HR.213	Other user-defined.	**Critical**		
HR.214	The system has the ability to associate the job description to the job requisition.			
HR.215	The system has the ability to ensure appropriate approvals have been received on position requests.	**Critical**		
HR.216	The system has the ability to set a user-defined job posting time period.	**Critical**		
HR.217	The system has the ability to automatically close a requisition at user-defined time to reflect the close of business for the requisition closing date with the ability to manually close.	**Critical**		
HR.218	The system has the ability to automatically close the requisition when the hiring process has been completed.	**Critical**		
HR.219	The system has the ability to notify requestor when position has been approved and initiate other related events (e.g., recruitment process).	**Critical**		
HR.220	The system has the ability to move applicants from one stage of the hiring process to another based on the completion of steps in the hiring process.	**Critical**		
HR.221	The system has the ability to track the status of background checks and drug screens with appropriate security permissions.	**Critical**		
HR.222	The system has the ability to establish and track expiration dates and notifications related to job status.	**Critical**		
Application Data				
HR.223	The system has the ability to maintain application data.	**Critical**		
The system has the ability to maintain, at a minimum, the following applicant data:				
HR.224	Date of application;	**Critical**		
HR.225	Time of application;	**Critical**		
HR.226	Applicant Name;	**Critical**		
HR.227	Driver's License Number;	**Critical**		
HR.228	Driver's License State Issued;	**Critical**		
HR.229	Driver's License Class;	**Critical**		
HR.230	Source of application information;	**Critical**		
HR.231	Relatives employed by Clerk or County;	**Critical**		
HR.232	Veteran Status or Military Service;	**Critical**		
HR.233	Address;	**Critical**		
HR.234	Phone number(s);	**Critical**		
HR.235	Email address(es);	**Critical**		
HR.236	Social media contact(s) (e.g., Facebook, Twitter, LinkedIn);	**Critical**		
HR.237	Positions applied/referred for;	**Critical**		
HR.238	Ability to be legally employed in the USA (Y/N);	**Critical**		
HR.239	Reference detail;	**Critical**		
HR.240	Attached documentation required for the application packet;	**Critical**		
HR.241	Criminal background information;	**Critical**		
HR.242	Previous employment information;	**Critical**		
HR.243	Years of experience;	**Critical**		
HR.244	Previously employed by the Clerk or County (Y/N);	**Critical**		
HR.245	Non renewal;	**Critical**		
HR.246	Education;	**Critical**		
HR.247	Degree areas;	**Critical**		
HR.248	Certificates/licensure;	**Critical**		
HR.249	Supplemental Questions (i.e. position specific);	**Critical**		
HR.250	Results of required tests;	**Critical**		
HR.251	Salary requirement;	**Critical**		
HR.252	Current salary; and	**Critical**		
HR.253	Other user-defined.	**Critical**		
The system has the ability to track EEO data for use in statistical analysis and reporting, including but not limited to:				
HR.254	Applicant name;	**Critical**		
HR.255	Applicant ID;	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.256	Applicant address;	**Critical**		
HR.257	Home phone;	**Critical**		
HR.258	Application received date;	**Critical**		
HR.259	Email address;	**Critical**		
HR.260	Race;	**Critical**		
HR.261	Ethnicity;	**Critical**		
HR.262	Sex;	**Critical**		
HR.263	Veteran Status or Military Service (voluntary disclosure);	**Critical**		
HR.264	Date of Birth;	**Critical**		
HR.265	Department;	**Critical**		
HR.266	Highest grade completed;	**Critical**		
HR.267	GED;	**Critical**		
HR.268	GPA;	**Critical**		
HR.269	Post high school education;	**Critical**		
HR.270	Recruiting Source;	**Critical**		
HR.271	Years of work history; and	**Critical**		
HR.272	Other, user-defined fields.	**Critical**		
HR.273	The system has the ability to store EEO data separate from the applicant record.	**Critical**		
HR.274	The system has the ability to restrict access to EEO data to authorized users as determined by Clerk and/or County user profiles.	**Critical**		
HR.275	The system has the ability to populate EEO data by electronic submissions from applicant record and requisition data.	**Critical**		
HR.276	The system has the ability to track ADA accommodations with an applicant.	**Critical**		
HR.277	The system has the ability to flag an employee record once terminated, as unable to reapply.	**Desired**		
Online Employment Application				
HR.278	The system has the ability to allow job posting web screens to be customized to match the Clerk and/or County websites in format, presentation, and other characteristics as defined by the Clerk and/or County.	**Critical**		
HR.279	The system has the ability to promote the selected applicant to the vacant position, without having to re-enter employee information or attach associated documentation such as resume or certifications.	**Critical**		
HR.280	The system has the ability to provide an online employment application interface.	**Critical**		
HR.281	The system has the ability to restrict user-access through use of user-ID and password.	**Critical**		
HR.282	The system has the ability to provide online completion of application on any Internet enabled computer through a web browser.(including smart phones or other mobile apps).	**Critical**		
HR.283	The system has the ability to provide online completion of application on any social media platform (e.g., Facebook, LinkedIn).	**Desired**		
HR.284	The system has the ability to upload and parse resume information into job application fields.	**Desired**		
HR.285	The system has the ability to administer password changes and revisions to support applicant needs.	**Critical**		
The system has the ability to provide applicants with an interface with a variety of functions, including but not limited to:				
HR.286	Instructions for system use;	**Critical**		
HR.287	Create new employment application;	**Critical**		
HR.288	Print job posting;	**Critical**		
HR.289	Print application;	**Critical**		
HR.290	Email applications; and	**Critical**		
HR.291	Save application.	**Critical**		
HR.292	The system has the ability to allow applicants to save their own application data for future retrieval (using user-ID and password).	**Critical**		
HR.293	The system has the ability to allow applicants to submit multiple applications without re-entering information.	**Critical**		
HR.294	The system has the ability to flag modifications to applications for continuous or open applications.	**Critical**		
HR.295	The system has the ability to require that all applications correspond to an open requisition.	**Critical**		
HR.296	The system has the ability to allow applicants to create a profile for future postings.	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.297	The system has the ability to indicate job interest based upon skills with the ability to notify applicants of vacancies when they become available.	**Critical**		
HR.298	The system has the ability to allow Clerk and/or County staff to define skill attributes for each position.	**Critical**		
HR.299	The system has the ability to allow online applicants to define certain skill attributes providing for the ability to notify them for specific vacancies.	**Critical**		
HR.300	The system has the ability to allow applicants to update previously created and saved applications, with audit trails.	**Critical**		
HR.301	The system has the ability to allow customized supplemental questions/sections option as determined by the Clerk and/or County.	**Critical**		
HR.302	The system has the ability to allow applicants to attach supplement documentation when applying for positions (via electronic files and/or scanned files).	**Critical**		
HR.303	The system has the ability to allow Clerk and/or County staff to define the timeframe an application will remain active.	**Critical**		
HR.304	The system has the ability to track, maintain, and notify applicants of application status (e.g., application received, meets/does not meet qualifications, vacancy filled, referred for interview, vacancy cancelled).	**Critical**		
Applicant Screening				
HR.305	The system has the ability to track applicant exams including but not limited to written, oral, performance, physical agility, training, and experience ratings.	**Critical**		
HR.306	but not limited to written, oral, performance, physical agility, training, and experience ratings.	**Critical**		
HR.307	The system has the ability to allow examinations to consist of a combination of a variety of types of tests (e.g., both written, physical and oral as needed).	**Critical**		
HR.308	The system has the ability to allow a user-defined overall passing score or separate passing scores for various parts of the examination.	**Critical**		
HR.309	The system has the ability to ensure that candidates who are invited to test must pass each portion of the exam process in order to move forward in the process.	**Critical**		
HR.310	The system has the ability to provide the establishment of employment eligibility list in rank order.	**Critical**		
HR.311	The system has the ability to provide the establishment of promotion eligibility list in rank order (i.e., fire/sheriff).	**Desired**		
HR.312	The system has the ability to place the names of eligible candidates on promotional lists and eligibility lists in the order of their grades (i.e., fire/sheriff).	**Desired**		
HR.313	The system has the ability to perform on-line searches for qualified applicants and employees based on requirements.	**Critical**		
HR.314	The system has the ability to capture job requirements, such as necessary skills and competencies, for use in recruiting, and analytics and reporting.	**Critical**		
HR.315	The system has the ability to permit the creation of a pre-application questionnaire to be completed prior to completing application to advise applicant of qualifying for minimum requirements of the position.	**Critical**		
HR.316	The system has the ability to generate an automatic response for applicants who do not meet the minimum requirements as defined in the pre-application questionnaire (i.e., advising that it does not appear as if he/she meets minimum standards for the position, and providing an option to return to the job posting list or to continue with the completion of the application).	**Critical**		
HR.317	The system has the ability to produce a report listing of applicants and their rankings, based on data recorded in the screening data matrix (e.g., alphabetical, level of experience, certifications, education, licenses, etc.).	**Critical**		
HR.318	The system has the ability to allow the user to select candidates based on multiple user-defined criteria (e.g., top 6 candidates, Training and Experience score greater than 100, etc.).	**Critical**		
HR.319	The system has the ability to match competencies of internal candidates to job requirements.	**Critical**		
HR.320	The system has the ability to support various notifications to departments/managers/administrators with openings to make them aware of qualified applicants.	**Critical**		
HR.321	The system has the ability to respond to applicants via email.	**Critical**		
Employment Application Tracking				
HR.322	The system has the ability to store applicant records that are received in response to a specific job requisition.	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.323	The system has the ability to provide an applicant pool that have met the screening requirements.	**Critical**		
HR.324	The system has the ability to perform application/resume routing via workflow.	**Critical**		
HR.325	The system has the ability to schedule interviews with specified individuals, and notify hiring manager of interview schedule when it is complete.	**Critical**		
HR.326	The system has the ability to track and retain interview results.	**Critical**		
The system has the ability to allow inquiry on applicant records, where users can track a variety of functions, including but not limited to:				
HR.327	Applications received to date;	**Critical**		
HR.328	Pre-employment testing;	**Critical**		
HR.329	Screening results;	**Critical**		
HR.330	Reason for screening failure (user-defined);	**Critical**		
HR.331	Recommended;	**Critical**		
HR.332	Applicants selected for interview;	**Critical**		
HR.333	Number of applications applied for position;	**Critical**		
HR.334	Number of applications that meet/do not meet minimum requirements;	**Critical**		
HR.335	Background check date complete;	**Critical**		
HR.336	Background completed by:	**Critical**		
HR.337	Reference check date complete;	**Critical**		
HR.338	Reference results provided by third-party;	**Critical**		
HR.339	Position numbers;	**Critical**		
HR.340	Certifications, licensures, endorsement areas;	**Critical**		
HR.341	Declined offer (reason for decline);	**Critical**		
HR.342	Selected for hire;	**Critical**		
HR.343	Number/types of positions applicant applied for; and	**Critical**		
HR.344	Other, user-defined fields.	**Critical**		
HR.345	The system has the ability to allow view of all records of a specific applicant.	**Critical**		
HR.346	The system has the ability to track multiple position opportunities for a single applicant.	**Critical**		
HR.347	The system has the ability to track position offer detail in conjunction with the applicant record (e.g., date of offer, amount, status, etc.).	**Critical**		
HR.348	The system has the ability to generate interview invitations.	**Critical**		
HR.349	The system has the ability to generate customizable offer (new hire) letters.	**Critical**		
HR.350	The system has the ability to create multiple user-defined customizable letters.	**Critical**		
HR.351	The system has the ability to generate correspondence to user-defined group of candidates from a menu of templates.	**Critical**		
HR.352	The system has the ability to archive applications for a user-specified period of time.	**Critical**		
HR.353	The system has the ability to track cost of recruiting for specific job openings (i.e. newspaper costs, Clerk and/or County staff time, temporary fill).	**Critical**		
HR.354	The system has the ability to track advertising source, location, and organizations for recruitment.	**Critical**		
HR.355	The system has the ability to accommodate continuous recruitment (e.g., Police recruitment).	**Critical**		
HR.356	The system has the ability to interface with word processing applications (e.g., MS Word) for customizing recruitment letters.	**Critical**		
HR.357	The system has the ability to create stages in the hiring process and report on who is in what stage on any given moment.	**Critical**		
New Hire Tracking				
HR.358	The system has the ability to track new hires.	**Critical**		
The system has the ability to establish and track multiple methods of hiring, including:				
HR.359	Reinstatement;	**Critical**		
HR.360	New Hire;	**Critical**		
HR.361	Rehire;	**Critical**		
HR.362	Transfer to a different department;	**Critical**		
HR.363	Promotion;	**Critical**		
HR.364	Demotion;	**Critical**		
HR.365	Grant related;	**Critical**		
HR.366	Seasonal/Temporary;	**Critical**		
HR.367	Intern;	**Critical**		
HR.368	Interim; and	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.369	Other, user-defined.	**Critical**		
	New Hire Processing			
HR.370	The system has the ability to send a workflow notification and information to required departments for data transfer once hired (i.e. IT for computer account setup, etc.).	**Critical**		
HR.371	The system has the ability to produce a user-defined pre-employment checklist that can be completed electronically.	**Critical**		
HR.372	The system has the ability to produce a user-defined pre-employment checklist that can be completed and monitored via the web portal.	**Critical**		
HR.373	The system has the ability to identify training requirements based on multiple factors including the position ID, job code, department, division/service area.	**Desired**		
HR.374	The system has the ability to assign and track equipment provided to new employees, employee changes or other criteria such as telecommuters enforced by each department (e.g. cell phone, laptop, tablet, and other equipment).	**Critical**		
HR.375	The system has the ability to flag return of equipment from employee changes (e.g. employee change requires cell phone return from previous position).	**Critical**		
The system has the ability to define a checklist for employees new to a position based upon:				
HR.376	Job class (i.e. FLSA status, part-time, full-time, volunteer, etc.);	**Critical**		
HR.377	Role (i.e. administrative, analyst, field operations, etc.);	**Critical**		
HR.378	Position control level;	**Critical**		
HR.379	Department;	**Critical**		
HR.380	Transfer from seasonal to full-time;	**Critical**		
HR.381	Division; and	**Critical**		
HR.382	Other, user-defined.	**Critical**		
	Training and Certifications			
HR.383	The system has the ability to provide an employee training and certification management module that will integrate with all other Human Resource Management (HRM) modules.	**Critical**		
HR.384	The system has the ability to provide an employee training and certification management module that will utilize employee data record stored in the HRM.	**Critical**		
HR.385	The system has the ability to track HR Department, vendor, department delivered training, and external self-reported training.	**Critical**		
HR.386	The system has the ability to track all training provided to employees allowing supervisors access to this information.	**Desired**		
HR.387	The system has the ability to review current training and certifications of employees and recommend employee training plans that relate to their specific position or job function.	**Critical**		
HR.388	The system has the ability to track position characteristics including training and certification requirements.	**Critical**		
HR.389	The system has the ability to track training hours.	**Critical**		
The system has the ability to track training, including test scores and grades, by:				
HR.390	Skills, including those identified by pre and post testing;	**Critical**		
HR.391	Certifications (including incentive certifications);	**Critical**		
HR.392	Licenses;	**Critical**		
HR.393	Internal;	**Critical**		
HR.394	External;	**Critical**		
HR.395	Education; and	**Critical**		
HR.396	Other, user-defined.	**Critical**		
HR.397	The system has the ability to track individual training history by work unit, division, department, role, and supervisor.	**Critical**		
HR.398	The system has the ability to track training by CEUs (continuing education units), CPE (continuing professional education), CLE (continuing legal	**Critical**		
HR.399	The system has the ability to provide automated notification of mandatory training, certifications and licenses that are set to expire within specified parameters established by the department (i.e., notification of certification expiration three months in advance so time is available for re-certification, etc.).	**Critical**		
HR.400	The system has the ability to track employees' annual acknowledgement of receipt/awareness of employee policy handbook.	**Critical**		
HR.401	The system has the ability to attach training and certification documents to the employee file.	**Critical**		
	Performance Management			
HR.402	The system has the ability to provide performance management functionality.	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
The system has the ability to allow for the entry and maintenance of employee performance reviews (probationary and on-going) on the following schedules:				
HR.403	Due date (i.e. date of hire, promotion date, date of skills proficiency achieved, service anniversary date);	**Critical**		
HR.404	Mid-point of probation;	**Critical**		
HR.405	End of probation;	**Critical**		
HR.406	Extended probation; and	**Critical**		
HR.407	Other, user-defined event.	**Critical**		
HR.408	The system has the ability to provide multi-step approval/workflow for review and approval of performance evaluations.	**Critical**		
HR.409	The system has the ability to provide self-, peer- or “360-“ evaluation functionality.	**Critical**		
HR.410	The system has the ability to have finalization of performance review to automatically generate an action to an employee record (i.e. change the next review date).	**Critical**		
HR.411	The system has the ability to have finalization of performance review to automatically generate a personal action request for a pay increase.	**Critical**		
HR.412	The system has the ability to create a variety of electronic performance evaluation templates.	**Desired**		
HR.413	The system has the ability to generate a printable copy of employee performance reviews that are accessible to the employee.	**Critical**		
HR.414	The system has the ability to accommodate review schedules and notify employees and supervisors of evaluation due dates.	**Critical**		
HR.415	The system has the ability to allow authorized users to override performance review dates.	**Critical**		
HR.416	The system has the ability to allow authorized users to prepare and submit a non-scheduled performance review.	**Critical**		
HR.417	The system has the ability to accommodate multiple milestone dates in a performance review and development plan schedules (e.g. planning, quarterly, midterm, end-of-term).	**Critical**		
HR.418	The system has the ability to trigger e-mail notification for an evaluation based on an user-definable amount of time prior to due date.	**Critical**		
HR.419	The system has the ability to track probation periods of differing lengths including initial, extended, department transfer, promotion, demotion and job code.	**Critical**		
HR.420	The system has the ability to electronically notify employee and/or supervisor that a review or other performance management milestone is due.	**Critical**		
HR.421	The system has the ability to provide email notification to departments for personnel evaluations not received or past due.	**Critical**		
HR.422	The system has the ability to provide supervisors with list of their employees and projected review date.	**Critical**		
HR.423	The system has the ability to provide for more than one supervisor to complete evaluation for same time period when employee works in more than one position with multiple supervisors.	**Critical**		
HR.424	The system has the ability to attach additional documents to an employee's record.	**Critical**		
Employee Discipline/Grievances				
HR.425	The system has the ability to record and track various discipline types that are maintained by the HR department.	**Critical**		
HR.426	The system has the ability to record and track disciplinary actions (and maintain history) including information on incidents causing the action, steps taken in resolution, and the personnel involved.	**Critical**		
HR.427	The system has the ability to allow a supervisor to view prior disciplinary action.	**Critical**		
HR.428	The system has the ability to capture user-entered narrative for each step of disciplinary process.	**Critical**		
The system has the ability to capture employee related matters such as:				
HR.429	Incident date;			
HR.430	Status;	**Critical**		
HR.431	Date action taken;	**Critical**		
HR.432	Date Clerk or County Notified;	**Critical**		
HR.433	Date Employee Notified;	**Critical**		
HR.434	Department;	**Critical**		
HR.435	Supervisor;	**Critical**		
HR.436	Open comment field;	**Critical**		

