Technical Proposal for:

The City of Superior

Software and Implementation Services for Enterprise Resource Planning Software Systems Environment

April 10, 2025

Contents

Tab 1 – Company Introduction and Relevant Experience

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I. TRANSMITTAL CERTIFICATION

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

1. The laws of the State of Wisconsin and is licensed or qualified to conduct business in the State of Wisconsin
2. All applicable local, state, and federal laws, codes, and regulations
3. A condition that the Proposal submitted was independently arrived at, without collusion
4. 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

If the Proposer fails to comply with the provisions stated in this paragraph, the City of Superior (City), reserves the right to reject the Proposal, terminate the contract, or consider the Proposer in default.

Table 1-01: Transmittal Certification and Primary Contact Information

Field	Response
Name of the Proposer Representative	Brian Schell
Title	President & CEO
Name of Company	iteria.us
Address	1712 Pioneer Ave, Suite 1983 Cheyenne, WY 82001
Telephone Number	630-240-4072
Email Address	brian.schell@iteria.us
Signature of Authorized Officer of the Firm	B Schell
A signature provides the City with the Proposer'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 Proposer, such as the owner, partner, or in the case of a corporation, the President, Vice President, Secretary, or other corporate officer(s) that address the following:

a. A statement naming the Proposer (legal name and if corporation, whether corporation has corporate seal) and stating the type of entity for the Proposer and any joint Proposer or subcontractor (e.g., corporation, limited liability company, partnership, sole proprietor, etc.); a statement identifying, in summary, the name of the proposed software solution and any third-party partners included as part of the proposal; a statement of acknowledging that all addenda to this Request for Proposal have been reviewed by the Proposer; and a statement disclosing whether or not the proposal contains confidential information, trade secrets or other proprietary data the Proposer does not want to be subject to public inspection.

iteria – US (iteria) is pleased to present our formal response to the City of Superior Request for Proposals for Software and Implementation Services for an ERP Software Systems Environment.

Solicitation Number: RFP-25-11-FIN-0-2025/JD
Solicitation Title: Request for Proposals for Software and Implementation Services for an Enterprise Resource Planning (ERP) Software Systems Environment

iteria.us, a Certified Oracle Partner, was founded in 2015 as a S Corporation and is registered at the following location / state:

1712 Pioneer Ave, Suite 1983
Cheyenne, WY 82001

iteria provides services only on the Oracle Corporation Suite of Applications providing implementation services, managed services / support, and custom development. iteria's founders have been working in the Oracle circle for over 30 years and we pride ourselves that we focus only on Oracle technologies, offering our clients superior knowledge and skills to get the most out of your Oracle Suite of Applications.

After having served as Executive roles for a few other consulting firms, iteria's founders started iteria to bring consulting back to its basics. Firms were too focused on the bottom line and not concerned with the customers' needs; iteria brings consulting back to the basics.

We strive to implement solutions that work for the client's needs while preserving the integrity of Oracle Applications, so upgrades do not need to be re-worked. We specialize in integrations and build solutions that meet the customer's needs and not those that are the "easy route" or simple approach.

The Oracle applications are extremely flexible, providing multiple ways in which a solution can be achieved. iteria specializes in dissecting those solutions and examines the impacts both upstream and downstream to achieve the desired results. This ultimately delivers a quality solution to our clients and allows them to maximize the benefits of the Oracle Suite of Applications.

iteria is proposing a complete solution consisting of both software and implementation of the Oracle Corporation Fusion Cloud Suite of Applications. Our experience in the applications and technology of the Oracle Suite of products coupled with our consultants who specialize in the services presented in this proposal, ensure the City of Superior has a business partner that offers the appropriate solutions and services to make sure the user experience and issues are addressed professionally and in a timely manner.

Iteria has received and acknowledges the following Addendums as part of the RFP issued by the City:

Addendum 1
Addendum 2

As part of our overall response, iteria is partnering with the following firms:

Oracle Corporation – Developers of Proposed Software
Mythics LLC. – Reseller of the Oracle Software Licensing

We understand that this process is of great importance, so we thank you for the opportunity you have given us and are confident that this relationship will be to the benefit of both organizations.

We look forward to working with the City of Superior during your RFP Selection Process.

Sincerely,

B Schell

Brian Schell
President & CEO

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.

As previously mentioned, iteria was founded in 2015 after its founders, having spent over 30 years working with the Oracle Suite of Applications, saw the need to bring consulting back to basics. iteria prides itself on bringing solutions to its clients that are unique to the situation and not based on a cookie cutter approach or the bottom line. We strive to deliver the best solutions for the case at hand and bring our years of experience to each implementation.

We have a 100% success track record, and we have succeeded where others have failed. We have no desire to be the biggest firm, but we strive to be the best.

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:	iteria.us
(*Copy form and Complete if applicable for each)* **Name of Partner/Third-Party Firm:**	Iteria.us
Total number of employees	125
Type and number of employees committed to the product and support being proposed	125
Office locations (City and State)	Cheyenne, WY Bangalore India Hyderabad India Satellite offices in Wisconsin, Illinois, Texas
Total number of active clients	Private: 10 Government: 3
Total number of active Private Sector ERP clients	10

Metric	Response
Total number of active Government Sector ERP clients	3
Total years offering proposed software systems	10
Total number of Wisconsin Government clients with breakout by Municipality, County, Other that are using the proposed system	Municipality: 0 County: 1 Other: 0
Total number of completed implementations of the proposed product and version	7
Total number of active government clients using the proposed product version	Oracle Corporation has 100's of government clients using its suite of Fusion applications. iteria currently has 3 active government clients it is supporting who are using the suite of Oracle products.
Largest and smallest active government installation	Largest: iteria's most recent active government client is Fond du Lac County in Fond du Lac, WI with an annual budget of approximately 150M and an employee count of roughly 1,000 employees Smallest: iteria's smallest active government install is IBVI with an annual budget of roughly 70M and an employee count of approximately 150 employees.

Metric	Response
Name of Proposer:	iteria.us
(*Copy form and Complete if applicable for each)* **Name of Partner/Third-Party Firm:**	Can/Am Technologies, Inc.
Total number of employees	38
Type and number of employees committed to the product and support being proposed	Product Development: 7 Implementations: 14 Client Support / Operations: 9 Management and Sales: 4 Finance / Admin: 4
Office locations (City and State)	Lakewood, CO Edmonton, Alberta Troutdale, OR Raleigh, NC
Total number of active clients	Private: Government: 77
Total number of active Private Sector ERP clients	0
Total number of active Government Sector ERP clients	77
Total years offering proposed software systems	19 years
Total number of Wisconsin Government clients with breakout by Municipality, County, Other that are using the proposed system	Municipality: 0 County: 2 Other: 1 (CCITC)
Total number of completed implementations of the proposed product and version	47
Total number of active government clients using the proposed product version	47
Largest and smallest active government installation	Largest: Santa Clara County: 1.9M population Smallest: City of San Luis Obispo, CA: 48,439 population

IV. RELEVANT EXPERIENCE

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

As a company, iteria has been doing Oracle, and only Oracle implementations for 10 years. The founders of iteria have been doing Oracle Public Sector Implementations since 1994.

iteria has recently completed the Oracle Fusion Implementation, full suite of products ERP and HCM, for Fond du Lac County in Fond du Lac, WI. This implementation spanned the full suite of products and integrated with its carriers, third party systems and WRS reporting requirements. In addition, we implemented the Oracle EAM (Enterprise Asset Management) sytem for Fond du Lac's Highway Department for vehicle fleet maintenance and work order needs.

ii. Please describe any relevant experience working with similarly situated municipalities, including any unique factors that arise during the implementation process.

iteria's founders and senior team has been involved in Public Sector for over 30 years. We understand how government works and know fund accounting, GASB regulations, and have experience working with the Wisconsin Retirement System (WRS) and the payroll and reporting requirements associated with that. Most recently with Fond du Lac County.

Working on government projects brings its own unique aspect to projects. Tracking and managing multiple funding sources, such as the General Fund and Enterprise Funds and the reporting Financial Reporting requirements that come along with that. Additionally, we have in-depth experience configuring systems for tracking costs in detail for Grant Reporting and State billing.

iii. Identify two recent project implementations that are most comparable to the City'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.

References	☒ **Primary Firm**
Name of product:	**Oracle Fusion Suite of Applications**
Name of client:	**Fond du Lac County**

Client's employee count:	1050	Client's annual operating budget:	110M

Project Scope ***(check boxes for which implementation was conducted)***

Financials

☒	General Ledger	☒	Project / Grant Accounting	☒	Budgeting
☒	Purchasing	☒	Accounts Payable	☐	Solicitation Management
☒	Contract Management	☒	Asset Management	☒	Inventory
☒	Work Orders	☒	Accounts Receivable	☒	Point of Sale
☒	Treasury				

Human Capital Management

☒	Human Resources	☒	Recruitment	☒	Benefits Management
☒	Scheduling (Basic)	☒	Scheduling (Advanced)	☒	Time Entry
☒	Leave Management	☒	Payroll	☒	Employee Reimbursement

Deployment

☐	On-Premise	☒	Hosted Service	☒	Managed Service	☒	SaaS

Implementation duration:	9 months	Date of Go-Live:	12/22/24
Current version of software:	24D	Upgrade date:	February 2025

Describe Roll on Project:

iteria served as the prime on the project. There were many challenges in front of us requiring us to re-baseline the project and re-work the solutions. As part of our role, iteria needed to step in and re-evaluate some third-party solutions, provide additional client-side Project Management, and add technology applications to provide a more robust solution.

Project Challenges:

The County faced the challenge of having to re-work previous solutions and designs. The project was re-baselined and re-implemented and condensed in a very tight timeframe. This included re-designing the Chart of Accounts as well properly baselining system capabilities, requirements, and overall solution design.

Major Accomplishments:

iteria was able to work within a very limited time frame and budget to completely re-work the implementation and redevelop the entire footprint to develop a robust solution that automates many of the County's processes and successfully implemented the project on budget and on-time.

References	☒ Primary Firm
Name of product:	**Oracle Fusion Suite of Applications**
Name of client:	**Industries for the Blind and Visually Impaired (IBVI)**

<table>
<tr><td colspan="2">Client’s employee count:</td><td colspan="2">200 Employees</td><td colspan="2">Client’s annual operating budget:</td><td colspan="2">70M</td></tr>
<tr><td colspan="8">Project Scope (check boxes for which implementation was conducted)</td></tr>
<tr><td colspan="8">Financials</td></tr>
<tr><td>☒</td><td>General Ledger</td><td>☒</td><td colspan="2">Project / Grant Accounting</td><td>☒</td><td colspan="2">Budgeting</td></tr>
<tr><td>☒</td><td>Purchasing</td><td>☒</td><td colspan="2">Accounts Payable</td><td>☐</td><td colspan="2">Solicitation Management</td></tr>
<tr><td>☒</td><td>Contract Management</td><td>☒</td><td colspan="2">Asset Management</td><td>☒</td><td colspan="2">Inventory</td></tr>
<tr><td>☐</td><td>Work Orders</td><td>☒</td><td colspan="2">Accounts Receivable</td><td>☒</td><td colspan="2">Point of Sale</td></tr>
<tr><td>☒</td><td>Treasury</td><td></td><td colspan="2"></td><td></td><td colspan="2"></td></tr>
<tr><td colspan="8">Human Capital Management</td></tr>
<tr><td>☒</td><td>Human Resources</td><td>☒</td><td colspan="2">Recruitment</td><td>☒</td><td colspan="2">Benefits Management</td></tr>
<tr><td>☒</td><td>Scheduling (Basic)</td><td>☐</td><td colspan="2">Scheduling (Advanced)</td><td>☒</td><td colspan="2">Time Entry</td></tr>
<tr><td>☐</td><td>Leave Management</td><td>☐</td><td colspan="2">Payroll</td><td>☒</td><td colspan="2">Employee Reimbursement</td></tr>
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<tr><td>☐</td><td>On-Premise</td><td>☒</td><td>Hosted Service</td><td>☒</td><td>Managed Service</td><td>☒</td><td>SaaS</td></tr>
<tr><td colspan="3">Implementation duration:</td><td colspan="2">13 months</td><td>Date of Go-Live:</td><td colspan="2">10/2018</td></tr>
<tr><td colspan="3">Current version of software:</td><td colspan="2">24D</td><td>Upgrade date:</td><td colspan="2">February 2025</td></tr>
<tr><td colspan="8">Describe Roll on Project:</td></tr>
<tr><td colspan="8">iteria provided full implementation services as well as managed services.</td></tr>
<tr><td colspan="8">Project Challenges:</td></tr>
<tr><td colspan="8">Extended the applications to empower its blind and visually impaired staff.</td></tr>
<tr><td colspan="8">Major Accomplishments:</td></tr>
<tr><td colspan="8">Where most projects have an objective to streamline operations and reduce overall costs and headcounts, the IBVI project had the goal of increasing headcount and empowering blind and visually impaired employees. IBVI, a not-for-profit government funded agency, mission is to employ and empower the visually impaired. Prior to the implementation of the Oracle Fusion Suite of Applications, IBVI’s visually impaired staff had limited roles in manufacturing. As a result of the implementation and utilizing the accessibility features embedded within the Oracle Application, new opportunities were presented to IBVI’s staff. Their entire Customer Service Department is made up of blind or visually impaired staff who were trained to provide support to its customers to answer customer service calls and inquire on orders or enter new orders into the Oracle Order Management module.</td></tr>
</table>

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

No two projects are ever the same. Are there similarities, sure. Does iteria look to streamline your operations and promote best business practices, yes. But we also look at your processes and identify what works and what is mandatory to your organization so we can preserve that. iteria differentiates itself from others by focusing on integration points. We look at the solution options, looking upstream and downstream to identify how the data will flow to the other various components of the application.

Our resources are trained and certified in multiple modules, typically three modules up and three modules down. What this means, our resources know how the data flows through the applications and what the impacts of the decisions will mean to the organization. This provides a better finished product for the organization and provides you with better information so decisions can be made in a timely manner. With this approach, decisions can be made quicker and do not require "teams" of resources to review the process(es). Or avoids what typically happens, later in the project, you realize the solution will not work because the consultant did not know the impact until it was too late.

Our methodology and cross training eliminate this occurrence, so you are not changing your solution late in the project, which ultimately causes delays and increases the overall project costs.

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?	Yes, iteria is the prime vendor on this project, and the firm is performing the implementation.
Has or will any portion of the proposed work be completed by subcontractors or contract employees?	iteria typically does not use subcontractors for its projects. In a rare occasion, we may use 1 or 2 individual subcontractor resources due to schedule conflicts or short-term staffing needs.

Question	Response
	Can/Am provides the cashiering solution for the Oracle Financial system.
This below portion of the table is to be copied and filled out for each proposed subcontractor.	
Name of subcontractor and address	Can/Am Technologies, Inc. 1819 Denver West Dr., Suite 225 Lakewood, CO 80401
Summary of Service and estimated percentage of Work the subcontractor will be providing.	Can/Am Technologies provides all implementation services from our Colorado and Edmonton offices for Teller Cashiering and is not proposing to utilize additional subcontractors for this work.
Reasons for subcontracting	Can/Am provides the cashiering solution for the Oracle Financial system.
Experience	Can/Am Technologies has delivered successful Teller implementation projects for clients across North America. Our implementation team has expertise in delighting Government clients ranging in population from 48,000 to 1.9 million through successful Teller implementations projects. Focused exclusively on the Public Sector, Can/Am is in contract negotiations with several other local government clients.
Detailed subcontractor responsibilities	Teller delivers browser-based cashiering, giving a modern and intuitive Web-based user experience for POS transactions. Teller unifies receipt printing, barcode scanning, credit processing, check capture and cash drawer automation with Accounts Receivable and other integrated client business systems. Teller's clean and optimized Payment user interface enables efficient data capture, automatically calculating change, amounts due, and tax.

Question	Response
	Full implementation services are provided for Teller, including: ○ On-site Project kickoff ○ On-site analysis of current Client processes required for the configuration of the Teller system ○ Documentation of the Teller Configuration Plan ○ Documentation of interface specifications ○ Teller tenant set up for Production and all Test environments ○ Teller Configuration ○ Credit Processing Configuration ○ Image Cash Letter Configuration for Client bank ○ Quality Assurance of all configuration and development ○ System Integration Testing ○ Training preparation and on-site delivery of train-the-trainer training ○ User Acceptance Testing support ○ On-site support for Go-Live Support transition services
Previous history of projects using the named subcontractor	Can/Am has many joint clients with Oracle, including the Cities of Miami, Scottsdale, Greeley, Sunnyvale, Johnson City, San Luis Obispo, Stamford, Redding, Springfield, and Marion County.
Any additional relevant information	

The City 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 City for all Services contracted by the Proposer and the subcontractor under this RFP.

The City 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 City.

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.

iii. Table 1-04: Certification of Subcontractors/Partners

Entity	Company Name	Representative Name	Title	Telephone Number	Email Address
Prime / Proposer	iteria.us	Brian Schell	President, CEO	630-240-4072	brian.schell@iteria.us
Partner/Third-par software provider	Oracle Corporati	Craig Loechler	Local Governme Cloud Applications	507-272-9460	craig.loechler@oracle.com
Partner/Third-par software provider	Can/Am Technologies, Inc	Jim Blair	Director of Sale	(919) 346-4090	jim.blair@canamtechnologies.com

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

B Schell

X________________________________

VI. ACKNOWLEDGEMENT OF ADDENDUMS:

Addenda: The City will post an Addendum to the City's procurement website. Proposer shall acknowledge the Addendum by signing and including it within this Tab 1 of the Technical Proposal.

ADDENDUM NO.	DATE ISSUED
1	3/25/2025
2	3/27/205

Addendum No. 1 – March 25, 2025

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

UPDATED Due Date and Time: Tuesday, April 15, 2025 by 2:00 pm CT

A Pre-Proposal Vendor Teleconference was held on March 6, 2025 at 11:00 a.m. (CT). The Pre- Proposal Teleconference was facilitated by the City and the City's consulting partner, BerryDunn. The Pre-Proposal Vendor Conference was held via teleconference.

Attendance at the Pre-Proposal Vendor Teleconference was **not** mandatory. The following vendors identified themselves as being in attendance via phone:

Company	Representative
Andrews Technology	Jamie Blundell
BS&A	Max Bisschop
ClearGov	Tyler Bridges
Crowe	Glendon Haney
Gravity	Megan Gonyo
Oracle NetSuite	Matt Sorrell
PDS	Darrell Vandergrifft
ProLim	Ashif Bagalkoti
ProLim	Aditya Kulkarni
Righit Solutions	Madhu Navale
Righit Solutions	Jainy Varghese
Strada	Matt Friedman

Strada	Peg Daneau
TCP Software	Dana Nance
Tyler Technologies	Alban Michaud
UKG	Danny Spencer
Univerus	Tom Glassco

Please find below questions received prior to and during the March 6, 2025, Pre-Proposal Teleconference, and responses from the City.

1. Would the City consider accepting email submissions of the proposal and waiving the requirement for a mailed hard copy/USB to support environmental sustainability?

    City Response: No.

2. Has a budget range been identified for the current project - Implementation cost, Annual cost, and number of years? If so, is it possible to share?

    City Response: Refer to Section 2.9 of the RFP Specifications document.

3. How many administrative roles will be required for both Financial and HR departments?

    City Response: Approximately 5 individuals.

4. The City is currently using Time Clock Plus, does the City wish to interface with Time Clock Plus or replace it?

    City Response: The City is open to review what is available in the marketplace and proposing vendors' best practices.

5. Will scheduling for the City's Fire and Police remain in place? Do they use Time Clock Plus?

    City Response: No, the Fire and Police Departments do not use Time Clock Plus. The City is only open to reviewing what is available in the marketplace for the general government staff for time and attendance.

6. How many City employees does the City anticipate using time and attendance?

    City Response: Approximately 300.

7. Does the proposal have to include all the functional areas?

    City Response: Refer to Section 2.2 of the RFP Specifications document.

8. Demo Logistics – Our Sales team has a mandatory all-hands business meeting from June 9-11, 2025, and if we are down-selected for a demo, we would not be available during those dates. Would it be possible to schedule the demo the following week instead? Also, could you confirm whether the demo will be virtual or on-site?

City Response: The City may be able to accommodate demonstration dates and will make a determination at the time of shortlist if the demonstrations will be held onsite or virtually. The City reserves the right to determine when the demonstration dates will be at the time of shortlisting.

9. Employee Count Breakdown – Could you provide a breakdown of the City's employee counts, including Full-time employees, Part-time employees, and Seasonal/temporary employees.

City response:

Full-time
employees:
300 Part-time
employees:8

Seasonal/temporary employees: 56

10. Contract Term – How long does the City anticipate the contract term to be with the selected vendor? Do you have a preferred contract duration in mind?

City Response: The City reserves the right to determine contract term length during the contract negotiations process.

11. Given the many detailed requirements necessary for this response, will the city consider a 2-week extension to enable the best responses from vendors?

City Response: The City will grant a one (1) week extension to the due date. The proposal submission due date is now Tuesday, April 15, 2025 by 2:00 pm CT.

12. Can the agency extend the response deadline.

City Response: See response to question #11.

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

B Schell
____
SIGNATURE

_iteria.us_______________________________ _04/10/2025________________
COMPANY DATE

Addendum No. 2 – March 27, 2025

Request for Proposals for Software and Implementation Services for a Enterprise Resource Planning Software Systems Environment

Updated Due Date and Time: Tuesday, April 15, 2025 by 2:00 pm CT

1. How many total employees need to be tracked on the system (full time, part time, and seasonal combined)? (please consider the City's busiest month of the year when answering) does the 350 number provided in the RFP include all part time and seasonal?

   City Response: Full-time employees: 300
   Part-time employees:8
   Seasonal/temporary employees: 56

2. How many supervisors, managers, administrators will need access to the system to make approvals, edits or run reports?

   City Response: Approximately 5 individuals.

3. How many time clocks should we include in our proposal?

   City Response: 1

4. Is it desired for the time clocks to be Biometric Finger, Biometric Facial Recognition, or HID proximity (Card Swipe)?

   City Response: The City is open to reviewing what is available in the marketplace.

5. If proximity is preferred will the new Vendor provide the HID cards? or will we be asked to work with the City's existing HID cards?

   City Response: The City is open to reviewing what is available in the marketplace

6. Will Advanced scheduling be included in this scope of work? (Advanced scheduling is defined as employees who need to do Shift swaps, vacation bidding, or having scheduling rules in the system which automatically assign the correct employees to open shifts)

   City Response: No.

7. If Advanced scheduling is needed. how many employees will need to be licensed for it?

   City Response: N/A

8. Is FMLA Case Management required? Defined as the new time & attendance system automating the process of requesting FMLA leave, allowing employees to fill out required forms directly in the new Time & Attendance system, and tracking the open case, automatically alerting employees/managers when an employee is due back or running out of FMLA time?

   City Response: Refer to Attachment B, Tab 12. Time Entry, TE.29, TE.104, and TE.141.

9. Is it desired for employees to punch in/out from a computer or smart phone?

   City Response: The City is open to both.

10. Will any employees be allowed to either fill out their timesheets online, or have their timesheets auto populate based on their schedules? (these groups of employees would not punch in/out)

    City Response: Yes.

11. Is it desired for employees to request time off electronically at a computer or smart phone?

    City Response: Yes.

12. Do employees need to be able to view timesheets, view schedules, or request time off from the time clock? or will the ability to do these functions at a computer /smartphone suffice?

    City Response: The City is open to reviewing what is available in the marketplace.

13. Is there a need to support multiple languages at the time clock?

    City Response: Yes.

14. Do employees need to be restricted (locked out) from punching too early before their scheduled start time at the time clock? or restricted from punching too late after their

scheduled end time at the time clock? Example: employees can only punch in up to X number of minutes before their scheduled start time, anything earlier then that means the employee is locked out at the time clock and would require a manager override.

City Response: The City is open to reviewing what is available in the marketplace.

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

B Schell
____

SIGNATURE

_iteria.us _______________________________ __**04/10/25**________________________

COMPANY DATE

Tab 2 – Software Solution, Data Conversion, Architecture, Security, and Hosting

Tab 2 – Software Solution, Data Conversion, Architecture, Security, and Hosting

I. SUMMARY DESCRIPTION OF EACH FUNCTIONAL AREA

Proposer to provide a summary description of the capabilities for **each functional area** contained in the RFP, in narrative format **(minimum two well-developed paragraphs per functional area)**. The purpose of this summary is so that the City 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.

The Oracle software provides the most modern, complete, and secure platform and applications in the marketplace today, engineered to work together and address the goals of the City of Superior. For over 40 years, and through three distinct eras of computing, Oracle has been a worldwide leader in technology and applications. It is by this unparalleled experience and the breadth and depth of our solutions that Oracle's Cloud Solutions are unmatched in our industry. Throughout this response, we will differentiate Oracle broadly, but for now we will focus on three primary distinctions:

- Complete – Oracle builds and engineers hardware, database, middleware, business intelligence and world-class applications into a single unified integrated platform. Importantly, each one of these capabilities can stand alone as a market leader. When combined, they uniquely provide the fully comprehensive, seamless cloud platform needed to achieve the City's vision.
- Modern – The functionality and the technical underpinnings that support Oracle's consumer-grade user experience are built and engineered from the ground up for the modern age of information science with strict consideration for accessibility standards, while incorporating emerging technologies such as AI and machine learning sooner and more effectively than anyone else.
- Secure – Oracle's tenure as a technology leader is characterized by participation in countless security-related boards across multiple industries, helping firmly establish many of the standards that govern global security today. Noting the complete nature of our solutions stated above, Oracle manages security standards within each element of the proposed platform. We provide redundant layers of security enveloping all aspects of the functional and technological enterprise.

Over the past several years, Oracle's Cloud solutions have emerged as the leading Finance, Budgeting and HCM Cloud solutions for businesses and public sector agencies alike. Oracle is proud of the recognition and market leading position that industry analysts have assigned to those products. Oracle is recognized as a leader in numerous industry analyst vendor evaluations. Many of them can be found on the Oracle Industry Analyst Report page at https://www.oracle.com/corporate/analyst-reports.html.

In summary, no other cloud application can match the breadth and depth of Oracle's experience and platform, and no other solution can approach the array of modern innovation, complete functional depth, and industry-leading security Oracle delivers.

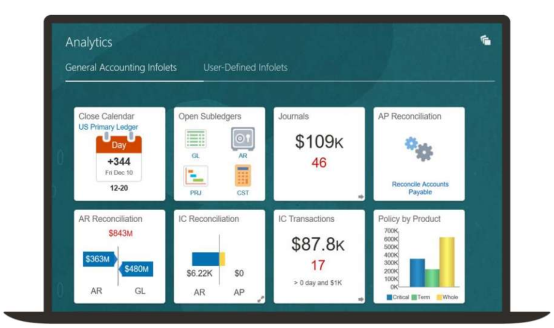
ERP Overview

General Ledger - Key Benefits

- Simultaneous accounting of multiple reporting requirements for GASB compliance
- Innovative multi-dimensional reporting platform
- Collaborative close process
- Role-based dashboards that push issues and work to users
- Infolets and infotiles that present key information at a glance

Oracle **Cloud General Ledger** facilitates organizational efforts to standardize and improve business processes based on best practices. Oracle Cloud natively supports both full and modified accrual accounting, limiting customization of the system, using the Subledger Accounting engine. **Subledger Accounting** uses a set of rules applied to subledger transactions to determine the posting accounts and present the entries appropriately, reducing instances of duplicate data (one source of truth). Accounting entries are created in the subledger and transferred to the General Ledger.

Oracle Cloud's flexible chart of accounts functionality will allow the City to easily accommodate their desired chart of account code structure and permit for growth or change over the lifetime of the structure. Oracle Cloud supports the use of one or more chart of accounts as well as supports unlimited hierarchies (or trees) and hierarchy versions within a given segment of the chart of accounts. The chart of accounts includes the ability to define default combinations and rules which are incorporated throughout the application and feature built-in validation rules, conditional logic, etc. mitigating data entry errors and providing users assurance that only valid values and valid combinations are used.



Reconciliation Infolets

Oracle Cloud offers a robust reporting suite that provides multiple reporting options including the ability to generate an ACFR (Annual Comprehensive Financial Report). The Oracle Cloud general ledger posting process updates balances in real time. The posting process stores balances in both balance cubes for efficient multidimensional analysis and relational tables for transaction processing. The financial reporting functionality enables:

- Improved reporting through user driven reporting capabilities
- The ability to generate ad hoc reporting, dashboard analytics and predictive analytics capabilities for all functional modules
- Drill down from any level to detail balances, journal lines, and subledger transactions

Cash Management - Key Benefits

- Role-specific dashboards to highlight transaction flags and instantly monitor exceptions
- Interface with banks to automatically process transactions records and any additional fees to align balances
- Streamlined and automated bank reconciliation process
- Cash Forecasting
- Real-time review bank positions

Accounts Payable - Key Benefits

- Superior supplier invoices management: use rule-drive routing to automate invoice processing and spreadsheets to speed up manual entry
- Resolve disputes and holds via role-based dashboards
- Role-specific alerts and dashboards
- Integrated image processing for supplier invoices
- Improve the timeliness and accuracy of invoices and payments.

The Payables module of the Oracle Financials Cloud is an integral component of the procure-to-pay process. It includes a host of services to help our customers to efficiently process and pay supplier invoices, such as a supplier portal, supplier invoicing, approvals, payments, reporting on payables balances and reconciliation to the general ledger. The solution eliminates the need for costly third-party solutions that require custom integration by providing extensive functionality to manage electronic invoices as well as a seamless, ready to-use Intelligent Document Recognition (IDR) imaging solution to support a completely automated invoice processing. Our customers will be able to undertake a large quantity of daily financial tasks efficiently and in a smooth manner. All this is partly supported by machine learning.

Oracle Cloud provides configurable predefined workflows for invoice approval and holds resolution for invoices with exceptions. Based on the rules defined, the system determines whether approval is required and routes the invoice to the appropriate approver, preventing the payment until the invoice is approved. Users will be able to specify for each supplier site several controls based on which the system will automatically place on hold unmatched invoices and invoices that exceed the matching tolerances allowed. Invoices on hold cannot be paid until the hold is released.

Fixed Assets - Key Benefits

- Support of asset lifecycle
- Automation of asset creation through procure-to-pay and projects
- Comply with GASB87

- Streamline asset lifecycle operations and manage transactions and period close activities
- Automatically comply with organization capital asset acquisition policies

Oracle Assets is effectively designed to automate asset lifecycle management and simplify asset accounting tasks for asset purchase, depreciation, revaluation, transfer, and retirement. The City will find they are able to reduce manual work and facilitation fixed assets accounting tasks that help gain more visibility into the organization's assets.

The City can establish rules to simultaneously create transactions to post to multiple ledgers using different bases of accounting. This feature allows the City to expense fixed assets for traditional fund accounting and capitalize and depreciate these fixed assets as required by GASB34. Leases are supported for GASB87 compliance.