Req #	Description of Requirement	Criticality	Response	Comments
Human Resources				
HR.437	Ability to attach documents;	**Critical**		
HR.438	Action taken;	**Critical**		
HR.439	Close date;	**Critical**		
HR.440	Follow-up steps;	**Critical**		
HR.441	Discipline determination;	**Critical**		
HR.442	Whistle-blower comments; and	**Critical**		
HR.443	Other, user-defined fields.	**Critical**		
HR.444	The system has the ability to accommodate user-defined discipline	**Critical**		
The system has the ability to record and track a multi-step grievance process, including the following information through multiple iterations:				
HR.445	Grievance number;	**Critical**		
HR.446	Grievance filed date;	**Critical**		
HR.447	Step 1 (2, 3, etc.) Scheduled Date;	**Critical**		
HR.448	Step 1 (2, 3, etc.) Decision Issued (e.g., denied, upheld, reduced, settled, reversed);	**Critical**		
HR.449	Date grievance closed;	**Critical**		
HR.450	Date declared inactive;	**Critical**		
HR.451	Hearing officer/Department Head;	**Critical**		
HR.452	Remedy; and	**Critical**		
HR.453	Unlimited notes.	**Critical**		
HR.454	The system has the ability to attach related documents associated with the management of the grievance.	**Critical**		
HR.455	The system has the ability to purge files of disciplinary actions and/or grievances after a user-defined period based on system security.	**Critical**		
HR.456	The system has the ability to maintain historical disciplinary action detail, including (but not limited to): employee, date, type of incident, follow-up action.	**Critical**		
OSHA/Risk Management				
HR.457	The system has the ability to maintain medical files for certain employees depending on system security permissions (e.g., public safety/police evaluations).	**Desired**		
HR.458	The system has the ability to maintain records of physical exams, injuries, illnesses, audiometric test results, and other user-defined.	**Desired**		
HR.459	The system has the ability to accommodate all HIPAA compliance rules and regulations for maintaining health-related information.	**Critical**		
HR.460	The system has the ability to maintain property and casualty insurance information.	**Critical**		
HR.461	The system has the ability to maintain vehicle insurance information.	**Critical**		
HR.462	The system has the ability to track accidents and injuries and follow-up for all employees.	**Critical**		
HR.463	The system has the ability to assign a litigation hold to prevent the document's destruction.	**Critical**		
The system has the ability to track accidents and injuries by the following:				
HR.464	Type;	**Critical**		
HR.465	Cause;	**Critical**		
HR.466	Third Party Administrator (TPA) claim number;	**Critical**		
HR.467	Department;	**Critical**		
HR.468	Division;	**Critical**		
HR.469	Individual;	**Critical**		
HR.470	Position control number;	**Critical**		
HR.471	Equipment unit number;	**Critical**		
HR.472	Equipment damage cost;	**Critical**		
HR.473	Date of incident;	**Critical**		
HR.474	Day of incident;	**Critical**		
HR.475	Time of incident;	**Critical**		
HR.476	Investigator's name;	**Critical**		
HR.477	Investigation type;	**Critical**		
HR.478	Injury type;	**Critical**		
HR.479	Estimated legal cost;	**Critical**		
HR.480	Actual legal cost;	**Critical**		
HR.481	Disposition;	**Critical**		
HR.482	Adjudication;	**Critical**		
HR.483	Results of any diagnostics administered to individuals due to incident; and	**Critical**		
HR.484	Other, user-defined.	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.485	The system has the ability to allow text descriptions for accident and injury reporting.	**Critical**		
HR.486	The system has the ability to attach associated documentation to accident or injury reports (e.g., scanning and imaging).	**Critical**		
HR.487	The system has the ability to record physical restrictions.	**Critical**		
HR.488	The system has the ability to track timelines and conditions related to incidents, injuries, and restrictions.	**Critical**		
HR.489	The system has the ability to track history of claims, lost time, medical only, totals, paid and incurred claims.	**Critical**		
HR.490	The system has the ability to track accidents on either employees or non-employees injured or involved in an accident on Clerk or County property.	**Critical**		
HR.491	The system has the ability to store and/or generate an employee statement and an employer statement.	**Critical**		
HR.492	The system has the ability to track timelines and conditions related to permitting return to work.	**Critical**		
HR.493	The system has the ability to provide contact management and documentation capability to capture information like phone calls from claimees, time for issue resolution, etc.	**Desired**		
HR.494	The system has the ability to access and import data related to motor vehicle driving history from a third-party and update the employee record with a driving eligibility status.	**Desired**		
HR.495	The system has the ability to maintain and track information related to drug testing, including (but not limited to): date of test; test outcome (P/F); date pass/fail; reason for test (e.g., reasonable suspicion, random selection, new employee).	**Critical**		
Workers' Compensation Claims Management				
HR.496	The system has the ability to manage workers' compensation claims.	**Critical**		
The system has the ability to track the following workers' compensation information:				
HR.497	Date claimed filed; and	**Critical**		
HR.498	Employee name, employee number, employment status, and classification.	**Critical**		
HR.499	The system has the ability to track lost time, dates, and amounts by individual and organizational unit.	**Critical**		
HR.500	The system has the ability to track management of claim by insurer and when they have been deemed compensable.	**Desired**		
HR.501	The system has the ability to track management of claim by user-defined time period (i.e., 90 days of pay).	**Critical**		
HR.502	The system has the ability to allow authorized users to trigger FMLA tracking based on initiation of workers' comp leave (for qualifying injury/illness).	**Critical**		
Employee Self-Service				
HR.503	The system has the ability to provide an online, web-based interface for employee self-service.	**Critical**		
The system has the ability to provide an online, web-based interface for employee self-service that offers the following functionality:				
HR.504	Time Reporting;	**Critical**		
HR.505	Leave Requests (i.e. PTO, Floating Holiday, Military Leave);	**Critical**		
HR.506	Payroll Reporting (including W2s, pay stubs, and pay history);	**Critical**		
HR.507	Demographic Information Changes;	**Critical**		
HR.508	Direct Deposit (set up and changes);	**Critical**		
HR.509	Travel/Employee Expense Reimbursement;	**Critical**		
HR.510	Performance reviews;	**Critical**		
HR.511	W-4 Tax withholdings;	**Critical**		
HR.512	Benefits Management; and	**Critical**		
HR.513	Deductions Management.	**Critical**		
HR.514	The system has the ability to provide an employee self-service portal that does not require a full user license, or require that an instance of the software be running.	**Critical**		
HR.515	The system has the ability to provide an employee self-service portal that can be customized.	**Critical**		
HR.516	The system has the ability to provide an employee self-service portal that is operational on a 24x7 basis.	**Critical**		
HR.517	The system has the ability to display notice of successful submission to a user.	**Critical**		
HR.518	The system has the ability to allow "online form submission" whereby users can complete fillable forms for electronic submission.	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.519	The system has the ability to allow HIPAA Authorization form for release of information whereby users can complete fillable forms for electronic	**Critical**		
HR.520	The system has the ability to configure certain fields as required fields within the online form submission functionality.	**Critical**		
The system has the ability for user-defined routing of all employee self-service functionality to the following:				
HR.521	Individual Clerk and/or County employee/user;	**Critical**		
HR.522	Group of at least two Clerk and two County employees/users;	**Critical**		
HR.523	Individual Clerk and/or County user group;	**Critical**		
HR.524	Group of at least two Clerk and two County user groups;	**Critical**		
HR.525	System administrator; and	**Critical**		
HR.526	Other, user-defined.	**Critical**		
HR.527	The system has the ability to provide self-service capabilities through kiosks, online forms, P.C.s, mobile devices, tablets and/or the Internet.	**Critical**		
HR.528	The system has the ability to support links to service providers and third party administrators through self service.	**Critical**		
HR.529	The system has the ability to capture record updates made by employees to their central/master file for review and approval by designated approver.	**Critical**		
HR.530	The system has the ability to provide a view to employee central/master file information for review by employees.	**Critical**		
HR.531	The system has the ability to provide a view to employee pay history for review by employees.	**Critical**		
HR.532	The system has the ability for employees to attach imaged required documentation to self service transactions.	**Critical**		
The system has the ability to provide employee self service capabilities related to benefits management including but not limited to:				
HR.533	Current benefits elections (with cost and effective dates);	**Critical**		
HR.534	Explanation of benefit options;	**Critical**		
HR.535	Enrollment for all benefits (including insurance, retirement (multiple plans), and other benefits) for both employees and dependents consistent with eligibility rules defined by the Clerk and/or County;	**Critical**		
HR.536	Maintenance of dependent information including spouse and children;	**Critical**		
HR.537	Review benefits plan descriptions;	**Critical**		
HR.538	Benefit package pricing worksheet for employee costs;	**Critical**		
HR.539	Benefit eligibility checking at time of enrollment;	**Critical**		
HR.540	Enrollment options (e.g., single vs. family coverage);	**Critical**		
HR.541	Review of premiums paid;	**Critical**		
HR.542	Track current and historical beneficiary information;	**Critical**		
HR.543	Review of benefits and their costs associated to the employer paid and employee paid;	**Critical**		
HR.544	Review of benefits for employees and dependents;	**Critical**		
HR.545	Review or enroll in benefits for open enrollment period;	**Critical**		
HR.546	Initiate a life event; and	**Critical**		
HR.547	Review HR Policy Manual and Employee Handbook.	**Critical**		
HR.548	The system has the ability for employees to initiate requests and view the status of these requests (e.g., leave requests).	**Critical**		
HR.549	The system has the ability to date and time stamp all requests for changes.	**Critical**		
Manager Self-Service				
HR.550	The system has the ability to provide an online, web-based interface for manager self-service that includes functionality consistent with the employee self-service interface.	**Critical**		
HR.551	The system has the ability to provide an onboarding portal for HR, managers, and employees to access for collecting and sharing onboarding information and workflow.	**Critical**		
HR.552	The system has the ability to allow managers to search for employees by name or employee number using a web browser.	**Critical**		
The system has the ability to allow managers to view and/or modify the following information using a web browser:				
HR.553	Performance reviews;	**Critical**		
HR.554	Begin requisition process to create job openings;	**Critical**		
HR.555	Review and approve timesheets;	**Critical**		
HR.556	Review and approve vacation and all time-off requests;	**Critical**		
HR.557	Review and approve leave request;	**Critical**		
HR.558	Begin termination workflow process;	**Critical**		

Human Resources				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
HR.559	Assign online forms/checklists; and	**Critical**		
HR.560	Other user-defined.	**Critical**		
	Query and Reporting			
HR.561	The system has the ability to query on all data fields in the human resources module.	**Critical**		
HR.562	The system has the ability to provide online view and reporting of employee's total compensation package including but not limited to benefits, employee and employer contributions, base pay, add pay, accruals, FLSA status, and overtime.	**Critical**		
HR.563	The system has the ability to perform ad-hoc reporting on any field or feature.	**Critical**		
HR.564	The system has the ability to perform ad-hoc reporting on any field or feature for a user defined point in time (i.e. salary as of a user defined date, health election as of a user defined prior date or year).	**Critical**		
HR.565	The system has the ability to report on and project training costs.	**Critical**		
HR.566	The system has the ability to record and report on employee skills and competencies, including history.	**Critical**		
HR.567	The system has the ability to provide online performance review reports, including percent completions and past due reviews.	**Critical**		
HR.568	The system has the ability to report on employee performance review history.	**Critical**		
HR.569	The system has the ability to provide FMLA reporting capabilities based on a rolling 12 weeks in a rolling 12 month calendar.	**Critical**		
HR.570	The system has the ability to run reports based on position vacancies, time to hire, etc.	**Critical**		
HR.571	The system has the ability to generate all benefits reporting necessary and required to meet external mandates (e.g., State, Federal, etc.).	**Critical**		
HR.572	The system has the ability to report current and historical employee information by user defined criteria.	**Critical**		
HR.573	The system has the ability to report benefit trends and costs.	**Critical**		
HR.574	The system has the ability to produce billing notice for retired employees and employees on leave of absence.	**Critical**		
HR.575	The system has the ability to generate a report of employees within a user-defined age group.	**Critical**		
HR.576	The system has the ability to provide all employees and retirees with annual benefit statements (benefits statements shall provide designated beneficiary information and benefits that are available to beneficiaries).	**Desired**		
The system has the ability to generate the following reports:				
HR.577	Employee turnover report (based on user-defined selection criteria);	**Critical**		
HR.578	New hire report;	**Critical**		
HR.579	Termination report;	**Critical**		
HR.580	EEO-4 report;	**Critical**		
HR.581	Employee status change report (based on user defined date range);	**Critical**		
HR.582	Tenure report;	**Critical**		
HR.583	Headcount reports;	**Critical**		
HR.584	Variety of point-in-time reports (e.g., headcount as of a user-identified date);	**Critical**		
HR.585	Monthly performance review date report;	**Critical**		
HR.586	Annual benefit coverage report;	**Critical**		
HR.587	User-defined demographics report (e.g., age, gender, ethnicity, etc.);	**Critical**		
HR.588	Pay scale reports; and	**Critical**		
HR.589	Pay change reports (e.g., monthly report of salary changes exclusive of BOCC decisions or programmatic changes).	**Critical**		