Expenses - Key Benefits

- Quick expense entry using mobile apps, GetThere integration or offline spreadsheets
- Support for per diem requirements
- Pre-travel authorizations and Cash Advances
- Greater accuracy and compliance with corporate card integration
- Define Polices in Compliance with organization policies and regulations & audit management, institute spend controls

The Oracle Expense Assistant is a skill that lets you create and manage your expenses using a conversational experience. It uses conversational channels such as native SMS, Slack, or Microsoft Teams on your mobile device to guide you through common expense tasks. As you interact with the assistant, it directly communicates with the Oracle Expenses web application to perform the tasks. Here are the different expense tasks that you can perform using the Expense Assistant:

- Creating an expense and submitting it for manager approval
- Modifying an expense
- Checking the status of expense reports

Accounts Receivable - Key Benefits

- Work areas for performing day-to-day operations
- Send customers invoicing documents or consolidated statements via preferred format and delivery method
- Automatically match receipts to invoices using configurable rules or scoring engine
- Mass upload of multiple transactions using spreadsheets

The City will be able to set business rules to manage the creation of invoices and debit/credit memos based on defined transactions, use real-time insight to rapidly resolve billing issues, apply payments to invoices automatically based on configured criteria or receive suggestions from a matching algorithm. Oracle Cloud provides an easy platform to securely mobilize the customer billing, payment recording and receipt remittance. Leverage Oracle modern best practice to bill.

Project Accounting - Key Benefits

- Improve planning, budgeting, forecasting, and reporting of project costs and revenue with comprehensive financial controls
- Gain visibility and control over project resources and costs

- Reduce manual work by easily capturing costs from multiple functions including time and labor, procurement, and financials
- Prevent or approve excessive spending using comprehensive budgetary controls
- Simplify the management of complex contracts and reduce administrative overhead through flexible associations between projects and contracts
- Projects suite contains functionality for: Project Control, budgeting, costing, capital projects, contract billing, contract compliance, project revenue, and time capture

Grants Management - Key Benefits

- Create and manage awards from funding to closeout with pre-populated templates
- Reduce manual work by easily capturing costs from multiple functions including time and labor, procurement, and financials
- Get a better understanding of available funds and reduce budget issues by calculating indirect costs and applying them to transactions
- Easily invoice sponsors or draw down letters of credit with flexible format options
- Recognize revenue from projects/grants faster using analysis of revenue trends and contract limits.

Award Management

Grants Management allows you to have complete visibility into all aspects of your awards. Quickly visualize the current spending status and drill into funding, budget, commitment, and expenditure details, as well as all related conversations and documents; all from any device, anywhere.

Awards can be quickly created from predefined templates or imported from Pre-Award tools using standard web services and open interfaces. Awards are defined in conjunction with the grant contract, allowing for all types of sponsor-specific information to be captured. This might include terms, conditions, rules for installments and the timing of claim submissions, restrictions on allowable costs and reimbursable amounts for the award and would contribute to the control of how the ongoing project is managed. e.g., when and how often claims are due to be submitted, the document format for the claim, whether the funding is disbursed by installment, whether funding can be carried forward if previously unspent, and the format, timing, advance notice & escalation rules for any financial or technical reports that need to be submitted.

Grants Billing

Review award and sponsored project-related activities, analytics, documents, and conversations to ensure completeness and compliance. Grants Management allows you to manage the complete post award process, from initial funding to close out. The solution provides an integrated platform for managing the financial aspects and collaborating on your awards and sponsored projects while complying with your sponsors and internal control, billing, and reporting requirements.

Procurement - Key Features

- Streamlined order processing and change management
- Consumer shopping experience for requisition creation
- Integrated budget control and funds management
- Integrated, online solicitation management
- Enterprise contract management

- Automated approvals by amount, business unit, account segment, item, category and location

Oracle Procurement supports the full procurement lifecycle from creating and managing suppliers to issuing sourcing events, creating requisitions and purchase orders, to the creation and execution of contracts. Oracle Procurement allows you to automate purchasing transactions, and provides the City's buyers insight into exceptions, statuses, and actions required. You can streamline routine tasks, such as creating purchase orders from approved requisitions without intervention, increasing productivity while enforcing compliance at every step. You can use electronic communications with your suppliers to improve the timeliness and accuracy of purchase orders (POs) and changes. This allows you to spend more time discovering and exploiting savings opportunities and delivering value to your organization.

Self Service Procurement

Oracle Self Service Procurement provides a user-friendly approach to managing requests for goods and services also known as requisitions. The application provides the best capabilities of consumer shopping web sites augmented with tools to control spend. Oracle delivers a friendly user experience that is like the best consumer web sites. The interface delivers friendly and familiar web features such as extensive search and filter capabilities, favorites, recent items, tagging, and embedded learning for infrequent users. With little or no training, employees can easily search, use shopping lists, browse categories, and find what they need quickly.

Oracle Purchasing

Oracle Purchasing supports a flexible, controllable, yet simple to use purchasing process. Creating purchase orders in Oracle is a very flexible task. Purchase orders can be created through the conversion of one or more requisitions, or they may be created on their own. Additionally, purchase orders can be created as an outcome of a sourcing negotiation or against a contract or they can be allocated to contract lines and cost centers when created by users. Oracle Purchasing provides workflow driven processes to maintain standards, ensure proper approval and keep full history. Oracle Purchasing Cloud is fully integrated with other modules, including Financials, Inventory, HCM, and Projects/Grants.

Procurement Contracts

Oracle Procurement Contracts offers integrated Contract Management that provides standardization and automation throughout the contract lifecycle. It uses a terms library that will store the City's standard contract language and templates. This library can be leveraged to quickly create draft contracts associated with sourcing events, blanket purchase agreements (BPAs), purchase orders, and standalone contracts. Attachments can be added and will be stored with the contract. Contract documents can be shared externally via the supplier portal. Electronic signature capabilities are available through a delivered integration with DocuSign. Workflow and renewal notifications are available.

Sourcing

Oracle Sourcing delivers the structure, tools, and information the City needs to maximize the value of sourcing events. Visibility into sourcing activities and key metrics help drive sourcing effectiveness. You can drill down into recent sourcing activities and keep informed of the latest actions. With the sourcing monitor, you can quickly see how a sourcing is progressing and act as needed.

Users can view supplier responses side-by-side with graphical tools to show the procurement managers which responses best meet their business needs. They can also export their award information for offline spreadsheet analysis. Once they finalize their award decision, users can submit their award for approval. Flexible award methods enable the organization to arrive at the best possible award based on their unique business requirements.

Supplier Portal

Oracle Procurement Cloud incorporates a Supplier Portal, enabling the organization to provide suppliers with a secure, self-service, fully integrated work area to engage with the organization. With Oracle Supplier Portal, your suppliers gain access to a secure, integrated work area that provides full visibility to transactions, offers closed loop collaboration, and enables electronic invoicing. Instead of struggling with disparate systems, faxes, emails, or voice messages, suppliers can access a secure work area that provides a complete summary of all transactions that require attention. With just a few clicks, suppliers get the current status of solicitations, agreements, purchase orders, advance shipment notifications, and invoices. By providing instant access to the most current information, you can enable them to better serve the City.

Human Capital Management Overview

HCM Base Cloud - Key Features

- Manage a diverse workforce using a single global person record
- Comprehensive position management and multi-tier working relationships
- Robust and extensible workflow, approvals, and delegation engine
- Built-in extensibility to accommodate specific business requirements

Oracle Cloud HCM is a complete suite for Employee Data and People Processes, designed to support the employee life cycle from hire to retire by providing the innovation, scalability, and security the organization needs today and in the future. It is built natively in Cloud, relying on a single underlying data, security, and workflow model which ensures that employee information stays current, accurate and safe across all people processes. The Oracle solution is comprehensive connecting every human resource process, and every person, to make work more human and organizations more agile.

Oracle HCM transforms the traditional administrative functions of HR departments—recruiting, training, payroll, compensation, and performance management—into opportunities to drive engagement, productivity, and business value. The industry's most complete cloud solution enables organizations to simplify managing people and build the best talent. Organizations can manage growth while adapting to needs through an HR foundation and gain actionable insights so they can execute the best talent management strategies. A simple, user-friendly experience and embedded role-based decision support transform the system from a transactional to an intelligence-driven application.

Each employee in the organization will have a single centralized location where all information about that employee is stored, including the following:

- **Personal Information** – Photo, name, address, phone numbers, contact

- **Professional Information** – Competencies, skills, willingness to relocate, work history, trainings/learnings, education
- **Compensation/Salary History** – Current and past compensation details
- **Job History** – Current and past job role details (transfers, promotions, terminations, rehires)
- **Documents of Record** – Paystubs, licenses, certifications
- **Performance History** – Goals, reviews, succession plan histories

Benefits Administration - Key Features

- Design benefit programs suited to the City's strategy and organizational culture
- Implement the City's benefits policy using Fast Formulas
- Re-useable sets of eligibility criteria
- Complete benefits enrollment processing
- Flex credits

The benefits the City offers tell employees and candidates about the type of organization the City is and the City's culture. With the configuration and flexibility, Oracle Benefits enables the City to evolve and adapt benefits to the unique needs of the City's workforce, and market conditions, to form an integral part of any compensation package and flexibility from one size fits all plans to highly tailored and targeted benefit packages that selectively target different segments of the workforce with different benefit packages.

In Oracle Benefits, participants can:

- Compare benefits and make selections based on eligibility rules
- View and accept configured terms and conditions
- Elect coverage for themselves and their dependents
- Select primary care physicians for applicable plans
- View and print a confirmation statement
- Complete additional certifications or designation action items

Workforce Compensation - Key Features

- **Compensation Plans** can quickly be created, modelled, and rolled out to meet changing business needs
- **Compensation Budgets** can be rolled up or down across the organization
- **Data modeling** and entry in a spreadsheet environment
- **Embedded analytics**
- **Total Compensation Statements**

Paying employees correctly is key to staff retention and performance. With Oracle Cloud HCM, the organization can manage and control individual salaries, bonuses, and incentives. Even complex collective agreements dictating seniority-based processing rules to higher salary grades or grade steps is supported, giving the City a complete tool set to meet the needs of different worker populations. Oracle Compensation includes a robust set of compensation components which can be used to define, model, and implement compensation practices for all the City's employees. These compensation elements include:

- Base Pay
- Salary Basis

* Grade Step Progression
* Individual and Workforce Compensation
* Total Compensation Statement

Payroll - **Key Features**

* **Rules-based** payroll solution
* **Payroll dashboard** for strategically managing payroll processes
* **Payroll cycle flows and checklists** with embedded analytics can include your specific steps
* **Complete control** over processing rules with Fast Formula
* **Automated** retroactive processing

Oracle has made payroll simpler and smarter by uniting Payroll, HCM, and Time and Labor (T&L) within a single platform. Oracle Payroll is a powerful and flexible application that will give payroll professionals more control over processes and data. For example, payroll professionals can access and audit data continuously throughout the payroll cycle instead of waiting until pay period close. In addition, Oracle Payroll offers self-service on any device where employees can view pay slips, update banking information, view year-end statements, and much more.

Oracle Payroll is fully integrated with Oracle Sub Ledger Accounting and Oracle Cash Management. This integration allows standardization, automates processes, and rationalizes systems to increase operational efficiency. Oracle Sub Ledger Accounting allows multiple accounting representations for a single business event, resolving conflicts between corporate and local fiscal accounting requirements. It retains the most granular level of details in the accounting model, with different summarization options in the General Ledger, allowing full auditability and reconciliation. This increases the transparency and enables full auditability of the transaction and accounting data.

Absence Management – Key Features

* Manage holiday schedules
* Define absence plans and entitlements to meet the City's policies
* Easily configure workers' eligibility for plans and entitlements
* Capture planned and unplanned absences
* Proactively monitor absence trends

Managing absence can be complex, with multiple plans, overlapping entitlements and variations. Absence management in Cloud HCM has been designed to improve the efficiency of absence tracking by providing end users with an engaging and simple experience when requesting leave and checking their vacation balance.

Time and Labor - Key Features

* Quick and Easy Time Entry and Submission
* Comprehensive & Configurable Timecard Capabilities
* Configurable Real-Time Rules Engine
* Flexible Time Entry Approvals

Oracle Time & Labor is a comprehensive, easy-to-use, rules-based time recording and management system designed to give the City maximum visibility and control over its most valuable asset: its people. It's a configurable and flexible module which helps the City accurately capture worked time, manage schedules, handle time-card approvals and administer various otherwise time-consuming tasks.

Oracle Time & Labor uses standard approval mechanisms for managing timecard approvals. The delivered approval styles of line and project manager can be used as is or extended to multi-level or more complex routing as required. A mass timecard approval capability enables a group of timecards to be reviewed at summary level and approved in one click.

Career Development - Key Features

- Explore roles in the organization to cover potential opportunities
- Identify future potential roles as careers of interest
- Build a development plan and goals directly tied to careers of interest
- View and complete related learning to address gaps in skills and competencies
- Comparisons of job and employee profiles such as competencies, licenses, degrees, languages, and other job requirements, can identify the best-fit person for a job or vice-versa

Talent management encompasses a wide variety of processes related to performance, skills, and people development. Having the tools to grow, motivate, and encourage employees to deliver against objectives long term, directly impacts the bottom line, and drives important HR deliverables like retention, engagement, and employee experience.

Career Development capabilities will allow the City to:

- Help employees progress in their careers and identify career opportunities in line with their skills and interests
- Enable internal talent mobility by eliminating skills gaps, employing recommended learning, relevant to the employee's role and interests
- Leverage embedded collaboration capabilities to connect with mentors and identify and network with colleagues in interesting roles to gain first-hand experiential information about careers of interest.

Dynamic Skills - Key Features

- Detect, standardize, and recommend skills for employees
- One centralized place to view & manage skills and development
- Personalized, AI-driven resources to help employees grow
- Enriched talent processes via AI-powered skills suggestions
- Effectively manage talent supply chain

Skills are at the core of every talent process in an organization; they are the fuel that powers An organization's health, growth, and agility. Using skills to underpin talent processes creates an equitable approach to hiring, promotion, and development and improves productivity in the organization.

Learning - Key Features

- **Create media rich** tutorials comprised of video, formal learning, documents, or external sources

- **Embed learning** in HR and talent processes
- **Personalized learning recommendations** drive employee engagement and upskilling efforts across the organization
- **Learn how you wish** through easy content accessibility anytime, anywhere including offline
- **Empowered learning initiatives** - Empower subject-matter experts to create learning communities and initiatives without relying on learning and development staff

Oracle Learning natively combines bite-sized, peer-to-peer social learning with comprehensive support for the management and delivery of corporate online and in-class learning and compliance programs. Users can easily identify all their required learning and ensure they comply. Our advanced recommendation engine analyzes all the engagement data around different learning items and combines it with the user's profile to generate highly relevant learning recommendations.

Learning Connect

Oracle Cloud HCM learning library has full native support for learning content resources like SCORM, AICC, pdf-files, assessments, videos, weblinks and more.

To further enhance the learning experience and leverage suite benefits while enjoying content from various training providers, Cloud HCM can be extended with Learning Connect which is a set of out-of-the-box integrations to popular learning providers like Skillsoft, LinkedIn Learning, Intuition, Biz Library and Open Sesame.

Talent Review and Succession Planning - Key Features

- **Talent review dashboard** with full page views of succession plans, talent pools, and analytics
- **Comprehensive administration and management of meetings** including pre-meeting tasks for participants
- **Custom fields** to store specific information about talent review meetings
- **Visibility options** for talent review meeting notes and tasks
- **Succession plans** by job, position, or incumbent

Performance Management - Key Features

- **Complete Goal Tracking** - Track progress and results for the team or organization throughout the whole year with Goal Plans that are automatically assigned to the employees based on eligibility profiles. Allow employees to add new or library goals to accommodate their own objectives. View and update goals from anywhere on a smartphone with mobile responsive goals. Managers will be able to quickly see the status of the goals of their direct reports, to coach and guide them towards completion
- **Collaborate & Align** – Employees will have the ability to share goals with their peers which will foster more collaboration and foster a common purpose. Organizational goals can be published to share the strategy across the business and at all levels
- **Tie goals to skills and certifications** - Tracking personal growth for career development by linking goals to competencies, creating goal-related tasks with tangible action items, enabling employees to set both development and performance goals to support their career growth are key to driving productivity across the organization
- **Meaningful evaluation of goals & competencies** - The seamless integration of Goals and Performance Management within Oracle Cloud HCM enables the City to always be up-to-speed

with point-in-time evaluations of goal achievements. The embedded analytics will give invaluable insights to managers and executives, enabling them to have a unified view of the people, monitor progress and act as needed

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.

Oracle provides multiple facets of documentation varying from implementation guides, technical guides, configuration guides, and quarterly feature release notes. All documentation is available online. Additionally, as part of implementation methodology, iteria delivers customized training material that is developed based on the City's configurations and utilizes screen shots from the City's system.

This material is tailored to the City of Superior's configuration and based on your user audience.

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)*	Oracle Fusion Suite of ERP and HCM Applications Version 25A (patches / releases issued every quarter)
Time on Market	Fusion has been released for over 8 years
Release Date of Most Current Version	February 2025 – version 25A
Next Major Release Date	May 2025 – version 25B
Next Minor Release Date	Releases done every quarter, minor patches maybe every month, as needed
Was the product proposed originally developed by your firm, or, was the product acquired from another developer/entity?	Developed by Oracle Corporation
If the proposed product was acquired, what was the date of acquisition?	N/A
What is the future roadmap for the proposed product? Is there an end of sales or support date for the product?	No

Proposed Software Information	
Does your company have plans to release a differing product that offers the same or similar functionality in the next 5-10 years?	No
Licensing	
Describe how the software is licensed (e.g., named user, concurrent users, enterprise/site, power user) and the options available for licensing:	The Oracle applications are licensed in multiple facets. Examples include: • per user, with minimum requirements • based on volume • by employee count by message pack
How many licenses have been proposed for each license type?	See below
Are the same licenses required for all users, or, would some users (e.g., those only accessing employee self-service) have a different license type than other users (e.g., Human Resources Director)?	Yes, some licenses are required for all users (employees) while some are based on user count.
How are new users added to the system? Are there incremental costs per user?	Users can be added in various increment counts
If an existing user separates from service at the City, may their license be re-assigned to a new staff member, or, must a license remain assigned to that staff member in order to maintain employee records/retiree benefits/etc.?	Licenses are based on head count or user based. If an employee leaves, the active user license can be re-purposed.

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

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	Oracle Fusion ERP – General Ledger	

Proposed Software Information			
2	Budgeting	Oracle Fusion ERP – General Ledger	
3	Capital Asset Accounting	Oracle Fusion ERP – Fixed Assets	
4	Purchasing	Oracle Fusion ERP - Procurement	
5	Accounts Receivable	Oracle Fusion ERP – Accounts Receivable	
6	Accounts Payable and Cash Receipts	Oracle Fusion ERP – Accounts Payable, Teller Cashiering	Can/Am has many joint clients with Oracle, including the Cities of Miami, Scottsdale, Greeley, Sunnyvale, Johnson City, San Luis Obispo, Stamford, Redding, Springfield, and Marion County.
7	Project Accounting and Grant Management	Oracle Fusion ERP - Projects	
8	HR and Personnel Management	Oracle Fusion HCM – Human Resources	
9	Applicant Tracking	Oracle Fusion - Recruiting	
10	Benefit Administration	Oracle Fusions HCM - Benefits	
11	Time Entry	Oracle Fusion HCM – Time and Labor	
12	Payroll	Oracle Fusion HCM – Payroll / Compensation Management	
13	Compensation	Oracle Fusion HCM – Payroll / Compensation Management	

**Successful integration should include only those instances where both the software and the client are in production environments.*

Licenses Proposed

Line Item	Oracle Cloud Service	Cloud Part Number	Service Metric	Service Period	Service Quantity
1	Fusion Enterprise Resource Planning Cloud Service	B91079	Hosted Named User	60	90
2	Fusion Procurement Cloud Service	B91082	Hosted Named User	60	90
3	Fusion Supply Chain Execution Cloud Service	B91057	Hosted Named User	60	10
4	Fusion Enterprise Resource Planning for Self Service Cloud Service	B91080	Hosted Named User	60	300
5	Fusion Procurement for Self Service Cloud Service	B91083	Hosted Named User	60	300
6	Fusion Document Recognition Cloud Service	B99686	Hosted 1,000 Records	60	10
7	Additional Test Environment for Oracle Fusion Cloud Service	B84490	Each	60	2
8	Fusion Human Capital Management Base Cloud Service	B85800	Hosted Employee	60	500
9	Fusion Payroll Cloud Service for United States	B110322	Hosted Compensated Individual	60	1000
10	Fusion Human Resource Help Desk Cloud Service	B87388	Hosted Employee	60	500
11	Fusion Time and Labor Cloud Service	B75365	Hosted Named User	60	500
12	Fusion Workforce Compensation Cloud Service	B109620	Hosted Compensated Individual	60	500
13	Fusion Recruiting Cloud Service	B87675	Hosted Employee	60	500
14	Fusion Workforce Health and Safety Incidents Cloud Service	B89482	Hosted Employee	60	500
15	Fusion Talent Management Cloud Service	B94925	Hosted Named User	60	500
16	Fusion Learning Cloud Service	B85242	Hosted Named User	60	500

Can/Am - Teller

Teller Cashiering	Teller Cashiering is the leading enterprise payments solution for government agencies in North America. Designed especially for government by Can/Am Technologies, Inc., the Teller solution consolidates payments using cloud-based software for cashiering, point of sale, back office, and a customer portal where customers can pay bills online. We have been providing unmatched service for more than 20 years to our many government clients across the United States and Canada.

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	Narrative Description of Functionality Provided
1	Oracle Enterprise Asset Management (EAM)	This is Oracle's Cloud based work order management system.

V. /THIRD-PARTY PRODUCT RELATIONSHIP

i. Proposer to fill out the below table for each of the Partnership/Third-Party software product 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
Can/Am Technologies, Inc.	Teller Cashiering	Can/Am has many joint clients with Oracle, including the Cities of Miami, Scottsdale, Greeley, Sunnyvale, Johnson City, San Luis Obispo, Stamford, Redding, Springfield, and Marion County.	5+ Years

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

Can/Am can contract directly with the City or subcontract and are open to doing what is preferred by the City.

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

Can/Am owns all implementation and testing responsibilities regarding Teller Cashiering.

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

Can/Am owns all implementation responsibilities, including SLAs, maintenance, and support regarding Teller Cashiering.

v. Proposer to submit six references and qualification statements for each of the proposed Partners/Third-Party firms and attach as an Exhibit to Tab 2 (see Tab 5 for References instructions).

Yes Confirmed, Exhibit attached.

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

Can/Am Technologies provides all implementation services from our Colorado and Edmonton offices for Teller and is not proposing to utilize additional subcontractors for this work.

VI. General

i. Proposer shall fully describe the integration/interface/data exchange capabilities of the proposed system, including available API's, middleware, web services, etc.

As part of our overall solution, iteria has included the Oracle Integration Cloud (OIC) as the middleware. The middleware tool is the gateway tool to manage integrations to / from third-party systems. We are proposing the middleware as a central repository tool so transactions can be tracked and errors identified.

In addition to OIC, native integration tools allowing customers to build their own integrations include:

- RESTful APIs are available for near-real-time integration
- SOAP web services are available
- Flat file loader tools
- Flat file extract tools
- ATOM feeds are triggered by events that occur about status of selected data elements.

Data formats supported include XML, JSON, CSV, XLS, etc.

For EDI, Oracle Cloud Applications supports XML out-of-the-box. EDI can be enabled using Oracle Platform-as-a-Service (PaaS). Third-party products can map EDI into XML. The approach described is a commonly implemented mapping.

The middleware is a very powerful tool and provides us with the technology to perform functions inside the middleware to perform look-ups or manage / handle the data, as needed. This allows us to account for system deficiencies or minimize re-work of your legacy applications or systems. As an example, if you had data with certain values, old COA, old element names, and you do not want to re-configure your legacy system, via the middleware we are able to perform a translation so the data can flow to / from Oracle and the third-party system without a need for a re-write.

Additionally, as part of our methodology, accounting for / planning for errors is an important facet of our approach. When developing interfaces, it is critical that you plan for errors. Interfaces are great until the data fails. Capturing and identifying errors is usually an afterthought, only after it occurs. During interface planning / development, iteria's methodology accounts for error handling up front. We will walk the teams through the processes and identify the types of errors we can expect and build / document the process for each interface as to how errors are captured and who should be notified, and where the corrections should be made.

The methods of how interfaces are built / sent is defined for each interface. Some may be SFTP, EDI, or flat file even. We will review each interface for the types of data as well as the methods and protocols that are supported for each one.

ii. For available API's, does the proposed pricing include access to the entire API library? What functionality is exposed in the systems' APIs?

Yes, full API access is available. Typically, new APIs are introduced or enhanced during quarterly patch releases.

iii. Proposer shall describe available hardware options to support cash register/drawer functionality the City will consider these on an optional basis, and costs shall not be included in the technical proposal.

For Can/Am Teller cash drawers are optional, not required, and credit card processing machines are dependent on your bank / MIDs

iv. Proposer shall describe available time clock options to support time capture functionality the City will consider these on an optional basis, and costs shall not be included in the technical proposal.

iteria has included the Oracle Time and Labor solution as part of its overall footprint. However, with the open API technology integration to timeclocks is open. iteria has integrated with TimeClock Plus and Celeritime in the past. No time clock hardware has been proposed at this time.

v. Describe your proposed reporting features native to the system, and how the City staff will be trained to develop and configure their own reports.

Oracle provides multiple tools for reporting and analytics. Below are details of the tools being offered.

Oracle Transactional Business Intelligence (OTBI) provides a flexible and easy-to-use analysis tool that allows users to gain real-time insight into transactional data, understand data patterns, and be alerted to key events and data anomalies. With robust ad hoc reporting, role-based dashboards, data visualization, and self-service information delivery, OTBI puts reporting into the hands of business users.

Instead of exposing the complexity of the data structure to business users, OTBI organizes more than 9,000 reportable data objects into functional subject areas to which the business users can easily relate. Rather than constructing an SQL query, users can simply drag and drop data from functional subject areas and use different graphical views to interactively explore or visualize the data. A reporting wizard—Business Intelligence (BI) Composer—is also available to guide casual business users through a few simple steps to run, edit, or create reports in the cloud applications. OTBI provides users a wide variety of data visualization options from standard graphs to advanced visuals such as trellis, tree maps, performance tiles, and key performance indicators (KPIs). With a few simple clicks, users can create conditional formatting on columns or enable an action link to drill from a summary analysis to view employee details. Users can easily assemble relevant analyses into a role-based dashboard that rolls out to business units or line managers with built-in data security.

Additionally, there are seeded reports available to use for reporting. These seeded reports are scheduled processes that users can run based on their security / access.

We have also included the Fusion Analytics Tools for Financials and HCM. These analytics tools provide access to the data for the end users to perform extract and perform analytics on the data. This also is enforced based on security and access of the users.

As part of the Business Requirements Gathering sessions, critical reports are also gathered from the business. iteria will map these reports to the "seeded" reports. During CRP and SIT the reports are reviewed by the business to determine if the reports will work or if custom reports need to be developed.

The effort to develop reports will be based on the complexities of the reports and the sorts and selection criteria. We typically budget reports in the range of 40 to 80 hours depending on the complexity.

vi. What strategic decisions or direction is your firm taking or making related to the product being proposed today?

iteria is continually reviewing new features and functions being offered by Oracle as part of quarterly releases. Is part of our internal continuing education that we invest in as part of being an Oracle Certified Partner.

vii. What are the 3 – 5 most innovative and unique features or functionality that your software offers that would, from your firms' perspective, drive process improvement for an organization such as the City? For example, use of Artificial Intelligence/Machine Learning, automated invoice scanning/voucher creation, etc.

The Oracle Fusion applications have unique features that will empower the City to have a cloud-based solution that is flexible to meet your needs. These features include:

- Imaging Documents Recognition (IDR)
- Ability to extend the application which allows for customizations, yet does not prohibit the City from receiving quarterly patch upgrades.
- Ability to utilize "deep link" technology which allows users to get direct report information without leaving data entry screens.
- Oracle offers a cloud-based solution that can be configured to meet your needs and is not limiting to where you must change your business processes.

VII. DATA CONVERSION 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.

The Fusion applications support open API technology to allow for open conversion points. Conversion data can typically be provided in spreadsheet formats. The population of a spreadsheet is just one point of conversion process. iteria will develop the extraction routines to match the data templates needed by ERP Cloud. Data cleansing is a key component of conversion activity and will require City resources to assist them with the data scrubbing and validations. iteria will work closely with the City team to make cleansing decisions to achieve the needed quality and format of the data.

The extraction routine will have to adhere to the standards and approach that the City needs in terms of retention and data scrubbing. Depending on the result of the Requirements Session, new structures may be defined as part of the new system. This will require translations between old and new. As part of iteria's approach, we will work with the City, assist with the extract data that is needed as well and build translation routines from old to new.

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.

Organizations typically require 7 years of historical retention. There are multiple options / approaches to this. While it can be achieved utilizing the Oracle ERP / HCM applications, it is not recommended as organizations typically take advantage of the new ERP as an opportunity to redesign their Chart of Accounts (COA) and other structures.

If retention is a concern for the City, iteria recommends we convert the data to a data warehouse. This allows us to keep the original values / integrity of the data and does not add expense to the project by performing additional conversions, translations and validations.

iteria will work with the City to develop a data warehouse to store the historical data. This can be part of the overall project after go-live or performed under separate contract.

VIII. ROLES AND RESPONSIBILITIES

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

It is expected that the City 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 the City or Awarded Proposer) for all pertinent legacy data.

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

Yes, this falls in line with our approach and methodology. The exact volume in terms of history into the ERP / HCM will need to be finalized based on the go-live.

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

As part of our overall methodology and approach, iteria will work with the City to review each module / area to review the data conversion requirements. Based on those sessions, iteria will provide templates / formats, usually in Excel, for the City to provide the data in.

IX. RESPONSIBILITY OF DATA CONVERSION ACTIVITIES

Proposer to provide detailed explanation of the roles and responsibly for the data conversion methodology and approach.

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.

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.

No	Data Conversion Activity	Proposer Role	City Role	Response	Other Comments
1	Perform Conversion Analysis of Existing Legacy Data	Lead	Participate	S	
2	Perform Crosswalk Development of Legacy Data From Legacy System to New System	Lead	Participate	S	
3	Provide Conversion Data	None	Lead	S	iteria will help support any questions
4	Provide File Layouts/Data Maps of Existing System	None	Lead	S	
5	Proof Data Provided	Assist	Lead	S	
6	Analysis of Data to be Converted	Lead	Assist	S	
7	Developing and Testing Conversions	Lead	None	S	City will ultimately need to test / review for accuracy
8	Review and Correct Errors	Share	Share	S	
9	Load Converted Data Into Training Database	Lead	Participate	S	

No	Data Conversion Activity	Proposer Role	City Role	Response	Other Comments
10	Confirmation of Converted Data in Training Database	None	Lead	S	
11	Approval/Signoff of Converted Data in Training Database	None	Lead	S	
12	Load Converted Data Into Live Database	Lead	Participate	S	
13	Confirmation of Converted Data Into Live Database	None	Lead	S	
14	Approval/Signoff of Converted Data in Live Database	None	Lead	S	

X. GENERAL APPLICATION ARCHITECTURE OVERVIEW

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

Oracle Cloud applications provide capabilities customers expect out of SaaS applications including lower TCO, with no hardware to purchase or software to manage and automatic upgrades and rapid feature advancement. Operational tasks such as installation, patches, ongoing maintenance, updates, monitoring, and backup and recovery are managed by Oracle Cloud Operations and those costs are included as part of the subscription costs.