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is **not included** in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Payroll

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
PR.1	The system has the ability to provide a Payroll module that is integrated with all other system modules such as the General Ledger, Budget, Project and Grant Accounting, Time and Attendance, Benefits, and Human Resources.	**Critical**		
PR.2	The system has the ability to integrate the Payroll application with the General Ledger to make payroll journal entries.	**Critical**		
PR.3	The system has the ability to integrate payroll with FTE reporting.	**Critical**		
PR.4	The system has the ability to integrate payroll with position tracking.	**Critical**		
PR.5	The system has the ability to maintain a user-defined range of prior years' payment related details and totals.	**Critical**		
PR.6	The system has ability to track and report employees on "light duty."	**Desired**		
PR.7	The system has the ability to track and monitor part-time and temporary employees to maintain compliance with Affordable Care Act (ACA) regulations.	**Critical**		
PR.8	The system has the ability to allow continuous updating of employee personnel and job records in such a manner as not to interfere with payroll processing.	**Critical**		
PR.9	The system has the ability to maintain payroll history, including earnings, deductions, taxes and other related supporting information for a minimum of ten (10) years.	**Critical**		
PR.10	The system has the ability to archive payroll history, including earnings, deductions, taxes, and other related supporting information older than ten (10) years.	**Critical**		
PR.11	The system has the ability to allow former employees limited access to payroll information online.	**Critical**		
PR.12	The system has the ability to allow users to make changes to employees' information based on security permissions (e.g. taxes, general deductions, retirement, garnishments).	**Critical**		
PR.13	The system has the ability to allow users to view paystub and W-2 history on individual employees based on security permissions.	**Critical**		
PR.14	The system has the ability to provide for complete security and restrictions to access all payroll related data.	**Critical**		
PR.15	The system has the ability to process employee expense reimbursement.	**Critical**		
	Pay Calendars and Groups			
PR.16	The system has the ability to maintain a payroll calendar.	**Critical**		
PR.17	The system has the ability to maintain an off-cycle payroll calendar.	**Critical**		
PR.18	The system has the ability to maintain a holiday payroll calendar.	**Critical**		
PR.19	The system has the ability to accommodate pay period end date in one calendar year and pay check date in another calendar year.	**Critical**		
The system has the ability to process payroll on optional user-selected frequencies, for example:				
PR.20	Weekly;	**Critical**		
PR.21	Bi-weekly;	**Critical**		
PR.22	Semi-monthly;	**Critical**		
PR.23	Monthly;	**Critical**		

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.24	On-demand (e.g., terminations, corrections);	**Critical**		
PR.25	Other, user-defined.	**Critical**		
PR.26	The system has the ability to produce a salaried payroll.	**Critical**		
PR.27	The system has the ability to produce a supplemental payroll.	**Critical**		
PR.28	The system has the ability to produce an hourly payroll.	**Critical**		
PR.29	The system has the ability to accommodate multiple payroll schedules.	**Critical**		
PR.30	The system has the ability to specify employees to be paid by defined pay groups.	**Critical**		
PR.31	The system has the ability to process multiple pay groups per cycle period.	**Critical**		
PR.32	The system has the ability to accommodate various pay statuses (e.g., biweekly, hourly, fee, salaried, uncompensated, etc.).	**Critical**		
PR.33	The system has the ability to support retro pay adjustments.	**Critical**		
Tax Administration				
PR.34	The system has the ability to allow for an extra withholding tax deduction in any amount at the option of the employee.	**Critical**		
PR.35	The system has the ability to provide options to prevent Federal Tax, FICA Tax, and/or Medicare Tax from being withheld on an employee-by-employee basis (e.g. Fire sworn, section 218).	**Critical**		
PR.36	The system has the ability to allow the option to manually adjust taxable earnings for W-2 processing based on system permissions, with the ability to provide a full audit trail.	**Critical**		
PR.37	The system has the ability to withhold tax for a particular pay check using one-time override, flat rate, federal tax tables or any combination of these.	**Critical**		
PR.38	The system has the ability to calculate and store employee and employer contributions to Medicare, Social Security, and retirement.	**Critical**		
The system has the ability to maintain separate taxable wages for the following:				
PR.39	Federal Income;	**Critical**		
PR.40	FICA;	**Critical**		
PR.41	Social Security;	**Critical**		
PR.42	Earned Income Tax Credit;	**Critical**		
PR.43	Medicare;	**Critical**		
PR.44	Additional Medicare; and	**Critical**		
PR.45	Fringe Benefits (Imputed income).	**Critical**		
PR.46	The vendor will ensure software is always updated to be compliant with all Federal taxing requirements.	**Critical**		
PR.47	The vendor will ensure software is always updated to be compliant with all State taxing requirements.	**Critical**		
PR.48	The system has the ability to support separate tax tables for special pay calculations (e.g., flat tax).	**Critical**		
PR.49	The system has the ability to adjust calendar YTD FICA Taxes withheld based on Calendar YTD Wages paid in regard to current FICA rate less FICA Tax previously withheld if applicable based on system permissions.	**Critical**		
PR.50	The system has the ability to maintain YTD running total by pay period.	**Critical**		
PR.51	The system has the ability to define special taxation rules by earnings code (e.g., supplemental tax rates, cumulative, annualized, etc.).	**Critical**		
Payment Edit and Processing				
PR.52	The system has the ability to edit and verify the labor distribution prior to the actual payroll check production with appropriate authorization.	**Critical**		
PR.53	The system has the ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, or monthly basis or any user-defined combination thereof.	**Critical**		
The system has the ability to validate payroll run against:				
PR.54	Deductions;	**Critical**		
PR.55	Tax information;	**Critical**		
PR.56	Accruals;	**Critical**		
PR.57	Input for new employees;	**Critical**		
PR.58	Changes for current employees;	**Critical**		
PR.59	Balance of total rate, hours, over-time hours, exception hours;	**Critical**		
PR.60	Balance of vacation and sick used;	**Critical**		
PR.61	Pay group;	**Critical**		
PR.62	Department; and	**Critical**		
PR.63	Other user defined data.	**Critical**		
The system has the ability to process multiple payroll runs by type including:				
PR.64	Regular Run;	**Critical**		

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.65	Supplemental Run;	**Critical**		
PR.66	Longevity Pay Run; and			
PR.67	Other, user-defined.	**Critical**		
PR.68	The system has the ability to create checks which are not regular payroll but which will be added to the regular payroll run (e.g., longevity, retro, off-cycle).	**Critical**		
PR.69	The system has the ability to automatically calculate and pay out final pays.	**Critical**		
PR.70	The system has the ability to automatically calculate and pay out retro pays.	**Critical**		
PR.71	The system has the ability to automatically calculate and pay out retro pays, with the ability to reference past salary tables.	**Critical**		
PR.72	The system has the ability to process multiple payroll runs for verification prior to posting, for each payroll run type.	**Critical**		
PR.73	The system has the ability to process fiscal year end when date falls mid payroll period, with accrual to prior year/new year.	**Critical**		
PR.74	The system has the ability to process payroll accruals based on a user defined effective date.	**Critical**		
PR.75	The system has the ability to allocate costs per fiscal year and funding sources within defined fiscal periods.	**Critical**		
PR.76	The system has the ability to pay an employee at more than one rate based on job assignment (e.g. out of class pay).	**Critical**		
PR.77	The system has the ability to run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.	**Critical**		
PR.78	The system has the ability to validate beginning balances against ending balances from last run, prior to payroll processing.	**Critical**		
PR.79	The system has the ability to produce accounting transactions as a result of all payroll activity.	**Critical**		
PR.80	The system has the ability to provide audit trail reporting of all data entries, changes and deletions by user, date, and time.	**Critical**		
The system has the ability to generate the following pre-payroll proof reports:				
PR.81	Hours Proof Report;	**Critical**		
PR.82	Accrual Exception Report;	**Critical**		
PR.83	Accrual Audit Report;	**Critical**		
PR.84	Calculations Error Listing;	**Critical**		
PR.85	Benefit Errors;	**Critical**		
PR.86	Time Setup Errors;	**Critical**		
PR.87	Negative/Zero checks;	**Critical**		
PR.88	Preliminary Payroll Register;	**Critical**		
PR.89	Employee Changes; and	**Critical**		
PR.90	Other user defined reports;	**Critical**		
The system has the ability to generate the following post-payroll proof reports:				
PR.91	Check and Advice Register;	**Critical**		
PR.92	Payroll Summary;	**Critical**		
PR.93	Quarterly Reports;	**Critical**		
PR.94	GL Reports;	**Critical**		
PR.95	Transmittal Reports (e.g. FSA, union, bank file);	**Critical**		
PR.96	Retirement report (e.g. TMRS);	**Critical**		
PR.97	Add Pay Register;	**Critical**		
PR.98	Tax Register;	**Critical**		
PR.99	Deduction Register;	**Critical**		
PR.100	Unemployment;	**Critical**		
PR.101	Workers' comp;	**Critical**		
PR.102	Earning analysis;	**Critical**		
PR.103	Grand Totals Report; and	**Critical**		
PR.104	Other user defined reports.	**Critical**		
Payment Calculations				
PR.105	The system has the ability to calculate salary employee effective date step increases, as a result of actions changes (e.g., promotions, demotions, acting appointments, and other actions).	**Critical**		
PR.106	The system has the ability to automatically adjust calculations for mid-pay period salary and employment actions.	**Critical**		
PR.107	The system has the ability for one employee to be paid by more than one position.	**Critical**		
PR.108	The system has the ability to calculate pay for multiple positions for one employee that transfers during a pay period.	**Critical**		

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.109	The system has the ability to calculate pay for multiple positions for one employee that transfers during a pay period, including when an employee transfers from Civil Service to General Government (which results in a change in earning codes).	**Critical**		
PR.110	The system has the ability to calculate the appropriate benefit deductions for an employee that transfers positions during a pay period.	**Critical**		
PR.111	The system has the ability to calculate leave accruals on employees in more than one position, as a result of a transfer during a pay period.	**Critical**		
PR.112	The system has the ability to automatically calculate gross pay from multiple user defined components such as base pay, longevity, educational incentive pay, shift differential, etc.	**Critical**		
PR.113	The system has the ability to automatically calculate comp time (e.g., over 40 hours) and accrue for use of leave.	**Critical**		
PR.114	The system has the ability to process negative pay amounts that reduce current net pay for both pay and deductions.	**Critical**		
PR.115	The system has the ability to re-calculate payroll for changed hours, rates, earnings codes, one-time overrides, etc.	**Critical**		
PR.116	The system has the ability to provide multiple formulas for complex earning and deduction codes (e.g., overtime weighted average, premium overtime calculations based on standby pay).	**Critical**		
The system has the ability to calculate/verify overtime and shift differential consistent with FLSA rules, including:				
PR.117	Overtime calculations for employees in more than one position that are in more than one position as a result of a mid-period transfer;	**Critical**		
PR.118	Overtime across multiple cost centers;	**Critical**		
PR.119	Overtime by bargaining unit/group/association (e.g., MOU, CBA);	**Critical**		
PR.120	Overtime by multiple FLSA periods; and	**Critical**		
PR.121	Overtime calculations for other user defined rules.	**Critical**		
PR.122	The system has the ability to calculate overtime on hours worked when employee has worked hours in multiple programs.	**Critical**		
PR.123	The system has the ability to compute shift and overtime premium.	**Critical**		
PR.124	The system has the ability to provide for multiple methods of calculating overtime pay, such as time-and-a-half, double-time, and premium pay. These calculations are user defined and maintained.	**Critical**		
PR.125	The system has the ability to process partial deductions (if an employee's pay is insufficient) and track arrears.	**Critical**		
PR.126	The system has the ability to calculate deductions based on net pay.	**Critical**		
PR.127	The system has the ability to calculate and track County-paid benefits.	**Critical**		
PR.128	The system has the ability to update all employee and employer accumulations automatically.	**Critical**		
PR.129	The system has the ability for leave to accrue automatically based on defined business rules.	**Critical**		
PR.130	The system has the ability for employees to use accrued vacation, comp time and sick leave (employees cannot use leave time accrued in the current payroll period).	**Critical**		
PR.131	The system has the ability to calculate accrual balances based on user defined rules/priority with appropriate security permissions.	**Critical**		
PR.132	The system has the ability to calculate holiday benefit for part-time employees by different methods depending on bargaining unit/group (e.g., MOU, CBA).	**Critical**		
The system has the ability to run initial payroll for review prior to the final pay run, including the following metrics/reporting:				
PR.133	Adjustments;	**Critical**		
PR.134	Recalculation;	**Critical**		
PR.135	Exceptions;	**Critical**		
PR.136	Hours by type;	**Critical**		
PR.137	Earnings by type;	**Critical**		
PR.138	Employee tax liabilities;	**Critical**		
PR.139	Employee deduction amount;	**Critical**		
PR.140	Employer contribution amount;	**Critical**		
PR.141	Deductions not taken and set-up in arrears;	**Critical**		
PR.142	Employer portion of all taxes;	**Critical**		
PR.143	Any user specified chart of account field or combination of fields;	**Critical**		
PR.144	Totals by employee, project, cost center, division, department; and	**Critical**		
PR.145	Other, user-defined.	**Critical**		