Our Cloud applications have a greater ability to provide value and cost savings than traditional on premise applications.

- Advanced User Interface – Oracle's Cloud based applications include the latest usability features most desired by today's workers. That includes total mobility, social collaboration, and data visualization tools for analyzing data. Legacy on premise applications is still based on older technology even if they are hosted by the vendor.

- Built on Open Standards – Oracle uniquely offers its cloud services based on the Oracle Database, Oracle Fusion Middleware, and Oracle Identity Management and Enterprise Management. Leveraging a complete Oracle software stack enables customers to minimize the risk associated with third-party service providers. It also ensures that you have access to an extensive network of firms and individuals with expertise.

- Efficient and Secure Infrastructure – The Oracle Cloud Services run on Oracle Engineered Systems, providing customers and partners with a high-performance, reliable, elastic, and secure infrastructure for their critical business applications. By leveraging these proven software and hardware technologies, customers can be assured that they are receiving a platform that delivers extreme performance, redundancy and scalability. While other cloud-based systems are composed of the vendor's application running on a third-party data infrastructure, Oracle uniquely owns and manages the entire infrastructure of its cloud applications. This means you benefit from a robust, international standards-compliant information security architecture that is tightly woven through every layer of the service, from access management in the application layer down to the embassy-grade physical security in data centers.

- Customer-driven – The future direction of Oracle Cloud Services is driven by our customers. One way they do this is to use the Oracle Applications Customer Connect community. It is a private community—exclusive to Oracle applications customers to network and exchange information. This enables customers to help themselves—and each other—by leveraging the collective knowledge of Oracle applications customers and product experts. Business users benefit by receiving relevant information from fellow community members when they need it. Oracle Customer Connect also allows you to share your own ideas and vote on those from others via the Idea Lab, and contribute to Oracle's product roadmap.

XI. SYSTEM AND APPLICATION ARCHITECTURE QUESTIONS

i. What is the source language(s) of the product?

Oracle Cloud applications make abundant use of open-source technologies and methodologies. Oracle Cloud code leverages several programming languages including Java, SOA, PL/SQL, and C.

However, customers do not customize the Cloud Applications programmatically. Oracle does, however, support extensive personalization capabilities that are protected during updates. Organizations may configure the Oracle Cloud Applications to match their business practices while individual users can personalize their experience to maximize individual productivity. Oracle Cloud Applications may be further enriched via Platform-as-a-Service offerings.

ii. How many environments are available with your proposed solution at no additional cost (e.g., test, training, production)?

iteria has proposed three (3) instances:

DEV

TEST

PROD

iii. List all browsers that are certified for use with the application and describe any required browser add-ons, function enablement, etc.

Oracle Cloud is accessible via most common Internet browsers. Browser support includes:

- Apple Safari 13*
- Google Chrome 80+
- Microsoft Edge 80+
- Mozilla Firefox 68+

iv. The underlying architecture of the application design is important to the City. 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.

Oracle Fusion Applications suite was developed with a focus on security first. An isolated design improves data protection, scalability, and performance. As part of a global ecosystem, the suite can connect securely to multi-cloud environments and other systems. The following paper describes the security components of the architecture: https://www.oracle.com/a/ocom/docs/oracle-cloud-infrastructure-security-architecture.pdf

v. Please describe how data privacy and security compliance is supported within your proposed software solution. Is the system HIPAA compliant?

Oracle has adopted security controls and practices for the Oracle Cloud Services that are designed to protect the confidentiality, integrity, and availability of Your Content that is hosted by Oracle in Your Oracle Cloud Services and to protect Your Content from any unauthorized processing activities such as loss or unlawful destruction of data. Oracle continually works to strengthen and improve those security controls and practices. Oracle Cloud Services operate under practices which are aligned with the ISO/IEC 27002 Code of Practice for information security controls, from which a comprehensive set of controls are selected. Oracle Cloud Services are aligned with National Institute of Standards and Technology ("NIST") 800- 53 and 800-171.

Oracle Cloud Services use Network Intrusion Detection Systems (nIDS) to protect the environment. nIDS sensors are deployed in either IPS (Intrusion Prevention Mode) or IDS (Intrusion Detection Mode) on the network, to monitor and block suspicious network traffic from reaching the internal network. nIDS alerts are routed to a centralized monitoring system that is managed by the security operations teams 24x7x365.

vi. Describe your approach to ensure scalability of the product. This includes transaction growth, upgrades, and replacements of components of the architecture, technology, and application.

Oracle works to meet an Application Average Response Time for a production instance of a Listed Service that does not exceed two (2) seconds (the "Target Application Average Response Time") for ninety (90%) of all HTTP Requests. The Target Application Average Response Time will be measured separately with respect to each individual production instance of each Listed Services:

Oracle Fusion Enterprise Resource Planning (ERP)

Oracle Fusion Human Capital Management (HCM)

vii. List all hardware/operating system/database/mobile platforms upon which the product is supported.

N/A. The Oracle Cloud Services are delivered via a SaaS deployment. Oracle Cloud applications are 100% SaaS, providing capabilities customers expect out of SaaS applications including lower TCO, with no hardware to purchase or software to manage and automatic upgrades and rapid feature advancement. Operational tasks such as installation, patches, ongoing maintenance, upgrades, monitoring, and backup and recovery are managed by Oracle Cloud Operations and those costs are included as part of the subscription costs.

XII. GENERAL SECURITY OVERVIEW

Proposer to provide a description of the proposed application security features/functionality as well as the underlying technology used to support hosting and access to the software by clients.

Oracle Fusion Cloud Application supports single sign-on (SSO) to simplify user account management and increase security. The solution uses federated single sign-on with Security Assertion Markup Language (SAML) 2.0 security standards and are interoperable with any vendor that supports SAML 2.0 (Eg: Microsoft AD, Azure AD etc) through the transmission of sign-in credentials which is protected by TLS v1.2.

Your Administrator sets role-based permissions, which are enforced via sign-on authorization and security profiles managed through Oracle's market-leading identity management suite. Oracle delivers an initial set of roles and privileges out of the box to provide starting best practices on roles and access.

Roles-based access (RBAC) is part of the Cloud Security Model. Delegation can be defined as well under the security model and other functionalities available within the Cloud application components. The system has the ability to grant a role owned by a certain person to someone else for a period of time.

Role-based access control (RBAC) normalizes access to functions and data through user roles rather than only users. User access is based on the definition of the roles provisioned to the user.

RBAC secures access in a "Who can do what on which functions or sets of data under what conditions" approach.
The "who" is the user.
The "what" are the abstract operations or entitlement to actions applied to resources.

For example, view and edit are actions, and task flows or rows in data tables are resources. Entitlement secures access rights to application functions and data. Function access entitlement is granted explicitly to duty roles. This implicitly grants the function access to the job and abstract roles that inherit the duty roles. Data access entitlement is granted implicitly to abstract and job roles through data security policies on their inherited duty roles. Data access entitlement is granted explicitly to a data role through a data security policy applied directly to the inherited job or abstract role.

XIII. SECURITY QUESTIONS

Proposer to respond to the following questions related to system security and access controls.

i. 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).

   Customers can opt for Oracle Fusion Cloud Applications to federate with a SAML 2.0 compliant identity provider.

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.

   Oracle Fusion Cloud Application supports single sign-on (SSO) to simplify user account management and increase security. The solution uses federated single sign-on with Security Assertion Markup Language (SAML) 2.0 security standards and are interoperable with any vendor that supports SAML 2.0 (Eg: Microsoft AD, Azure AD etc) through the transmission of sign-in credentials which is protected by TLS v1.2.

iii. 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 City AD be able to push, and the SaaS applications able to receive, user profiles and groups?

   Any IDM that can pass a valid SAML 2.0 token can be utilized for authorization into our Cloud applications.
   Oracle supports the use of Active Directory to synchronize employee attributes via the use of SCIM based Rest Services. The following URL discusses updating user attributes when the data comes from and IDM such as Active Directory via SCIM services:

https://docs.oracle.com/en/cloud/saas/applications-common/23b/farca/Oracle_Applications_Cloud_as_Source.html

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?

Any IDM that can pass a valid SAML 2.0 token can be utilized for authorization into our Cloud applications.

Oracle supports the use of Active Directory to synchronize employee attributes via the use of SCIM based Rest Services. The following URL discusses updating user attributes when the data comes from and IDM such as Active Directory via SCIM services:

https://docs.oracle.com/en/cloud/saas/applications-common/23b/farca/Oracle_Applications_Cloud_as_Source.html

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?

Customers can opt for Oracle Fusion Cloud Applications to federate with a SAML 2.0 compliant identity provider.

vi. The City has external auditors that may require access, or benefit from having access, to the core ERP system for annual audits. Please describe how access for auditors can be provisioned within the proposed system, particularly for this type of "user" that is not set-up within the City's Active Directory.

Users do not need to be on the active directory to log into the Oracle applications. Consultants and Auditors, as an example, can log into the applications without using Single Sign-On. The City IT Administrator would assign them a user id inside Oracle and provide them with the appropriate roles and responsibilities.

vii. Will Proposer require remote access to the City systems/network to provide support/management of the solution either during implementation or post go-live? If yes, please describe in detail what type of access is required.

Yes, the only access, outside of Oracle, we would require is SharePoint (the project repository) and the ticketing system (if the City has one).

We recommend that the City maintain the project repository so you are not held hostage by an outside partner. Over the years, in cases where we have taken over failed projects, we have seen countless cases where the previous implementation partner maintained the project repository on their internal systems. This puts the customer, in this case the City, in a bad spot and you lose control of your environment.

iteria does agree with that mindset and we advise our clients to always try to control the environment whenever possible.

viii. If any access, remote or physical, is required for accessing the City's systems/network, will Proposer agree to reviewing and having applicable staff consent to follow applicable the City Security Policies?

Yes, iteria will agree to and adhere to the City's Security Policies.

ix. Will Proposer staff resources be accessing the City systems/network remotely from outside the United States? If yes, please describe in detail the reasoning and how security will be managed.

Yes, as part of our methodology we use both onshore and offshore resources. We will not need access to your systems or network, outside of the Oracle Applications.

iteria's on-site team will access the City's SharePoint, only for the project repository. We should have one centralized repository for documentation.

Any data files, for conversion as an example, will utilize a secured Dropbox for security purposes, as an example.

XIII. SOFTWARE HOSTING QUESTIONS

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

i. Where are the data center and storage facilities?

Oracle Fusion Cloud Services are provided in US Data Centers located in Ashburn, Va and Pheonix, AZ regions.

ii. What availability and response time do you guarantee?

Commencing at Oracle's activation of Your production Oracle Cloud Service, Oracle works to meet the Target Service Availability Level, or Target Service Uptime of 99.9%.

Oracle works to meet an Application Average Response Time for a production instance of a Listed Service that does not exceed two (2) seconds (the "Target Application Average Response Time") for ninety (90%) of all HTTP Requests. The Target Application Average Response Time will be measured separately with respect to each individual production instance of each Listed Services:

Oracle Fusion Enterprise Resource Planning (ERP)

Oracle Fusion Human Capital Management (HCM)

iii. How many instances of unplanned outages have any of your customers experienced within the past five years? Describe the nature of any such outages, including the mitigating steps that have been established to minimize repeat outages. What has been the duration and scope of such unplanned outages?

Oracle does not discuss outages without NDA. Commencing at Oracle's activation of Your production Oracle Cloud Service, Oracle works to meet the Target Service Availability Level, or Target Service Uptime of 99.9%.

iv. What are the standard relief schedules for unplanned system downtime/outages? In how many instances has your firm had to pay client relief for unplanned outages?

For any month in which the Service Availability Level of the affected Oracle SaaS Public Cloud Services is below the applicable Target Service Availability Level (or Target Service Uptime) during a monthly reporting period, You are eligible to receive Service Credits as a percentage of the monthly Applicable Cloud Services Fees:

- 10% when Service Availability Level is less than 99.9% but greater than 99.5% in the applicable calendar month
- 15% when the Service Availability Level is equal to or less than 99.5% but greater than 99.0% in the applicable calendar month
- 25% when the Service Availability Level is less than or equal to 99.0% but greater than 95% in the applicable calendar month
- 100% when the Service Availability Level is less than or equal to 95% in the applicable calendar month.

In no event may the quantity of Service Credits in a month reporting period exceed 100% of that month's Applicable Cloud Services Fees.

v. What is your process for notification of standard maintenance and downtime?

As part of the Oracle Cloud offering, Oracle provides Customer Support for the Cloud Service through the Cloud Customer Support Portal designated for that Cloud Service. The Oracle Cloud Customer Portal provides our customers with a number of different cloud management functions, ranging from the real-time monitoring of the uptime and performance metrics of their cloud service to managing their subscription and notifications. All Customer relevant service notifications and alerts are posted on this portal. Customer Administrators will interact with this site.

Notifications can be emailed, and SMS messaging is available.

vi. What data security and system redundancy capabilities are available at Proposer's data center and storage facilities?

Oracle deploys the Oracle Cloud Services on resilient computing infrastructure designed to maintain service availability and continuity in the case of an incident affecting the services. Data centers retained by Oracle to host Oracle Cloud Services have component and power redundancy with backup generators in place, and Oracle may incorporate redundancy in one or more layers, including network infrastructure, program servers, database servers, and/or storage.

Encryption at rest uses AES-256

Security Assessments are done annually. Results are available to our customers.

Oracle maintains a redundant network infrastructure, including DNS servers to route between primary and secondary sites, network devices, and load balancers. Oracle cloud data centers align with Uptime Institute and Telecommunications Industry Association (TIA) ANSI/TIA-942-A Tier 3 or Tier 4 standards and follow a N2 redundancy methodology for critical equipment operation. For more information, see https://www.oracle.com/corporate/security-practices/corporate/physical-environmental.html

vii. Will data be encrypted at rest, and in transit? Please explain any applicable protocols.

Oracle Fusion Cloud Applications support the protection of customer data in transit over the network using a variety of standards-based, secure protocols such as TLS 1.2 or greater and IPSec.

For Fusion Cloud Applications, tenant data at rest is encrypted in the database using Oracle Transparent Data Encryption (TDE) by default. TDE uses AES 256 for Master Key encryption and AES 128 for Tablespace key encryption.

viii. 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.

SOC 1/SOC 2 - Oracle currently holds SSAE-18 SOC 1 and SOC 2 reports for verification of internal security controls for all facilities and installations where we manage SaaS instances. Reports are only available under NDA.

Oracle Cloud Services operates under practices which are aligned with the ISO/IEC 27002 Code of Practice for information security controls, from which a comprehensive set of controls are selected. Oracle Cloud Services are aligned with National Institute of Standards and Technology ("NIST") 800- 53 and 800-171.

ix. Provide detailed information on the way(s) in which the City 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 City network, as well as any additional hardware/software that may be required for accessing the software.

Customer access to Oracle Cloud Applications is through the Internet. Oracle Cloud Applications have the ability to work with a variety of connectivity methods and bandwidths, including low bandwidth access. Oracle Cloud is designed to run efficiently while minimizing network bandwidth load.

Oracle Cloud applications are managed and accessible via the most common internet browsers such as Chrome, Microsoft Edge, Safari, and Firefox.

x. How is data stored? Would the City data be physically or logically segmented from other client data?

To mitigate security risks associated with Cloud customer data comingling inherent in multi-tenant clouds, Oracle Fusion Cloud Applications environments are provisioned in Oracle's Isolated Tenancy Model, isolating one customer from other Oracle Cloud customers. Data is segregated from other Oracle Cloud customer data via dedicated database, virtual machines and VLANs.

xi. Please describe the database storage capacity of the proposed solution. Are there limits on the amount of data that can be stored in the proposed solution? If applicable, what tiers of storage are offered in the hosted/SaaS environment?

Oracle does not limit the storage within the application. There are no tiers of storage within the application.

xii. What disaster recovery services are provided under your standard hosting agreement? If not standard, is there a separate agreement/cost associated with disaster recovery?

Recovery Time Objective: Recovery time objective (RTO) is Oracle's objective for the maximum period of time between Oracle's decision to activate the DR recovery processes described in this document and the point at which You can resume production operations in an alternative site. If the decision to activate DR recovery processes is made during the period in which an upgrade is in process, the RTO extends to include the time required to complete the upgrade. The RTO for each Oracle SaaS Public Cloud Service is described in this document below or is otherwise stated in the service description for the applicable Oracle SaaS Public Cloud Service.

Recovery Point Objective: Recovery point objective (RPO) is Oracle's objective for the maximum period of data loss measured as the time from which the first transaction is lost until Oracle's declaration of the disaster. The RPO does not apply to any data loads that are underway when the disaster occurs. The RPO for each Oracle SaaS Public Cloud Service is described in this document below or is otherwise stated in the service description of the applicable Oracle SaaS Public Cloud Service.

For Oracle Fusion Applications the RTO is 12 hours. The RPO is 1 hour.

Tab 3 – Implementation Methodology, Key Personnel, Training Plan, and Testing and Quality Assurance Plan

Tab 3 – Implementation Methodology, Key Personnel, Training Plan, and Testing and Quality Assurance Plan

I. PROJECT APPROACH

Proposer to provide a description of the proposed approach for providing the Scope described in the RFP, 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?

Determining final requirements and drilling into its origin(s) to determine if it is need or past practice is always one of the biggest challenges. The City has developed a detailed requirements matrix and the initial focus will be to filter through the requirements and develop the roadmap of the solution and also evaluate in case of any contradicting requests. This will serve as a building block for the rest of the project.

ii. With what frequency will Proposer's Project Team staff be on-site at the City during implementation? Will staff be on-site for full or partial weeks? Has this approach been standard for other implementations?

As previous mentioned, iteria's overall methodology goes back to the basics. Implementations are more successful when there is an on-site presence. However, we do not need to be on-site just to be on-site. On-site presence will come in waves based on the phase of the project we are on. The exact schedule itself will be one of the first items reviewed upon project start, as we recognize the City's staff will most likely have their existing full-time jobs / duties to also contend with. The following table illustrates an initial estimate of when we would be on and off-site.

Phase	**Percentage On-site**
Requirements Gathering	100%

Phase	Percentage On-site
Documentation	25%
Document Review	100%
CRP Build	25%
CRP Execution	100%
Interface / Conversion Development	25%
SIT Build	25% - 50%
SIT Execution	100%
Training	100%
Go-Live	100%
Post Implementation Support	100%

There are a lot of factors that will ultimately contribute to the final schedule such as City availability, keeping travel costs in check, and ROI for being on-site and readily available. Over the years, iteria has found it more beneficial to be on-site during the key times of the project to read the room and facial expressions as we discuss various topics, especially during requirement gathering, etc. As previously mentioned, iteria does not implement based on spreadsheets and questionnaires, we have detailed conversations and interactive design sessions.

For those resources who are flying, we typically are on-site Monday – Thursday. For those resources, who are local, driving to Superior such as our Illinois and Wisconsin based resources, we are on-site Monday – Thursday / Friday, depending on where we are in the project. We want to be mindful of the City's time and realize you may need time away from the project for your daily jobs.

iii. Describe in detail the approach to developing interfaces/integrations/data exchanges. What is the division of responsibility between the City and Proposer project teams? What technical skills are required of the City staff for this work?

As part of our overall solution, iteria has included the Oracle Integration Cloud (OIC) as the middleware. The middleware tool is the gateway tool to manage integrations to / from third-party systems. We are proposing the middleware as a central repository tool so transactions can be tracked and errors identified.

In addition to OIC, native integration tools allowing customers to build their own integrations include:

- RESTful APIs are available for near-real-time integration
- SOAP web services are available
- Flat file loader tools
- Flat file extract tools
- ATOM feeds are triggered by events that occur about status of selected data elements.

Data formats supported include XML, JSON, CSV, XLS, etc.

For EDI, Oracle Cloud Applications supports XML out-of-the-box. EDI can be enabled using Oracle Platform-as-a-Service (PaaS). Third-party products can map EDI into XML. The approach described is a commonly implemented mapping.

The middleware tool is the gateway tool to manage integrations to / from third-party systems. We are proposing the middleware as a central repository tool so transactions can be tracked and errors identified. The middleware is a very powerful tool and provides us with the technology to perform functions inside the middleware to perform look-ups or manage / handle the data, as needed. This allows us to account for system deficiencies or minimize re-work of your legacy applications or systems. As an example, if you had data with certain values, old COA, old element names, and you do not want to re-configure your legacy system, via the middleware we are able to perform a translation so the data can flow to / from Oracle and the third-party system without a need for a re-write.

Additionally, as part of our methodology, accounting for / planning for errors is an important facet of our approach. When developing interfaces, it is critical that you plan for errors. Interfaces are great until the data fails. Capturing and identifying errors is usually an afterthought, only after it occurs. During interface planning / development, iteria's methodology accounts for error handling up front. We will walk the teams through the processes and identify the types of errors we can expect and build / document the process for each interface as to how errors are captured and who should be notified, and where the corrections should be made.

The methods of how interfaces are built / sent is defined for each interface. Some may be SFTP, EDI, or flat file even. We will review each interface for the types of data as well as the methods and protocols that are supported for each one.

a. Following go-live of the software, what is the role of the Proposer in supporting the ongoing maintenance of developed interfaces/integrations/data exchanges?

Unless there are configuration changes, the maintenance of interfaces should be minimal. Our interfaces are built to perform error handling and exception reporting, so that will be the majority of the task that will need to be performed, monitoring the errors.

As part of our transition, we review all of the interfaces developed and how they are configured / scheduled.

Additionally, to account for the Quarterly Patch Testing, iteria will work with the City of Superior to identify a "playbook" that should be used by the City when the quarterly patches are applied. iteria recommends that the "playbook" includes all the critical business functions. Meaning those functions that are critical for the Organization to operate.

The Oracle Quarterly Patching process provides users with a 2-week window to test the patches in your DEV / TEST environment before the patches are applied to production. Following the playbook is critical to ensure nothing critical is disrupted as a result of the patch. Our methodology includes "tricks" to make this process efficient to allow for testing in the allotted 2-week window.

Alternatively, iteria does offer Managed Services Support that can be customized to include various degrees of service including regression testing.

iv. Describe in detail the approach to configuration and set-up activities. Will the Proposer team complete the majority of the configuration based upon information gathered from the City subject matter experts, or will the City be expected to perform much of the configuration?

Once the requirements gathering has been completed and documented, the documents will be reviewed by the City and signed off on. This is when iteria will then start to configure the Oracle Suite of Products. Once the system is configured, we will conduct Conference Room Pilot(s) (CRP) sessions. During the CRP session the City will see how the system will function based on their requirements. These sessions are interactive in re-iterative where we review, potentially make configuration changes, and review again.

So, to directly answer the question, iteria will perform the system configurations.

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

The following assumptions have been used in creating this proposal:

1. Project timeline to be finalized based on project start date.
2. Any third-party licensing outside the scope of this RFP will be the responsibility of the City.
3. Client will provide remote access for offshore resources
4. Client will provide on-site access at the City of Superior offices.
5. Client will provide resources on a timely basis as requested by iteria.us.
6. Client will review / approve deliverables on a timely basis in accordance with the Agreement.

iteria's Overall Implementation Approach

iteria.us proposes a step-by-step approach with its implementation methodology to complete the implementation and development of the assigned tasks. As part of our methodology, iteria.us will:

1. Conduct a Boundary Confirmation session to discuss the City's overall goals both near term and in future to better plan for an overall implementation approach.
2. Perform Solution Analysis sessions with the business to cover overall requirements.
3. Document / Review the requirements and the solution with the Business Users
4. Obtain sign-offs and approvals from the business
5. Upon approval of solution, begin development
6. Evaluate the data and the roadmap for conversion
7. Review and design interfaces
8. Conduct smoke testing
9. Conduct multiple prototype sessions
10. Support User Acceptance Testing
11. Provide Train-the-Trainer training

12. Develop / provide complete configuration documentation
13. Review final output with Business and get final sign-offs

Embedded within our overall approach, you will find specific details around:

- Overall Project Management approach
- Configuration and process design approach
- Data conversion
- Testing approach
- Training approach
- Final cutover/transition to new system

Scope and Deliverables

Based on the requirements provided by the City and the modular footprint provided in the RFP, iteria has prepared a high-level timeline and implementation schedule for the ERP Project.

Key areas of a project of this nature include:

- Overall Project Management
- Reviewing key decisions and integration points from the Requirements Sessions
- Business Process Re-engineering
- Data Extraction and Cleansing
- Solution development
- Interface review and development
- Testing
- Training
- Go-Live Cutover
- Post Implementation Support

Overall Project Management

Projects of this magnitude are more successful when a full-time Project Manager is dedicated to the project and driving for success. The criticality of this role is to ensure the requirements and delivered solution meets the needs and expectations of the end users. Even though Fusion projects typically do not have customizations to them, there is a need to review business processes and there are decision points that can be made to have the system work more for the City rather than have decisions be made that will make the implementers life easier. iteria's methodology looks to deliver the best solution for its customers. We pride ourselves on being able to extend the applications without customizations and focus on meeting the objectives and needs of our clients.

iteria' Project Manager works closely with the City's PM and/or Leads to ensure the project remains on track and that the needs of the City are being addressed.

Requirements Sessions

Requirement sessions are the City's opportunity to identify system / business requirements of your new ERP solution. iteria's methodology comprises of detail requirements sessions walking through the day-to-day activities with the City of Superior. We go beyond filling out a spreadsheet of wants / needs. iteria will meet with the City's staff to review existing functionality and deficiencies as well as business processes. iteria's functional leads are cross trained in multiple modules. This is a key differentiator in iteria's approach. During our detailed analysis sessions, having resources that are cross trained allows us to guide you on the impacts of decisions and processes and what the effects will be upstream and downstream in the Oracle Suite of Applications. Our approach encourages active participation in the requirements and solutions sessions and asking questions based on product knowledge and that are City specific in nature can help drive to a more complete solution. Due to the natural integration of the Oracle products, knowing that a requirement / decision in one module could contradict a requirement in a different module is very beneficial. iteria's methodology provides active participation during these sessions to help drive configuration choices that will provide a more complete end product and identify areas where there are opportunities to modify business processes to better fit the applications.

Business Process Re-engineering

Business process re-engineering will be critical for this Project. We want to make the best utilization of the Fusion software, and we want to make sure that the best interest of the City's staff is being represented. Processes need to be reviewed based on business needs and match to the Cloud environment. In some case Business Processes may need to be modified. iteria will help review business processes and make sure they are designed to fit the software and not designed because "this is the way it has always been done". With that said, we also realize that in some cases business processes cannot change and the software needs to accommodate those processes. Knowing how to get the most out of the Oracle applications and thinking "outside the box" is one of iteria's strong points.

Data Extraction and Cleansing

The Fusion applications support open API technology to allow for open conversion points. Conversion data can typically be provided in spreadsheet formats. The population of a spreadsheet is just one point of conversion process. iteria will develop the extraction routines to match the data templates needed by ERP Cloud. Data cleansing is a key component of conversion activity and will require City of Superior resources to assist with the data scrubbing and validations. iteria will work closely with the City's team to make cleansing decisions to achieve the needed quality and format of the data. The extraction routine will have to adhere to the standards and approach that the City needs in terms of retention and data scrubbing. Depending on the result of the Requirements Session, new structures may be defined as part of the new system. This will require translations between old and new. As part of iteria's approach, we will work with the City to extract data that is needed as well and build translation routines from old to new.

Solution Development

iteria.us will provide detailed solution process flow documents that will not only highlight the system solutions but also provide the process solutions that can be adhered to once ERP Cloud is live. This solution document will also be used to develop detailed testing and training schedules and processes. The solution document will outlay any the gaps in the fusion applications and will provide information on how the gaps will be addressed, either through extensions or personalizations.

Testing

Testing is a critical component of the project and is the City's opportunity to make sure the system is configured to transact business based on requirements and solutions. iteria's methodology includes numerous testing phases of the project:

- Conference Room Pilot (CRP)
- System Integration Testing (SIT)
- User Acceptance Testing (UAT)

During these phases, the City will test concepts, processes, and system functionality to various degrees. Users will follow detailed test scripts, document the results and a tracking system will be used to track any issues or defects.

Successful testing is based on having well defined testing scripts and coordinating internal resources so test cases are executed in a timely manner. iteria will provide overall guidance and tracking services during the testing phases of the project to assist in coordinating the City's resources and to work to make sure issues are rectified.

Training

The best coordinated project can be deemed a failure if the staff is not properly trained. iteria is proposing a "train-the-trainer" methodology, where we will train key users or "super users" who will then be responsible to train the City's end user population. As part of our approach, we will work with the City of Superior to help assess the capabilities of the City's staff.

- Does the City have people that are capable of conducting training?
- Knowing the skillsets of your users, what training methods / materials are best suited for your staff?
- Does your internal staff have the bandwidth to conduct training during the project in the allotted time frame?
- Do you have facilities where training can be conducted?

Preparing for these types of questions early in the Project Plan / Methodology will minimize any surprises and help alleviate any unnecessary change orders and cost overruns. If the City does not have the bandwidth to internally review these types of questions, iteria can provide assistance in this area as part of our overall Project Management Services.

Go-Live Cutover

Cutover weekend / go-live is a multi-day 24 X 7 process. This requires a detailed Business Continuity Plan and strong coordinated efforts in order to be successful. Items that need to be addressed during this cycle can include:

- Data extracts and conversion processes
- Following the Business Continuity Plan
- Accounting for downtime during the process.
- Shutting down legacy applications
- Re-directing interfaces
- Coordinating access to the facilities 24 x 7
- Final configuration review
- Coordinating the go / no-go decision

As part of our overall Project Management Services, iteria works with the City of Superior for the go-live cutover to make sure the Cutover Plan is being followed, ensuring the communication channels are open to the City's Executives during the process as we work through the extractions and preparing of final data for conversion and final configurations.

Support / Help Desk

iteria has proposed / budgeted post implementation support services as part of the initial contract. We have included 4 weeks of post implementation support as part of our overall proposal. During this phase, iteria serves as L1, L2, L3 support as well as knowledge transfer to the City's staff as part of the transition.

II. 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.

iteria has proposed / budgeted post implementation support services as part of the initial contract. We have included 4 weeks of post implementation support as part of our overall proposal. During this phase, iteria serves as L1, L2, L3 support as well as knowledge transfer to the City's staff as part of the transition. We incorporate onshore / offshore model so teams are available around the clock. iteria will typically utilize a ticketing system for logging / tracking any support issues. However, we are also on-site during Post Implementation Support (for 30 days), during this time we are actively working with the City as issues or questions arise in real time.

Under a separate contract, iteria can offer Managed Services.

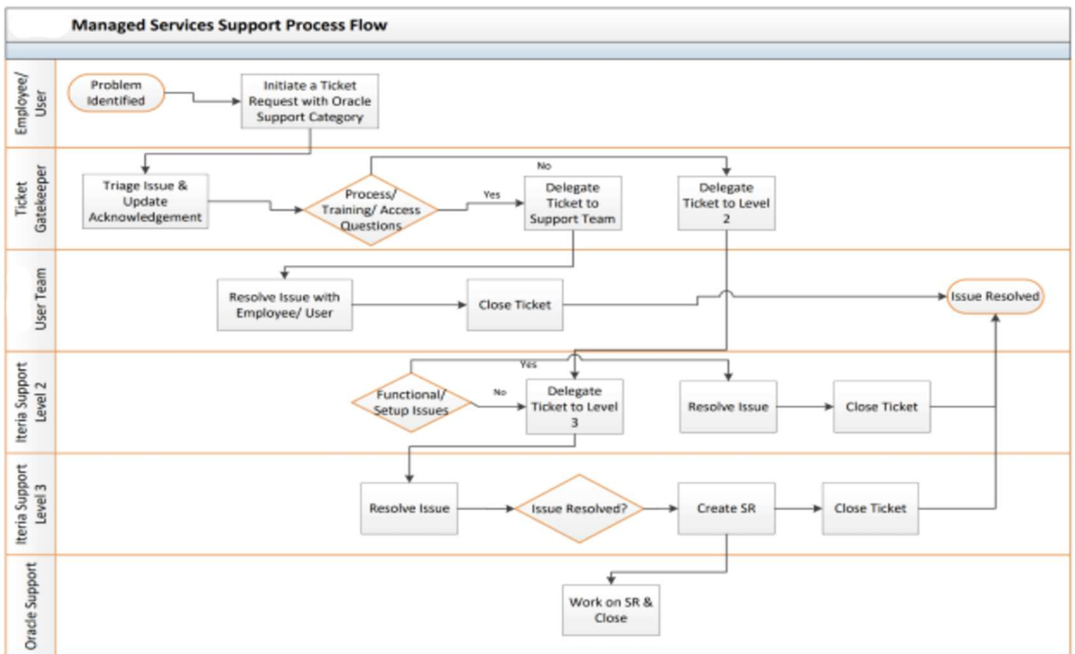
Once the project is live, additional services provided by iteria can include Managed Services. Under a separate Managed Services Agreement, iteria offers / can provide the following and/or any combination thereof:

- L1, L2, L3 Support
- Regression Testing Support

Under iteria's support module, we go beyond just supporting the Oracle Software, but support your processes, access control, data errors, interface errors. Additionally, we can support your “how to” questions that may arise from your end-users. iteria’s services are broken down as follows:

Level 1 Support includes:

- Primary review of all Support tickets
- Initial triage of the issue(s)
- Monitoring and error handling through the integration dashboard (OIC)
- EDI error handling
- Coordination and Primary Lead of Quarterly Patching Testing



An available representative will acknowledge receipt of the service request and begin work on the issue.

Tickets will be worked on based on the following standards:

- Severity 1 – Mission Critical Severity – there is a major cause of business disruption due to the associated ticket.
- Severity 2 – High Severity – the associated ticket is high severity and major business functions are impacted
- Severity 3 - Medium Severity – the associated ticket is of medium severity and needs to be resolved as quickly as possible.
- Severity 4 – Low Severity – the associated ticket is low severity and can be worked on as time permits.

The following SLA Response time will be followed:

- Severity 1 – iteria consultants will respond within 1 hour of receiving notification and begin working on the issue.
- Severity 2 – iteria consultants will respond within 4 hours of receiving notification and begin working on the issue.
- Severity 3 – iteria consultants will respond within 8 hours of receiving notification and begin working on the issue.
- Severity 4 – iteria consultants will respond within 16 hours of receiving notification and begin working on the issue.

SLA Severity Definition

1 – Critical Impact

- Application failure creates serious business and financial exposure
- The application failure impacts a large number of employees
- There is no acceptable workaround to the problem

2 – High Impact

- Application failure creates serious business and financial exposure
- The application failure impacts a large number of employees
- There is an acceptable workaround to the problem

3 – Medium Impact

- Application failure creates low business and financial exposure
- The application failure impacts a small number of employees
- There is an acceptable workaround to the problem

4 – Minimal Impact

- Application failure creates minimal business and financial exposure
- The application failure impacts couple of employees
- There is an acceptable workaround to the problem

iteria is flexible in defining what the scope of services are ultimately decided as part of Managed Services.

i. What are the standard hours that support is offered, and through what means (telephone, web ticket submission, etc.)? Are afterhours and weekend support offered, and if so, is this part of the standard support offering or part of a different tier/offering?

iteria incorporates an onshore / offshore model, so support can be offered on a 24 x 7 basis, depending on your program. iteria will typically utilize a support ticketing system for logging / tracking any support issues.

Yes, this can be offered. This will be discussed and scoped during the Managed Services scoping and contracting discussions.

ii. Describe the support that is offered to assist in potential situations where the City is unable to conduct certain mission-critical processes, such as processing payroll, due to emergency situations.

iteria has the capabilities to do screen share (teams) sessions or phone support as needed. We also have resources local to the City of Superior to be on-site in a short notice period if needed.

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

Software support will be offered by iteria as part of our Managed Services program as well as by the software developer, Oracle Corporation.

iv. Are there optional, "enhanced" support tiers or offerings above and beyond what has been proposed?

Once the project is live, additional services provided by iteria can include Managed Services. Under a separate Managed Services Agreement, iteria offers / can provide the following and/or any combination thereof:

- L1, L2, L3 Support
- Regression Testing Support

Under iteria's support module, we go beyond just supporting the Oracle Software, but support your processes, access control, data errors, interface errors. Additionally, we can support your "how to" questions that may arise from your end-users.

v. How often are releases provided, how is advance notification provided to customers of upcoming releases, and what is the process to test each release? Would the City be able to test releases in a test environment prior to pushing updates to a live environment?

As part of Managed Services Support, iteria can support full or partial regression testing.

When quarterly patches are installed, your system will need to be tested to ensure business continuity. Depending on how your system is configured, the amount of remediation should be minimal.

Quarterly patches also introduce new functionality. The City will need to review the release notes to determine if they want to take advantage of the new functionality that was part of the Quarterly patch. iteria can assist in this as part of our Managed Services offerings.

As part of our Managed Services program, iteria will review the release notes in advance of them being applied to the City's environment. Based on the release notes and knowing your configurations, iteria can meet with the City to discuss what will be released in the upcoming patch. Once the patch is applied, iteria will perform regression testing as well as look at new functionality.

As part of Oracle Corporation's support, if a Service Request is created, notifications for updates on SRs are provided through the Cloud Customer Portal. Users can set notifications to be sent to email and/or text.

Yes, that is the standard protocol. Based on the schedule of releases, you will typically want to have your test environment refreshed from production prior to the initial patching. We are then given 2 weeks to regression test the instance before the patches are applied to your production environment.

vi. Does the system have the ability to roll back updates should challenges or bugs be encountered?

Unless something catastrophic is encountered during testing, patches will not be rolled back or taken out of the production cycle.

vii. 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.

There are no additional costs associated with licensing to receive upgrades; this is covered as part of your annual subscription.

The City can perform the quarterly regression testing on their own, or yes if using outside resources, there would be professional services costs.

Not all new features need to be implemented, however, if implemented, there would be additional professional services costs.

viii. What is the role of the City in providing ongoing support and maintenance of the system proposed? How many FTE are typically required to support the system on the client-side, and what tasks are entailed?

This is greatly dependent on if Managed Services are utilized and/or if the City performs regression testing on their own. Which all depends on the resources the City has. There are multiple models in which this could be addressed.

As part of iteria's methodology, we have developed processes on what the City would test during the quarterly patch testing. The City could follow these steps every quarter on their own and only use Managed Services to resolve any issues, if any.

Otherwise, we have had clients have us perform all quarterly regression testing.

What model works best for the City would be reviewed part of our overall project methodology and knowledge transfer to the City.

III. 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 City.

As part of our methodology, open communication is key to a project's success. Detailed status reports are produced on a recurring schedule basis and Project Status meetings are conducted with both the iteria team and the City's team.

Typically, we do weekly or bi-weekly, depending on where we are in the project. At a minimum, there will be a weekly Status Report.

Each meeting will have an agenda. A sample agenda would include:

- Project Status Review – Dashboard
- Standing Meetings

- Completed Tasks / Meetings
- Upcoming Tasks / Meetings
- Project Risks / Issues
- Q & A

IV. RESOURCE HOURS

Proposer to provide a breakdown of the anticipated resource levels for the City Implementation Project Team and the Proposer Implementation Project Team based on typical project role. This section should include any comments related to phase-specific involvement, and other assumptions should be noted here.

Anticipated Hours by Project Role			
City 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**
Executive Sponsor	2	1	
Steering Committee	2	6	
Project Manager	24	1	
Project Management Team	24	6	
Functional Area Lead(s) – Assuming one lead per tab of Appendix D	80 – 120 at peak times	1 per module	
Subject Matter Expert(s) – Note: one SME may serve as SME on two or more modules/functional areas	60 During testing	1 per department	
Integration Lead	80	1	
Data Conversion Lead	80	1	
System Administrator	100	1	
Reporting Lead	100	1	
Organizational Change Management Lead	60	1	
Training Lead	60	1	

Anticipated Work Effort Division		
	City Project Team	Vendor Project Team
Estimated number of individuals required for Project Team	10	20
Approximate Percentage of Work Effort Owned	50 percent of their time	100 % - we have dedicated resources

V. IMPLEMENTATION PLAN

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

See Gannt Chart

All processes will run in order based on tasks

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

Exhibit submitted Yes X No

Please see Tab 3 Exhibit 1

VI. PROJECT MANAGEMENT PROCESS

Proposer to provide their overall approach for managing the City's Project, including the following areas:

- Scope Management, Schedule Management, Risk Management, Quality Management, Communication Management, Organizational Change Management, System Interface Plan, Resource Management Plan.

iteria's Overall Implementation Approach

iteria.us proposes a step-by-step approach with its implementation methodology to complete the implementation and development of the assigned tasks. As part of our methodology, iteria.us will:

14. Conduct a Boundary Confirmation session to discuss the City's overall goals both near term and in future to better plan for an overall implementation approach.
15. Perform Solution Analysis sessions with the business to cover overall requirements.
16. Document / Review the requirements and the solution with the Business Users
17. Obtain sign-offs and approvals from the business
18. Upon approval of solution, begin development
19. Evaluate the data and the roadmap for conversion
20. Review and design interfaces
21. Conduct smoke testing
22. Conduct multiple prototype sessions
23. Support User Acceptance Testing
24. Provide Train-the-Trainer training
25. Develop / provide complete configuration documentation
26. Review final output with Business and get final sign-offs

Embedded within our overall approach, you will find specific details around:

- Overall Project Management approach
- Configuration and process design approach
- Data conversion
- Testing approach
- Training approach
- Final cutover/transition to new system

Scope and Deliverables

Based on the requirements provided by the City and the modular footprint provided in the RFP, iteria has prepared a high-level timeline and implementation schedule for the ERP Project.

Key areas of a project of this nature include:

- Overall Project Management
- Reviewing key decisions and integration points from the Requirements Sessions
- Business Process Re-engineering
- Data Extraction and Cleansing
- Solution development
- Interface review and development
- Testing
- Training
- Go-Live Cutover

- Post Implementation Support

Overall Project Management

Projects of this magnitude are more successful when a full-time Project Manager is dedicated to the project and driving for success. The criticality of this role is to ensure the requirements and delivered solution meets the needs and expectations of the end users. Even though Fusion projects typically do not have customizations to them, there is a need to review business processes and there are decision points that can be made to have the system work more for the City rather than have decisions be made that will make the implementers life easier. iteria's methodology looks to deliver the best solution for its customers. We pride ourselves on being able to extend the applications without customizations and focus on meeting the objectives and needs of our clients. iteria' Project Manager works closely with the City's PM and/or Leads to ensure the project remains on track and that the needs of the City are being addressed.

VII. ORGANIZATIONAL CHART

i. The City anticipates that any staff assigned to the Project will remain assigned to the Project, unless the City deems the services to not meet expectations at which point the Contractor and the City will work together to remedy such non-conforming services. Proposer to identify the approach to assignment and (as necessary) replacement/removal of vendor staff during the implementation process.

iteria will use dedicated resources on the project, both onshore / on-site and offshore. If there are issues with resources, iteria will work with the County to discuss any issues identified and will replace the resource, as needed.

iteria does not anticipate using any subcontractors for implementation services.

ii. Proposer to submit as an Exhibit to Tab 3, an Organizational Chart including subcontractors and reporting structure of the entire team.

Exhibit submitted Yes No X (narrative below)

All iteria resources report to the Client Manager / Project Manager that is assigned to your project. The Client Manger is a C-Suite member of the iteria team. The Project Manager, at a minimum is part of the iteria Leadership team.

For each functional area, there is a lead who will then have staff reporting to him/her.

Additionally, for the offshore team, there is a local C-Suite Member overseeing the team as well as a day-to-day offshore Project Manager to help with transition from shift to shift as tasks move from onshore to offshore and vice versa.

No sub-contractors have been identified for this project and as a general rule are very seldom used by iteria.

VIII. PROJECT TEAM RESUMES (PROPOSER)

i. As an Exhibit to Tab 3, resumes shall be provided for the implementation team, as well as additional personnel involved in the proposed project governance structure, including any partners/subcontractors. Resumes shall be specific to the actual personnel to be assigned to this Project for all primary roles (e.g., Project Manager, Conversion Lead). Resumes to include listing of past software implementation projects and certifications held for each team member.

Exhibit submitted Yes X No

Please see Tab 3 Exhibit 2

ii. Summary of Project Team: Proposer shall complete the table on the following page listing a summary of the Project Team Members including any partners/subcontractors.

Table 3-01: Proposer Project Team Members

Proposer Project Team Members							
Name	**Title**	**Role on Proposed Project Team (e.g., PM)**	**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 City**	**Relevant certifications (PMP, etc.)**
		(On-Site) Senior Functional Lead / Project Oversight	25+	10	4	Project Manager / Functional Lead overseeing overall module design and integration points	
		(On-Site) Tech Lead	25+	7	5	Technical Architect / Lead Oversees Interface and Conversion design	
		(On-Site) GL, AR, FA Functional	15+	7	3	Module lead for Financial Modules	
		(On-Site) Procurement, Inv and AP Functional	7+	4	3	Module lead for SCM Modules	
		(On-Site) Project Functional	7+	3	3	Module Lead Projects	

Proposer Project Team Members							
Name	**Title**	**Role on Proposed Project Team (e.g., PM)**	**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 City**	**Relevant certifications (PMP, etc.)**
		(Onshore) HCM / Payroll Functional	15+	7+	3	Onshore HCM Lead	
		(Offshore) Project Manager / QA Lead	5+	3+	3	Offshore Project Coordinator	
		(Offshore) Financials Functional	4+	3+	3	Functional Resource for Financial Modules	
		(Offshore) Procurement and AP Functional	4+	3+	3	Functional Resource for AP and Procurement	
		(Offshore) Projects and Grants	4+	2+	2	Functional Resource Projects and Grants	
		(Offshore) Payroll Functional	3+	2+	3	Functional Payroll Resource	

Proposer Project Team Members							
Name	**Title**	**Role on Proposed Project Team (e.g., PM)**	**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 City**	**Relevant certifications (PMP, etc.)**
		(Offshore) HCM Functional	3+	2+	3	Functional HCM Resource	
		(Offshore) HCM and Benefits	3+	2+	3	Functional HCM / Benefits Resource	
		(Offshore) Fast Formula Developer(s)	4+	2+	3	Fast Formula Developer	
		(Offshore) Tech Lead	8+	5+	4	Technical Lead Developer	
		(Offshore) Middleware Expert	7+	4+	4	Technical Middleware Lead Developer	
		(Offshore) Conversion Developers	3+	2+	3	Conversion Developer(s)	
		(Offshore) Interface Developers	3+	2+	3	Interface Developer(s)	

Proposer Project Team Members							
Name	Title	Role on Proposed Project Team (e.g., PM)	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 City	Relevant certifications (PMP, etc.)
		(Offshore) Report Developers	**2+**	**2+**	**4**	Report Developer(s)	
		(Offshore) Training Material Developer	**2+**	**2+**	**4**	Training Material Developer(s)	

IX. PROPOSED TRAINING APPROACH/STRATEGY

i. Proposer to describe the proposed approach to training users of the system, including the frequency of training, timing in the overall sequence of the implementation, as well as training resources/materials that will be provided to trainees.

The best coordinated project can be deemed a failure if the staff is not properly trained. iteria is proposing a "train-the-trainer" methodology, where we will train key users or "super users" who will then be responsible to train the City's end user population. As part of our approach, we will work with the City to help assess the capabilities of City staff.

- Does the City have people that are capable of conducting training?
- Knowing the skillsets of your users, what training methods / materials are best suited for your staff?
- Does your internal staff have the bandwidth to conduct training during the project in the allotted time frame?
- Do you have facilities where training can be conducted?

Preparing for these types of questions early on in the Project Plan / Methodology will minimize any surprises and help alleviate any unnecessary change orders and cost overruns. If the City does not have the bandwidth to internally review these types of questions, iteria can provide assistance in this area as part of our overall Project Management Services.

ii. 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.

Our training is train-the-trainer and is conducted on-site.

iii. Proposer to detail the knowledge transfer strategy proposed to prepare the City staff to maintain the system after it is placed into production.

iteria has proposed / budgeted post implementation support services as part of the initial contract. We have included 4 weeks of post implementation support as part of our overall proposal. During this phase, iteria serves as L1, L2, L3 support as well as does knowledge transfer to the City's staff as part of the transition.

iv. Proposer to detail the approach to conducting training using webinar (e.g., GoToMeeting, Zoom, Teams, Skype), including how Proposer staff will monitor staff comprehension and, if applicable, provide assistance to trainees on navigation through the system.

Training is typically done on-site for better comprehension. The exact training plan and formats will be worked on in partnership with the City.

v. 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.

The training plan will ultimately decide how training is delivered as well as the mechanisms and formats. For classroom sessions, we prefer hands-on, and computers for every person as the material will have exercises for users to enter data.

vi. TRAINING PLAN AND RESOURCE HOURS

Proposer to provide a detailed training plan and resource hours allocated for the City's project, including description of the type of delivery mechanisms (e.g., in-person/live training, recorded videos, scenario-based) that would be used to support the delivery of the training.

iteria has included a sample training plan below for review. Training Plans are customized for each client, so putting a plan together at this point of a project is very premature. To develop a Training Plan, collectively we need to look at a variety of data points, such as audience, changes, business processes, facilities, methods, to name a few. iteria has included roughly 2,200 hours to develop training material and roughly 400 hours to deliver training.

Proposer to submit as an Exhibit a Sample Training Plan and insert in Tab 3.

Exhibit submitted   Yes X   No

Sample Training Schedule

Users	Method	Number of Attendees	Number of Classes	Duration	Facility	Instructor	Class Scheduled	Dates
Requisitions	Material Classes by Request							
Punchouts	Material Only							
Approvals	Material Only							
AR Invoice Entry	Classroom	20 Departments	2	2 Hours				
AR / Inter-Department	Classroom	Highway Health Human Services Harbor Haven Central Services Central Maintenance Sheriff IT Child Support Corp Counsel Finance HR Parks / Planning Family Court Commission Administration	2	4 Hours				
Cash Management	Classroom	Tammy, Stacie, Ann, Brenda, Laurie Kelly		2 Hours				
Projects	Classroom	5		3 Hours	Highway			
Advanced Projects	Classroom	Mary Jo, Jennifer, Katie Gindt		4 Hours	Highway			
EAM	Classroom	12			Highway			
Inventory	Classroom	Harbor Haven, Central Services, Highway	2	2 Hours				
GL Entry	Material 1 on 1 by Request	Highway Health Human Services Harbor Haven Finance Katie					N/A	
GL Inquiry	Material Only December 22 Classroom February	All Department Heads						After Go-Live
Expenses	Material Only 1 on 1 by Request	All Employees					N/A	Release 12/22
Account Payable	Material 1 on 1 by Request	Finance / Human Services					N/A	
Accounts Payable Coding	Material 1 on 1 by Request	All Departments					N/A	
Accounts Payable Inquiry	Material 1 on 1 by Request	All Departments					N/A	
Running Financials	Material Only	All Department Heads					N/A	
Running Reports / Scheduled Processes / OTBI Reports	Material Only	All Department Heads					N/A	
1099 Education	Classroom							

Proposer to provide a detailed description of system documentation and resources that will be included as part of the implementation including, but not limited to, detailed system user manuals, “Quick Reference” guides, etc. as available. Proposer to itemize optional items on Attachment C.

Type of Documentation	Included in Scope of Proposal to the City?	Description/Explanation/Optional
Quick Reference Guides	Yes	
Online Support	Built into the software	

Type of Documentation	Included in Scope of Proposal to the City?	Description/Explanation/Optional
Help Desk Support	For 30 days after go-live	
User Group Community Resources	Part of SaaS subscription	
Annual User Conferences	Part of Oracle Community	Attendance is an extra fee
Videos	no	
Custom User Guides/Manuals	yes	iteria will build custom training material as part of its implementation methodology
Other:		

XII. APPROACH TO TESTING AND QUALITY ASSURANCE

Describe your standard approach to testing and quality assurance.

Testing is a critical component of the project and is the City's opportunity to make sure the system is configured to transact business based on requirements and solutions. iteria's methodology includes numerous testing phases of the project:

- Conference Room Pilot (CRP)
- System Integration Testing (SIT)
- User Acceptance Testing (UAT)

During these phases, the City will test concepts, processes, and system functionality to various degrees. Users will follow detailed test scripts, document the results and a tracking system will be used to track any issues or defects.

Successful testing is based on having well defined testing scripts and coordinating internal resources so test cases are executed in a timely manner. iteria will provide overall guidance and tracking services during the testing phases of the project to assist in coordinating the City's resources and to work to make sure issues are rectified.

XIII. SAMPLE PLAN

Submit a Sample Testing and Quality Assurance Plan that would be very similar to the plan utilized for the City's Project. Proposer to submit as an Exhibit a Sample Plan in Tab 3.

Exhibit submitted Yes X No

Please see Tab 3 Exhibit 3

XIV. 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 City'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 the City 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 XV Plan Details) and provide any additional services that are also provided as part of your Testing and Quality Assurance Plan not listed.

Yes, this follows our methodology

XV. LEVELS OF SUPPORT

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

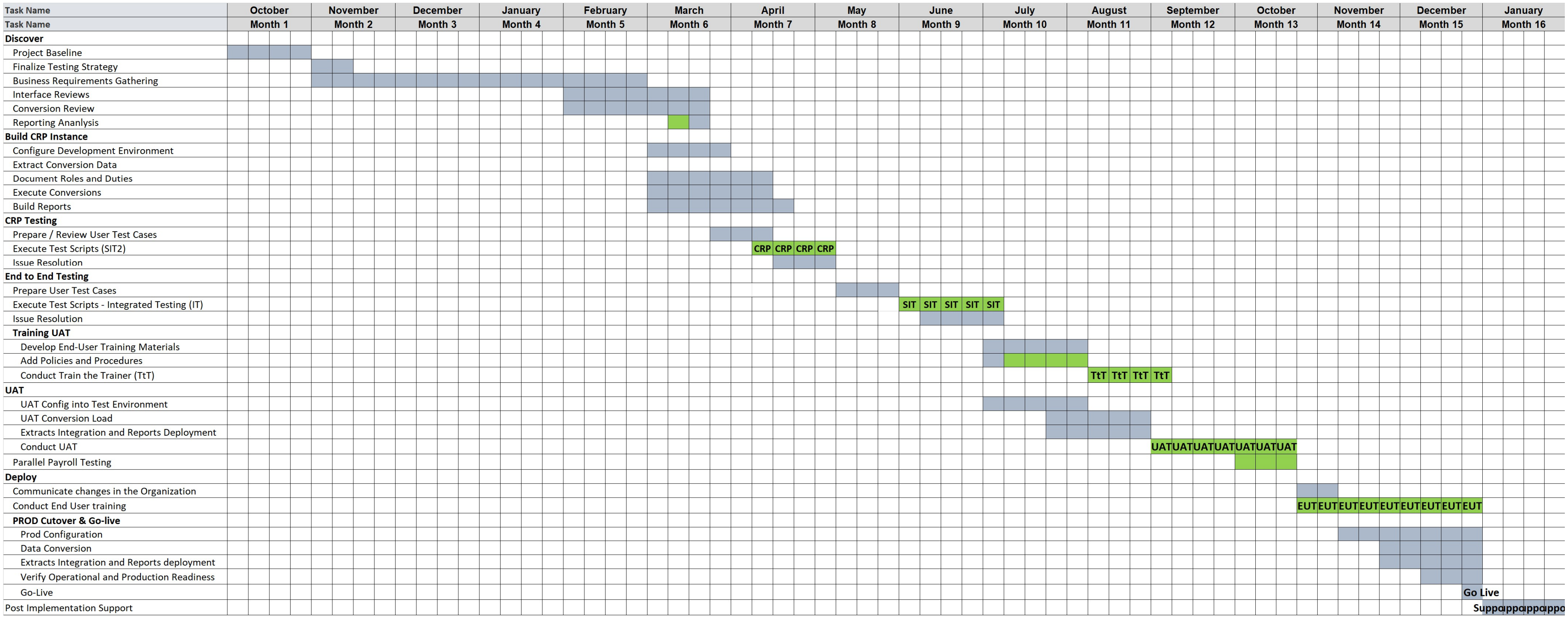
Yes, our resources are on-site during the testing sessions.

XVI. PARALLEL TESTING

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

We support parallel testing; the exact plan and process needs to be determined based on the configuration changes between old and new and the ability to extract the data from the legacy application and imported into Oracle.

Tab 3 Exhibit 1 Project Plan



Tab 3 Exhibit 2 Resumes

Resource	Title	Role	Experience
Brian Schell	President & CEO	(On-Site) Senior Functional Lead / Project Oversight	30+ years implementing the Oracle Suite of Applications. Highly skilled in integration points and cross trained on the financial suite of application, HCM applications, and technology
Guru Melangi	VP, Information Technology	(On-Site) Tech Lead	20+ years of implementing the Oracle Technology Stack. Integration and Conversion architect
Brad Kondas	Senior Director	(On-Site) GL, AR, FA Functional	25+ years implementing the suite of Financial applications. Specializing in Fund Accounting, Accounts Receivable, and GASB rules
Aarti Arcot Vantel	Senior Manager Application Solutions	(Onshore) HCM / Payroll Functional	20+ years implementing the suite of HCM applications. Specializing in HR, Payroll, Recruiting, and Benefits

Tab 3 Exhibit 3 Sample Test Plan

See Sample Test Plan on Next Page

TESTING STRATEGY DOCUMENT

XXXX

Author:

Creation Date: 18th April 2024

Last Updated:

Document Ref: V 1.0

Version: 1

Approvals:

<Approver 1> ______________________________

<Approver 2> ______________________________

Document Control

Change Record

Date	Author	Version	Change Reference

Date	Author	Version	Change Reference

Reviewers

Name	Position

Contents

Introduction

This document outlines a high-level Test Strategy as part of the Enterprise Design phase to prepare for the implementation of the Cloud ERP and HCM applications. The intent of the document is to list key testing Phases, activities and tasks and the respective ownership information that need to be addressed and the level of effort / timeline is accurately estimated.

This document serves as the Project Team's source for the test strategy and approach. This document will form the high-level direction for the Project Team's more detailed instructions for testing in the applicable Test Plan. This document will also be used as a guidance in devising the Test Plans and appropriately execute the testing and estimating the testing effort and how it might impact the overall project. While all members of the team should understand and accept the Testing Strategy, the key participants are noted below:

XXXX and iteria.us Project Team

XXXX and iteria.us Functional Team(s)

This document is considered static. However, any required updates will be managed collaboratively by the iteria.us and XXXX project teams and any such changes will be communicated universally before implementation of proposed changes.

Testing Details

Objective

The objective of software testing is to help ensure that the Cloud ERP and HCM applications including configurations, Fast Formulas, integrations, reporting, security, data conversions, and manual processes successfully meet the business requirements of each work stream and that the overall system functions properly and accurately. Testing will validate that the Cloud application modules and integrations work together seamlessly. It is critical to test the business processes and identify any potential process changes/inconsistencies that might exist. The overall testing process is designed to help XXXX determine the following:

- The Cloud ERP and HCM functionality is working as specified.
- Verify business processes including configurations are working as designed.
- Application integrations and extensions (if any) are working as designed.
- Data conversions are working as designed.
- Delivered and custom (if any) reports successfully run, producing expected results.
- Security and Workflow are working as specified.
- The data is accurate as compared to the legacy system post conversion.

- The data is consistent and relevant in the new system.
- The system performance is in an acceptable range given it's a cloud based new system.

Scope

The following Oracle HCM Modules are in scope for this project.

- Core HCM, Employee Self Service, Manager Self Service, Benefits
- Time and Labor, Absence Management
- Payroll
- Recruiting
- Talent Management

The following Oracle ERP Modules are in scope for this project.

- Financials (GL, AP, AR, FA and CM)
- Projects and Grants
- Inventory
- Asset Management and Maintenance
- Procurement and Supplier Portal

Technical components for testing Oracle ERP and HCM Module include:

- Data Conversion
- Reports
- Integrations
- Security
- Workflows
- Fast Formulas
- Extensions

Test Definitions

- **Test Scenario**: A workstream-specific Oracle transaction that will be executed during testing. (e.g., hiring employees in Sheriff dept, employee on long term leave, maintenance cost transfer to project etc.)
- **E2E Business Scenario:** A reality-based situation that would include multiple transactions (or Test Scenarios) that cross modules/workstreams and/or applications.

- *For example – Tracking the progression from Candidate to Employee using Oracle Recruiting & Core HR. Time/Absence data is entered, Payroll is run, and associated downstream processes occur such as sending GL files to Accounting.*

- **Test Aid**: A guide that will be used by testers to provide direction on how to execute the Test Scenario.
- **Test Data:** Data needed to execute each iteration of a Test Scenario.
  - *For example - Employee #1 from Union, Employee #2 from Sheriff Dept, Employee #26 from Holiday Shift.*
- **Test Case:** A step by step instruction for execution of a test scenario using various Test Data to more completely validate a Test Scenario.
- **Test Results:** Output of a specific test case that will deem the test as Pass or Fail. Every Fail test will then have to be reported to be able to work on it. Once the Failed issue has been remediated it will then be sent back to the appropriate XXXX Tester for re-testing.
- **Test Environments:** Specific Instance where the tests will be executed. This would either be Dev1, Dev3 or the Test environment.

Testing Overview

This section provides an overview of the approach, documents, and phases of Testing.

1. The Test Strategy outlines the high-level test approach to be adopted in creating individual Test Plans for the various test phase / cycles identified within this document. It identifies the phases incorporated in testing, the roles and responsibilities for the test phases, defect management, and status reporting. Iteria.us will prepare the Test Strategy as reviewed by XXXX.
2. The individual Test Plan for each test phase shall include the modules, test environment, and reference to applicable Test Scenarios.
3. The Testing Schedule (within the broad test cycle dates) and resource assignment will be owned by the Test Leads and Domain Project team members from both XXXX and iteria.us.
4. Environment Preparation includes configurations, data migration, custom developed objects such as reports and Fast Formulas, integrations, and security. XXXX and iteria.us shall work collaboratively in planning and requesting test pods and /or data refreshes as required by the given test phase.
5. Testing logistics and timing will be defined at each Test Plan level.

Testing Approach

Project Test Scenarios will be planned, developed and executed using the following approach. Note that the following process should be viewed as an iterative approach such that Test Execution is repeated after Defect Resolution.

1. Under Test Preparation add a point to mention ensure the accepted configurations and technical components to be tested are deployed in the test environment
2. Under Test Preparation add a point to mention finalizing the logistics on how the test scenarios to be executed, In person, Offline or remote Microsoft teams sessions.
3. Under Test Execution add a point of Re-test plan for the defects that are being addressed.