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
Pay Distribution and Direct Deposit				
PR.146	The system has the ability to print checks from system without use of additional software.	**Critical**		
PR.147	The system has the ability to print employee payment checks including bank MICR line and address bar codes.	**Critical**		
PR.148	The system has the ability to print a check on a blank sheet so that print includes watermarks, security features, and signatures.	**Critical**		
PR.149	The system has the ability to sort and print checks by user-defined criteria.	**Critical**		
PR.150	The system has the ability to check for minimum check amounts to avoid zero payments.	**Critical**		
PR.151	The system has the ability to reissue a new check number while maintaining details of the old check number.	**Critical**		
The system has the ability to provide a Pay Check Stub that displays the following information:				
PR.152	User-defined Employee Profile (e.g. job title, annual salary, department);	**Critical**		
PR.153	Current Pay (pay code/description, rate - both hourly and FLSA rate, calculation);	**Critical**		
PR.154	Gross wages;	**Critical**		
PR.155	Deferred compensation;	**Critical**		
PR.156	Direct-deposit accounts (at least 10);	**Critical**		
PR.157	Group insurance;	**Critical**		
PR.158	Medicare;	**Critical**		
PR.159	Additional Medicare;	**Critical**		
PR.160	FICA;	**Critical**		
PR.161	Federal tax;	**Critical**		
PR.162	Net pay;	**Critical**		
PR.163	Other deductions and amounts;	**Critical**		
PR.164	Other leave hours balances (multiple categories);	**Critical**		
PR.165	Leave hours balance;	**Critical**		
PR.166	Leave taken (e.g. vacation, sick, comp);	**Critical**		
PR.167	Adjusted leave;	**Critical**		
PR.168	Accrued leave;	**Desired**		
PR.169	Taxable/non-taxable earnings;	**Critical**		
PR.170	Taxable/non-taxable, before tax/after tax deductions;	**Critical**		
PR.171	Total deductions;	**Critical**		
PR.172	Workers' comp (injury leave);	**Critical**		
PR.173	YTD Deductions;	**Critical**		
PR.174	YTD Pay;	**Critical**		
PR.175	YTD Taxes;	**Critical**		
PR.176	User-defined paycheck message field by employee group/department/other user-defined;	**Critical**		
PR.177	Other, user defined.	**Critical**		
PR.178	The system has the ability to identify whether any of the items in the list above are employee or employer paid.	**Critical**		
PR.179	The system has the ability to print unlimited pay codes on the paper check stub or advice.	**Critical**		
PR.180	The system has the ability to print leave accrual rate, leave taken in hours or days, and leave remaining on paychecks and advices for all leave categories.	**Critical**		
PR.181	The system has the ability to reverse a direct deposit entry in the event of an error, within the federally allowed time period.	**Critical**		
PR.182	The system has the ability to generate and track stop payments and reversal requests.	**Critical**		
PR.183	The system has the ability to provide the capability for automated check reconciliation.	**Critical**		
PR.184	The system has the ability to print or present user-defined information on employee's pay stub, including free form text messages with defined capacity.	**Desired**		
PR.185	The system has the ability to edit direct deposit file prior to transmission with security permissions, with audit trail.	**Critical**		
PR.186	The system has the ability to comply with industry standards of service banks.	**Critical**		
PR.187	The system has the ability to define at least ten (10) direct deposit accounts for each employee.	**Critical**		
PR.188	The system has the ability to calculate a "net pay" deduction for direct deposit.	**Critical**		

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.189	The system has the ability to allow an employee to elect whether a percentage or fixed dollar amount is direct deposited into one or more accounts (e.g. deposit $1,000 into a checking account and the balance into a savings account, or, deposit 50% into checking and 50% into savings).	**Critical**		
PR.190	The system has the ability to prenote direct deposits with a zero dollar amount.	**Critical**		
PR.191	The system has the ability to generate prenote memos to be emailed to HR Reps as a source of notification.	**Desired**		
PR.192	The system has the ability to generate a prenote report.	**Critical**		
PR.193	The system has the ability to set a defined amount for direct deposit.	**Critical**		
PR.194	The system has the ability to turn off direct deposit for certain employee payroll checks where the employee usually has direct deposit.	**Critical**		
PR.195	The system has the ability to allow for individual Clerk and/or County-users to define/elect which direct deposits any special pay (e.g. one-time or off-cycle incentive or other pay) will be deposited into. This may deviate from the standard direct deposit elections the employee has in place for regular pay.	**Critical**		
PR.196	The system has the ability to track changes made to direct deposits.	**Critical**		
PR.197	The system has the ability to interface with the AP module to support the processing of payroll liabilities.	**Critical**		
PR.198	The system has the ability to create multiple direct deposit files (e.g., ACH and prepaid debit card).	**Critical**		
Reporting, Querying & Tax Filing				
PR.199	The system has the ability to use a single data source for report generation.	**Critical**		
PR.200	The system shall provide an ad-hoc reporting tool.	**Critical**		
PR.201	The system has the ability to create custom reports using external Report Writer.	**Critical**		
PR.202	The system has the ability to generate "canned" reports that users may run with limited options of input values.	**Critical**		
PR.203	The system shall provide role-based security on running and viewing reports.	**Critical**		
PR.204	The system has the ability to import data from reports into standard applications for spreadsheet comparison, graphing, etc.	**Critical**		
PR.205	The system shall provide the ability to generate a report of all Payroll system activity (i.e., a complete audit trail).	**Critical**		
PR.206	The system has the ability to provide integrity reports to ensure data and transactions are accurate.	**Critical**		
PR.207	The system has the ability to comply with Federal payroll tax reporting requirements.	**Critical**		
PR.208	The system has the ability to produce W-2 forms in electronic and paper form.	**Critical**		
PR.209	The system has the ability to present/view W-2s via Web Portal by a user with proper security access.	**Critical**		
PR.210	The system has the ability to provide history of tax status, W-4 and A-4 information.	**Critical**		
PR.211	The system has the ability to track reportable earnings and deductions for W-2s.	**Critical**		
PR.212	The system has the ability to manually adjust taxable earnings for W-2 processing based on system permissions.	**Critical**		
PR.213	The system has the ability to provide the W-2 file print sorted by user-defined criteria (e.g., alpha by last name, by department, or employee number).	**Critical**		
PR.214	The system has the ability to generate Audit Reports of W-2 Data.	**Critical**		
PR.215	The system has the ability to generate Audit Report of W-2 Transmission File.	**Critical**		
PR.216	The system has the ability to generate W-2c File for Transmission to IRS.	**Critical**		
PR.217	The system has the ability to print W-2s on blank paper.	**Critical**		
PR.218	The system has the ability to provide reprint of W-2s by individual employee.	**Critical**		
PR.219	The system has the ability to produce amended W-2s for multiple years.	**Critical**		
PR.220	The system has the ability to store W-2 information for a minimum of seven (7) years.	**Critical**		
PR.221	The system has the ability to reprint W-2s for a minimum of seven (7) years.	**Critical**		
PR.222	The system has the ability to generate Federal Tax Summary Report by Pay Period.	**Critical**		
PR.223	The system has the ability to track taxable earnings annually.	**Critical**		
PR.224	The system has the ability to track taxable earnings quarterly.	**Critical**		
PR.225	The system has the ability to generate Quarterly Federal Tax Summary Reports.	**Critical**		

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.226	The system has the ability to produce a report showing FICA and Medicare wages, by individual and in total.	**Critical**		
PR.227	The system has the ability to generate a report with a user-defined look back date/time for such purposes as average hours per week, benefit eligibility, etc.	**Critical**		
PR.228	The system has the ability to schedule reports at a user-defined date/time and frequency.	**Critical**		
The system has the ability to produce earnings and withholding earnings, Medicare, and FICA total reports, including associated taxes, for the following periods:				
PR.229	Fiscal Year;	**Critical**		
PR.230	Calendar Year;	**Critical**		
PR.231	Policy Year (e.g., Worker's Compensation); and	**Critical**		
PR.232	Other, user-defined.	**Critical**		
The system has the ability to produce the following standard reports:				
PR.233	Annual, compensatory, sick leave accrual report for CAFR;	**Critical**		
PR.234	Annual/sick leave report;	**Critical**		
PR.235	Arrears report;	**Critical**		
PR.236	Birthday reports;	**Critical**		
PR.237	Census report/file;	**Critical**		
PR.238	Check register;	**Critical**		
PR.239	Child support report/file;	**Critical**		
PR.240	Current, quarterly, & year-to-date balancing reports;	**Critical**		
PR.241	Deduction registers by deduction code;	**Critical**		
PR.242	Department earnings report by calendar year, fiscal year, quarterly, month;	**Critical**		
PR.243	Department earnings/benefit report by calendar year, fiscal year, quarterly, month;	**Critical**		
PR.244	Employee history;	**Critical**		
PR.245	Employee pay stub reprint;	**Critical**		
PR.246	Federal 941 report;	**Critical**		
PR.247	FEMA Emergency time/benefits report;	**Critical**		
PR.248	Leave balance reports;	**Critical**		
PR.249	Leave usage reports;	**Critical**		
PR.250	Longevity report;	**Critical**		
PR.251	Manual issue check;	**Critical**		
PR.252	Mid-pay period changes report;	**Critical**		
PR.253	Overtime liability reports;	**Critical**		
PR.254	Overtime hours;	**Critical**		
PR.255	Hours not worked;	**Critical**		
PR.256	Hours lost due to work related injury or illness;	**Critical**		
PR.257	Lost time injury rate;	**Critical**		
PR.258	Payroll adjustment register showing all changes to employee payroll record;	**Critical**		
PR.259	Payroll costs (including County and employee contribution);	**Critical**		
PR.260	Payroll register;	**Critical**		
PR.261	Quarterly and annual payroll control register;	**Critical**		
PR.262	Quarterly withholding summary;	**Critical**		
PR.263	Retirement report;	**Critical**		
PR.264	Retroactive pay;	**Critical**		
PR.265	Salary changes;	**Critical**		
PR.266	Termination reports;	**Critical**		
PR.267	Active employee without pay;	**Critical**		
PR.268	Inactive employee with pay;	**Critical**		
PR.269	Turnover reports;	**Critical**		
PR.270	Vacancy reports;	**Critical**		
PR.271	W-2 transmittal report;	**Critical**		
PR.272	W-3 summary report; and	**Critical**		
PR.273	Workers Compensation report.	**Critical**		
PR.274	The system has the ability to execute reports that combine performance evaluations with employee eligible for pay increases.	**Desired**		
PR.275	The system has the ability to generate employee benefit letters including total annual compensation. (including wages paid and all benefits)	**Desired**		
PR.276	The system has the ability to generate a fire cycle report - run every 27 days that lists all shift information worked by each employee including any overtime.	**Critical**		

Payroll				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
PR.277	The system has the ability to export salary data to a .csv format for open data requirements.	**Critical**		

Response Indicators: When providing responses to the requirements in Attachment B, proposers shall use the following indicators:		**Instructions**
S	**Standard:** Feature/Function is **included in the current software release** and will be implemented by the planned phase go-live date as part of the proposal from Vendors in accordance with agreed-upon configuration planning with the Clerk and County.	Respondents are encouraged, but not required, to provide additional information in the Comments column to further demonstrate the system's ability to meet the requirement.
F	**Future:** Feature/Function **will be available in a future software release** available to the Clerk and/or County by **April 1, 2020**, at which point it will be implemented in accordance with agreed upon configuration planning with the Clerk and County.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Respondent shall indicate the planned release version, as well as the time the release will be generally available.
C	**Customization:** Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, **this feature could be provided with custom modifications.** All related customization costs should be ind**icated in Attachment C1 – Cost Worksheet.**	If a response indicator of "C" is provided for a requirement that will be met through a custom modification, the Respondent shall indicate the cost of such a modification.
T	**Third Party**: Feature/Function is not included in the current software release, and is not planned to be a part of a future software release. However, this feature could be **provided with integration with a third-party system**. This system should be specified.	If a response indicator of "T" is provided for a requirement that will be met by integration with a third-party system, the Respondent shall identify this third-party system and include a cost proposal to secure this system.
N	**No: Feature/Function cannot be provided.**	N/A

Time and Attendance

Req #	Description of Requirement	Criticality	Response	Comments
	General Requirements			
TA.1	The system has the ability to provide a Time Entry module that is integrated with all other system modules such as the General Ledger, Budget, Project and Grant Accounting, Payroll, Benefits, and Human Resources.	**Critical**		
TA.2	The system has the ability to provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**		
The system shall provide the ability to enter time in the following ways:				
TA.3	Web-based, employee-self service;	**Critical**		
TA.4	Manual entry at a workstation;	**Critical**		
TA.5	Batch entry at a work station;	**Critical**		
TA.6	File import from Excel spreadsheet;	**Critical**		
TA.7	File import from other external time keeping systems;	**Critical**		
TA.8	Time clock entry; and	**Critical**		
TA.9	Other, user-defined.	**Critical**		
TA.10	The system has the ability to enter and view time via a Mobile App.	**Critical**		
TA.11	The system has the ability to support the concurrent use of different types of devices for time entry.	**Critical**		
TA.12	The system has the ability to perform data validation upon the completion of all time entries.	**Critical**		
TA.13	The system has the ability to display a complete list of error messages for an entry (i.e., not only the first error).	**Critical**		
TA.14	The system has the ability to allow corrections to be made to postings suspended due to validation errors.	**Critical**		
TA.15	The system has the ability to enforce full edit/validation rules for all updates.	**Critical**		
TA.16	The system has the ability to provide edits to ensure that timesheet entry is completed and required approvals have been received before submitting to automated payroll processing.	**Critical**		
TA.17	The system has the ability to allow end users (with appropriate security permissions) to configure audit and entry rules to align with Clerk's Office and/or County business needs.	**Critical**		
TA.18	The system has the ability to handle schedule/department/job changes retroactive to reported time being entered prior to submission.	**Critical**		
TA.19	The system has the ability to track activity codes for time entry purposes.	**Critical**		
TA.20	The system has the ability to display employee accrual balances on time entry screen to consolidate and simplify time entry.	**Critical**		
TA.21	The system has the ability to show accrual balances in real time in the employee timecard.	**Critical**		
TA.22	The system has the ability to provide the option to restrict entries by inactive/terminated employees.	**Critical**		
TA.23	The system has the ability to record employee's approval of a timesheet.	**Critical**		
TA.24	The system has the ability to designate a back-up for employees that are unable to enter or approve their time (e.g., due to sick leave).	**Critical**		
TA.25	The system has the ability to secure the timesheet data from any updates or changes after a designated sign-off.	**Critical**		

Time and Attendance				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
	General Requirements			
TA.26	The system has the ability to allow staff with the appropriate security permissions to make edits to the timesheet data after sign-off.	**Critical**		
TA.27	The system has the ability to provide warning or to prevent employees (per user-defined criteria) from making duplicate time entries (e.g., cannot submit time twice).	**Critical**		
TA.28	The system has the ability to route timesheets to Clerk and/or County-identified users based on the time entry codes entered.	**Critical**		
TA.29	The system has the ability for an employee to record time for multiple positions as a result of a mid-period transfer.	**Critical**		
TA.30	The system has the ability to restrict time reporting codes entered by employees to those selected for the employee's group.	**Critical**		
TA.31	The system has the ability to allow staff with appropriate security permissions to initiate workflow to support per-diem meal reimbursement documentation and payment.	**Desired**		
TA.32	The system has the ability to require online approval of time by managers.	**Critical**		
TA.33	The system shall provide the ability to designate a back up for managers that are unable to enter or approve time (e.g., due to sick leave).	**Critical**		
TA.34	The system has the ability to process and approve timesheets and time reports in a decentralized and electronic format.	**Critical**		
TA.35	The system has the ability to route (through workflow) timecards to multiple managers (including Finance Department) for review, edit, and approval (i.e., in instances where employee has worked for multiple managers).	**Critical**		
TA.36	The system has the ability to allow management review of timecards on the detail and summary levels.	**Critical**		
TA.37	The system has the ability to notify employees and/or a supervisor of rejected timecard (via workflow).	**Critical**		
TA.38	The system has the ability to provide reminders to employees to complete time entry.	**Critical**		
TA.39	The system has the ability to notify approvers of timecards pending approval.	**Critical**		
TA.40	The system has the ability to require electronic signatures for time approval.	**Critical**		
TA.41	The system has the ability to allow overtime approval to occur prior to the work being performed.	**Critical**		
TA.42	The system has the ability to allow overtime approval to occur after the work has been performed.	**Critical**		
TA.43	The system has the ability to hold data entered on-line in a suspense or pending file until approved electronically and released for processing.	**Critical**		
TA.44	The system has the ability to allow managers to edit employee timecards in the current period.	**Critical**		
TA.45	The system has the ability to allow managers to perform mass edits on employee timecards (with appropriate authorization).	**Critical**		
TA.46	The system has the ability to default a standard number of hours per pay period for exempt employees.	**Critical**		
TA.47	The system has the ability to reduce generated standard hours by exception time for exempt employees (e.g. vacation, sick).	**Critical**		
The system has the ability to store time and attendance history data, including:				
TA.48	Employee name;	**Critical**		
TA.49	Employee ID number;	**Critical**		
TA.50	Work group;	**Critical**		
TA.51	Dates;	**Critical**		
TA.52	Time/leave, including time and type (e.g., overtime, vacation, etc.);	**Critical**		
TA.53	Manager approval history.	**Critical**		
TA.54	The system has the ability to store time and attendance history for a Clerk and/or County-defined period of time with the ability to archive data.	**Critical**		
TA.55	The system has the ability to accommodate Fair Labor Standards Act (FLSA) laws based on the Clerk and/or County's current pay codes.	**Critical**		
TA.56	The system should adhere to all current and future local, State, and Federal laws.	**Critical**		
TA.57	The system has the ability to capture additional information associated with time entry, such as projects, cost center, department ID, program, activity code, and tasks.	**Critical**		
The system has the ability to support multiple timesheet layouts that include:				
TA.58	Exempt view where only exception time (e.g., time off) is entered;	**Critical**		
TA.59	Hourly view where all hours worked are reported, but where hours worked are reported in time in/out format;	**Critical**		