Test Stage	Test Planning	Test Preparation	Test Execution	Defect Management
Key Activities	• Create Test Plan for each individual Test Phase Identified in this document • Identify the Test Environments that will used and the data refresh that may be required • Identify the tester population that will be engaged and the tentative timeline • Identify high-level scope for each test Phase	• Create Test Scenario for the functionalities that will be available for testing • Prepare Test Case for XXXX specific functionalities • Create necessary test data set for all the scenarios reviewed and approved • Prepare the Test Environment with configurations and required data conversion • Create a detailed Test Execution schedule with testers assigned to scenarios aligned to the order of execution and functional lead availability	• Conduct Test Execution Kick-off as appropriate to communicate the scope, schedule, and expected outcome • Execute Test Scenarios as per the schedule • Conduct Test Status Meetings and defect triage meetings on a regular basis • Collate Test Execution Reports and logs as appropriate for leadership review and future reference • Replan the test execution as required during the test cycle / iterations	• Collate defects raised by various testers • Review and analyze defects based on severity, priority, and type • Assign defects to specific project team members for better tracking • Collaborate with Oracle in case of any SR • Provide defect fixes as applicable • Perform re-test of the functionalities pertaining to the defects and report test status thereof • Close defects or scalable issues for leadership reviews for any scope changes / Product Gaps / Process Challenges

Testing Phases

Phase	Objective	Approach	iteria.us	XXXX
Test Planning	Develop Test Strategy and Test Plan.		• Develop • Review • Support	• Lead • Develop • Review • Support
System UnitTesting	• Test of individual integrations, extensions, and reports (multiple individual instances). • Test of individual configuration components (multiple individual instances).	• Not a coordinated effort • Testing scope includes individual configuration units • Test scenarios traceable to a requirement/user story. • Executed as needed by functional configurator.	• Scenario creation • Test execution • Defect resolution • Metric collection • Report	• Scenario creation • Test execution • Defect resolution • Metric collection • Report
End-to-End (SIT2) Test	Test of module-specific, inter-module, integrations, custom extensions, end to end business processes, and applications impacted by the ERP and HCM implementation. (Test plan to consider a minimum of 2 iterations of end to end during the project life cycle).	• Testing scope validates configurations, business process flows, and data conversion. • Scope increases with each iteration with all applications expected to participate in the final iteraction prior to go-live. • Test scenarios trace back to requirements/user stories and include cross-module combinations. • Executed after each playback as a single cross-module effort by a dedicated test team.	• Test support • Defect resolution • Metric collection • Report	• Scenario creation • Test execution • Defect resolution
User Acceptance Test (UAT)	Test of ERP and HCM Cloud to ensure all business activity is supported by the new application	• Testing scope validates "day in the life" of the end users' daily operations. • Test scenarios harvested from E2E phase based on critical path processes and application security requirements. • Executed before go live by a dedicated test team. • Test all the exception scenarios. • Test data usage in external impacted systems	• Test support • Defect resolution • Metric collection • Report	• Scenario creation • Test execution • Defect resolution
Regression Test	Test of integrations, extension, reports, Fast Formulas, and configurations after updates are	• Testing scope validates development activity, defect fixes, and Oracle maintenance updates have not adversely	• Test execution • Defect resolution • Metric collection	• Test execution • Defect resolution • Metric collection • Report

Phase	Objective	Approach	iteria.us	XXXX
	introduced to a successfully tested environment (multiple instances).	impacted the functionality already tested. • Test scenarios forming the regression test bed will be incrementally built as test results are recorded during each phase of testing. • Execution increasingly automated after each test phase.	• Report	
Payroll Parallel Test	Payroll Parallel Testing identifies payroll calculation discrepancies between the new and the legacy payroll. ** It should be noted results will vary during this testing when compared to JDE due to no balances being loaded*	• Testing scope compares the payroll calculation results for specific pay periods to identify differences to be fixed, adjusted, or explained. • Test scenarios will be determined by the payroll activity occurred in production for the designated pay periods • Executed before go live by a dedicated test team. • The actual execution of parallel can be conducted based on specific past pay periods where results for comparison are stored in the legacy system.	• Test support • Comparison • Defect resolution • Metric collection • Report	• Test execution • Defect resolution • Metric collection • Report

Defect management shall be established as a centralized process that shall be followed by all phases of testing for the project.

Early inclusion of as many XXXX SMEs and Business Process Owners in test execution would accelerate the effectiveness and speed of each phase of testing and will help the project team in achieving an independent assessment.

Testing is not a training activity and any users that require training should have completed training before commencement of any testing phase.

Entry Criteria

The Entry Criteria detailed in the following sections must be achieved before the software is deemed to be ready for that phase of testing. If any criterion has not been achieved, the test cycle may only commence if the risk has been analyzed and approved to move forward. The goal is to keep entry criteria exceptions to a minimum.

Test Phase	Entry Criteria
Test Planning	• Project Kick-off.
Unit Testing	• Functional and Technical Design Documents have been completed and approved. • The extensions, integrations, and/or reports have been completed by the builder/owner. • Testing scenarios and supporting test data have been created. • Functional configuration has been created by functional configurator. • Fast Formulas have been completed by the technical team. • Configuration added to the Configuration Workbook. • Testing scenarios and supporting test data have been created

End-to-End (SIT2) Test	• Any open defects from previous Test Phase identified, documented (including any mitigation plan), and approved by Project Leadership
	• Test Plan created, reviewed and approved by both iteria and XXXX teams.
	• Vendor contingency plan is in place. For example, if a 3rd party interface for an external vendor is not able to receive our test files, an alternative strategy for verifying test results must be agreed for that specific vendor.
	• Testing scenarios and supporting test data have been created, documented, reviewed and approved.
	• Test environments are identified, configured, and ready for use with validations from the Technical Lead(s) and Functional Leads.
	• All integration, extensions, and reports in the testing scope have been migrated and validated by the Technical Lead(s) and, if applicable, the Functional Leads.
	• All configurations in the testing scope have been migrated and validated by the Functional Leads.
	• Security roles were provisioned to test team as per the requirements established by the XXXX/iteria security team.
	• Conversion data is loaded and reconciled.
	• Data conversion fall outs / data discrepancy impacts have been assessed and documented.
	• Test Data has been identified, created, and/or converted into the test environment.
	• Test Roles and responsibilities have been documented.
	• Test Resources for internal and external systems are mapped to the roles and responsibilities.
	• Test Scenarios have been assigned to testers for execution.
	• Test Resources have been provided orientation to the testing approach, responsibilities, and timeline.
	• The Defect Management Process is documented and approved by the project team, including:
	    • Defect handling processes created, reviewed, and approved.
	    • Defect severity definitions agreed upon by testing team.
	    • Training in the defect handling procedures has been provided to the resources who will be involved in defect management.
	• Should any of the entry criteria not be met, the Test Phase can begin if the exception and its mitigation plan are documented and approved by Project Leadership.

Test Phase	*Entry Criteria*

User Acceptance Test (UAT)	• Any previous Test Phase completed successfully.
	• Any open defects from a previous Playback or Test Phase identified, documented (including any mitigation plan), and approved by Project Leadership before proceeding.
	• Test Plan approved.
	• Testing scenarios and supporting test data created, documented, reviewed, and approved.
	• All integrations, extensions, and reports in the project phase scope migrated and validated by the Technical Lead(s) and, if applicable, the Functional Leads.
	• All configurations in the project phase scope migrated and validated by the Functional Leads.
	• Test environments identified, configured, and ready for use with validations from the Technical Lead(s) and Functional Leads.
	• Security roles were provisioned to test team as per the requirements established by the XXXX/iteria security team.
	• Conversion data loaded and reconciled.
	• Test data identified, created, and/or converted into the test environment.
	• Data conversion fall outs / data discrepancy impacts assessed and documented.
	• Test Roles and Responsibilities documented.
	• Test Resources for internal and external systems mapped to the roles and responsibilities.
	• Test Scenarios assigned to testers for execution.
	• Test Resources provided orientation to the testing approach, responsibilities, and timeline.
	• The Defect Management Process documented and approved by the project team, including:
	    • Defect handling processes created, reviewed, and approved.
	    • Defect severity definitions agreed upon by testing team.
	    • Training in the defect handling procedures has been provided to the resources who will be involved in defect management.
	• Should any of the entry criteria not be met, the Test Phase can begin if the exception and its mitigation plan are documented and approved by Project Leadership.

Test Phase	*Entry Criteria*

Payroll Parallel Test	• Any previous test phase completed successfully.
	• Any open defects from a previous Playback or Test Phase identified, documented (including any mitigation plan), and approved by Project Leadership before proceeding.
	• Target payroll period (or periods) identified.
	• Test Plan approved.
	• Testing scenarios and supporting test data created, documented, reviewed, and approved.
	• All integrations, extensions, and reports in the project phase scope migrated.
	• All configurations in the project phase scope migrated.
	• Test environments identified, configured, and ready for use.
	• Security roles were provisioned to test team as per the requirements established by the XXXX/iteria security team.
	• Conversion data loaded and reconciled.
	• Payroll Comparison Tool configured.
	• Reconciliation Strategy with percentage margin of error approved. This includes identifying which test results are expected at 100% match and which test results are expected with a lower percentage match based on explainable differences.
	• Legacy payroll input files, reports, data extracts, and output files available.
	• Test data has been identified, created, and/or converted into the test environment.
	• Data conversion fall outs / data discrepancy impacts have been assessed and documented.
	• Test Roles and responsibilities have been documented.
	• Test Resources for internal and external systems are mapped to the roles and responsibilities.
	• Test Scenarios have been assigned to testers for execution.
	• Test Resources have been provided orientation to the testing approach, responsibilities, and timeline.
	• The Defect Management Process is documented and approved by the project team, including:
	    ◦ Defect handling processes created, reviewed, and approved.
	    ◦ Defect severity definitions agreed upon by testing team.
	    ◦ Training in the defect handling procedures has been provided to the resources who will be involved in defect management.
	• Should any of the entry criteria not be met, the Test Phase can begin if the exception and its mitigation plan are documented and approved by Project Leadership.

Exit Criteria

The Exit Criteria detailed below must be achieved before the software is deemed to have completed that phase of testing.

Test Phase	*Exit Criteria*
Test Planning	• Test Strategy signed off.
Unit Testing	• Expected results achieved, documented, and accepted.
End-to-End (SIT2) Test	• All Test Scenarios executed and assigned a status (Pass/Fail). • External Integration results signed off by vendors has been created. • Internal Integration results signed off by stakeholders has been created. • Test Results reviewed and signed off by Test Leads. • Open issues, defects, and change requests have been logged and are noted with clear next steps. • All Severity 1 defects with a mitigation plan in place. • All Severity 2 defects with a mitigation or a resolution plan in place. • All outstanding defects documented with Steer Co. approval to proceed. • Data Cleanup issues documented with a mitigation plan in place. • 50% success of the test scenarios should be the acceptance to move to next phase
User Acceptance Test (UAT)	• All test scenarios executed and assigned a status (pass/fail). • External Integration results signed off by vendors. • Internal Integration results signed by stakeholders. • Test results reviewed and signed off by Test Leads. • Open issues and change requests have been logged. • All severity 1 defects with a mitigation plan in place. • All severity 2 defects with a mitigation or a resolution plan in place. • All outstanding defects with Steer Co. approval to proceed. • Data Cleanup issues documented. • 80% success of the test scenarios should be the acceptance to move to next phase
Payroll Parallel Test	• Payroll calculation results and supporting test data created, documented, reviewed and approved. • All payroll calculation variances outside of the acceptance parameters are explained or have a fix in process. • Balances documented, reconciled, and approved. (We might not have to do this?) • Test results reviewed and signed off by Test Leads. • Open issues and change requests have been logged. • All severity 1 defects with a mitigation plan in place. • All severity 2 defects with a mitigation or a resolution plan in place. • All outstanding defects with Steer Co. approval to proceed. • Data Cleanup issues documented with a mitigation plan in place. • 97% success of the test scenarios should be the acceptance to move to next phase

Testing Process

Test Environment Preparation

The following approach will occur in preparing test environments for each test phase.

Standard Environment Preparation for each Testing Cycle

- Environment configuration (e.g., Cloud instance configuration/settings, Integrations, POD Sizing, etc).
- Software synchronization – All development and configuration to be tested will be migrated to the appropriate test pod prior to the test commencement. The environment is expected to remain static with the exception of defect fixes and potential Oracle releases.
- Data refresh is complete and no more than 5-10% of the data population has issues/exceptions that are in the process of being fixed.
- Security Role Configuration is complete.
- All Test IDs have been established, have the appropriate roles assigned, and are noted in the Test Execution Document.
- All interface connectivity required for a particular test phase has been established.
- Installation of test tools and training is complete.
- All test data setup is complete.
- All test scripts in scope for a particular test phase have been configured and/or prepared for recording.

Tab 4 – Project Schedule

Tab 4 – 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 the RFP. In addition, the response should reflect Project predecessors, successors, and dependencies.

- The City requests that the sample Project Schedule be in a Gantt chart format.
- The City would expect implementation to begin in October 2025.
- Proposer to submit as an Exhibit, a sample Project Schedule and insert in Tab 4

  Exhibit submitted Yes X No

Please see Tab 4 - Exhibit 1

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 City.

Deliverables for a project of this nature would include:

Deliverable Name	Description	Format
Project Plan	Project plan for the project with detailed tasks	MPP
Business Requirement Documents (BRD)	Detailed Business process document for each functional area / module with current state process mapping to future business processes.	Word / PDF
Interface List and methods	Identify the need of interface and finalize the method of communication between the systems.	Excel
Reports Master List	Identify the need of reports from all Functional and HCM areas.	Excel
Instance Strategy	A strategy document to procure and maintain ERP/HCM and Integration applications and maintain them till go-live.	PDF
Data Conversion Strategy	Finalize all Business objects to me migrated with amount of history.	PDF

Deliverable Name	Description	Format
Security Matrix Template	A document describing who from can access what functionality and data from the applications	Excel
Communication Plan		Word
Configuration Cookbooks	Detailed workbook that contacts setups done in the application for feature references include: 1. Configurations migrations between instances. 2. Transition between consultants.	Excel

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

Exhibit submitted Yes X No

Per your request, iteria is proposing a Deliverable / Milestone based project but is comfortable with discussing other alternatives if desired. The schedule would follow / be based on the above-mentioned deliverables.

This can be discussed with the City and be finalized during final negotiations.

Please see Tab 4 – Exhibit 2

III. PROJECT SCHEDULE QUESTIONS

Table 4-01: Project Schedule Questions

1. Based on current obligations, what is the earliest you can begin implementation after contract signing?	iteria can begin within 2 weeks of contract execution.
2. What activities would the Proposer expect to occur within the first 60 days of contract signing?	Based on our methodology the first 60 days would entail the following: • Project Baseline and Finalizing Overall Project Schedule • Boundary Confirmation • Requirements Gathering
3. How long does the typical implementation of the product being proposed take for an organization of similar size to the City?	A typical implementation of this size should take no longer than 12 – 16 months, based on calendars. Based on the City's schedule we have adjusted the plan to accommodate a fiscal year / calendar cutover.

4. What special considerations are there related to the timing of go-live activities? Does it vary based on functionality (e.g., benefits go-live being aligned with open enrollment, payroll with calendar year or quarter)?	Iteria is proposing going live with financials the start of your fiscal year and with HCM / Payroll at the start of your first pay period for calendar year 2027. This will eliminate the need for conversions for 1099's and Payroll W2 Balances.

IV. *PROJECTED GO-LIVE DATES*

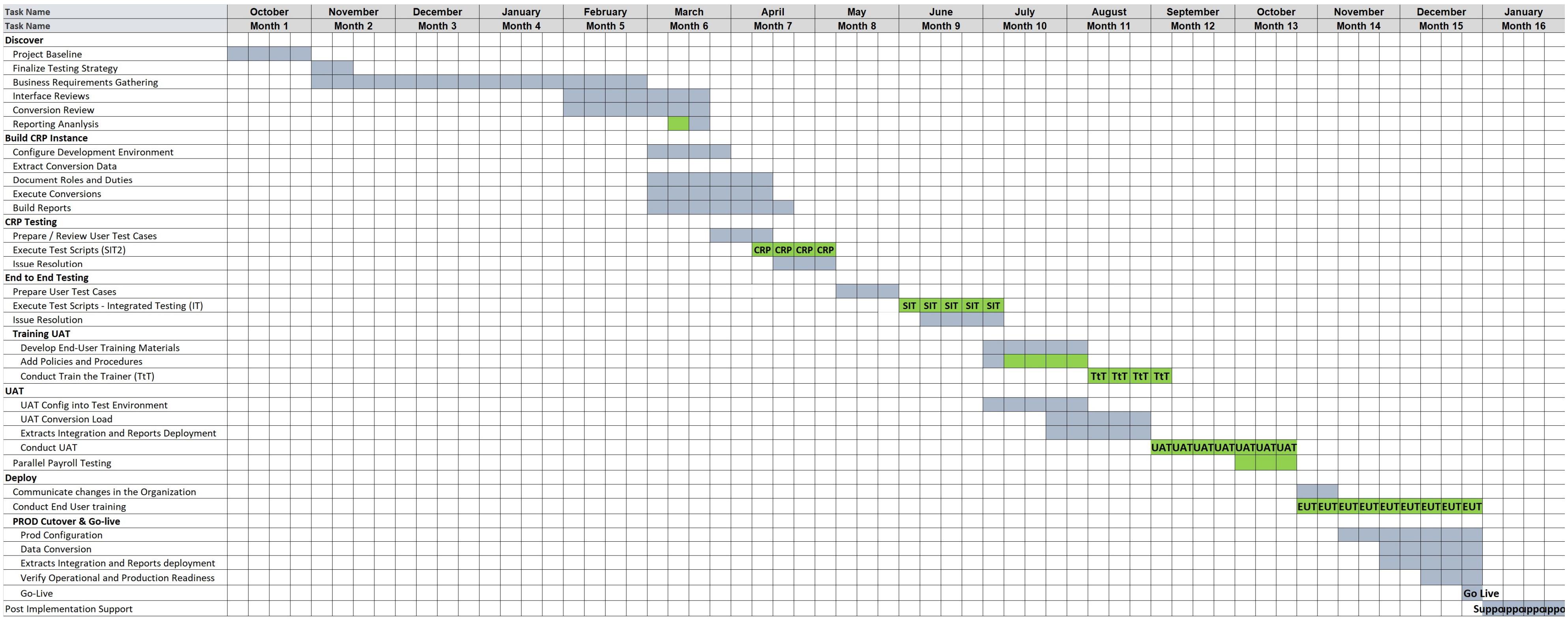
The City anticipates that implementation activities would begin in October 2025. The City would like to target January 2027 as a potential go-live date for financial modules, July 2027 as a go-live date for human resources and payroll modules. The City follows a January 1 – December 31 fiscal year.

Proposers are encouraged propose phasing and timelines that best align with the Proposers implementation approach.

Table 4-02: Projected Go-Live Dates

Phase	Functional Areas	Potential Start Date	Target Go-Live Date
I	ERP	October 2025	January 2027
II	HCM	October 2025	January 2027
III	Datawarehouse	After close of the books for your prior fiscal year in legacy system	3 months after start date

Tab 4 – Exhibit 1 Project Schedule



Tab 4 – Exhibit 2 Payment Schedule for iteria.us

The table below reflects our milestone payment schedule

Milestone	Name	Description
1	*Project Plan*	*Delivery of Project Plan*
2	Requirements Gathering	Milestone Payment - Completion of Requirements Gathering
	Solution Documents	
3	General Ledger / Budgeting	Delivery and Review of Solution Document
4	*Accounts Payable*	Delivery and Review of Solution Document
5	Accounts Receivable	Delivery and Review of Solution Document
6	Purchasing	Delivery and Review of Solution Document
7	Projects / Grants	Delivery and Review of Solution Document
8	Cash Management	Delivery and Review of Solution Document
9	Expenses	Delivery and Review of Solution Document
10	Human Resources	Delivery and Review of Solution Document
11	*Time Entry*	Delivery and Review of Solution Document
12	Recruiting	Delivery and Review of Solution Document
13	Benefits	Delivery and Review of Solution Document
14	Payroll	Delivery and Review of Solution Document
15	*Performance Management*	Delivery and Review of Solution Document
16	Learning and Certifications	Delivery and Review of Solution Document
17	Finance Interface Plan	Delivery and Review of Interface Plan

Milestone	Name	Description
18	Finance Conversion Plan	Delivery and Review of Conversion Plan
19	HCM Interface Plan	Delivery and Review of Interface Plan
20	HCM Conversion Plan	Delivery and Review of Conversion Plan
21	CRP1	Completion of CRP 1
22	Development of Finance Interfaces	Completion of Interface Development
24	*Development of Finance Conversion Programs*	Completion of Conversion Program Development
25	*Develop HCM Interface Programs*	Completion of Interface Development
26	*Develop HCM Conversion Programs*	Completion of Conversion Program Development
27	*SIT*	Completion of SIT
28	Entering UAT Testing	Milestone Payment - Entering UAT Testing
29	Completion of UAT Testing	Completion of User Acceptance Testing
30	Develop Financials Training Material	Completion of development of Training Materials
31	*Conduct Financials Train-the-Trainer Training*	Completion of Train-the-Trainer Training
32	Develop HCM Training Material	Completion of development of Training Materials
33	*Conduct HCM Train-the-Trainer Training*	Completion of Train-the-Trainer Training
34	Go-Live	Project go-live
35	*Completion of Post Implementation Support*	Completion of 30 days Post Implementation Support

Milestone	Name	Description
36	*Data Warehouse Requirements*	Completion of Data Warehouse Conversion Requirements
37	*Data Warehouse Architecture*	Completion of architecting Data Warehouse
38	*Data Warehouse Conversion*	Completion of Data Warehouse Conversion

Teller Payment Schedule to be finalized:

Professional Service	
Project Management	
Training	Usage training is on a "train the trainer" basis, designed to enable the Client's key users to train existing and future staff on Teller. It is assumed that Can/Am will provide one set of training with key Client staff and trainers, who will perform end-user training for each area.

Tab 5 – References

Tab 5 – 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 City may request a more detailed list, including other governmental agencies. The City reserves the right to request or contact additional or different references from the provided customer list for consideration, including past experience with the City.

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.

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 City has a strong preference for public sector 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 – 5:
    - *Entity had a go-live date within the past five years*
- Reference Numbered 6:
    - *Entity had a go-live date five or more years in the past*

In the event the Proposer cannot provide the required six references, the Proposer may substitute other organizations to ensure six 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 5-01 Reference Table

Reference Table
Reference Number: 1
Governmental Entity Name: Fond du Lac County What is the approximate staff count of the Entity? 1,000 What is the approximate population served by the Entity? 104,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Net new implementation of the Oracle Fusion Suite of Applications (Finance, HCM, Payroll, Projects, EAM)
Contact Information Address: 160 S Macy St City, State, Zip: Fond du Lac, WI 54935 Reference Contact Name: Tammy Pinno-Supple Title: Finance Director Phone No.: (920) 906-4771 Email Address: tammy.pinno@fdlco.wi.gov Start Date of Project: 3/1/24 Go-Live Date: 12/22/24 **Project Information** Vendor Project Manager/Lead for this Client: iteria.us- Brian Schell Name and Version of software system installed: Oracle Fusion 25A Legacy software system replaced: JD Edwards Scope of Modules installed: Financials, HCM, Payroll, EAM, Projects Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ Total Project Cost: to be disclosed by reference

Reference Table
Reference Number: 2
Entity Name: IBVI What is the approximate staff count of the Entity? 200 What is the approximate population served by the Entity? Not-for-Profit
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): New implementation, implementing full suite of Oracle Fusion Financials, HCM, OCC
Contact Information Address: 445 Curtis Rd District, State, Zip: West Allis, WI 53214 Reference Contact Name: Nicole Christman Title: Business Analyst Phone No.: 414-778-3057 Email Address: Nicole.Christman@ibvi.org Start Date of Project: Jan 2018 Go-Live Date: Jul 2018; Oct 2018; Apr 2020 **Project Information** Vendor Project Manager/Lead for this Client: Brian Schell Name and Version of software system installed: 18C to start, now on 25A Legacy software system replaced: Custom Scope of Modules installed: Oracle Fusion Financials, HCM, OCC Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ Total Project Cost: to be disclosed by reference

Reference Table
Reference Number: 3
Governmental Entity Name: Winzer Corporation What is the approximate staff count of the Entity? 300 What is the approximate population served by the Entity? Corporation
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): New Implementation and Managed Services Full Suite of Fusion Financials, SCM, and WMS
Contact Information Address: 4060 E Plano Pkwy District, State, Zip: Plano, TX 75074 Reference Contact Name: Ed Conrey Title: VP of IT Phone No.: (214) 341-2122 x4594 Email Address: ed.conrey@winzerusa.com Start Date of Project: Apr 2021 Go-Live Date: Mar 2023 **Project Information** Vendor Project Manager/Lead for this Client: iteria - Brian Schell Name and Version of software system installed: 23 B, now 25A Legacy software system replaced: Custom Scope of Modules installed: Financials, SCM, WMS Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ Total Project Cost: reference to disclose

Reference Table
Reference Number: 4
Governmental Entity Name: Sun-Times Media What is the approximate staff count of the Entity? 100 What is the approximate population served by the Entity? Not-for-profit
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): new install ; managed services
Contact Information Address: 848 E Grand Ave District, State, Zip: Chicago, IL 60611 Reference Contact Name: Jennifer Finner Title: AP Supervisor Phone No.: 312-321-2265 Email Address: jfinner@suntimes.com Start Date of Project: Jun 2020 Go-Live Date: Jan 2021 **Project Information** Vendor Project Manager/Lead for this Client: iteria – Brian Schell Name and Version of software system installed: 20D Legacy software system replaced: Custom Scope of Modules installed: Financials, Revenue Billing Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes _____ No X Total Project Cost: to be disclosed by reference

Reference Table
Reference Number: 5
Governmental Entity Name: National Industries for the Blind What is the approximate staff count of the Entity? 100 What is the approximate population served by the Entity? Not-for-profit
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): new install; custom development
Contact Information Address: 3000 Potomac Ave District, State, Zip: Alexandria, VA 22314 Reference Contact Name: Mallik Balla Title: Director IT Phone No.: 224-388-1288 Email Address:______ Start Date of Project: Jun 2019 Go-Live Date: Jan 2020 **Project Information** Vendor Project Manager/Lead for this Client: iteria – Ravi Krishnamurthy Name and Version of software system installed: Oracle Fusion / Oracle OCC Legacy software system replaced:Siteline Scope of Modules installed: Financials, Fixed Assets, OCC, Custom Dev Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ Total Project Cost: to be disclosed by reference

Reference Table
Reference Number: 6
Governmental Entity Name: Stanford University What is the approximate staff count of the Entity? 4,000 What is the approximate population served by the Entity? Not-for-profit
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): new implementation
Contact Information Address: 450 Jane Stanford Way District, State, Zip: Stanfor, CA 94305 Reference Contact Name: Bernard Suva Title: Director - HCM Functional Solutions Architect - Technology & HR Analytics Phone No.: 424.394.8464 Email Address: suvab@stanfor.edu Start Date of Project: Jan 2025 Go-Live Date: ______ **Project Information** Vendor Project Manager/Lead for this Client: iteria – Guru Melangi Name and Version of software system installed: Oracle Fusion HCM / Payroll Legacy software system replaced: Customo Scope of Modules installed: HCM / Security Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No ______ Total Project Cost: to be disclosed by reference

Can/AM Teller References:

Reference Table
Reference Number: 1
Governmental Entity Name: City of Springfield, OH What is the approximate staff count of the Entity? 803 What is the approximate population served by the Entity? 58,763
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Cashiering Suite 7.2, Integrations to Oracle GL and A/R, ICL to Huntington Bank, and integrations to permitting, utility billing and tax.
Contact Information Address: 76 E High St District, State, Zip: Springfield, OH 45502 Reference Contact Name: Adam Lipp Title: City Treasurer Phone No.: 937-324-7382 Email Address: alipp@springfieldohio.gov Start Date of Project: Jan 2023 Go-Live Date: Jan 2024 **Project Information** Vendor Project Manager/Lead for this Client: Noah Ardron Name and Version of software system installed: Teller 7 Legacy software system replaced: Homegrown Scope of Modules installed: Cashiering Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ Total Project Cost: $297K

Reference Table
Reference Number: _2____
Governmental Entity Name: _City of Sunnyvale, CA____ What is the approximate staff count of the Entity? _888____ What is the approximate population served by the Entity? _155,000____
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): _Multi-phase Teller deployment into multiple City departments. Can/Am ran the project in coordination with the City's project manager and management staff, integrating Teller with Oracle and other applications. The Teller Team provided Project Management, Analysis, Configuration, Training, Interface Development and Deployment of Teller Cashiering and related modules.____
Contact Information Address: _650 W Olivia Ave____ District, State, Zip: _Sunnyvale, CA 94088____ Reference Contact Name: _Nancy Grove____ Title: _Sr. Management Analyst____ Phone No.: _480-730-7655____ Email Address: _Ngrove@sunnyvale.ca.gov____ Start Date of Project: _Dec 2019____ Go-Live Date: _Nov 2020____ **Project Information** Vendor Project Manager/Lead for this Client: _Jacki Daily-Malysa____ Name and Version of software system installed: _Teller 7____ Legacy software system replaced: _Homegrown____ Scope of Modules installed: _Cashiering____ Model used (Hosted, On-Premise, SaaS, etc.): _SaaS____ Is this reference still using the software? Yes _X____ No _____ Total Project Cost: $130K____

Reference Table
Reference Number: 3
Governmental Entity Name: City of Miami, FL What is the approximate staff count of the Entity? 4,000+ What is the approximate population served by the Entity? 442,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): The City of Miami purchased Teller for enterprise cashiering Teller is in the process of implementing real time integrations to the City's A/R system, Permitting, SalesForce, and a batch import integration for lock box payments. Wells Fargo is the depository bank with Teller sending ICL for deposits and checks directly to Wells Fargo. The City also uses Teller's Revenue Submission Module.
Contact Information Address: 444 SW 2nd Ave. 6th Floor District, State, Zip: Miami, FL 33130 Reference Contact Name: Triveni Chircut Title: Financial Systems Admin Phone No.: 305-416-1648 Email Address: tchircut@miamigov.com Start Date of Project: April 2022 Go-Live Date: May 2024 **Project Information** Vendor Project Manager/Lead for this Client: Noah Ardron Name and Version of software system installed: Teller 7.9 Legacy software system replaced: Core Scope of Modules installed: Cashiering Solution Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No Total Project Cost: $277K

Reference Table
Reference Number: 4
Governmental Entity Name: City of Columbia, SC What is the approximate staff count of the Entity? 2,400 What is the approximate population served by the Entity? 133,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): The City implemented Can/Am Technologies' Teller Cashiering Solution across numerous city departments with the objective of improving efficiencies within their cashiering systems.
Contact Information Address: 1136 Washington St District, State, Zip: Columbia, SC 29217 Reference Contact Name: Galena Hodge-Alford Title: Finance Director Phone No.: 803-545-3360 Email Address: Galena.Alford@Columbiasc.go Start Date of Project: April 2021 Go-Live Date: Nov 2021 **Project Information** Vendor Project Manager/Lead for this Client: Jacki Daily-Malysa Name and Version of software system installed: Teller 7 Legacy software system replaced: Homegrown Scope of Modules installed: Cashiering Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ Total Project Cost: $155,000

Reference Table
Reference Number: 5
Governmental Entity Name: City of Greeley, CO What is the approximate staff count of the Entity? 1,000 What is the approximate population served by the Entity? 105,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Teller was implemented alongside integrator Oracle Financial Enterprise Resource Planning (ERP) Cloud financials implementation for the City. Teller is deployed with integrations to Financials' A/R module for real-time payment of invoices and real-time posting of other collections
Contact Information Address: 1000 10th St District, State, Zip: Greeley, CO 80631 Reference Contact Name: Margaret Hurley Title: Accountant Phone No.: 805-781-7434 Email Address: margaret.hurley@greeleygov.com Start Date of Project: Jan 2020 Go-Live Date: August 2020 **Project Information** Vendor Project Manager/Lead for this Client: Jackie Daily-Malysa Name and Version of software system installed: Teller 7.3 Legacy software system replaced: Homegrown Scope of Modules installed: Cashiering Module Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No Total Project Cost: $135K

Reference Table
Reference Number: 6
Governmental Entity Name: City of San Luis Obispo, CA What is the approximate staff count of the Entity? 406 What is the approximate population served by the Entity? 48,000
Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): Teller was implemented alongside the City's Oracle's Financial Enterprise Resource Planning (ERP) Cloud financials implementation. Teller is being utilized for real-time payment of invoices and real-time posting of other collections. The City is further expanding their implementation of Teller with other software applications.
Contact Information Address: 990 Palm St District, State, Zip: San Luis Obispo, CA 93401 Reference Contact Name: Tracy Kawaguchi Title: Sr Accountant Phone No.: 805-781-7434 Email Address: tkawaguchi@slocity.org Start Date of Project: May 2018 Go-Live Date: Oct 2018 **Project Information** Vendor Project Manager/Lead for this Client: Josh Langemann Name and Version of software system installed: Teller 7 Legacy software system replaced: Homegrown Scope of Modules installed: Cashiering Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ Total Project Cost: $95K

III. 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 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: NONE

IV. LITIGATION

Provide a summary of any litigation filed against the Proposer or subcontractor/partner in the past seven 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: NONE

Tab 6 – Cost Narrative

Tab 6 – Cost Narrative

I. PART I: COST WORKSHEETS

Proposer to submit and complete the Cost Worksheets as contained in Attachment C**.** Proposers shall not modify the worksheets in any way. The City 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 C**.**
   - To the extent possible, the Proposer shall show any applicable discounts separately from the prices for products and Services.

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 C on a not-to-exceed basis. The City shall not be liable for additional travel costs or out-of-pocket costs incurred for any reason outside the City's control. Travel expenses will be paid as incurred on a monthly basis.

c. **Annual Maintenance Cost:** Annual maintenance costs include the annual maintenance and support fees for the application environment. **The City**

expects software maintenance costs will not increase in the first five (5) years upon go-live operation and will increase by no more than 3% annually thereafter, and 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 City expects to pre-negotiate any rates of increase in these costs in the first 10 years. **The City expects annual subscription costs will not increase in the first five (5) years upon go-live operation, and will increase by no more than 3% annually thereafter.**

II. *PART II: TRAVEL AND EXPENSE EXHIBIT*

Proposer to submit a travel 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. The City requests that vendors traveling to perform onsite services stay in lodging accommodations within City limits. The City expects that vendors do not charge professional services rates for time spent in connection with traveling to and from the City to perform services.

Confirm Exhibit attached in Price Proposal

iteria will adhere to the City of Superior’s Travel / Expense Policy

III. *PART III: PAYMENT AND RETAINAGE TERMS*

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 below in Part III.b.iii, Payment and Retainage Terms.

Brief Statement:

See comments for each applicable area

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

a. **Software Licensing:** Use of an acceptance-based payment schedule for software licensing.

   i. Potential milestones including system deployment, Phase Kickoff, Initial Module/System Configuration, Approval of Phase Go-Live, and Acceptance of System. The City 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 City would expect to have payment milestones for Module X begin with the phase kickoff for Phase II.

   Oracle is licensed as Software-as-a-Service (SaaS). As part of the SaaS model, the software will be utilized as soon as it is provisioned. Therefore, the yearly subscription fee will be based on that model / concept.

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

   Brief Statement:

   Oracle is licensed as Software-as-a-Service (SaaS). As part of the SaaS model, the software will be utilized as soon as it is provisioned. Therefore, the yearly subscription fee will be based on that model / concept

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

   i. The City prefers that implementation service costs be proposed as "not-to-exceed" amounts and that the City 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 City to expend the full amount.

   ii. The City prefers that services be invoiced on a deliverable, phased, or milestone basis.

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

Brief Statement:

iteria is proposing a deliverable based / milestone payment schedule, as attached. Based on this approach, the City would only pay for services as they are completed and approved. However, to ask for a 20% retainage on top of the scheduled payments is acting as a double retainer. As an implementer, we are already not invoicing until the deliverable has been reviewed and signed-off on by the City. The additional 20% retainage on top of that delayed invoicing would serve as hardship to us an organization.

We ask that the retainage approach be reconsidered / reviewed.

c. **Annual Maintenance Cost:** The City expectation is that it will not pay maintenance fees on functional areas being implemented nor will the annual maintenance period begin until formal City acceptance has been provided to approve live processing for the associated Project phase. For example, the annual maintenance fees associated with the purchasing module will be paid upon City acceptance of the Project phase associated with the purchasing module.

Brief Statement:

There is no Annual Maintenance Cost as part of solution / offering. We are proposing a SaaS model, where Annual Maintenance is included in that pricing.

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 City 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 City would expect to have payment for the payroll module begin with the phase kickoff for Phase II. The City expects to pre-negotiate any rates of increase in these costs in the first 10 years.

Brief Statement:

This can be reviewed as part of final negotiations. Under the SaaS model and as part of iteria's overall methodology, software will start being utilized as soon as it is provisioned and there is no phased approach as all components will be utilized at the on-set of the project.

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. Any optional services/offerings for professional services

Brief Statement:

No optional services are being proposed at this point.

iteria has identified the Enterprise Asset Management module may be a complimentary add-on the City may want to consider, should it have maintenance / work order requirements

Additionally, iteria does offer Managed Services that be reviewed later under separate cover after go-live.

b. Any discounts that have been offered

Brief Statement:

No additional discounts are applicable at this time.

c. Any additional service offerings that may be out of scope, but may be available on an optional basis to serve to shift some of the implementation work effort from the City to the vendor during implementation.

Statement:

This can be reviewed / discussed during demos and negotiations. Areas where potential responsibilities have been shifted can include:

- Report Development
- Interface Development
- Historical Conversion

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

Statement:

iteria has commented how significant savings can be achieved by converting to a Data Warehouse for all retention purpose records. This will avoid additional costs of either dual set-ups or building translation tables to convert to the new ERP, which in theory defeats the overall purpose of retention.

e. 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:

   Upgrades are part of the overall SaaS model. There are costs, wither internal or external, for regression testing quarterly patches.

f. 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 seasonality in pricing has been considered in the travel estimate.

   Statement:

   Iteria's methodology entails being on-site at the City offices during key times of the overall project. Key resources will be on-site for the following phases:

   - Requirements Gathering
   - CRP
   - SIT
   - UAT
   - Training
   - Go-Live
   - Post Implementation Support

   Iteria will follow the City's Travel and Expense Policies. Travel can be based on actuals, daily limits, per diems, or bundled in the overall payment schedule. This can be discussed during Best and Final.

   We have provided a travel budget based on the above.

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

Statement:

None at this time.

Tab 7 – Sample Contracts, Warranty, and Escrow

Tab 7 – Sample Contracts, Warranty, and Escrow

I. SAMPLE CONTRACTS FOR EACH LICENSE MODEL PROPOSED

As an Exhibit to Tab 6, Proposer to provide their sample contract(s) that would be used as basis for developing:

- i. The software licensing agreement (if applicable)
- ii. The recurring maintenance agreement (if applicable)
- iii. The software subscription agreement (if applicable)
- iv. The professional services agreement (if applicable)
- v. The data privacy agreement (if applicable)
- vi. Any other agreements (service level agreement, escrow, etc.) as applicable

Exhibit submitted   Yes X   No

Proposer to describe the overall contract structure, including how (if any) MOUs or other inter-party agreements between sub-contractors would be structured: _____

Are the proposed software/services available for purchase through any existing cooperative purchasing agreements or pre-competed contracting vehicles (e.g., OMNIA Partners, NASPO ValuePoint, Sourcewell)? _____

None that we are currently aware of.

II. THIRD-PARTY LICENSE AGREEMENTS

As an Exhibit to Tab 6, 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.

Exhibit submitted   Yes X   No

III. WARRANTY

A comprehensive warranty in form and content satisfactory to the City is sought by the City 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 City. 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 6 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: Included in Sample Contract

ITERIA – US, MASTER SERVICES AGREEMENT

This Master Services Agreement ("Agreement") is entered into this ***01*** day of ***March, 2024*** by and between iteria – US, a Wyoming corporation ("iteria"), and ***XXXXXX,*** located at XXXXXX (*Client)***.***

W I T N E S S E T H

WHEREAS, iteria is in the business of providing specialized management, information technology consulting and systems programming services; and

WHEREAS, Client is interested in retaining iteria to perform such services for Client and iteria is interested in performing such services for Client as further provided in this Agreement.

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants herein contained, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. THE SERVICES

iteria will perform all services (the "Services") necessary to complete the project or projects (the "Project") as set forth more fully in the attached Statement(s) of Work. One or more Statements of Work may be attached to this Agreement (each a "SOW"). For each Project there will be a separate SOW, which will describe the Services to be provided for such Project. Each SOW will be effective only upon execution of such SOW by both parties and the execution of this Agreement. If the scope of work in a particular SOW changes, the terms of this Agreement, including rates, staffing levels, and estimates of amount of time required to complete the Project, may be modified by mutual agreement of the parties.

2. TERM AND TERMINATION

Unless sooner terminated as provided in this Section, this Agreement shall continue until terminated subject to the survival of certain provisions as set forth in Section 14.7 of this Agreement. Either party may cancel this Agreement with or without cause following thirty (30) days prior written notice to the other party. Prompt payment of iteria's invoices is a material term of this Agreement. Notwithstanding anything to the contrary contained in this Section 2, in the event any iteria invoice remains unpaid for a period of forty-five (45) days from the date the invoice is mailed to Client, iteria may cancel this Agreement immediately upon notice to Client. Within thirty (30) days of termination, Client will pay all invoices and charges related to work performed by iteria consultants up to and including the effective termination date of this Agreement. Client has no right of setoff.

3. RELATIONSHIP OF PARTIES

3.1 Independent Contractor

The relationship of iteria to Client shall at all times be that of an independent contractor. Nothing in this Agreement shall be construed to create any partnership, association, joint venture or employment between the parties. iteria shall retain an adequate staff of duly qualified, competent and experienced personnel to promptly, efficiently and professionally complete the Project. iteria shall have the sole and exclusive control over its consultants who perform the Services for Client and over the labor and employee relations policies and policies relating to wages, hours, working conditions, benefits or other conditions of its consultants.

3.2 Payroll Taxes and Insurance

iteria will be responsible for and indemnify and hold Client harmless from and against any and all liability for employment taxes, workers' compensation, disability, or unemployment compensation insurance, premiums or claims levied upon or attributable to iteria's consultants, provided Client provides iteria with prompt written notice of any such claim, reasonable, non-monetary assistance and control over any resulting litigation or settlement discussions.

4. FACILITIES; RULES AND REGULATIONS

Each party agrees to provide facilities, space, desks, computer equipment, when necessary, chairs, telephone and reasonable necessary office supplies for all of the other party's personnel working on the party's premises as may be reasonably required for the performance of the other party's obligations hereunder. Each party shall be subject to the rules and regulations promulgated by the other party for the safe, orderly and efficient conduct of operations on the other party's property. Each party shall enforce observance of such rules and regulations and shall maintain discipline and good order among its employees, agents and representatives. Each party's employees, agents and representatives present on the other party's premises shall abide by the same rules and regulations with respect to security, fire protection and safety that govern the other party's employees. Each party's representatives, agents and employees may be required to sign and adhere to confidentiality agreements.

5. PAYMENT TERMS

5.1 Fees for Services

The billing rates for iteria consultants performing Services in connection with a Project are contained in the applicable SOW. Unless otherwise stated in the applicable SOW, all billing rates will automatically increase by 5% 12 months after the start date in the applicable SOW.

5.2 Direct Expenses

All out-of-pocket expenses incurred by iteria in connection with the Project will be reimbursed by Client, provided that all expenses in excess of five hundred dollars ($500) shall not be reimbursed unless iteria obtains prior written approval from Client. All such expenses will be itemized when billed. iteria will use its commercially practical efforts to minimize those expenses over which it has control.

5.3 Taxes

Client shall pay all appropriate state, local or federal sales, use, income, excise or other taxes incurred on labor and materials connected with the Services excluding taxes based on iteria's net or gross income.

5.4 Actual Hours Worked

All estimates of fees or time required to complete the Project are provided for convenience only and are approximations of the anticipated amount of time needed to complete the Project. Client will be invoiced based on the amount of time actually required to complete the Project. Billable hours are applicable only to actual hours expended. Billing is not applicable for absence due to holidays, illness, emergency leave, or vacation time. iteria will use its commercially practical efforts to minimize absences over which it may have control.

5.5 Invoicing

All work will be invoiced on time and materials, hourly basis, unless otherwise stated in the corresponding SOW. iteria will submit an invoice biweekly to Client for all fees and direct expenses incurred hereunder.

Invoices shall be generated from iteria's standard time record. Time records for each iteria consultant performing work hereunder shall be submitted to Client for approval on a bi-weekly basis. Client-approved time records shall be the basis for determining fees to be billed to Client under this Agreement. Client shall pay all properly invoiced amounts within ten (10) days from the date of the invoice.

5.6 Past Due Amounts

iteria shall have the right to charge Client interest on all past due amounts (excluding any amounts properly withheld by reason of a valid dispute), from the due date until paid, at a rate of one and half percent (1 1/2%) per month on the outstanding balance or the maximum interest rate allowed by law, whichever is less.

6. <u>LOST TIME</u>

6.1 Delivery

iteria shall use reasonable efforts to make timely deliveries under this Agreement, however, given the complexities of the Project and iteria's reliance on Client performance and assistance, delivery dates cannot be guaranteed.

6.2 Notification

Both parties shall cooperate in good faith to avoid events within each other's respective control that would result in iteria being delayed in performing the Services under the schedule provided for in the SOW, despite iteria being willing and able to perform the Services in a timely fashion. Any such events, the avoidance of which was within Client's reasonable control, shall be lost time events ("Lost Time Events"). By way of example, but not limitation, an unreasonable delay in the availability of third party hardware or software needed to perform the Services constitutes a Lost Time Event, where Client has required said third party hardware or software to be used. iteria shall immediately notify Client of any potential Lost Time Event and provide a reasonable estimate of the corresponding delay ("Lost Time").

6.3 Effect

iteria's scheduled commitments under this Agreement, including any delivery of any deliverable or achievement of any milestones, that are dependent upon resolution of the cause of a Lost Time Event shall be extended by the period of the delay caused by the Lost Time Event. iteria's failure to meet its commitments, which result from a Lost Time Event, shall not constitute a breach of this Agreement by iteria. In addition, Client shall pay iteria for the lesser of:

1) the amount of time of the actual delay (up to 8 hours per day), multiplied by the hourly rate of each consultant affected by the Lost Time Event up to a maximum of thirty (30) days, or 2) if the amount of time estimated to complete particular deliverable affected by the Lost Time Event is less than thirty days, the amount of time of the estimate (up to 8 hours per day) multiplied by the hourly rate of each consultant that would have worked on the affected deliverable. iteria must submit an invoice related to such deliverable or Lost Time Event in accordance with this Agreement. This Section 6 shall apply to a Lost Time Event only if iteria notifies Client promptly after iteria becomes aware of the Lost Time Event, or if such notice is not possible, as soon thereafter as practicable.

7. <u>ASSIGNMENT OF CONSULTANTS</u>

7.1 Client Standards

If any iteria consultant fails to adhere to the work standards of Client or disrupts or interferes with the business or employees of Client, Client shall notify iteria and that consultant shall be removed. Client shall be the sole judge as to these matters, but must act reasonably in requesting removal of any iteria consultant.

7.2 Assignment and Replacement of iteria Consultants

Client acknowledges and agrees that iteria may staff the Services as it sees fit. iteria will, whenever possible, notify Client in writing two (2) weeks in advance should iteria be required to remove any personnel from a Project and will furnish qualified replacement personnel, if requested by Client.

7.3 Subcontractors

iteria has the right to subcontract the performance of any Services, in whole or in part, under this Agreement, provided such subcontracting shall not relieve iteria of its obligations hereunder. iteria warrants that it has sufficient right, title and interest in the services performed by subcontractors to make the assignments and grants to Client described herein.

8. CONFIDENTIALITY

8.1 Client Confidential Information

iteria acknowledges that material and information which has or will come into the possession or knowledge of iteria in connection with this Agreement, or the performance hereof, including the software and information created by iteria in connection with the Services, may consist of confidential and proprietary data of Client ("Client Confidential Information"). iteria also recognizes that information relating to the business plans of Client may be disclosed to iteria, the unauthorized use or disclosure of which could be extremely detrimental to Client. iteria will not at any time disclose or convey to third parties any information or other data, which Client has identified as Client Confidential Information. This information may be written, oral, or electronic.

8.2 iteria Confidential Information

Client acknowledges that the terms and conditions of this Agreement and other information, which iteria may identify in writing from time to time is iteria proprietary and confidential information (“iteria Confidential Information”). Client agrees to treat iteria Confidential Information with the same degree of confidentiality and care with which iteria is obligated to treat Client Confidential Information.

8.3 Exceptions

Nothing contained herein shall in any way restrict or impair either party’s right to use, disclose or otherwise deal in information which:

(a) at the time of disclosure is in the public domain, as evidenced by written publication;

(b) after disclosure to the recipient becomes part of the public domain by written publication through no fault of the recipient;

(c) the recipient can demonstrate was in its possession prior to the time of disclosure to the recipient and was not acquired directly or indirectly from the disclosing party or any person, firm or corporation acting on its behalf; or

(d) the recipient can show was acquired by the recipient independently, after disclosure hereunder, from a third party without breach of agreement or violation of law.

9. OWNERSHIP

9.1 iteria Software, Client Software and Developed Materials

All machine readable and printed material, including but not limited to, all software programs, source code, object code, system specifications, all documentation, abstracts and summaries thereof including derivatives thereof, which is provided to iteria by Client shall belong to Client ("Client Software"). In addition, all machine readable and printed material, including but not limited to, all software programs, source code, object code, system specifications, all documentation, abstracts and summaries thereof including derivatives thereof which is developed in connection with the Project by iteria and uniquely addresses issues related to Client business practices, shall belong to Client ("Developed Materials").

All other machine readable and printed material, including but not limited to, all software programs, source code, object code, system specifications, all documentation, abstracts and summaries thereof developed in connection with the Project by iteria ("iteria Software"), shall, upon payment for the Deliverables, pursuant to Section 5, be perpetually licensed to Client on a royalty-free, worldwide, non-exclusive basis to use, copy and modify, but not distribute. The iteria Software shall be the property of iteria, and, except as provided above, iteria shall own all right, title, and interest, (including but not limited to ownership of all patent, copyright and trade secret rights) in and to any software, documentation, and other work product developed by iteria under this Agreement. Deliverables shall mean the Developed Materials, The iteria Software and the Third Party Software (defined below).

iteria agrees to assign, transfer and set over to Client all rights, title and interest in Client Software and Developed Materials. Further, iteria shall treat Client Software and Developed Materials as confidential in accordance with Section 8 herein, and shall not disseminate, publish, or otherwise use the Client Software or Developed Materials beyond the intent or term of the Agreement between the parties to provide the Services discussed herein.

Client agrees to assign, transfer and set over to iteria all rights, title and interest in iteria Software. Further, Client shall treat iteria Software as confidential in accordance with Section 8 herein, and shall not disseminate, publish, or otherwise use the iteria Software except to support its own systems.

9.2 Third Party Software

For third party packaged software provided by iteria ("Third Party Software"), Client will be bound by the licensing agreements submitted by the vendors of such software. iteria shall provide Client with the benefit, if any, of the warranties for the Third Party Software provided by the vendors of such software. iteria, however, does not warrant or indemnify Client in any manner whatsoever for the operation of such software.

10. LIMITED WARRANTIES

10.1 Services

iteria warrants that all of the Services will be performed in a good workmanlike manner and in accordance with then-current standards of the information technology consulting industry. iteria warrants work that has been performed for a period of sixty days (60) after the Project has been completed as defined in the applicable SOW.

10.2 Infringement

iteria warrants that all iteria Software and the Developed Materials will be originally developed by iteria and will not infringe upon or constitute a misappropriation of any United States patent, copyright, trade secret, trademark or other intellectual property rights of any third party.

10.3 Termination of Warranties

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS AGREEMENT, THE WARRANTIES PROVIDED ABOVE WILL NOT APPLY TO ITERIA SOFTWARE, DEVELOPED MATERIALS, DOCUMENTATION, OTHER WORK PRODUCT OR SERVICES PRODUCED HEREUNDER PURSUANT TO CLIENT'S SPECIFICATIONS, INCLUDING WITHOUT LIMITATION USE OF A METHODOLOGY OTHER THAN THE METHODOLOGY INDICATED IN ITERIA'S PROJECT PROPOSAL (IF ANY), OR WHICH IS MODIFIED BY ANYONE OTHER THAN ITERIA OR ITS AGENTS, INCLUDING CLIENT, OR TO ANY ITERIA SOFTWARE, DEVELOPED MATERIALS, SERVICES OR PERFORMANCE OF PERSONNEL OF CLIENT OR ANY THIRD PARTY NOT ACTING AS ITERIA'S AGENT. WITHOUT LIMITATION, THESE WARRANTIES DO NOT COVER TECHNICAL ASSISTANCE FOR HARDWARE, HARDWARE OR SOFTWARE USAGE (INCLUDING MISAPPLICATION OR FAILURE TO APPLY OPERATING SYSTEM PATCHES), FAILURE TO PROVIDE OR MAINTAIN A SUITABLE INSTALLATION OR OPERATING ENVIRONMENT, OR PROBLEMS RELATED TO PRODUCTS PURCHASED FROM ANYONE OTHER THAN ITERIA. FURTHER, THESE WARRANTIES DO NOT COVER SOFTWARE DELIVERED HEREUNDER IF THE SOFTWARE OR MEDIA ON WHICH IT IS STORED HAS BEEN DAMAGED BY ACCIDENT, ABUSE OR MISAPPLICATION, OR IF THE PROBLEM ARISES OUT OF USE OF THE SOFTWARE IN CONJUNCTION WITH SOFTWARE FOR WHICH IT IS NOT INTENDED TO BE USED.

If iteria provides assistance to Client under the provisions of this Section 10 and iteria subsequently establishes that the causes of the problem are not covered by these warranties, Client shall pay for the assistance iteria has provided up to that point based on the actual time incurred by iteria's personnel at their normal billing rates and Client shall reimburse iteria for related reasonable, necessary, and documented expenses.

11. DISCLAIMER OF OTHER WARRANTIES; LIMITATION OF LIABILITY

EXCEPT FOR THE REPRESENTATIONS AND WARRANTIES SET FORTH IN SECTION 10, ITERIA MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, AS TO THE SERVICES, CLIENT SOFTWARE, ITERIA SOFTWARE, DEVELOPED MATERIALS, THIRD-PARTY SOFTWARE, PROJECT, OR OTHERWISE, AND ITERIA EXPRESSLY AND SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES OF QUALITY, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. FURTHERMORE, CLIENT EXPRESSLY RELEASES ITERIA FROM ANY LIABILITY, WHETHER IN CONTRACT, TORT, BY STATUTE OR UNDER ANY OTHER THEORY OF RECOVERY, INCLUDING NEGLIGENCE, OR OTHERWISE, FOR ANY INDIRECT, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF BUSINESS OR BUSINESS INTERRUPTION) LOST PROFITS OR LOSS OF USE, ARISING OUT OF OR RELATING TO THIS AGREEMENT, THE SERVICES, THE DELIVERABLES OR THE PROJECT. IN ITERIA'S SOLE DISCRETION, CLIENT'S EXCLUSIVE REMEDY SHALL BE THE REPAIR AND REPLACEMENT OF ANY DEFECTIVE GOODS OR SERVICES PROVIDED UNDER THIS AGREEMENT. NOTWITHSTANDING THIS EXCLUSIVE REMEDY, CLIENT HEREBY EXPRESSLY ACKNOWLEDGES AND AGREES THAT EXCEPT FOR CLAIMS FOR PERSONAL INJURY (INCLUDING DEATH) OR TANGIBLE PROPERTY DAMAGE, ITERIA'S ENTIRE LIABILITY TO CLIENT UNDER THIS AGREEMENT AND IN CONNECTION WITH THE SERVICES

PROVIDED HEREUNDER SHALL BE LIMITED TO THE AMOUNT ACTUALLY PAID BY CLIENT TO ITERIA PURSUANT TO THE SPECIFIC SOW WHICH IS THE SUBJECT OF ANY SUCH CLAIM OR DISPUTE, OR ANY DEFECTIVE PORTION THEREOF, WHICHEVER IS THE LESSER AMOUNT.

12. CUSTOMER LISTS AND DEMONSTRATION RIGHTS

Notwithstanding anything to the contrary contained herein, iteria reserves the right to use Client's name and Project in efforts to help promote the Client's brand and name recognition, as well as to promote iteria's capabilities, experience, and brand through: (a) the use of Client's name in a press release upon Client engagement and/or Project completion; (b) the use of Client's name in iteria's general list of serviced customers; (c) the use of the Client's name and/or Project in efforts to demonstrate iteria's capabilities to third parties, including but not limited to press, analysts, prospective clients, and investors; and (d) Client's timely participation and approvals in the development of a case study outlining Project goals and results, assuming a successfully completed project.

13. COVENANT NOT TO EMPLOY

During the term of this Agreement and for a period of twelve (12) months thereafter, iteria will not, solicit for employment any current employee of Client who has had direct personal contact with any iteria consultant performing Services under this Agreement. During the term of this Agreement and for a period of twelve (12) months thereafter, Client will not, directly or indirectly, employ or solicit for employment any consultant of iteria who performed Services under this Agreement. If either party shall, during the term of this Agreement or within one year of the termination of this Agreement, hire, directly or indirectly, as a consultant or employee, in any capacity, any person who worked on a project covered by this Agreement for the other party, the hiring party shall pay the other party, as liquidated damages, $100,000 for every such person so hired. The parties agree that said amount is a reasonable estimate of the costs and expenses that each party will have incurred as a result of recruiting, training and transporting such a person.

14. GENERAL PROVISIONS

14.1 Assignability

Client has entered into this Agreement because of the expertise of iteria and iteria understands that the Services are personal to iteria, and may not be assigned to any other company, partnership, or individual without the express written consent of Client.

14.2. Insurance

Throughout the term of this Agreement, iteria shall maintain workers' compensation insurance on all its employees and comprehensive liability insurance, with coverages and deductibles to be determined by iteria in its sole and absolute discretion. The insurance required by this Section 14.2 shall be maintained with reputable insurance companies duly licensed to conduct business in the states or foreign countries where the services are being performed.

14.3 Severability

All provisions of this Agreement are severable. If any provision or portion hereof is determined to be unenforceable, the rest of the Agreement shall remain in effect, provided that its general purposes are still reasonably capable of being effected.

14.4 Headings

Section headings have been included in this Agreement merely for convenience of reference. They are not to be considered part of, or to be used in interpreting this Agreement.

14.5 Applicable Law

This Agreement is being delivered in the State of Wisconsin and the rights and obligations of the parties hereunder shall be construed in accordance with and governed by the laws of such State (without reference to the principles governing conflicts of laws).

14.6 Dispute Resolution

If a dispute arises between the parties relating to this Agreement, the parties agree to use the following procedure prior to either party pursuing other available remedies:

A meeting shall be held promptly between the parties, attended by individuals with decision-making authority regarding the dispute, to attempt in good faith to negotiate a resolution of the dispute. If, within fifteen (15) days after such meeting, the parties have not succeeded in negotiating a resolution of the dispute, they agree to submit the dispute to mediation in Wisconsin in accordance with the CPR Mediation Procedure for Business Disputes of the CPR Institute for Dispute Resolution and to divide the costs of the mediation equally between them.

The parties will jointly appoint a mutually acceptable mediator, seeking assistance in such regard from the CPR Institute of Dispute Resolution if they have been unable to agree upon such appointment within ten (10) days from the conclusion of the negotiation period.

The parties agree to participate in good faith in the mediation and negotiations related thereto for a period of twenty (20) days. If the parties are not successful in resolving the dispute through the mediation, then either party shall be entitled to file a lawsuit in Wisconsin. The exclusive venue and jurisdiction for all claims and disputes between the parties under this Agreement or otherwise shall be the Federal or State court located in Wisconsin. The parties further consent to and submit to the exclusive venue and jurisdiction of any local, state or federal court located within Wisconsin, and each party hereby waives any right it may have to transfer or change the venue of any litigation brought against such party by the other in accordance with this Agreement.

The non-prevailing party in any claim or dispute shall pay to the substantially prevailing party all legal fees and expenses (including reasonable attorneys' fees) incurred by the substantially prevailing party in connection with any litigation commenced pursuant to this Agreement.

14.7 Survival

If this Agreement terminates, the provisions of this Agreement which by their nature extend beyond the expiration or termination of this Agreement, including but not limited to Sections 2, 3, 5, 8, 9, 10, 11, 12, 13, and 14, shall remain in effect beyond such termination or expiration until fulfilled.

14.8 Notices

All notices and demands of any kind or nature which either party to this Agreement may be required or may desire to serve upon the other in connection with this Agreement shall be in writing and may be served personally or (as an alternative to personal service) by prepaid registered or certified United States mail or by private mail service (e.g., Federal Express or DHL), in either case to the address shown on page 1 hereof. Service of such notice or demand so made shall be deemed complete on the day of actual delivery as shown by the addressee's registry or by carrier or other certification receipt or at the expiration of three (3) days after the date of mailing, whichever is earlier in time. Any party hereto may from time to time, by notice in writing served upon the other parties as aforesaid, designate a different mailing address or a different person to which following such service all further notices or demands are thereafter to be addressed.

14.9 Waiver

A waiver by any party to this Agreement of any of its terms or conditions in any one instance shall not be deemed or construed to be a general waiver of such terms or conditions or a waiver of any subsequent breach.

14.10 Entire Agreement

This Agreement and its exhibits and attachments constitutes the entire understanding among the parties hereto with respect to the subject matter hereof, supercedes all prior written or oral representations, and this Agreement may not be modified, amended or otherwise changed in any manner except by a written instrument executed by the party against whom enforcement is sought.

14.11 Binding Effect

The covenants and conditions contained herein will apply to and bind the successors, representatives and permitted assigns of the parties hereto. This Agreement will remain in effect from the date hereof, and will remain in effect until it is terminated by either party upon thirty (30) days prior written notice to the other party.