Time and Attendance				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
General Requirements				
TA.60	Hourly format where hours worked are reported in elapsed hours; and	**Critical**		
TA.61	Scheduled-based view (e.g. by two-week pay period, 21-day cycle).	**Critical**		
TA.62	The system has the ability to allow time to be entered based on Clerk and/or County-defined rules including daily, weekly, and bi-weekly.	**Critical**		
TA.63	The system has the ability to default the schedule for time entry purposes.	**Critical**		
TA.64	The system has the ability to default the defined pay period for time entry.	**Critical**		
TA.65	The system has the ability to provide an alert when the employee is reaching or has reached maximum bank.	**Critical**		
TA.66	The system has the ability to allow entry for timecards for current plus at least 5 additional (future) pay periods.	**Critical**		
TA.67	The system has the ability to configure the time entry hierarchy for approvals.	**Critical**		
TA.68	The system has the ability to print a timecard from the system for manual time tracking.	**Critical**		
TA.69	The system has the ability to print a range of timecards by employee group, time period, or other user-defined criteria.	**Critical**		
TA.70	The system has the ability to provide assistance (e.g., FAQ, contextual assistance, etc.) for time entry to aid in the entry process.	**Critical**		
Project Time Entry				
TA.71	The system has the ability to separate exception based and non-exception based time entry in order to accommodate for the varying types of employees at the County and to better track projects and grants.	**Critical**		
TA.72	The system has the ability to charge time into project accounting on a fixed percentage, fixed dollar, and allocation formula to each project or other user-defined options.	**Critical**		
TA.73	The system has the ability to charge time into project accounting on a hours by day basis to each project.	**Critical**		
TA.74	The system has the ability to track time towards projects or grants based upon the specific pay code at the time it was worked.	**Critical**		
TA.75	The system has the ability to provide a drop-down of project codes/names that an employee is eligible to enter time against, avoiding the need to manually enter each project code/name with the ability to filter by user-defined parameters (e.g., department, division).	**Critical**		
TA.76	The system has the ability for an employee to select favorites for projects and/or grants against which time was worked.	**Critical**		
TA.77	The system has the ability to support the entry of time by a single employee against a minimum of 15 projects per pay period.	**Critical**		
Scheduling				
TA.78	The system has the ability to provide a user interface to schedule work time.	**Critical**		
TA.79	The system has the ability to provide a user interface to request and schedule time off.	**Critical**		
TA.80	The system has the ability to allow an employee to indicate his/her future availability based on user permissions.	**Critical**		
The system has the ability to accommodate the following types of schedules:				
TA.81	Group schedules;	**Critical**		
TA.82	Individual schedules;	**Critical**		
TA.83	Rotation schedules;	**Critical**		
TA.84	Shift Schedules;	**Critical**		
TA.85	Trades;	**Critical**		
TA.86	Demand-based schedules; and	**Critical**		
TA.87	Other user-defined.	**Critical**		
TA.88	The system has the ability to accommodate schedule changes at any time.	**Critical**		
TA.89	The system has the ability to view schedule up to 18 months (rolling) in advance.	**Critical**		
TA.90	The system has the ability to support a minimum of 1,500 active schedules, including user-defined schedules.	**Critical**		
TA.91	The system has the ability to view and maintain all previous, inactive schedules, in an archive status.	**Critical**		
TA.92	The system has the ability to allow schedule shift patterns to be automatically repeated, or rolled forward for future weeks/months/year.	**Critical**		
The system has the ability to maintain the following tables for schedule creation:				
TA.93	Shift;	**Critical**		
TA.94	Division;	**Critical**		
TA.95	Rotation (number of days on and off);	**Critical**		
TA.96	Functional Area;	**Critical**		

Time and Attendance				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
	General Requirements			
TA.97	Minor labor restrictions;	**Critical**		
TA.98	Work positions;	**Critical**		
TA.99	Work assignments;	**Critical**		
TA.100	Work activity/type/project (i.e., time towards grant account versus capital, etc.);	**Critical**		
TA.101	Mandatory or non-mandatory fill position indicator (i.e., block leave dates);	**Critical**		
TA.102	The system has the ability to accommodate unlimited schedule changes and adjustments on demand.	**Critical**		
The system has the ability to maintain various defined shifts with the following characteristics and information:				
TA.103	Varying hours per shift;	**Critical**		
TA.104	Varying Start times;	**Critical**		
TA.105	Varying End times;	**Critical**		
TA.106	Duration;	**Critical**		
TA.107	Multiple shift patterns;	**Critical**		
TA.108	Multiple employee roles (i.e., shift differential);	**Critical**		
TA.109	Required certifications of resources for the shift;	**Critical**		
TA.110	Multiple locations;	**Critical**		
TA.111	Multiple sub-locations; and	**Critical**		
TA.112	Multiple skill requirements.	**Critical**		
TA.113	The system has the ability to maintain at least 50 different shift configurations/watch's in the table of defined shifts.	**Critical**		
TA.114	The system has the ability to prohibit resources from being scheduled for a particular shift that do not meet prescribed requirements.	**Critical**		
TA.115	The system has the ability to override restrictions on employees being scheduled for a particular shift, with appropriate security permissions.	**Critical**		
TA.116	The system has the ability to assign the number of personnel required each day for defined positions.	**Critical**		
TA.117	The system has the ability to identify variances (both positive and negative) between required number of personnel and actual scheduled for a given position on a given day.	**Critical**		
TA.118	The system has the ability to assign the number of personnel required at each location for defined positions and days (e.g., minimum clerical staff at a particular office on Mondays).	**Critical**		
TA.119	The system has the ability to identify variances (both positive and negative) between required number of personnel and actual scheduled for a given location on a given day.	**Critical**		
TA.120	The system has the ability to create calendars/rosters of projected absences.	**Critical**		
The system has the ability to utilize department roles for automated staffing including the following characteristics and information:				
TA.121	Staffing minimums;	**Critical**		
TA.122	Roster vacancies due to leave time; and	**Critical**		
TA.123	Insufficient "qualified" candidates (e.g., certifications, etc.).	**Critical**		
TA.124	The system has the ability to allow time to be tracked using both AM/PM or military time.	**Critical**		
TA.125	The system has the ability to define split shift rotations.	**Critical**		
TA.126	The system has the ability to identify employee as unavailable for overtime for a given time period and specify reason.	**Critical**		
TA.127	The system has the ability to schedule shifts that cross multiple days (e.g., start at 6:00 p.m. on one day and complete at 2:00 a.m. on day two).	**Critical**		
TA.128	The system has the ability to define workload restrictions for each position, with the ability to override with appropriate permissions. These could include number of hours between shifts, maximum hours worked per regular shift, maximum overtime hours per time period.	**Critical**		
The system has the ability to define workload restrictions for each position including (but not limited to) the following:				
TA.129	Number of hours between shifts;	**Critical**		
TA.130	Minimum hours worked for full-time employees;	**Critical**		
TA.131	Maximum hours worked per regular shift;	**Critical**		
TA.132	Maximum hours worked per regular week; and	**Critical**		
TA.133	Maximum overtime hours per time period.	**Critical**		
TA.134	The system has the ability to override workload restrictions.	**Critical**		

Time and Attendance				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
General Requirements				
TA.135	The system has the ability to alert when minimum or maximum thresholds aren't met.	**Critical**		
TA.136	The system has the ability to implement alternate schedules (e.g., ad-hoc schedules for circumstances of single occurrence).	**Critical**		
TA.137	The system has the ability to temporarily assign employees.	**Critical**		
TA.138	The system has the ability to view multiple schedules at once.	**Critical**		
TA.139	The system has the ability to publish and print an official/final schedule.	**Critical**		
TA.140	The system has the ability to preserve the schedule in the event the system is unavailable due to planned or unplanned downtime.	**Critical**		
TA.141	The system has the ability to identify an assignment that conflicts with a rule.	**Critical**		
TA.142	The system has the ability to note comments on the schedule.	**Critical**		
TA.143	The system has the ability to limit notes and comments to a user-defined number of characters.	**Critical**		
TA.144	The system has the ability to define a mandatory-overtime backfill list based on prescribed business rules.	**Critical**		
TA.145	The system has the ability to alert a shift scheduler when assignment conflicts with a rule.	**Critical**		
TA.146	The system has the ability to view online, an employee's complete work history from the date of go live.	**Critical**		
TA.147	The system has the ability to support user-defined flex schedules (e.g. 50/30, etc.).	**Critical**		
TA.148	The system has the ability to support 9x80 schedules.	**Critical**		
TA.149	The system has the ability to populate Clerk and/or County holidays and other closures in the schedule, system-wide, based on agency.	**Critical**		
TA.150	The system has the ability to schedule meals and breaks, as well as start and end times.	**Desired**		
TA.151	The system has the ability to include scheduled overtime for specific employee groups (i.e., fire shift where a portion is scheduled OT).	**Critical**		
Leave Time Accrual and Use				
The system has the ability to capture and track leave for multiple leave types, including:				
TA.152	Vacation (used and unused);	**Critical**		
TA.153	Sick leave (used and unused);	**Critical**		
TA.154	Sick leave - donations (vacation donated into a sick leave bank);	**Critical**		
TA.155	Comp Time (used and unused);	**Critical**		
TA.156	Workers' Compensation;	**Critical**		
TA.157	Injury Leave;	**Critical**		
TA.158	Holiday;	**Critical**		
TA.159	Floating holidays;	**Critical**		
TA.160	Personal days;	**Critical**		
TA.161	FMLA Leave;	**Critical**		
TA.162	Medical Leave;	**Critical**		
TA.163	Leave without pay (with benefits);	**Critical**		
TA.164	Leave without pay (without benefits);	**Critical**		
TA.165	Military leave;	**Critical**		
TA.166	Funeral/bereavement leave;	**Critical**		
TA.167	Professional/Educational leave;	**Critical**		
TA.168	Administrative leave;	**Critical**		
TA.169	Jury duty/witness duty;	**Critical**		
TA.170	Short term disability;	**Critical**		
TA.171	Long term disability;	**Critical**		
TA.172	Sick incentive; and	**Critical**		
TA.173	Other, user-defined.	**Critical**		
TA.174	The system has the ability to maintain leave accrual schedules, containing leave type and accrual rates.	**Critical**		
TA.175	The system has the ability to enforce user-defined rules for leave accrual and usage (e.g., holiday accrual and usage may differ across employee groups).	**Critical**		
TA.176	The system has the ability to configure leave accruals according to employee type.	**Critical**		
TA.177	The system has the ability to limit leave time earned by employee and by user-defined groups (maximums).	**Critical**		
TA.178	The system has the ability to track all types of leaves in user-defined units.	**Critical**		
TA.179	The system has the ability to account for all leave time at varying accrual rates.	**Critical**		

Time and Attendance				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
	General Requirements			
TA.180	The system has the ability to define and assign leave accrual schedules by job class and FLSA (or other user-defined classification), with override capability at the individual employee level.	**Critical**		
TA.181	The system has the ability to accommodate partial leave accrual for part-time employees based on actual time worked.	**Critical**		
TA.182	The system has the ability to accrue sick and vacation time at the end of a user specified period (e.g., day, week, pay period, or month).	**Critical**		
TA.183	The system has the ability to capture and maintain breaks in service.	**Critical**		
TA.184	The system has the ability to track and maintain shared leave detail including (but not limited to) donating employee, receiving employee, leave balances.	**Critical**		
TA.185	The system has the ability to accommodate cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals.	**Critical**		
TA.186	The system has the ability to set a maximum for cumulative (rollover) leave accruals.	**Critical**		
TA.187	The system has the ability to allow for establishing Clerk and/or County-defined business rules for leave roll-overs (e.g. unused personal day automatically rolls into vacation day).	**Critical**		
TA.188	The system has the ability to temporarily suspend leave accrual (e.g., during unpaid leave).	**Critical**		
TA.189	The system has the ability to require that accruals be configured to accrue on any frequency, including (but not limited to) daily, each holiday, weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annually, annually.	**Critical**		
TA.190	The system has the ability to project future balances based on debits and credits of leave time.	**Critical**		
TA.191	The system has the ability to provide daily balances in real-time of available employee comp and leave time.	**Critical**		
TA.192	The system has the ability to provide a view/query into prior leave accrual balances as of a certain past date or prior pay period (e.g. look-back to see leave balance as of two months ago)	**Critical**		
TA.193	The system has the ability to calculate liability for unused earned leave at regular intervals and on demand.	**Critical**		
TA.194	The system has the ability to allow a system-generated flag to be configured for the expiration of a certain leave type (e.g., alert appears at 60-days prior, 30-days prior, etc.).	**Critical**		
TA.195	The system has the ability to alert managers/supervisors on leave usage exceptions.	**Critical**		
TA.196	The system has the ability to override leave balances based on leave type with appropriate security permissions.	**Critical**		
TA.197	The system has the ability to add, edit, or delete leave events in current pay period with appropriate security permissions.	**Critical**		
TA.198	The system has the ability to add, edit, or delete leave events in any previous pay period with appropriate security permissions.	**Critical**		
	Attendance Tracking			
TA.199	The system has the ability to compare absence time with scheduled work time to detect absence conditions.	**Critical**		
TA.200	The system has the ability to process mass absences at the Clerk and/or County, Department, Division or other user-defined level.	**Critical**		
TA.201	The system has the ability to track and detect certain absence conditions (undocumented leave or comp time used).	**Critical**		
TA.202	The system has the ability to track FMLA used and FMLA available (based on hire date, length of service, and hours of FMLA previously taken).	**Critical**		
TA.203	The system has the ability to flag various attendance conditions, including in early, in late, out early, out late, and unexcused absences.	**Critical**		
TA.204	The system has the ability to track FMLA for intermittent as well as non-intermittent FMLA cases.	**Critical**		
TA.205	The system has the ability to track FMLA against any of the four (4) year definitions permitted.	**Critical**		
TA.206	The system has the ability to support the reclassification of prior period time off to FMLA, with a full audit trail and automatic update of all balances and applicable pay calculations.	**Critical**		
TA.207	The system has the ability to coordinate usage of Clerk and/or County specific absence types with regulated leave types when appropriate (e.g., when sick time is taken that is also an FMLA event, eligibility for both is reduced either simultaneously or consecutively, as per Clerk and/or County policies.)	**Critical**		