ITERIA - US

____ Date: _____________

Printed Name and Title

____

Signature

CLIENT

____ Date: _____________

Printed Name and Title

____

Signature

Teller Software as a Service Agreement

This is the Teller Software as a Service Agreement **("Agreement")** dated as of <date> (the "**Effective Date**") between Can/Am Technologies Inc. ("**CanAm**") a company incorporated under the laws of Colorado, having its principal place of business at 1819 Denver West Dr, Suite 225, Lakewood, CO 80401 and City of Superior, WI, having its principal place of business at 11316 N 14th St. Superior, WI 54880 (hereinafter referred as **"Client")**.

RECITALS

1. Pursuant to the terms of this Agreement, CanAm will provide a web-based system to manage point of sale processes for Client.

2. This system assists Client in managing revenue intake from cashiering to balancing, providing reconciliation workflows, and is intended to provide Client with reporting and visibility into financial transactions, increasing the accountability and transparency of financial management for Client.

AGREEMENT

Client and CanAm agree as follows:

1. DEFINITIONS

1.1. Agreement – this document and all schedules attached or incorporated by reference, and any subsequent addendums or amendments made in accordance with the provisions hereof.

1.2. Annual Software as a Service Fee – the annual fee payable by Client (either to CanAm directly or to an authorized CanAm reseller, as applicable) for the use of Teller software, including Teller support services, including Updates, and SaaS Services provided by CanAm under this Agreement.

1.3. Concurrent User – means the users who are logged on at the same time and sharing a finite number of licenses.

1.4. Confidential Information – has the meaning set out in section 13 of this Agreement.

1.5. Configuration(s) – all work required to configure Teller to reflect the business rules, workflow, security and data requirements of Client. Configuration includes any custom reports, Interfaces, Plugins, and conversion scripts developed for Client.

1.6. Defect – a program error that will cause Teller to crash, or program algorithms or logic that produce incorrect results. Defects pertain to the intended operation of Teller as delivered to Client, but do not pertain to subsequent errors brought about by Infrastructure changes made by Client or any other Third-Party. Defects do not include changing user preferences, report or screen aesthetics, presentation standards, or validity of converted data. With the exception of Interfaces that connect Teller to Third-Party software as set out in a statement of work, defects do not pertain to problems arising from Third-Party Software interfaced to Teller, or to problems arising from Teller Configurations not developed by CanAm.

1.7. Enhancement – any work requested by Client to alter existing Teller features, or to add any new features or functions to Teller software.

1.8. Force Majeure – circumstances beyond a Party's reasonable control, including, without limitation, acts of God, acts of any governmental body, war, insurrection, sabotage, armed conflict, embargo, fire, flood, pandemics, unavailability or interruption in telecommunications or Third-Party services, virus attacks or hackers, failure of Third-Party Software, or inability to obtain power used in or equipment needed for provision of the Services.

1.9. SaaS Services – the services provided at the Third-Party hosting facility that are provided by CanAm to Client.

1.10. SaaS Services Site – the Third-Party hosting facility, at a U.S. location of CanAm's choice, at which servers and related equipment are located.

1.11. SaaS Services SLA – the SaaS Service Level Agreement as provided in Exhibit B, and any subsequent addendums or amendments made in accordance with the provisions herein.

1.12. Client Infrastructure – any Client owned, leased, or licensed information technology hardware and/or software that is required by Client to perform business functions. This hardware and/or software can be providing the infrastructure needed to perform these functions or can also be used as a gateway to an external, non-client owned, infrastructure that provides the necessary business functions.

1.13. Deliverables – the services deliverables, documentation and defined milestone objectives set forth in a Statement of Work. For greater certainty, Deliverables shall not include any Third-Party Software or related documentation licensed directly to Client from a Third-Party, or any modifications or enhancements thereto or derivatives thereof.

1.14. Intellectual Property – property that derives from the work of the mind or intellect, specifically, an idea, invention, trade secret, process, program, data, formula, patent, copyright, or trademark or application, right, or registration. Intellectual Property includes: a) Teller pre-existing and newly developed software, or pre-existing and newly developed software Configurations (including stock report definitions) of CanAm; b) CanAm methodologies, processes, tools, and general knowledge of the matters under consideration; and c) any pre-existing or newly-acquired material provided to Client by CanAm under separate license. For clarity, Intellectual Property does not include Third Party APIs that are incorporated into Teller solely as an Interface to Client devices or Third Party Software.

1.15. Interface – a connection with Third Party Software or hardware used to deliver a unified end user experience.

1.16. Named User – an individual internal to Client who has access to the Teller Production Database. A Named User may access the Teller Production Database from any workstation on Client's network or intranet, or via the Internet.

1.17. On Call Support – support outside of CanAm's support desk coverage (6 a.m. to 6 p.m. MT excluding CanAm published holidays).

1.18. Party or Parties – referring to CanAm or Client or both.

1.19. Plugin – additional functionality that extends core Teller features. Plugins may be added to Teller to permit additional functionality. Licensed Plugins are fully supported and may have their own release cycle separate from the Teller product release cycle.

1.20. Production Environment – the environment provided to Client for end user official business use.

1.21. Response Time – the target time for CanAm to respond to Critical, High, Medium and Low support requests (as defined in Section 6.3 of this Agreement).

1.22. Service(s) – the professional services to be provided pursuant to the Statement of Work (Exhibit C) or other written request.

1.23. Source Code – any and all program code or database definitions developed by CanAm programmers using a formal programming language and used by Teller software.

1.24. Specifications – means the requirements of the Deliverables as set forth in the Statement of Work (Exhibit C) or an amendment to this Agreement.

1.25. Statement of Work (SOW) – a document that describes the implementation services, software products, and other deliverables to be provided by CanAm (including its subcontractors if applicable) to Client under this Agreement. The Statement of Work is attached to this Agreement as Exhibit C.

1.26. Teller – an enterprise Point of Sale system that manages revenue intake from cashiering to balancing and reconciliation workflows in a single integrated database. Teller includes the reports and documentation that come with the Teller software.

1.27. Teller Annual Software as a Service Agreement – the document (i.e., this Agreement) which provides the terms and conditions under which the right to use Teller is provided to Client.

1.28. Test Environment – the environment set up by CanAm to provide testing and training capability for Client.

1.29. Third-Party – a person, corporation, organization or entity other than Client or CanAm.

1.30. Third-Party Software – any identifiable product embedded in and/or linked to Teller software, but to which the proprietary rights belong to an independent Third-Party.

1.31. Update(s) – updates to Teller issued by CanAm, generally every six (6) weeks, to general availability for Teller Clients.

2. SCOPE OF AGREEMENT

2.1. By this Agreement, CanAm agrees to provide Client with a single Annual Subscription Software License to use Teller in the Production Environment. This License includes the number of Interfaces, Concurrent Users, and/or Named Users identified in Exhibit A and subsequent purchase orders.

2.2. Client and CanAm agree that CanAm may opt to permit the use of this Agreement by broader public sector entities to procure Teller Software as a Service according to the terms and conditions of this Agreement as follows:

"Broader Public Sector Entities" means other political subdivisions, municipalities, tax-supported agencies and non-profit entities in the United States, including all local and state government agencies, academic institutions, school boards, special districts and any other public entities as acknowledged by the Federal government and any other public entities as agreed by Client.

With respect to purchases by Broader Public Sector entities, Can/Am acknowledges that such Broader Public Sector Entities shall make purchases in their own name, make payments directly to CanAm, and shall be liable directly to CanAm, holding Client harmless.

3. TERM OF AGREEMENT

3.1. This Agreement will remain in effect for a period of one (1) year from signing and will be renewed annually thereafter upon payment by Client of the Annual Software as a Service Fee within thirty (30) days of receipt of the renewal invoice, unless otherwise revised or terminated under the provisions of this Agreement. Each annual renewal invoice will be issued thirty (30) days prior to renewal.

4. GRANT OF LICENSE

4.1. This Agreement provides Client with a non-exclusive and non-revocable license for Teller as identified in Exhibit A of this Agreement. This license will be effective for as long as this Agreement is in place and Client remains current with payment of their Annual Software as a Service Fee.

4.2. Client is licensed to use Teller in one (1) Test Environment and one (1) Production Environment at CanAm hosting site.

4.3. Client is licensed to use Teller only for processing transactions associated with Client's business or public purposes. Any other use of Teller by Client is not permitted.

5. SOFTWARE AS A SERVICE FEE

5.1. Client agrees to pay an Annual Software as a Service Fee as specified in Exhibit A for license rights to Teller and for associated Teller support and Teller SaaS Services. The first year of the Teller Software as a Service Fee is billable upon execution of this agreement.

5.2. Client may subsequently add licenses and users throughout the Term for an additional price as set out in Exhibit A.

5.3. The Annual Software as a Service Fee does not include Configuration. CanAm may provide these Services for additional charge under a SOW or directly as professional services for the time and materials hourly rate established in Exhibit A.

5.4. Client agrees to remit payment annually within 30 calendar days of receipt of the invoice. CanAm reserves the right to charge Client one (1) per cent interest per month on the undisputed outstanding balance of any fees or expenses not paid with thirty (30) days of date of invoice.

6. SUPPORT SERVICES

6.1. CanAm agrees, during the term of this Agreement, to provide Teller support services in a timely and professional manner. CanAm will provide unlimited technical support for Client's Teller support personnel described in Section 7.2 of this Agreement. Support pertains to Teller and licensed Teller Plugins.

6.2. The Teller support web site will be available 24 x 7 for submitting Client support requests. The Teller support desk will be staffed from 6:00 a.m. to 6:00 p.m. Mountain Time, Monday to Friday, excluding CanAm published holidays. Extended hours of On Call Support outside of these working hours can be provided at additional rates per Section 8.

6.3. When Client submits a support request through the Teller support web site during normal CanAm hours for support, as specified in Section 6.2 of this Agreement, CanAm and Client will categorize, and CanAm will escalate as appropriate, the support request according to the following criteria. To ensure the listed Response Time, Client must call the provided Teller support toll-free number to report or confirm Critical and High priority issues.

Severity	Definition	Response Time	Resolution Time
Critical	Client site is down. Major impact to operations of Client site.	< 15 minutes	Immediate and ongoing effort, with daily reporting to Client as necessary until a work-around or fix has been provided.
High	Major impairment of at least one important function at Client site. Operations at Client site are impacted. All important Client functions are working albeit with extra work.	< 1 hour	Proceed with fix as high priority work with reporting to Client as necessary until a work-around or fix has been provided.
Medium	Client Operations not significantly impacted. One or more minor Client functions not working. Major usability irritations impacting many staff at Client.	< 4 hours	Proceed with fix as medium priority work, according to schedule set by CanAm.
Low	Minor usability irritations. Work-around exists.	< 2 business days	Proceed with fix as low priority work, according to schedule set by CanAm

6.4. The Software as a Service Fee does NOT include technical support for Configurations and Third-Party Software not embedded within Teller, such as (but not limited to) operating system software and Microsoft Office products. Technical support for Teller related Third-Party hardware that may be used by Client, including scanners, printers, credit terminals, and other hardware peripherals is also not included.

6.5. CanAm will not begin charging Client for resolution of a non-Teller related problem until CanAm demonstrates to Client that the source of the problem is not related to a Teller Defect and Client has authorized work to resolve the issue. No time will be charged to Client for Teller Defects reported to CanAm.

6.6. Unless otherwise specified, Teller product warranty and support activities will be conducted at and deployed remotely. Travel and living expenses to provide on-site services deemed by CanAm at its sole discretion as required to repair a Teller Defect will not be charged to Client.

7. CLIENT OBLIGATIONS AND RESPONSIBILITIES

Unless otherwise stated in a separate agreement between the parties or in a Schedule of this Agreement, the following tasks will be the sole responsibility of Client:

7.1. Infrastructure Support –managing the local Internet Service Provider (ISP) providing Client its internet connection and/or its wireless service; managing its own networks; managing all desktop and mobile hardware for Client staff and implementing its own security policies and procedures.

7.2. First-Line Teller Support – Client is responsible for providing first-line Teller support to Client staff. First-line Teller Client support is responsible for researching issues and assessing if they are the result of a Teller Defect. Client will identify a limited number of Client staff entitled to submit Teller support requests.

7.3. Future Updates – Client acknowledges that future Updates of Teller software may require different or additional Client equipment and/or software to function properly. CanAm will provide Client with sufficient notification of such requirements. Client will be responsible to fund, acquire, install, and maintain such different or additional equipment and/or software.

8. PROFESSIONAL SERVICES

8.1. At the request of Client, CanAm may provide any or all of the following professional services: development of custom Configurations, report development, training, extended warranty, first line Teller support, On Call Support, and any other consulting activity. CanAm professional services may be purchased for an all-inclusive fixed-cost, or on a time-and-materials basis. All time and materials services will be approved in advance by the Client in a mutually agreed Statement of Work or other written request, and invoiced monthly based on the rates specified in Exhibit A. For fixed-cost services, all terms, conditions and costs will be specified in a mutually agreed Statement of Work.

8.2. CanAm will perform the Services and provide the deliverables that are described in each Statement of Work in accordance with the terms of the SOW and this Agreement, for the price and in accordance with the delivery dates and Specifications described in the Statement of Work.

9. PAYMENT FOR SERVICES

9.1. Client will pay (either to CanAm directly or to an authorized CanAm reseller, as applicable) the fees set out in the Statement of Work, plus all applicable taxes, upon acceptance of deliverables specified in the Statement of Work, subject to receipt of invoices from CanAm.

9.2. CanAm will submit invoices and other supporting documentation which may be required by Client describing the Services and deliverables for which payment is claimed.

9.3. Client will pay, without set-off or deduction, each invoice or undisputed portion of an invoice within thirty (30) days from receipt of the invoice. Any disputes will be resolved according to the dispute resolution process set out in Section 17 of this Agreement. CanAm reserves the right to charge Client one (1) per cent interest per month on any undisputed outstanding balance of any fees or expenses not paid within thirty (30) days of date of invoice.

10. SOURCE CODE

10.1. This license will provide Client with run-time only capability for Teller as described in Section 2 of this Agreement.

10.2. Source code (metadata) to custom Configurations, reports, and specialized code developed specifically for Client will be provided to Client upon request.

11. REPRESENTATIONS AND WARRANTIES

11.1. CanAm will repair Teller Defects reported by Client during the term of this Agreement at no additional charge to Client. CanAm will make all reasonable efforts to resolve Defects quickly, via an Update if necessary.

11.2. The warranty on all CanAm-developed custom Configuration is defined in the applicable SOW. Subject to clause 11.4, licensed Interfaces are warranted. Material changes to the Client environment may require additional fee-based work.

11.3. CanAm does not provide warranty for any custom Configuration, custom code not developed by CanAm, or Third Party files included with Teller that are required to integrate with equipment or Third Party software.

11.4. CanAm warrants that it has full power and authority to grant this Teller license and that as of the effective date of this Agreement, the Teller software does not infringe on any existing Intellectual Property rights of any Third Party. If a claim of infringement is made by any Third Party, CanAm may, at its sole option either:

a) secure for Client the right to continue using the Teller software; or

b) modify the Teller software so that it does not infringe.

If CanAm cannot or does not either secure for Client the right to continue using the Teller software or modify the Teller software so that it does not infringe, Client may terminate this Agreement for CanAm's breach under Section 15.2. This represents Client's sole and exclusive remedy with respect to this warranty.

CanAm has no obligation to indemnify Client under this Section if any infringement claim is based upon or caused by the following: (i) a use for which Teller was not designed or specified; (ii) design specifications or any data, information, drawings, manuals, script, or like materials provided by Client to CanAm, which has resulted in the infringement action; and/or (iii) the unapproved combination, operation or use of Teller with any other Third Party product not provided by CanAm, to the extent that such combination, operation, or use results in the loss, damage, claim or expense in question. CanAm provides no warranty whatsoever for any Third Party software or hardware products. In the event of an infringement claim for which Client is or may be entitled to indemnification hereunder, CanAm will assume the defense at CanAm's sole expense. CanAm will consult with Client regarding any settlement of any Third Party Claim but shall not be required to receive Client's consent to settle any such claim, provided that no settlement shall require Client to admit any wrongdoing without Client's consent. Notwithstanding the foregoing, Client is entitled to be represented in any such action, suit, or proceeding at its own expense and by counsel of its choice.

11.5. TO THE MAXIMUM EXTENT PERMITTED BY LAW, CANAM AND ITS LICENSORS AND SUPPLIERS DISCLAIM ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABLE QUALITY OR FITNESS FOR PARTICULAR PURPOSE, WHETHER ARISING BY STATUTE OR IN LAW OR AS A RESULT OF A COURSE OF DEALING OR TRADE USAGE.

11.6. THIS SECTION 11 SETS OUT THE SOLE AND EXCLUSIVE REMEDY WHICH APPLIES OR SHALL APPLY TO TELLER AND THE SERVICES. NO ORAL OR VERBAL ADVICE OR INFORMATION GIVEN BY EITHER PARTY, THEIR AFFILIATES OR ITS OR THEIR AGENTS, SERVANTS, EMPLOYEES, OR REPRESENTATIVES, SHALL CREATE A DIFFERENT OR GREATER WARRANTY, AND THE PARTIES ACKNOWLEDGES THAT IT MAY NOT RELY UPON ANY SUCH ORAL OR WRITTEN COMMUNICATIONS TO CREATE OR ESTABLISH WARRANTY RIGHTS IN EXCESS OF THE SOLE AND EXCLUSIVE WARRANTY HEREIN.

12. OWNERSHIP OF SOFTWARE AND DATA

12.1. CanAm has exclusive licensing and distribution rights for Teller software (Copyright © 2004 – 2025, all rights reserved), including Teller; licensed Teller Plugins, and licensed Teller Interfaces within the United States of America and Canada. Client will not remove any ownership or copyright notices from Teller software or documentation. Reproduction, disassembly, decompilation, transfer, reverse engineering, or disclosure to others, in whole or in part, of Teller is strictly prohibited.

12.2. CanAm is, and will remain, the exclusive owner, or is the authorized agent of the owner of Teller proprietary information, and all patent, copyright, trade secret, trademark, and other Intellectual Property rights remain solely with CanAm. No license or conveyance of any such rights to Client is granted or implied under this Agreement.

12.3. CanAm will retain ownership of the Intellectual Property associated with Enhancements or Interfaces developed by CanAm for Client.

12.4. Client is deemed to own any custom Configuration for their Teller installation. Client grants CanAm a non-exclusive, perpetual, irrevocable, royalty-free, worldwide license to use, reproduce, sublicense, modify, and sell the custom Configuration developed pursuant to this Agreement without compensation to Client.

12.5. Notwithstanding anything to the contrary herein, each Party and its respective personnel and contractors shall be free to use and employ its and their general skills, know-how, pre-existing IP and expertise, and to use, disclose, and employ any generalized ideas, concepts, know-how, methods, techniques, or skills gained or learned during the course of any assignment, so long as it or they acquire and apply such information without disclosure of any Confidential Information of the other Party.

12.6. Client may not sell, rent, lease, give, distribute, assign, pledge, sublicense, loan, timeshare, or otherwise transfer Teller software or documentation to any other Party. Client agrees not to distribute Teller as part of any other software product, commercial or otherwise, without the prior written approval of CanAm.

12.7. Client will retain sole and complete ownership of its data at all times, regardless of the location of the data, and CanAm may not make any use of Client data other than for testing and Service delivery purposes, without the prior written consent of Client.

13. CONFIDENTIAL AND PROPRIETARY INFORMATION

13.1. Each Party will hold in confidence, and will not disclose to any unauthorized personnel, any confidential or proprietary information of the other Party. Each Party will use such confidential or proprietary information only for the purpose for which it was disclosed.

13.2. As used in this Agreement, the term "confidential or proprietary information" ("Confidential Information") means all trade secrets or proprietary information designated as such in writing by one Party to the other. All software code in source of object format will be deemed to be proprietary information regardless of whether it is marked as such. Information which is orally or visually disclosed by one Party to the other, or is disclosed in writing without an appropriate letter, proprietary stamp or legend, will constitute proprietary information of the releasing Party if:

a) it would be apparent to a reasonable person, familiar with the business of the releasing Party and the industry in which it operates, that such information is of a confidential or proprietary nature; or

b) The releasing Party, within thirty (30) calendar days after such disclosure, delivers to the receiving Party a written document describing such information and referencing the place and date of such oral, visual, or written disclosure, and the names of receiving Party personnel to whom such disclosure was made.

13.3. Each Party will only disclose Confidential Information received by it under this Agreement to personnel who have a need to know such Confidential Information for the performance of its duties and who are bound by an agreement to protect the confidentiality of such Confidential Information.

13.4. Each Party will adopt and maintain programs and procedures which are reasonably calculated to protect Confidential Information, and will be responsible to the other Party for any disclosure or misuse of Confidential Information which results from a failure to comply with this provision. Each Party will promptly report to the other Party any actual or suspected violation of the terms of this Agreement and will take all reasonable further steps requested by the offended Party to prevent, control, or remedy any such violation.

13.5. The obligations of each Party specified above will not apply with respect to any Confidential Information, if the receiving Party can demonstrate, by reasonable evidence, that such Confidential Information:

a) was generally known to the public at the time of disclosure or becomes generally known through no wrongful act on the part of the receiving Party;

b) was already in the possession of the receiving Party at the time of disclosure;

c) becomes known to the receiving Party through disclosure by sources having the legal right to disclose such Confidential Information;

d) was independently developed by the receiving Party without reference to, or reliance upon, the Confidential Information; or

e) was required to be disclosed by the receiving Party to comply with applicable laws or governmental regulations, provided that the receiving Party provides prompt written notice of such disclosure to the offended Party and takes reasonable and lawful actions to avoid and/or minimize the extent of such disclosure and, if possible, ensure that the confidentiality obligations of this Agreement are maintained.

13.6. If Client is subject to freedom of information legislation CanAm agrees to adhere to the standards outlined in such legislation regarding protection of privacy and disclosure of records with respect to all work done for Client pursuant to this Agreement.

13.7. Upon termination of this Agreement, each Party will make all reasonable efforts to return to the other Party all tangible manifestations, and all copies thereof, of Confidential Information received by the other Party under this Agreement, if requested to do so by the disclosing Party. In addition, each Party shall certify in writing that it has not retained any copies of any materials belonging to or furnished by the other Party, and that any software provided by the other Party pursuant hereto has been deleted from that Party's computer and no copies have been retained in any form. The foregoing obligation shall not apply to Confidential Information that: (i) a Party deems necessary to retain to comply with applicable laws and regulations; and (ii) exists only as part of regularly generated electronic backup data, destruction of which is not reasonably practicable.

14. LIMITATIONS OF LIABILITY AND INDEMNITY

14.1. CANAM'S MAXIMUM TOTAL LIABILITY FOR ANY THIRD PARTY ACTION, CLAIM, LOSS OR DAMAGE ARISING OUT OF TELLER AND THE PERFORMANCE OF ANY SERVICES IN CONNECTION WITH THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, CLAIM, LOSS OR DAMAGE, BE IT CONTRACT, TORT, STATUTE OR OTHERWISE, SHALL BE AN AWARD FOR DIRECT PROVABLE DAMAGES THAT IN NO EVENT EXCEED THE AGGREGATE OF THE AMOUNTS PAYABLE TO CANAM UNDER THE TERM OF THIS AGREEMENT IN THE SIX (6) MONTH PERIOD PRIOR TO THE EVENT GIVING RISE TO THE CLAIM.

14.2. CLIENT SPECIFICALLY ACKNOWLEDGES AND CONFIRMS THAT UNDER NO CIRCUMSTANCES WHATSOEVER WILL CANAM BE LIABLE FOR ANY INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE OR KIND, OR ANY LOSS RESULTING FROM BUSINESS DISRUPTION ARISING FROM THE USE OF TELLER, OR FROM ANY SERVICES COVERED UNDER THE TERMS OF THIS AGREEMENT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT PRODUCT LIABILITY OR OTHERWISE, EVEN IN THE EVENT THAT CANAM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

14.3. Subject to Section 14.1 and 14.2, CanAm will indemnify and hold harmless Client and its affiliates, employees and agents from and against any and all liabilities, losses, damages, costs, and other expenses (including attorneys' and expert witnesses' costs and fees) arising from or relating to any Third Party claim caused by the intentional misconduct or gross negligence of CanAm or any of its employees, agents or subcontractors in performing the Services.

15. TERMINATION AND DEFAULT CONDITIONS

15.1. CanAm may terminate this Agreement if: Client fails to make required payments within 90 days of due date provided that CanAm has issued a minimum of two (2) delinquency notices, Client materially fails to fulfill its obligations and responsibilities or breaches any material term of this Agreement, Client becomes bankrupt or insolvent, or if a receiver is appointed to manage the property and assets of Client. If any of the above conditions are encountered, CanAm will provide written notice to Client and provide 30 calendar days for Client to remedy the default. If the default is not rectified within 30 calendar days, CanAm will have cause to terminate this Agreement.

15.2. Client may terminate this Agreement if: CanAm materially fails to fulfill its obligations and responsibilities or breaches any material term of this Agreement, CanAm becomes bankrupt or insolvent, or if a receiver is appointed to manage the property and assets of CanAm. If any of the above conditions are encountered, Client will provide written notice to CanAm and provide 30 calendar days for CanAm to remedy the default. If the default is not rectified within 30 calendar days, Client will have cause to terminate this Agreement.

15.3. In the event that, during the term of this Agreement, funds are not appropriated for the payment of Client's obligations hereunder, Client may terminate this Agreement with thirty (30) days advance written notice, effective on the last day for which an appropriation has been made.

15.4. Termination of this Agreement will not affect the provisions of this Agreement relating to the payment of amounts due under Section 5; Software as a Service License Fees, Section 14; Limitation of Liability and Indemnity, Section 13; Confidentiality; or any other obligations of the parties which by their nature are intended to survive termination of this Agreement.

16. RIGHTS AND OBLIGATIONS

16.1. If either CanAm or Client terminates this Agreement, CanAm will retain all fees for Services delivered to Client up to the date of termination. CanAm will refund a pro-rated portion of the Annual Software as a Service Fee to Client, based on the number of full or partial calendar months of service provided under the Agreement since the last annual renewal date.

16.2. Any termination by either Party as provided in this Agreement will not in any way operate to deny any right or remedy of the other Party, either at law or in equity, or to relieve a Party of any obligation to pay the sums due under this Agreement, or of any other obligation accrued prior to the effective date of termination.

16.3. Upon termination of this Agreement, Client agrees to cease any and all operational use of Teller and further agrees to delete all Teller software from the Client Infrastructure. CanAm agrees to make reasonable provision for an extract of Client's operational data from Client's Production Environment if requested by Client.

16.4. Teller is subject to the export control laws of the United States and other countries. Client may not export or re-export Teller software without the appropriate United States and foreign government licenses. Client must comply with all applicable export control laws and will defend, indemnify and hold CanAm harmless from any claims arising from Client's violation of such export control laws.

17. DISPUTES

17.1. CanAm and Client will both separately and jointly use diligent efforts to establish positive and ongoing communications both within and between their respective organizations. Key personnel within CanAm and Client will communicate regularly in order to review the status and priorities for the provision of services by CanAm and Client.

17.2. In the event of any dispute arising between CanAm and Client with respect to their rights and obligations under this Agreement, the Party feeling itself aggrieved will notify the other Party of the substance in writing of such grievance. Both parties agree to work in good faith and make all reasonable efforts to resolve the dispute, including, if necessary, escalating the dispute to:

- First level: the Project Manager of CanAm and the Project Manager for Client; and
- Second level: the President/CEO of CanAm and the Chief Executive for Client.

17.3. In the event the grievance cannot be resolved to the mutual satisfaction of the parties within 30 calendar days, the Party feeling itself aggrieved may request mediation, based on the then-current commercial mediation rules of the American Arbitration Association. The award of the mediation body will be non-binding upon CanAm and Client.

18. RELATIONSHIP OF THE PARTIES

18.1. Each of the Parties is an independent contractor. Nothing herein shall be construed to place the Parties in a relationship of principal and agent, partners or joint venturers, and neither Party shall have the power to obligate or bind the other Party in any manner whatsoever.

19. WAIVER

19.1. No failure or delay on the part of either Party to exercise any right or remedy hereunder will operate as a waiver of such right or remedy.

20. ASSIGNMENT AND SUCCESSION

20.1. This Agreement, including all of its rights and obligations created hereunder, shall not be assigned or transferred in any manner whatsoever (except upon transfer of majority ownership of a Party's business by merger, or consolidation, in which case the Agreement may be assigned to the succeeding owner) unless with the prior written consent of the opposite Party signed by an officer thereof, which consent will not be unreasonably withheld. Subject to the foregoing, this Agreement shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns.

21. NON SOLICITATION

21.1. Client agrees that for the duration of this Agreement, and for a period of one (1) year from the date of termination of this Agreement (or the date of termination of the final SOW if that date is later), it will not on its own behalf or on behalf of any other person or entity: (a) initiate contact for the purposes of hiring or contracting the service of, or (b) directly or indirectly solicit or induce for employment, or otherwise offer to hire or contract the services of, any employee, contractor or agent of CanAm who is directly related to the provision of services hereunder. Notwithstanding the foregoing, the provisions of this Section 21.1 shall not apply to the hiring of: (i) any individual who is hired as a result of responding to a general public "help wanted" type of solicitation by a Party; or (ii) any individual who, of his or her own volition, approaches, contacts, or solicits a Party for employment or other working arrangements and who such Party has not induced or solicited to make such approach, contact, or solicitation.

22. FORCE MAJEURE

22.1. Neither Party shall be under liability to each other by reason of non-performance or delay in performance of any obligation hereunder caused by Force Majeure, to the extent that non-performance or delay is attributable to such Force Majeure and only for the duration of the Force Majeure and the effect upon its ability to perform its obligation hereunder.

23. SEVERENCE

23.1. If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision can be severed from this Agreement and all other provisions will remain in full force and effect.

24. INSURANCE

24.1. CanAm shall, at its own expense and without limiting liabilities under this Agreement, insure its operations under a contract of General Liability Insurance in an amount of not less than $1,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss of use thereof, and such other insurance as CanAm deems necessary in its sole discretion, to provide standard protections of its business.

24.2. CanAm shall provide Client with acceptable evidence of insurance upon request.

25. CURRENCY

25.1. Unless otherwise noted, all reference to payment amounts in this Agreement are in U.S. dollars.

26. GOVERNING LAW

26.1. This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of Wisconsin. The parties irrevocably attorn to the jurisdiction of the courts of the State of Wisconsin.

27. COUNTERPARTS

27.1. This Agreement may be executed in two or more counterparts, by facsimile or otherwise, each of which is an original, and all of which together constitute one and the same instrument, notwithstanding that all parties are not signatories to the same counterpart.

28. ENTIRE AGREEMENT

28.1. This Agreement, and any applicable attachments, SOWs, schedules, exhibits or other documents constitutes the entire agreement of the Parties with regard to the matters herein, and supersedes all other prior written or oral agreements, representations and other communications between the Parties. All terms of any order acknowledgement or other document provided by Client, including but not limited to any pre-printed terms thereon and any terms that are inconsistent, add to, or conflict with this Agreement, shall be null and void and of no legal force or effect. No modification of this Agreement is valid unless set out in writing by the Parties.