Time and Attendance				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
General Requirements				
TA.208	The system has the ability to provide numerous canned reports related to all aspects of absence tracking.	**Critical**		
TA.209	The system has the ability to conduct ad-hoc queries of absence data, without the need of table join information.	**Critical**		
Time Off Requests				
TA.210	The system has the ability to provide a web-interface for time off request submittal by employees (vacation time, comp time, planned sick time, holiday special).	**Critical**		
TA.211	The system has the ability to send leave balances to a Clerk and/or County time clock.	**Critical**		
TA.212	The system has the ability to display leave accrual rates, codes, maximum balances and history to employee as time is being entered with data as-of the prior pay period.	**Critical**		
TA.213	The system has the ability to validate leave balances real-time (based on the actuals from the previous period) at the point of entry.	**Critical**		
The system has the ability to perform workflow functions for electronic leave request approval, including:				
TA.214	Request submittal;	**Critical**		
TA.215	Manager(s)/Supervisor(s) review/decision;	**Critical**		
TA.216	Request status monitoring;	**Critical**		
TA.217	Notification of request approval/decline;	**Critical**		
TA.218	Other, user-defined.	**Critical**		
TA.219	The system has the ability to set limits and qualifying conditions on use of leave time.	**Critical**		
TA.220	The system has the ability to project an employee's leave balance, considering any future accruals and existing requests.	**Critical**		
TA.221	The system has the ability to provide proper levels of data encryption for data that is considered private to the employee and/or subject to HIPAA.	**Critical**		
TA.222	The system has the ability to show the employee and supervisor whether the time off requested will actually be available at the future date, when considering all other approved time off and any other accrued time off in the meantime that is scheduled to occur.	**Critical**		
TA.223	The system has the ability to notify user of attempt to submit leave request where accrued time is less than requested time.	**Critical**		
TA.224	The system has the ability to provide the ability to make certain dates "unavailable"; meaning no leaves will be accepted by the system for those days for some or all employees.	**Critical**		
TA.225	The system has the ability to restrict or allow sick and vacation leave to be used only after it is earned.	**Critical**		
TA.226	The system has the ability to send an alert/notification to employee and supervisor when accrual maximum/minimum for leave time/s is approaching.	**Critical**		
TA.227	The system has the ability to allow real-time access to accumulated sick and vacation time, based on access level of the user.	**Critical**		
TA.228	The system has the ability to view leave request in a calendar view format per work group.	**Critical**		
TA.229	The system has the ability to allow employees to review approved leave in a calendar view format per work group.	**Critical**		
Reporting & Querying				
TA.230	The system has the ability to use a single data source for report generation.	**Critical**		
TA.231	The system shall provide an ad-hoc reporting tool.	**Critical**		
TA.232	The system has the ability to create custom reports using external Report Writer.	**Critical**		
TA.233	The system has the ability to generate "canned" reports that users may run with limited options of input values.	**Critical**		
TA.234	The system has the ability to generate user-defined reports on any time entry field and/or combination of fields.	**Critical**		
TA.235	The system shall provide role-based security on running and viewing reports.	**Critical**		
TA.236	The system has the ability to import data from reports into standard applications for spreadsheet comparison, graphing, etc.	**Critical**		
The system has the ability to generate reports on time worked by the following:				
TA.237	Employee	**Critical**		
TA.238	Location;	**Critical**		
TA.239	Department;	**Critical**		
TA.240	Division;	**Critical**		

Time and Attendance				
Req #	**Description of Requirement**	**Criticality**	**Response**	**Comments**
	General Requirements			
TA.241	Team;	**Critical**		
TA.242	Cost Center;	**Critical**		
TA.243	Project;	**Critical**		
TA.244	Job;	**Critical**		
TA.245	Leave type;	**Critical**		
TA.246	Hours paid by individual;	**Critical**		
TA.247	Hours entered;	**Critical**		
TA.248	Position;	**Critical**		
TA.249	Event;	**Critical**		
TA.250	Work group;	**Critical**		
TA.251	Shift;	**Critical**		
TA.252	Time errors;	**Critical**		
TA.253	Other user-defined.	**Critical**		
TA.254	The system has the ability to provide a report that details prior period adjustments and corrections.	**Critical**		
TA.255	The system has the ability to provide an error and warning report, listing discrepancies with time entry for all employees for the pay period as defined by the Payroll Administrator.	**Critical**		
TA.256	The system has the ability to generate schedules with leave time.	**Critical**		
TA.257	The system has the ability to create a calendar that shows a specific employee's work schedule for the entire year.	**Critical**		
TA.258	The system has the ability to generate a year-to-date report of time worked by employee.	**Critical**		
TA.259	The system has the ability to generate an electronic copy of any previous timecard.	**Critical**		
TA.260	The system has the ability to provide a report filtered by location that identifies the total number of hours worked per employee in a pay period or by year.	**Critical**		
TA.261	The system has the ability to generate a report of part-time employee hours worked on a YTD basis to monitor for 1,000 hour compliance under the ACA.	**Critical**		

Potential Interfaces

The Clerk and County has developed a list of potential interfaces for the future Enterprise Resource Planning (ERP) System. For the purpose of this procurement, a "system interface" involves the exchange of data, in real-time or batch mode to and/or from the external system and the ERP System with automation and/or workflow without the need for manual manipulation of the data format. In special cases, where technically feasible, an interface may involve real time interaction with external system software to invoke processing on that external system for real-time viewing in the ERP System. In several instances, interfaces in this list may not be required if the future ERP System can provide needed functionality. Conversely intended replacements of existing third-party systems may be adjusted if functionality in the future ERP System is not adequate. As a result, the Clerk and County have developed a list of potential interfaces for vendors to respond to so that the Clerk and County may consider its future applications environment. The types of integration are:

SEND: The ERP system will only need to SEND data to the third party application.
RECEIVE: The ERP system will only need to RECEIVE date from the third party application.
BOTH: The ERP system will need to both SEND and RECEIVE information to/from the third party application.

Req #	System/Interface	Vendor	Version	Database Platform	Type of Integration	Reason for Integration	Criticality	Vendor Response	Method of Integration (flat-file, API, XML, HTTP, etc.)	Vendor Comments	Cost to Develop
INT.1	ERP System	CentralSquare	5.0	SQL 2008R2	RECEIVE	**Receive:** The ERP system should receive information from the current system during the implementation period.	Critical				
INT.2	Receipts and payments	Tyler Technologies-Odyssey	14.4.39	SQL 2016	RECEIVE	**Receive:** The ERP system should receive financial data from Odyssey.	Critical				
INT.3	Jury Payments	Pioneer Technology Group Jurymark	Newest Release	SQL 2016	RECEIVE	**Receive:** The ERP system should receive financial data from Pioneer Technology Group Jurymark.	Critical				
INT.4	Benefits enrollment	Selerix-BenefitFirst	Newest Release	Subscriptio n Service	RECEIVE	**Receive:** The ERP system should receive benefits information from BenefitFirst.	Critical				
INT.5	Fire Rescue staff scheduling and time entry	Telestaff	Version 6	Subscriptio n Service	BOTH	**Both:** The future ERP system will need to send employee data to Telestaff and receive hours worked from Telestaff.	Critical				
INT.6	Positive Pay	Iberia Bank	N/A	N/A	SEND	**Send**: The future ERP system needs to send a positive file to Iberia Bank.	Critical				
INT.7	Purchasing Cards (p-card)	Bank of America	N/A	N/A	RECEIVE	**Receive**: the future ERP system will need to receive p-card transaction details.	Critical				
INT.8	Productivity Tools	Microsoft		Office 365	BOTH	**Both**: The ERP system should have the ability to integrate with MS Word, MS Excel, and Access.	Critical				
INT.9	ACA tracking software	Worxtime		MS Excel	SEND	**Send:** The ERP should have the ability to send ACA-related figures to Worxtime.	Critical				
INT.10	Budgeting	GovMax	N/A	SaaS	BOTH	**Both:** The ERP system should have the ability to send account information to GovMax and receive the same account information back.	Critical				

Potential Interfaces

The Clerk and County has developed a list of potential interfaces for the future Enterprise Resource Planning (ERP) System. For the purpose of this procurement, a "system interface" involves the exchange of data, in real-time or batch mode to and/or from the external system and the ERP System with automation and/or workflow without the need for manual manipulation of the data format. In special cases, where technically feasible, an interface may involve real time interaction with external system software to invoke processing on that external system for real-time viewing in the ERP System. In several instances, interfaces in this list may not be required if the future ERP System can provide needed functionality. Conversely intended replacements of existing third-party systems may be adjusted if functionality in the future ERP System is not adequate. As a result, the Clerk and County have developed a list of potential interfaces for vendors to respond to so that the Clerk and County may consider its future applications environment. The types of integration are:

SEND: The ERP system will only need to SEND data to the third party application.
RECEIVE: The ERP system will only need to RECEIVE date from the third party application.
BOTH: The ERP system will need to both SEND and RECEIVE information to/from the third party application.

INT.11	Merchant Services	Elavon	N/A		RECEIVE	**Receive:** The ERP should have the ability to receive transaction data.	Critical				
INT.12	IT purchasing system	In-house	N/A	SQL	RECEIVE	**Receive:** The in-house custom purchasing system should be able to receive Fixed Asset data.	Desired				
INT.13	Applicant tracking and onboarding	NEOGOV	Cloud based	Cloud based	RECEIVE	**Receive:** The future ERP system will need to receive applicant/employee data from NEOGOV. (Note: The County would like to replace this system with the new ERP system as long as the functionality in the new ERP system meets County requirements.)	Critical				
INT.14	Fixed Asset Tracking	BMI (BMI Systems Group)	2.8.229	SQL 2008R2	BOTH	**Both**: The future ERP will need to send and receive Fixed Asset data from the BMI system.	Critical				

Potential Data Conversions

Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	Clerk and County Criticality	Vendor Response	Cost to Convert	Vendor Standard Conversion Scope (Please outline standard scope of conversions for the objects identified)	Vendor Comments
DC.1	GL Account Balances	CentralSquare	15 Years	Current, Plus 14 Years Historical	Desired				
DC.2	GL Account Balances	CentralSquare	15 Years	Current, Plus 6 Years Historical	Critical				
DC.3	GL Account Transaction Data	CentralSquare	15 Years	Current, Plus 14 Years Historical	Desired				
DC.4	GL Account Transaction Data	CentralSquare	15 Years	Current, Plus 6 Years Historical	Critical				
DC.5	GL Account Summary Data	CentralSquare	15 Years	Current, Plus 14 Years Historical	Desired				
DC.6	GL Account Summary Data	CentralSquare	15 Years	Current, Plus 6 Years Historical	Critical				
DC.7	Clerk Vendor File (Active Vendors)	CentralSquare	7,000 Active Vendors	All Active Vendors	Critical				
DC.8	County Vendor File (Active Vendors)	CentralSquare	12,000 Active Vendors	All Active Vendors	Critical				
DC.9	AP History	CentralSquare	15 Years	Current, Plus 14 Years Historical	Desired				
DC.10	AP History	CentralSquare	15 Years	Current, Plus 6 Years Historical	Critical				
DC.11	Budget History	CentralSquare	15 Years	Current, Plus 14 Years Historical	Desired				
DC.12	Budget History	CentralSquare	16 Years	Current, Plus 6 Years Historical	Critical				
DC.13	Active Projects and Grants (Clerk)	CentralSquare	N/A Active Projects; 1 Grants	All active grants/projects	Critical				
DC.14	Active Projects and Grants (County)	CentralSquare	700 Active Projects; 88 Grants	All active grants/projects	Critical				
DC.15	Project History	CentralSquare	4,200 Active Projects; 5,300 Closed Projects	Current, Plus 10 Years Historical after project closure	Desired				
DC.16	Fixed Asset Information	CentralSquare	15 Years	Current, Plus 14 Years Historical	Desired				
DC.17	Fixed Asset Information	CentralSquare	15 Years	Current, Plus 6 Years Historical	Critical				
DC.18	Payroll Employee Pay History (County)	CentralSquare	15 Years	50 Years Historical	Critical				
DC.19	Payroll Employee Pay History (Clerk)	ADP	5 Years	50 Years Historical	Critical				

Potential Data Conversions

Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	Clerk and County Criticality	Vendor Response	Cost to Convert	Vendor Standard Conversion Scope (Please outline standard scope of conversions for the objects identified)	Vendor Comments
DC.20	Payroll Employee Information (County)	CentralSquare	600 (Active); Terminated Employee History Consistent with Pay History (approx. 3,300 terminated employees)	50 Years Historical	Critical				
DC.21	Payroll Employee Information (Clerk)	ADP	85 (Active); Terminated Employee History Consistent with Pay History (approx. 300 terminated employees)	50 Years Historical	Critical				
DC.22	Benefit Employee Information (County)	SQL	Benefit choices and benefit selections	Current, Plus 5 Years Historical	Critical				

Clerk Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Clerk-hosted application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

One-Time Costs
Professional Services and Hardware Costs

	Costs	Vendor Notes (optional)
Professional Service Costs		
Project Management Costs		
Training Costs		
Software Customization Costs *(Detail to be contained in responses to applicable requirements in Attachment B)*		
Data Conversion Costs *(Detail to be contained in Attachment B - Interfaces Tab)*		
Interface Costs *(Detail to be contained in Attachment B - Interfaces Tab)*		
Server Hardware Costs		
Third-Party Hardware Costs		
Third-Party Services Costs (including training, etc.)		
Expenses (miscellaneous)		
Other (Specify in Vendor Notes)		
Other (Specify in Vendor Notes)		
Total One-Time Costs (Before Discounts)	$0.00	
Amount Discounted ($)		
Total Discounted One-Time Costs	$0.00	

	Costs	Vendor Notes (optional)
Estimated Travel Costs (not to exceed basis)		

One-Time Licensing Costs

Vendor Comments on Licensing Costs	

	Costs	Vendor Notes (optional)
One-Time Licensing Costs (Primary Software)		
One-Time Licensing Costs (Third-Party Software)		
One-Time Licensing Costs (Third-Party Software)		
Total One-Time Licensing Costs	$0.00	
Amount Discounted ($)		
Total Discounted One-Time Licensing Costs	$0.00	

Clerk Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Clerk-hosted application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Other In-Scope Costs

(please specify the nature of these costs including whether they are one-time or recurring)

	Cost	Notes
Ongoing Disaster Recovery Costs		
Ongoing Infrastructure/Hardware Upgrade Costs		
Anticipated Future Upgrade Costs (Services)		
Anticipated Future Upgrade Costs (Other)		
Additional Environments		
Additional Databases		
Other: (Please describe)		
Other: (Please describe)		

Recurring Software Maintenance Costs

Vendor Comments on Software Maintenance Costs	

Year 1 Maintenance Costs

Annual Maintenance - Year 1	
Custom Modification Maintenance - Year 1 *(if applicable)*	
Additional Maintenance Fees - Year 1	
Third-Party Maintenance Fees - Year 1	
Total Recurring Maintenance Costs - Year 1	$0.00
Amount Discounted ($)	
Total Discounted Maintenance Costs - Year 1	$0.00

Recurring Maintenance Fees - Years 2 - 10

	Rate of Increase over Prior Year (as a percentage)	Maintenance Costs (as a dollar amount)	Third-Party Maintenance Costs (as a dollar amount)
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Ten Year Maintenance Cost	$0.00		

Clerk Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Clerk-hosted application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

TOTAL TEN YEAR INVESTMENT

Total Discounted One-Time Costs (Cell B19)	**$0.00**
Total Estimated Travel Costs (Cell B22)	**$0.00**
One-Time Licensing Costs (Cell B34)	**$0.00**
Other In-Scope Costs (Cells B38:B45)	**$0.00**
Recurring Maintenance Years 1-10 (Cell B95)	**$0.00**
TOTAL TEN YEAR INVESTMENT	**$0.00**

Clerk Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Clerk-hosted application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Optional Costs (Not in scope)

Hourly Rates for Professional Services

Hourly Rate for Training Services	
Hourly Rate for Project Mangement Services	
Hourly Rate for Custom Programming (Customizations, Integrations, etc.)	