Can/Am Technologies, Inc.	**City of Superior, WI**
______________________________	______________________________
Signature	Signature
______________________________	______________________________
Name	Name
______________________________	______________________________
Title	Title
______________________________	______________________________
Date	Date

Exhibit A

Licensed Teller Interfaces and Users

License	Description	Quantity	Monthly Base Amount
Teller Standard License	Teller Standard License Package: • Production instance of Teller • Test instance of Teller • 5 Named User Licenses • Credit Processing Interface • Unlimited read-only users • Hosting and Support Services	1	
Additional Named Users @ $XX/month/user	Named User Licenses (total: 10 user licenses)		
Business System Interfaces at $XXX/month/interface			
End of Day Payment Import Interfaces @ $XXX/interface			
Image Cash Letter License / Check Recognition License			
Revenue Submission			
Teller Online			
Monthly Total	Pricing based on annual payment		

Annual Software as a Service Fees*

License and all other fees are in US dollars and exclude any applicable taxes.

Time Period	Fee
Year 1	
Year 2	
Year 3	
Year 4	

Year 5	

Professional Services*

All rates are in US dollars and exclude any applicable taxes.

Service	Rate
Professional Services Hours	$XXX/hr

* After year one, Annual Fees and the Professional Services Hourly rate will be subject to an annual increase equal to 4% annually.

Additional licenses and/or users may be added throughout the Term of this Agreement. The price for each added license and/or user will be pro-rated to the annual renewal date, itemized accordingly in an invoice, and henceforth included in the annual invoice.

Exhibit B

SaaS Service Level Agreement

1. OWNERSHIP OF DATA

1.1. Regardless of the location of the hosting facility, Client will retain sole and complete, legal and beneficial ownership of its data stored on the Hosting Services Site.

1.2. CanAm's responsibilities and rights regarding Client data are solely restricted to the provision of services described in this Hosting SLA. CanAm may not make any other uses of Client data for any reason whatsoever, without the express written consent of Client, unless ordered to release such data by a court of competent jurisdiction.

1.3. Client may request return of any or all of its data at any time, for any reason, and CanAm will provide such data within a reasonable period of time, in native format.

2. OVERVIEW OF SAAS SERVICES

2.1. CanAm is committed to providing secure, reliable and dedicated SaaS Services to Client. For maximum protection and value to Client, CanAm will contract with Amazon AWS for provision of a hosting facility in the United States.

2.2. CanAm reserves the right to change hosting providers to an alternate service providing comparable functionality, and meeting the standards in this document.

2.3. All SaaS services will be provisioned from data centers located within the United States.

2.4. In return for Annual Software as a Service Fee from Client, CanAm will provide the following services to Client:

Service	Description
Secure Hosting Site	A secure hosting facility with 24/7 security control.
Internet Service Providers	A facility with stable network connectivity across North America. Internet services will be routed through multiple independent carriers to eliminate single-carrier points of failure.
Data and Service Redundancy	Redundant storage across multiple zones providing failover in the event of a catastrophic failure at the primary hosting site.
Software	Operating System, Database and Virus Protection software as required to run the Teller environments. CanAm will keep systems secure by keeping them up-to-date on security patches and security audits, and all Third-Party critical updates will be applied in a timely manner following Third-Party vendor notification.
Teller Software Updates	CanAm will test and install into the Teller environment at the SaaS Services hosting Site, all Updates to the Teller software which are made generally available during the term of this Agreement.
Data Backups	Securing Client data against loss is a key provision within the SLA. Full backups will be performed on a regular basis.

3. AVAILABILITY COMMITMENT, ISSUE TRACKING, AND REMEDIES

3.1. While the SaaS Services Site availability will generally be expected to be 24 x 7 (except for Scheduled Maintenance or unscheduled Emergency Outages as defined in 3.5 below), the commitment of CanAm is to provide SaaS Services hosting site availability during CanAm business hours (6:00 am – 6:00 pm Monday through Friday Mountain Time, excluding published CanAm holidays) for 99.9% uptime or better in a calendar month. Credits may be claimed only against loss of SaaS Services during CanAm business hours.

3.2. If CanAm during regular Client business hours fails to provide SaaS Services availability, as defined below, in any given calendar month, CanAm will issue a credit towards future SaaS Service Fees in accordance with the following schedule:

SaaS Services Site Availability	Credit Percentage (of monthly fee)
99.9% to 100%	0%
98.0% to 99.8%	2.5%
97.0% to 97.9%	5%
95.0% to 96.9%	7.5%
90.0% to 95.0%	25%
Below 90.0%	100%

3.3. Can/Am will provide a monthly report identifying any downtime in the previous month. Downtime will be calculated to the minute from the time it is first detected (by our monitoring or by Client report) until service is restored, during the guaranteed availability time period defined in 3.1. Downtime percentage is calculated as: Minutes of Downtime / (Daily Guaranteed Availability Minutes X Number of Business Days in Month – Emergency Outage (as defined below) minutes). Credits will be applied to the next billing cycle.

3.4. The total amount credited to Client for any given month under this SaaS Services SLA will not exceed the total Annual Software as a Service fee paid by Client for such month for the affected service. Except in cases of gross negligence, client specifically acknowledges and confirms that under no circumstances whatsoever will CanAm be liable for any incidental, indirect, exemplary, special or consequential damages of any nature or kind, or any loss resulting from business disruption arising from any services covered under the terms of this agreement, regardless of the form of action, whether in contract, tort (including negligence), strict product liability or otherwise, even in the event that CanAm has been advised of the possibility of such damages.

3.5. Client will not receive any credits under this Agreement in connection with any failure or deficiency of CanAm SaaS Services caused by:

- Scheduled Maintenance – Time allocated for scheduled maintenance outages, Emergency Outages (as defined below), or critical updates of servers and other CanAm equipment will not be considered “down time” as used in the calculation of SaaS Services availability described in Section 3.2 of this SaaS Services SLA. Maintenance will be scheduled for outside of Client Business hours specified in Section 3.1 of this SaaS Service SLA. The schedule for regular monthly maintenance windows will be provided to the Client at least 4 weeks prior. Except for emergencies, maintenance outages will be communicated via e-mail to the Client at least 2 business days in advance of any such outage.
- Client Equipment – Client is solely responsible for maintaining all Client equipment not at the SaaS Services Site and for ensuring that such equipment is in proper working order, has the correct software installed, and has the ability to connect to the CanAm SaaS Services for the exchange of data.
- Client ISP Provider – Client is solely responsible for maintaining all Client connections with local Internet Service Providers (ISPs) and for resolving any problems that might arise with local ISP connections.

- Internet Outages – CanAm is not responsible for Internet outages (including ISP peering) that may make CanAm SaaS Services appear inaccessible when others can still access it.
- Client Acts or Omissions – including acts or omissions of others engaged or authorized by Client, including, without limitation, any negligence, willful misconduct, or use of the SaaS Services in breach of the terms and conditions of this SaaS Services SLA.
- Emergency Outage - Unavailability of SaaS due to Can/Am or hosting provider response to critical security vulnerability (such as a “Zero Day Vulnerability”) or suspected breach
- Force Majeure

Tab 8 – Exceptions to Project Scope and Contract Terms

Tab 8 – Exceptions to Project Scope and Contract Terms

The City reserves the right to disallow exceptions it finds are not in the best interests of the City. Any and all exceptions must be identified and fully explained in the submitted Proposal. It is the City'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 functionality to be provided in Tab 8 (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 City, including, but not limited to workarounds; reductions in performance; capacity; flexibility; accuracy; and ultimately, cost and value.

None.

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.

N/A

II. DEVIATIONS/EXCEPTIONS TO RFP TERMS AND CONDITIONS AS PROPOSED BY THE TOWN

As an Exhibit to Tab 7, Proposer to provide any deviations or exceptions to the language proposed by the City in the RFP. Each item to be listed along with the requested alternative language for review by the City.

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

No deviations taken: ☒

Tab 9 – Functional and Technical Requirements Response

Tab 9 – Functional and Technical Requirements Response

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.

i. 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.
ii. If a Proposer is not proposing on certain functionality, a response of "No Bid" shall be provided for all applicable areas.
iii. A response of "No Bid' should not be used as a replacement for an "N" response.
iv. Requirements left blank will be treated as a response of "N" feature/function not provided.
v. **If a third-party system is a part of the proposal**, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.

Table 14-1: 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 City.	Proposers 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 City by January 1, 2026, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	If a response indicator of "F" is provided for a requirement that will be met in a future software release, the Proposer 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 Proposer shall indicate the cost of such a modification.

Indicator	Definition	Instruction
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 Proposer shall identify this third-party system and include a cost proposal to secure this system. **If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the “S”/”C”/”T”/”N” response indicators with a clear notation that the responses are provided by the third-party.**
N	**No: Feature/Function cannot be provided.**	N/A

City of Superior

Functional and Technical Requirements

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16	Data Conversion	26
	Total Functional Requirements:	**2,698**

Indicator	Definition	Instruction

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 City.	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 City **by January 1**, **2026** at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements
N	**No: Feature/Function cannot be provided.**	N/A

General and Technical

Req #	Description of Capability	Criticality	Vendor Response	Comments
	Technical Environment			
GT.1	The system shall flow all changes made in the system throughout all proposed system modules without the need for duplicate data entry.	**Critical**	**S**	
GT.2	The system shall support import and export data with web services formats.	**Critical**	**S**	
GT.3	The system shall integrate with third-party signature validation systems (e.g., DocuSign).	**Desired**	**T**	Integration with the likes of DocuSign
GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.5	.html;	**Critical**	**S**	
GT.6	PDFs that are text based and searchable;	**Critical**	**C**	Image recognition and Report customization
GT.7	.txt;	**Critical**	**S**	
GT.8	.csv;	**Critical**	**S**	
GT.9	.xlsx (MS Excel version 2016 or later, including MS 365);	**Critical**	**S**	
GT.10	.docx (MS Word version 2016 or later, including MS 365);	**Desired**	**C**	Image recognition and Report customization
GT.11	.ics (MS Outlook version 2016 or later, including MS 365, for calendaring);	**Desired**	**C**	Image recognition and Report customization
GT.12	.xml; and	**Critical**	**S**	
GT.13	Other City-defined desktop productivity applications.	**Critical**	**C**	Image recognition and Report customization

GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.14	The system has the ability to provide a toolkit to create and manage API's, in an easy user-friendly interface.	**Critical**	**S**	
GT.15	The system has the ability to support API's (Application Programming Interface) for third-party system integration.	**Critical**	**S**	
GT.16	The system has its own API keys and connectors for third-party and in-house system integration.	**Desired**	**S**	
GT.17	The system shall support scheduled data feeds for exchanging file import/exports with third-party systems.	**Desired**	**S**	
GT.18	The system shall provide a centralized data dictionary that fully describes table structure, interdependencies, and appropriate levels of metadata.	**Critical**	**S**	
GT.19	The system shall store and apply digital copies of signatures to documents (e.g., checks, notification letters) with appropriate security permissions.	**Critical**	**S**	
GT.20	The system shall support application of certificate verified internal electronic signatures providing assurance of authenticity, integrity, and non-repudiation.	**Critical**	**T**	Integration with the likes of DocuSign
GT.21	The system shall operate on mobile devices (e.g., tablets, smart phones) and size-render appropriately.	**Desired**	**S**	
GT.22	The system shall be device agnostic when run on mobile devices (e.g., the system can be run on Android, iOS, Windows, etc.).	**Desired**	**S**	
GT.23	The system shall provide a production, test, and development environment including the ability to track software changes applied to each environment and roll back as necessary.	**Critical**	**S**	
Document Management				
GT.24	The system shall provide "Document Management System" functionality to track electronic files associated with specific system records.	**Critical**	**S**	
GT.25	The system shall support data storage with discrete version control in accordance with defined operational standards.	**Desired**	**S**	
GT.26	The system shall provide the ability to link imported documents to specific	**Critical**	**S**	
GT.27	The system shall use "drag and drop", electronic file upload and scan document functionality to associate electronic files to transactions within the system.	**Desired**	**S**	
GT.28	The system shall restrict modification of attached documents based on individual or department permissions.	**Critical**	**S**	
GT.29	The system shall allow a user to scan documents directly into the system.	**Critical**	**S**	
GT.30	The system shall permit export or a file directly for document storage, for example in a third-party system or network drive.	**Desired**	**C**	

GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.31	The system shall email a hyperlink of an electronic file to another internal party.	**Desired**	**S**	
GT.32	The system shall allow email of an electronic file to an internal or external party (e.g., send a copy of a purchase order to a vendor).	**Critical**	**S**	
GT.33	The system shall identify records with documentation/attachments.	**Critical**	**S**	
GT.34	The system shall associate electronic files with a system record with the following types: (e.g., MS Excel, MS Word, shape, PDF, .dwg, .tif, .jpg.).	**Critical**	**S**	
GT.35	The system shall allow the City to restrict or define allowable file types.	**Critical**	**N**	
GT.36	The system shall allow the City to set file size limitations.	**Critical**	**N**	
GT.37	The system shall allow the City to electronically stamp documents.	**Desired**	**C**	
GT.38	The system shall limit the number of records generated in a query, with a notification to the user of an incomplete data set.	**Critical**	**S**	
GT.39	The system shall support the purging of linked electronic files, according to City defined schedules, allowing for differing schedules based on the document, module, and/or litigation hold.	**Desired**	**S**	
GT.40	The system shall electronically capture and store files, with Optical Character Recognition (OCR) capabilities.	**Critical**	**S**	This is standard in AP invoices and Recruiting
Security				
GT.41	The system shall utilize the organization's authentication protocol. (https://learn.microsoft.com/en-us/azure/active-directory/fundamentals/auth-sync-overview).	**Critical**	**S**	
GT.42	The system shall utilize the existing Active Directory user authentication regardless of deployment method.	**Critical**	**S**	
GT.43	The system shall support Single Sign-On (SSO).	**Critical**	**S**	
GT.44	The system shall inherit groups from Active Directory for application authentication	**Desired**	**S**	
GT.45	The system shall assign users a unique ID and password.	**Critical**	**S**	
GT.46	The system has the ability for IDs and passwords to use "strong passwords" including; alpha, numeric, lowercase, uppercase, and special characters, as defined by organization policy.	**Critical**	**S**	
GT.47	The system shall require that passwords are changed on a defined schedule, as defined by organization policy.	**Critical**	**S**	
GT.48	The system has the ability for passwords to have an organization-defined minimum length and complexity.	**Critical**	**S**	
GT.49	The system shall mask passwords as they are typed or entered onto the screen.	**Critical**	**S**	
GT.50	The system shall limit consecutive failed log in attempts.	**Desired**	**S**	
GT.51	The system shall store passwords in encrypted form, if the system requires that passwords be stored.	**Critical**	**S**	

GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.52	The system shall allow for multi-factor authentication.	**Critical**	**S**	
GT.53	The system shall provide import and export capabilities with user-level security options to control access to sensitive information.	**Critical**	**S**	
GT.54	The system shall encrypt data stored in the database (data at rest).	**Critical**	**S**	
GT.55	The system shall encrypt data stored in the application.	**Critical**	**S**	
GT.56	The system shall encrypt data in-transit.	**Critical**	**S**	
The system shall provide security at the following levels:				
GT.57	Department;	**Critical**	**S**	
GT.58	Division;	**Critical**	**S**	
GT.59	Role or group;	**Critical**	**S**	
GT.60	User ID;	**Critical**	**S**	
GT.61	Screen;	**Critical**	**S**	
GT.62	Menu;	**Critical**	**S**	
GT.63	Report;	**Critical**	**S**	
GT.64	Field;	**Desired**	**C**	Additional data masking services needs to be procured
GT.65	Field value as defined by the City (e.g., benefit category, employee class);	**Desired**	**C**	Additional data masking services needs to be procured
GT.66	Element in chart of accounts; and	**Desired**	**S**	
GT.67	Transaction type.	**Desired**	**S**	
GT.68	The system shall provide role-based security.	**Critical**	**S**	
GT.69	The system shall allow the City to determine which fields are visible to which security roles.	**Critical**	**S**	
The system shall track audit changes throughout the system that creates a log of all records maintained and includes:				
GT.70	Date;	**Critical**	**S**	
GT.71	Time, to the nearest minute;	**Critical**	**S**	
GT.72	User;	**Critical**	**S**	
GT.73	Information prior to change;	**Critical**	**S**	
GT.74	Changed information; and	**Critical**	**S**	
GT.75	Other administer-configurable information.	**Critical**	**S**	
GT.76	The system shall provide configurable audit reports.	**Critical**	**S**	
GT.77	The system shall automatically send configured audit reports on a scheduled basis or by a triggered audit event.	**Desired**	**S**	
GT.78	The system shall allow auditing within modules to be determined by the module, and configured by the administrator.	**Desired**	**S**	
GT.79	The system shall update all security roles automatically (user discretion) when a change in the "master" role is made with updates made in real time and applied to all in-progress activities.	**Desired**	**S**	

GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.80	The system shall allow a city systems administrator to configure the duration in which audit logs are retained (e.g., 90 days).	**Desired**	**S**	
GT.81	The system shall allow the City system administrator to add and change permissions for system access.	**Critical**	**S**	
GT.82	The system shall log users off the system after a City systems administrator-defined period of inactivity.	**Critical**	**S**	
GT.83	The system shall allow a City system administrator to log out users by module.	**Critical**	**N**	
GT.84	The system shall allow multiple levels of City designated system administrators (i.e., IT/technical and end-user department/functional).	**Critical**	**S**	
GT.85	The system shall restrict users by module from logging into the system during periodic system maintenance.	**Critical**	**S**	
GT.86	The system shall track audit changes at the database-level.	**Desired**	**C**	~~Additional database audit services needs to be procured~~
GT.87	The system shall automate the export of audit logs.	**Desired**	**C**	
GT.88	The system shall provide configurable exception reports.	**Critical**	**S**	
GT.89	The system shall 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**	**S**	
The system shall mask fields by user role including but not limited to:				
GT.90	Tax numbers/ID;	**Critical**	**S**	
GT.91	Date of Birth;	**Critical**	**S**	
GT.92	Passwords;	**Critical**	**S**	
GT.93	Bank account numbers;	**Critical**	**S**	
GT.94	Social Security numbers;	**Critical**	**S**	
GT.95	Driver's License numbers;	**Critical**	**S**	
GT.96	Email addresses;	**Desired**	**S**	
GT.97	Addresses; and	**Desired**	**S**	
GT.98	Other, City-defined fields. Please describe limitations in comments.	**Desired**	**S**	
GT.99	The system shall mask a portion of any of the above fields.	**Desired**	**S**	
GT.100	The system shall mask or allow select information defined by the City as confidential (e.g., police officer personal/home address).	**Desired**	**S**	
GT.101	The system shall apply the same security permissions to system queries and reports as it does to data fields/elements, based on user/role (e.g., data fields masked on a record or transaction are similarly masked on reports run by the user).	**Critical**	**C**	This would have to be customized at the report definition level
GT.102	The system shall be operational on a 24 x 7 scheduled basis.	**Desired**	**S**	

GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.103	The system shall ensure that all modules are compliant with the most recent version of the Payment Card Industry (PCI) Data Security Standards (DSS).	**Critical**	**S**	
User Interface				
GT.104	The system shall provide the user with integrated application modules that offer a consistent user interface to minimize user training and administration of the system.	**Desired**	**S**	
GT.105	The system shall provide drop down boxes, or other pick list functionality, for data selection.	**Desired**	**S**	
GT.106	The system shall provide configurable quick keys or keyboard shortcuts (i.e., function keys).	**Desired**	**S**	
GT.107	The system supports the ability for the City to designate which non-system required fields can be "made" required to support business operations.	**Critical**	**S**	
GT.108	The system shall provide an administrative messaging system (e.g., a message to alert users of system maintenance activity).	**Desired**	**S**	
GT.109	The system shall provide customizable screens based on roles and permissions.	**Desired**	**S**	
GT.110	The system shall provide contextual help (i.e., field descriptions that are displayed based on the location of the mouse or cursor).	**Desired**	**S**	
GT.111	The system shall provide customizable help.	**Desired**	**C**	Additional module for contextual help and training will need to be procured
GT.112	The system shall provide data validation on entry.	**Critical**	**S**	
GT.113	The system shall create error logs with detail associated with the error.	**Critical**	**S**	
GT.114	The system shall allow users to send error reports to the City IT Department.	**Desired**	**S**	
GT.115	The system shall provide configuration options for the level of detail that is logged in error logs.	**Desired**	**S**	
GT.116	The system shall add a new value to a pick list table without having to navigate from the table, with appropriate security permissions.	**Desired**	**S**	
GT.117	The system shall provide customizable screens based on roles and permissions.	**Desired**	**S**	
GT.118	The system shall spell check on any field with the ability for a user to accept or ignore suggestion.	**Critical**	**T**	The browser being used to interact will be the necessary spell check
GT.119	The system shall validate against address field entries to align with City address standards.	**Desired**	**S**	
GT.120	The system shall support CASS certification for USA and Canada.	**Desired**	**S**	
GT.121	The system shall support international addresses.	**Critical**	**S**	
GT.122	The system shall support international phone numbers.	**Critical**	**S**	
GT.123	The system shall search by fragment or portion of a word or number.	**Critical**	**S**	
GT.124	The system has the ability for multiple windows to be open at the same time.	**Critical**	**S**	

GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.125	The system shall 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**	**S**	
GT.126	The system shall allow an administrator to configure which business process are prompted with a warning to proceed, with appropriate security permissions.	**Critical**	**S**	
GT.127	The system shall 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.	**Desired**	**S**	
GT.128	The system shall allow the system administrator to rename field labels.	**Desired**	**S**	
GT.129	The system shall support pre-filled fields in appropriately pre-formatted screens eliminating redundant data entry.	**Critical**	**S**	
GT.130	The system shall display which environment the user is logged into (i.e., test vs. production).	**Critical**	**S**	
GT.131	The system shall render application windows to the set screen resolution without application window truncation, or require scrolling to access all areas of the window.	**Critical**	**S**	
GT.132	The system shall allow application windows, including text and field dimensions, to be maximized to fit allotted screen size (i.e., increase window size to increase amount of data displayed instead of simply zooming in on data).	**Desired**	**S**	
	Workflow			
GT.133	The system shall initiate and track workflow and approval processes.	**Critical**	**S**	
GT.134	The system shall allow systems administrators to assign different levels of approval for the same user.	**Critical**	**S**	
GT.135	The system shall allow systems administrators to configure the system to maintain separation of duties related to workflow approval processes.	**Critical**	**S**	
GT.136	The system shall allow users to approve multiple tasks/transactions simultaneously.	**Critical**	**S**	
GT.137	The system shall provide workflow functionality in all proposed system modules.	**Critical**	**S**	
The system shall set workflow rules by:				
GT.138	User;	**Critical**	**S**	
GT.139	Role;	**Critical**	**S**	
GT.140	Department;	**Critical**	**S**	
GT.141	Any string in the Chart of Accounts or Account;	**Critical**	**S**	
GT.142	Thresholds;	**Critical**	**S**	

GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.143	Percentage argument;	**Desired**	**S**	
GT.144	Numerical argument;	**Desired**	**S**	
GT.145	Record type (i.e., permit type, purchase order, etc.);	**Critical**	**S**	
GT.146	Priority type; and	**Desired**	**S**	
GT.147	Other City-defined criteria. Please describe limitations in comments.	**Desired**	**C**	The workflows can be customized as needed by the City
GT.148	The system shall allow temporary availability status changes of users (e.g., unavailable due to vacation time).	**Critical**	**S**	
GT.149	The system shall re-route workflow assignments based on availability triggered by user unavailable status.	**Critical**	**S**	
GT.150	The system shall re-route workflow assignments based on availability triggered by City-defined periods of no response.	**Critical**	**S**	
GT.151	The system shall notify a system admin of unsuccessful workflow processes.	**Critical**	**S**	
GT.152	The system shall provide event-driven notification by email to multiple users that can be configured at any step within any workflow.	**Desired**	**S**	
GT.153	The system shall allow notifications to be configurable (on/off) by the individual user type and/or module.	**Desired**	**S**	
GT.154	The system shall allow graphical tools for documenting workflow.	**Desired**	**S**	
GT.155	The system has the ability for a user to review and approve a workflow transaction directly from within an email, without requiring the user to follow a link to the system to approve the transaction (e.g., an approver can click "approve" in the email and have the approval be recorded in the system, and trigger the next applicable workflow step).	**Critical**	**S**	
Reporting and Dashboards				
GT.156	The system shall provide an Executive Information System (EIS) (i.e., a performance dashboard).	**Critical**	**S**	
GT.157	The system shall customize the information presented on the EIS by user.	**Critical**	**S**	
GT.158	The system shall customize the information presented on the EIS by group of users.	**Critical**	**S**	
GT.159	The system shall display information on the EIS in real-time.	**Critical**	**S**	
GT.160	The system shall provide a library of standard reports (i.e., "canned" reports).	**Critical**	**S**	
GT.161	The system shall allow a user to modify existing reports, with appropriate security permissions.	**Critical**	**S**	
GT.162	The system shall provide an integrated report writer.	**Desired**	**S**	
GT.163	The system shall provide an integrated report writer that has a consistent look and feel across all proposed system modules.	**Desired**	**S**	

GT.4	The system shall support APIs (Application Programming Interface) for third-party system integration, including both data entry and extraction, as well as execute workflows or initiate processes.	**Critical**	**S**	
The system shall import and export data from (or to) standard file formats including but not limited to:				
GT.164	The system shall provide an integrated report writer that allows the creation of reports comprised of any discrete data field throughout the system with proper security permissions.	**Desired**	**S**	
GT.165	The system shall save a report as a new template after a user copies and modifies an existing report, with appropriate security permissions.	**Desired**	**S**	
GT.166	The system shall configure and save ad hoc reports by individual user, with the ability to provide access to other users with appropriate security permissions.	**Critical**	**S**	
GT.167	The system has the ability to save favorite reports in a menu or pick-list by individual user.	**Critical**	**S**	
GT.168	The system shall allow generated reports to be viewed on screen prior to printing.	**Critical**	**S**	
GT.169	The system shall allow reports to be generated that are searchable.	**Critical**	**S**	
GT.170	The system shall configure automatic distribution paths for generated reports (i.e., automatically send a report to a particular user).	**Desired**	**S**	
GT.171	The system shall allow reports to be generated that have "drill-down" capabilities.	**Critical**	**S**	
GT.172	The system shall print graphs and charts for presentation style reports.	**Critical**	**S**	
Mobile Devices				
GT.173	The system shall provide a user interface that is fully accessible from mobile devices.	**Desired**	S	
GT.174	The system is HTML responsive and can adjust to screen size of the mobile device being used. (e.g., iPhone, iPad, laptop).	**Desired**	S	
GT.175	The system shall provide an iOS app for use on both iPhones and iPads.	**Desired**	S	
GT.176	The system shall provide an Android app for use on Android phones and tablets.	**Desired**	S	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

General Ledger and Financial Reporting

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
GL.1	The system shall provide a General Ledger that is integrated with all other proposed system modules so that reconciliation between applications is user friendly and efficient.	**Critical**	**S**	
GL.2	The system shall 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**	**S**	
GL.3	The system shall allow month end closings to occur in a new fiscal year without having to close the previous fiscal year, including producing all month end financial statements.	**Critical**	**S**	
GL.4	The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.	**Critical**	**S**	
GL.5	The system shall 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.	**Critical**	**S**	
GL.6	The system shall support multi-year funds.	**Critical**	**S**	
GL.7	The system shall 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**	**S**	
GL.8	The system shall automatically roll forward balances for balance sheet accounts at year end for a soft close.	**Critical**	**S**	

GL.4	The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.	**Critical**	**S**	
GL.5	The system shall 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.	**Critical**	**S**	
GL.9	The system shall perform "soft closes" on periods so that a period may be opened again with proper permissions for the purposes of posting activity to that period.	**Critical**	**S**	
GL.10	The system shall automatically update the fiscal year and period on the first day of each period, with ability to override with permissions.	**Desired**	**S**	
GL.11	The system shall limit account inquiry access to the balance/summary level.	**Desired**	**S**	
GL.12	The system shall restrict GL posting (i.e., live or batch) by account number with appropriate security permissions.	**Critical**	**S**	
GL.13	The system shall flag an account as inactive based on a specified effective date.	**Critical**	**S**	
GL.14	The system shall carry a range of the chart of accounts forward to eliminate the need to manually key these accounts into the system.	**Critical**	**S**	
GL.15	The system shall perform automatic posting of recurring journal entries with appropriate security permissions.	**Desired**	**S**	
GL.16	The system shall flag a journal entry as a reversing journal entry and identify the new journal entry number and date.	**Critical**	**S**	
GL.17	The system shall perform automatic reversals of month-end accruals at the beginning of the next period.	**Desired**	**S**	
GL.18	The system shall allow users to retrieve GL related information a minimum of ten years old.	**Desired**	**S**	
GL.19	The system shall perform basic validation routines before data can be entered (e.g., data type checking, account validation, project numbers).	**Critical**	**S**	
GL.20	The system shall allow the produced reports to be editable by a user for formatting and final edits.	**Critical**	**S**	
GL.21	The system shall track pooled cash by fund for a singular bank account.	**Critical**	**S**	
GL.22	The system shall track multiple pooled cash by fund for multiple bank accounts.	**Critical**	**S**	
GL.23	The system shall provide a pick-list of reasons for rejecting general ledger transactions.	**Desired**	**S**	
GL.24	The system shall display user defined reasons for rejecting general ledger transactions.	**Desired**	**S**	
GL.25	The system shall provide at least 13 periods, including one for audit adjustments (period 13).	**Critical**	**S**	
GL.26	The system shall allow a user to move a division or project from one department to another and carry over all associated history.	**Critical**	**S**	
GL.27	The system shall attach documentation to an account based on account access permissions.	**Desired**	**C**	Account access permissions is standard, however attaching any documentation needs an extension
GL.28	The system shall enter comments at account set up based on account access permissions.	**Desired**	**C**	needs system extension
GL.29	The system shall add user date and time comments per GL account.	**Desired**	**S**	

GL.4	The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.	**Critical**	**S**	
GL.5	The system shall 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.	**Critical**	**S**	
GL.30	The system shall add user date and time comments per GL account transaction.	**Desired**	**S**	
GL.31	The system shall capture comments added for audit trail purposes.	**Desired**	**S**	
Chart of Accounts				
GT.32	The system shall provide a single chart of accounts file that is referenced by all other proposed system modules.	**Critical**	**S**	
GT.33	The system shall either automatically generate or copy chart of account records when creating new funds, departments, and any other reorganizations.	**Critical**	**S**	
GT.34	The system shall provide chart of account alphanumeric "short cuts" for reducing the number of key strokes when entering or looking up chart of account numbers.	**Desired**	**S**	
GT.35	The system shall provide a "suggested text" function for looking up and selecting account numbers, with the ability to turn this function on/off by user.	**Desired**	**S**	
GT.36	The system shall only allow users with appropriate security permissions the ability to create or inactive a new account (i.e., only the Finance Director can create a new account).	**Critical**	**S**	
GT.37	The system shall provide the ability to mass delete/archive historical accounts.	**Desired**	**S**	
GT.38	The system shall track monthly fund balances for distribution of interest.	**Desired**	**S**	
GT.39	The system shall support 10 or more alphanumeric segments in the current chart of accounts.	**Desired**	**S**	
GT.40	The system shall identify the Annual Comprehensive Financial Report (ACFR) reporting category and subcategory by account.	**Desired**	**S**	
GT.41	The system shall capture cost centers for transactions for departments to track activity within a single GL account.	**Desired**	**S**	
GT.42	The system shall set up a fund as non-interest bearing.	**Desired**	**S**	
GT.43	The system shall change the name of any segment of the account number while leaving the historic description the same.	**Desired**	**S**	
GT.44	The system shall support at least a 30-character long description field for each