Optional/Complementary Services

Description of Services	Costs

Optional/Complementary Module Costs
(please specify the nature of these costs including whether they are one-time or recurring)

Module Name	Recurring Maintenance/Subscription Costs	Implementation Costs	Licensing Costs (if applicable)

Vendor Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Vendor-hosted application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

One-Time Costs
Professional Services and Hardware Costs

	Costs	Vendor Notes (optional)
Professional Service Costs		
Project Management Costs		
Training Costs		
Software Customization Costs *(Detail to be contained in responses to applicable requirements in Attachment B)*		
Data Conversion Costs *(Detail to be contained in Attachment B - Interfaces Tab)*		
Interface Costs *(Detail to be contained in Attachment B - Interfaces Tab)*		
Server Hardware Costs		
Third-Party Hardware Costs		
Third-Party Services Costs (including training, etc.)		
Expenses (miscellaneous)		
Other (Specify in Vendor Notes)		
Other (Specify in Vendor Notes)		
Total One-Time Costs (Before Discounts)	$0.00	
Amount Discounted ($)		
Total Discounted One-Time Costs	$0.00	

	Costs	Vendor Notes (optional)
Estimated Travel Costs (not to exceed basis)		

One-Time Licensing Costs

Vendor Comments on Licensing Costs	

	Costs	Vendor Notes (optional)
One-Time Licensing Costs (Primary Software)		
One-Time Licensing Costs (Third-Party Software)		
One-Time Licensing Costs (Third-Party Software)		
Total One-Time Licensing Costs	$0.00	
Amount Discounted ($)		
Total Discounted One-Time Costs	$0.00	

Vendor Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Vendor-hosted application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Recurring Hosting/Managed Services Costs

Vendor Comments on Hosting and Managed Services Costs	

Year 1 Hosting Costs	
Annual Hosting/Services	
Third-party Hosting Costs	
Other Annual Services/Hosting Costs	
Total Hosting Cost (annual)	$0.00
Amount Discounted ($)	
Total Discounted Hosting Amount - Year 1 Hosting Fees	$0.00

Recurring Hosting Fees - Years 2 - 10

	Rate of Increase over Prior Year (as a percentage)	Hosting Costs (as a dollar amount)	Third-Party Hosting Costs (as a dollar amount)
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Ten Year Hosting Cost	$0.00		

Other In-Scope Costs
(please specify the nature of these costs including whether they are one-time or recurring)

	Cost	Notes
Ongoing Disaster Recovery Costs		
Ongoing Infrastructure/Hardware Upgrade Costs		
Anticipated Future Upgrade Costs (Services)		
Anticipated Future Upgrade Costs (Other)		
Additional Environments		
Additional Databases		
Other: (Please describe)		
Other: (Please describe)		

Vendor Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Vendor-hosted application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Recurring Software Maintenance Costs

Vendor Comments on Software Maintenance Costs	

Year 1 Maintenance Costs	
Annual Maintenance - Year 1	
Custom Modification Maintenance - Year 1 *(if applicable)*	
Additional Maintenance Fees - Year 1	
Third-Party Maintenance Fees - Year 1	
Total Recurring Maintenance Costs - Year 1	$0.00
Amount Discounted ($)	
Total Discounted Maintenance Costs - Year 1	$0.00

Recurring Maintenance Fees - Years 2 - 10

	Rate of Increase over Prior Year (as a percentage)	Maintenance Costs (as a dollar amount)	Third-Party Maintenance Costs (as a dollar amount)
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Ten Year Maintenance Cost	$0.00		

Vendor Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Vendor-hosted application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

TOTAL TEN YEAR INVESTMENT

Total Discounted One-Time Costs (Cell B19)	**$0.00**
Total Estimated Travel Costs (Cell B22)	**$0.00**
One-Time Licensing Costs (Cell B34)	**$0.00**
Other In-Scope Costs (Cells B52:B59)	**$0.00**
Recurring Hosting Years 1-10 (Cell B59)	**$0.00**
Recurring Maintenance Years 1-10 (Cell B95)	**$0.00**
TOTAL TEN YEAR INVESTMENT	**$0.00**

Vendor Hosted Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Vendor-hosted application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Optional Costs (Not in scope)

Hourly Rates for Professional Services

Hourly Rate for Training Services	
Hourly Rate for Project Mangement Services	
Hourly Rate for Custom Programming (Customizations, Integrations, etc.)	

Optional/Complementary Services

Description of Services	Costs

Optional/Complementary Module Costs
(please specify the nature of these costs including whether they are one-time or recurring)

Module Name	Recurring Maintenance/Subscription Costs	Implementation Costs	Licensing Costs (if applicable)

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Subscription (SaaS) application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

One-Time Costs
Professional Services and Hardware Costs

	Costs	Vendor Notes (optional)
Professional Service Costs		
Project Management Costs		
Training Costs		
Software Customization Costs *(Detail to be contained in responses to applicable requirements in Attachment B)*		
Data Conversion Costs *(Detail to be contained in Attachment B - Interfaces Tab)*		
Interface Costs *(Detail to be contained in Attachment B - Interfaces Tab)*		
Server Hardware Costs		
Third-Party Hardware Costs		
Third-Party Services Costs (including training, etc.)		
Expenses (miscellaneous)		
Other (Specify in Vendor Notes)		
Other (Specify in Vendor Notes)		
Total One-Time Costs (Before Discounts)	$0.00	
Amount Discounted ($)		
Total Discounted One-Time Costs	$0.00	

	Costs	Vendor Notes (optional)
Estimated Travel Costs (not to exceed basis)		

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Subscription (SaaS) application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Recurring Subscription Costs

Subscription Frequency (Indicate whether monthly, quarterly, or annual basis)	
Vendor Comments on Subscription Costs	

Year 1 Subscription Costs	
Subscription Cost (Primary Software)	
Third-Party Subscription Cost	
Third-Party Subscription Cost	
Total Subscription Cost (annual)	$0.00
Amount Discounted ($)	
Total Discounted Subscription Amount - Year 1 Subscription Fees	$0.00

Recurring Subscription Fees - Years 2 - 10

	Rate of Increase over Prior Year (as a percentage)	Subscription Costs (as a dollar amount)	Third-Party Subscription Costs (as a dollar amount)
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Ten Year Subscription Cost	$0.00		

Other In-Scope Costs
(please specify the nature of these costs including whether they are one-time or recurring)

	Cost	Notes
Ongoing Disaster Recovery Costs		
Ongoing Infrastructure/Hardware Upgrade Costs		
Anticipated Future Upgrade Costs (Services)		
Anticipated Future Upgrade Costs (Other)		
Additional Environments		
Additional Databases		
Other: (Please describe)		
Other: (Please describe)		

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Subscription (SaaS) application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Recurring Maintenance Costs (If Applicable)

Vendor Comments on Maintenance Costs	

Year 1 Maintenance Costs	
Annual Maintenance - Year 1	
Custom Modification Maintenance - Year 1 *(if applicable)*	
Additional Maintenance Fees - Year 1	
Third-Party Maintenance Fees - Year 1	
Total Recurring Maintenance Costs - Year 1	$0.00
Amount Discounted ($)	
Total Discounted Maintenance Costs - Year 1	$0.00

Recurring Maintenance Fees - Years 2 - 10

	Rate of Increase over Prior Year (as a percentage)	Maintenance Costs (as a dollar amount)	Third-Party Maintenance Costs (as a dollar amount)
Year 2			
Year 3			
Year 4			
Year 5			
Year 6			
Year 7			
Year 8			
Year 9			
Year 10			
Ten Year Maintenance Cost	$0.00		

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Subscription (SaaS) application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

TOTAL TEN YEAR INVESTMENT

Total Discounted One-Time Costs (Cell B19)	**$0.00**
Total Estimated Travel Costs (Cell B22)	**$0.00**
Recurring Subscription Costs Years 1-10 (Cell B53)	**$0.00**
Other In-Scope Costs (Cells B52:B59)	**$0.00**
Recurring Maintenance Years 1-10 (Cell B84)	**$0.00**
TOTAL TEN YEAR INVESTMENT	**$0.00**

Subscription (SaaS) Cost Worksheet

Cost Worksheet Instructions: Provide a cost response for each cost area, based upon system modules for a Subscription (SaaS) application. The pricing should be based on the detailed functionality that the Clerk requires for each functional area. When a single price may be provided for a group of modules, please provide that cost with a notation. All additional costs should be captured in the respective areas.

Vendors are responsible for completing all fields highlighted yellow where applicable, and reviewing totals prior to submission.

Optional Costs (Not in scope)

Hourly Rates for Professional Services

Hourly Rate for Training Services	
Hourly Rate for Project Mangement Services	
Hourly Rate for Custom Programming (Customizations, Integrations, etc.)	

Optional/Complementary Services

Description of Services	Costs

Optional/Complementary Module Costs
(please specify the nature of these costs including whether they are one-time or recurring)

Module Name	Recurring Maintenance/Subscription Costs	Implementation Costs	Licensing Costs (if applicable)

Attachment C2 – Cost Narrative

Proposer is instructed to complete and submit the Price Proposal under separate cover as identified herein. Proposer to use the following subheader format as provided below.

I. PART I: COST WORKSHEETS

Proposer to submit and complete the Cost Worksheets as contained in **Attachment C1.** Proposers shall not modify the worksheets in any way.

It is noted that Attachment A, Tab 3, Section 1, presents information surrounding the extent to which the need for configuring varying workflows, permissions, and other configuration decisions may impact a vendors ability to treat this process as a single-track implementation or parallel implementation processes for the Clerk and BOCC. To the extent separate instances of the software and services would be required to addres the needs of the organization, vendors are instructed to complete two (2) separate versions of the Cost Worksheets – with one version clearly labeled for the BOCC and one for the Clerk.

The Clerk understands that there will be potentially four primary types of costs associated with procuring a new system: software licensing, implementation services, annual maintenance costs, and annual subscription costs.

The below statements are provided to further guide the Proposer on how to fill out the cost worksheets.

a. **Software Licensing Cost:** Software license costs include all costs related to licensing the software application and include third-party software license fees, where applicable. In presenting software license fees, the Proposer shall:

- Explain all factors that could affect licensing fees in the Vendor Notes field of **Attachment C1.**
- To the extent possible, the Proposer shall show any applicable discounts separately from the prices for products and Services.
- The Clerk requests that the Proposer provide separate prices for each functional area/module in the proposed solution.

b. **Implementation Services Cost:** Implementation service costs typically include all costs related to professional services (including general implementation, project management, configuration, and other professional services), data conversion, customization, and training. It is important to note the following:

- In the event the product or service is provided at no additional cost, the item should be noted as "No charge."

- In the event the product or service is not being included in the Proposal, the item should be noted as "No bid."
- Proposer shall make clear the basis of calculation for all fees and costs.
- All estimated travel expenses and related out-of-pocket costs must be included as a separate line item in **Attachment C1** on a not-to-exceed basis. The Clerk shall not be liable for additional travel costs or out-of-pocket costs incurred for any reason outside the Clerk's control. Actual expenses will be reimbursed as incurred on a monthly basis in compliance with Monroe County ordinance.

c. **Annual Maintenance Cost:** Annual maintenance costs include the annual maintenance and support fees for the application environment. **The Clerk expects software maintenance costs will not increase in the first five (5) years upon go-live operation and prefers that maintenance costs will not be payable until after go-live sign-off.** Unless a standard offering or otherwise included in scope of the Proposal, Proposers shall list any disaster recovery, enhanced support, or annual hosting server upgrade or other costs as optional.

d. **Ongoing Software Subscription Cost (If SaaS Deployment):** Ongoing software subscription costs include the annual payments for access to the software, hosting costs, backup costs, and potentially disaster recovery provisions. The Clerk expects to pre-negotiate any rates of increase in these costs in the first 10 years.

II. PART II: TRAVEL AND EXPENSE ORDINANCE

a. Proposer to submit to confirm that it has reviewed and will conform to the Monroe County Travel Ordinance (please see the following pages) as the governingtravel and expense policy that will apply for the duration of the Project up to final payment and for the future as it relates to any renewal terms.

Confirm receipt, review, and conformance

Any exceptions taken must be detailed:

Monroe County, Florida

DIVISION 3. - TRAVEL, PER DIEM, MEALS AND MILEAGE POLICY[4]

Footnotes:

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State Law reference— Per diem and travel expenses of public officers and public employees, F.S. § 112.061.

Sec. 2-106. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Agency or public agency means the county.

Agency head or head of the agency means the county administrator.

Authorized person means:

(1) A person other than a public officer or employee as defined in this section who is authorized by the agency head to incur travel expenses in the performance of official duties;

(2) A person who is called upon by the county, pursuant to a written agreement, to contribute time and services as consultant or adviser; and

(3) A person who is a candidate for an executive or professional position, which position is identified as such by county policy.

Class A travel means continuous travel of 24 hours or more away from official headquarters.

Class B travel means continuous travel of less than 24 hours that involves overnight absence from official headquarters.

Class C travel means travel for short or day trips where the traveler is not away from his official headquarters overnight.

Common carrier means a train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.

County officer or *public officer* means a county commissioner.

Employee or *public employee* means an individual, whether commissioned or not, other than an officer or authorized person as defined in this section, who is filling a regular or fulltime authorized position and is responsible to the county administrator. The term shall also include the county attorney and any assistant county attorney.

Foreign travel means travel outside the United States.

Official headquarters means the building or site in which the public officer or employee performs his job duties or in which he has been assigned an office or work space.

Travel day means a period of 24 hours consisting of four quarters of six hours each.

Travel expense, traveling expenses, necessary expenses while traveling, actual expenses while traveling, or words of similar nature, means the usual ordinary and incidental expenditures necessarily incurred by a traveler.

Travel period means a period of time between the time of departure and time of return.

Traveler means a public officer, public employee, or authorized person, when performing authorized travel.

(Code 1979, § 2-604; Ord. No. 004-2004, § 1)

Sec. 2-107. - Authority to incur travel expenses.

(a) All travel must be authorized and approved by the county administrator, or his designated representative.

(b) Travel expenses of travelers shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the county and must be within the limitations prescribed by this article.

(c) Travel by public officers or employees serving temporarily in behalf of another agency or partly in behalf of more than one agency at the same time, or authorized persons who are called upon to contribute time and services as consultants or advisers, may be authorized by the county administrator.

(d) Travel expenses of public employees for the sole purpose of taking merit system or other job placement examinations, written or oral, shall not be allowed under any circumstances, except that upon prior written approval of the county administrator or the board of county commissioners candidates for executive or professional positions may be allowed travel expenses pursuant to this section.

(e) The county administrator, or a designated representative, may pay by advancement or reimbursement, or a combination thereof, the costs per diem of travelers and authorized persons for foreign travel at the current rates as specified in the federal publication "Standardized Regulations (Government Civilians, Foreign Areas)" and incidental expenses as provided in this section.

(f) A traveler who becomes sick or injured while away from his official headquarters and is therefore unable to perform the official business of the county may continue to receive subsistence as provided in section 2-109 during this period of illness or injury until such time as he is able to perform the official business of the county or returns to his official headquarters, whichever is earlier. Such subsistence may be paid when approved by the county administrator or his designee.

(Code 1979, § 2-605; Ord. No. 004-2004, § 1)

Sec. 2-108. - Official headquarters location.

The official headquarters location of an officer or employee assigned to an office shall be the geographical area in which the office is located. For purposes of this division, the term "geographical area" means either the Lower Keys, the Middle Keys, or the Upper Keys. (Code 1979, § 2-606; Ord. No. 004-2004, § 1)

Sec. 2-109. - Computation of travel time for reimbursement.

For purposes of reimbursement and methods of calculating fractional days of travel:

(1) The travel day for class A travel shall be a calendar day (midnight to midnight). The travel day for class B travel shall begin at the same time as the travel period. For class A and class B travel, the traveler shall be reimbursed one-fourth of the authorized rate per diem for each quarter, or fraction thereof, of the travel day included within the travel period. Class A and class B travel shall include any assignment on official business outside of regular office hours and away from official headquarters when it is considered reasonable and necessary to stay overnight and for which travel expenses are approved.

(2) A traveler shall not be reimbursed on a per diem basis for class C travel, but shall receive subsistence as provided in this section, which allowance for meals shall be based on the following schedule:

a. Breakfast: when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.;

b. Lunch: when travel begins before 12:00 noon and extends beyond 2:00 p.m.; and

c. Dinner: when travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignment.

(3) No allowance shall be made for meals when travel is confined to the geographical area of the official headquarters, except travelers will be entitled to the appropriate meal allowance as follows:

a. If the official headquarters location of the traveler is in the Lower Keys, and the traveler goes beyond the flashing traffic signal on Sugarloaf Key (approximately Mile Marker 17).

b. If the official headquarters location of the traveler is in the Middle Keys, and the traveler goes beyond the south end of the Spanish Harbor Bridge, or the traveler goes beyond the north end of the Long Key Bridge.

c. If the official headquarters location of the traveler is in the Upper Keys, and the traveler goes beyond Mile Marker 76 on Lower Matecumbe Key, or the traveler goes beyond the south city limits of Florida City in Dade County. (Code 1979, § 2-607; Ord. No. 004-2004, § 1)

Sec. 2-110. - Rates of per diem and subsistence allowance.

For purposes of reimbursement rates and methods of calculation, per diem and subsistence allowances are divided into the following groups and rates:

(1) All travelers shall be allowed for subsistence when traveling to a convention or conference or when traveling within or outside the state in order to conduct bona fide state business, which

convention, conference, or business serves a direct and lawful public purpose with relation to the public agency served by the person attending such meeting or conducting such business, either of the following for each day of such travel at the option of the traveler: a. $100.00 per diem; or

b. If actual expenses exceed $100.00, the amounts permitted in subsection (3) of this section for meals, plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefor.

(2) When lodging or meals are provided at a state institution, the traveler shall be reimbursed only for the actual expenses of such lodging or meals, not to exceed the maximum provided for in this subsection.

(3) All travelers shall be allowed the following amounts for subsistence while on class C travel on official business as provided in section 2-109(2): a. Breakfast, $10.00;

b. Lunch, $15.00; and

c. Dinner, $30.00.

(4) No one, whether traveling out of state or in state, shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the state.

(Code 1979, § 2-608; Ord. No. 004-2004, § 1; Ord. No. 017-2008, § 1 ; Ord. No. 009-2015 , § 1; Ord. No. 021-2016, § 1)

Sec. 2-111. - Transportation.

(a) All travel must be by a usually traveled route. In case a person travels by an indirect route for his own convenience, any extra costs shall be borne by the traveler; and reimbursement for expenses shall be based only on such charges as would have been incurred by a usually traveled route. The county administrator or his designee shall designate the most economical method of travel for each trip, keeping in mind the following conditions:

(1) The nature of the business;

(2) The most efficient and economical means of travel (considering time of the traveler, impact on the productivity of the traveler, cost of transportation, and per diem or subsistence required). When it is more efficient and economical to either the traveler or the county, scheduled service offered by any airline may be used when the cost is within an approved threshold determined by the county administrator or his designee;

(3) The number of persons making the trip and the amount of equipment or material to be transported;

(4) When justifiable circumstances exist, a traveler is authorized to purchase and the clerk is authorized to reimburse that traveler for the purchase of a refundable airline ticket and/or travel insurance that authorizes reimbursement for cancelled or delayed travel; and

(5) Upon a determination by the county administrator that use of an air charter service is the most cost effective method of travel for the county for a particular trip, travelers are authorized to

charter an airline service and the clerk is authorized to reimburse the traveler(s) responsible for paying the charter company. The charter company may also be paid as a vendor.

(b) Transportation by common carrier when traveling on official business and paid for personally by the traveler, shall be substantiated by a receipt therefor. Federal tax shall not be reimbursable to the traveler unless the state and other public agencies are also required by federal law to pay such tax. In the event transportation other than the most economical class as approved by the county administrator is provided by a common carrier on a flight check or credit card, the charges in excess of the most economical class shall be refunded by the traveler to the county.

(c) The use of privately owned vehicles for official travel in lieu of publicly owned vehicles or common carriers may be authorized by the county administrator or his or her designee. Whenever travel is by privately owned vehicle, the traveler shall be entitled to a mileage allowance at a fixed rate of $0.53 per mile or the common carrier fare for such travel, as determined by the county administrator. Reimbursement for expenditures related to the operation, maintenance, and ownership of a vehicle shall not be allowed when privately owned vehicles are used on public business and reimbursement is made pursuant to this paragraph, except as provided in subsection (h).

(d) All mileage shall be shown from point of origin to point of destination and, when possible, shall be computed on the basis of the current map of the department of transportation. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

(e) Transportation by chartered vehicles when traveling on official business may be authorized by the county administrator when necessary or where it is to the advantage of the agency, provided the cost of such transportation does not exceed the cost of transportation by a privately owned vehicle pursuant to subsection (d) of this section.

(f) The county administrator or his designee may grant monthly allowances in fixed amounts for use of privately owned automobiles on official business in lieu of the mileage rate provided in subsection (d) of this section. Allowances granted pursuant to this subsection shall be reasonable, taking into account the customary use of the automobile, the roads customarily traveled, and whether any of the expenses incident to the operation, maintenance, and ownership of the automobile are paid from funds of the agency or other public funds. Such allowance may be changed at any time, and shall be made on the basis of a signed statement of the traveler, filed before the allowance is granted or changed, and at least annually thereafter. The statement shall show the places and distances for an average typical month's travel on official business, and the amount that would be allowed under the approved rate per mile for the travel shown in the statement, if payment had been made pursuant to subsection (d) of this section.

(g) No contract may be entered into between a public officer or employee, or any other person, and the county in which a depreciation allowance is used in computing the amount due by the agency to the individual for the use of a privately-owned vehicle on official business.

(h) No traveler shall be allowed either mileage or transportation expense when gratuitously transported by another person or when transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for the fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight under this subsection.

(Code 1979, § 2-609; Ord. No. 004-2004, § 1; Ord. No. 028-2006, § 1; Ord. No. 009-2015 , § 2; Ord. No. 021-2016, § 2)

Sec. 2-112. - Other expenses.

The following incidental travel expenses of the traveler may be reimbursed:

(1) Taxi fare;
(2) Ferry fare; and bridge, road, and tunnel tolls;
(3) Storage or parking fees;
(4) Communication expenses; and
(5) Convention registration fees while attending a convention or conference that will serve a direct public purpose with relation to the county. A traveler may be reimbursed the actual and necessary fees for attending events that are not included in a basic registration fee that directly enhance the public purpose of the participation of the county in the conference. Such expenses may include, but are not limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowances provided in section 2-110.

(Code 1979, § 2-610; Ord. No. 004-2004, § 1)

Sec. 2-113. - Rules.

The county administrator may adopt such rules, including, but not limited to, the general criteria to be used by the agency to predetermine justification for attendance by officers and employees and authorized persons at conventions and conferences, and prescribe such forms as are necessary to effectuate the purposes of this article. The county administrator may also adopt rules prescribing the proper disposition and use of promotional items and rebates offered by common carriers and other entities in connection with travel at public expense.

(Code 1979, § 2-611; Ord. No. 004-2004, § 1)

Sec. 2-114. - Fraudulent claims.

Claims submitted pursuant to this section shall not be required to be sworn to before a notary public or other officer authorized to administer oaths, but any claim authorized or required to be made under any provision of this article shall contain a statement that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties and shall be verified by a written declaration that it is true and correct as to every material matter.

(1) Any person who willfully makes and subscribes any such claim that he does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this article of a claim that is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, is guilty of a misdemeanor of the second degree as provided by statute, punishable as provided in F.S. § 775.082 or F.S. § 775.083, and whoever shall receive an allowance or reimbursement by means of a false claim shall be civilly liable in the amount of the overpayment for the reimbursement of the public fund from which the claim was paid pursuant to the provisions of F.S. § 112.061.

(2) Any person who willfully makes and subscribes any such claim that he does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels, or advises the preparation or presentation under the provisions of this article of a claim that is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, and whoever shall receive an allowance or reimbursement by means of a false claim, shall be subject to discipline, up to and including termination of employment. The amount involved shall not be material to the discipline to be imposed.

(Code 1979, § 2-612; Ord. No. 004-2004, § 1)

Sec. 2-115. - Travel voucher forms.

The county administrator shall furnish a uniform travel voucher form that shall be used by all travelers and authorized persons when submitting travel expense statements for approval and payment. No travel expense statement shall be approved for payment unless made on the form prescribed and furnished by the county administrator. The travel voucher form shall provide for, among other things, the purpose of the official travel and a certification or affirmation, to be signed by the traveler, indicating the truth and correctness of the claim in every material matter, that the travel expenses were actually incurred by the traveler as necessary in the performance of official duties, that per diem claimed has been appropriately reduced for any meals or lodging included in the convention or conference registration fees claimed by the traveler, and that the voucher conforms in every respect with the requirements of this section.

(Code 1979, § 2-613; Ord. No. 004-2004, § 1)

Sec. 2-116. - Advancements.

Notwithstanding any of the foregoing restrictions and limitations, the county administrator or his designee may make, or authorize the making of, advances to cover anticipated costs of travel to travelers. Such advancements may include the costs of subsistence and travel of any person transported in the care or custody of the traveler in the performance of his duties.

(Code 1979, § 2-614; Ord. No. 004-2004, § 1)

Sec. 2-117. - Direct payment of expenses by agency.

Whenever the county requires an employee or public officer to incur either class A or class B travel on emergency notice to the traveler, such traveler may request the agency to pay his expenses for meals and lodging directly to the vendor, and the agency may pay the vendor the actual expenses for meals and lodging during the travel period, limited to an amount not to exceed that authorized pursuant to this section. In emergency situations, the county administrator or his designee may authorize an increase in the amount paid for a specific meal, provided that the total daily cost of meals does not exceed the total amount authorized for meals each day. The county administrator or his designee may also grant prior approval to make direct payments of travel expenses in other situations that result in cost savings to the agency.

(Code 1979, § 2-615; Ord. No. 004-2004, § 1)

Secs. 2-118—2-147. - Reserved.

III. PART III: PAYMENT AND RETAINAGE TERMS

The Clerk requests that the following Payment and Retainage Terms be utilized for the Clerk's Project:

a. **Software Licensing:** Use of an acceptance-based payment schedule for software licensing. The Clerk expects to not pre-pay, or pay in full, the licensing for an on-premise deployment at contract signing.

   i. Potential milestones including system deployment, Phase Kickoff, Initial Module/System Configuration, Approval of Phase Go-Live, and Acceptance of System. The Clerk expects that licensing for any software modules will not be payable until the associated project phase for that module begins. For example, if Module X were a part of a potential Phase II to the project, the Clerk would expect to have payment milestones for Module X begin with the phase kickoff for Phase II.

   ii. *Proposer shall fully describe their proposed milestone-based payment schedule for software licensing as part of their Price Proposal.*

b. **Implementation Services Cost:** Implementation service costs typically include all costs related to implementation, configuration, data conversion, customization, and training.

   i. The Clerk prefers that implementation service costs be proposed as "not-to-exceed" amounts and that the Clerk will be charged for Services as incurred up to the not-to-exceed amounts. Establishment of a not-to-exceed amount does not obligate the Clerk to expend the full amount.

   ii. The Clerk prefers that services be invoiced on a deliverable, phased, or milestone basis, and not on a pre-paid basis.

   iii. The Clerk prefers that twenty percent (20%) of each invoice for the implementation service costs will be retained (as a "holdback") until successful completion, and the Clerk's written acceptance, of the Project.

c. **Annual Maintenance Cost:** The Clerk's expectation is that it will not pay maintenance fees on functional areas being implemented until formal Clerk acceptance has been provided to approve live processing for the associated Project phase. *For example, the annual maintenance fees associated with Payroll will be paid upon Clerk acceptance of the Project phase associated with the Payroll module.*

d. **Ongoing Software Subscription Cost (If SaaS Deployment):** Ongoing software subscription costs include the annual payments for access to the software, hosting costs, backup costs, and potentially disaster recovery provisions. The Clerk expects that subscription costs for software modules will not be payable until the associated project phase for that module begins. For example, if Payroll were a part of a potential Phase II to the project, the Clerk would expect to have payment for the Payroll module begin with the phase kickoff for Phase II. The Clerk expects to pre-negotiate any rates of increase in these costs in the first 10 years.

Proposer to submit a brief statement of agreement with the payment and retainage terms identified herein for each Cost Worksheet submitted. If a Proposer does not agree with all items, a description should be provided for those items for which an exception is taken.

Proposer confirms that the RFP proposal is submitted in compliance with the payment and retainage terms provided above in Part III, Payment and Retainage Terms.

Brief Statement:

OR

Proposer takes exceptions to the payment and retainage terms provided in Part III Payment and Retainage Terms as itemized below.

Description of each exception and proposed alternative:

IV. NARRATIVE DESCRIPTION OF PRICE PROPOSAL

Proposers are encouraged to include a narrative description of the proposed costs, including, at a minimum the following;

a. Tab 3 of Attachment A poses questions related to any requirements for separate instances of the software possibly being required to support the varying business needs of the Clerk and the BOCC. Please detail any cost considerations related to the proposed approach.

   Detailed Statement:

b. It is noted that Attachment A, Tab 3, Section 1, presents information surrounding the extent to which the need for configuring varying workflows, permissions, and other configuration decisions may impact a vendors ability to treat this process as a single-track implementation or parallel implementation processes for the Clerk and BOCC. To the extent separate instances of the software and services would be required to addres the needs of the organization, vendors are instructed to complete two (2) separate versions of the Cost Worksheets – with one version clearly labeled for the BOCC and one for the Clerk.

   Detailed Statement:

c. Any optional services/offerings for professional services

   Brief Statement:

d. Any discounts that have been offered

   Brief Statement:

e. Any projected or anticipated cost savings or cost avoidance considerations related to the proposed software and services (savings in Clerk and County staff time, savings in ongoing hardware acquisition/maintenance costs, etc.)

   Statement:

f. A description of any future upgrade costs, including upgrades to hardware, software, and related professional services costs (such as training, configuration, and other anticipated services costs related to upgrades in the future)

   Statement:

g. A description of the estimated travel costs, including the number of trips, average duration of trips and number of staff included per trip, average cost per trip, and whether seasonlity in pricing has been considered in the travel estimate.

   Statement:

h. Other topics or statements related to the price proposal that the Proposer feels will help the Clerk better understand the pricing structure or key differentiators for the proposed products and services.

   Statement: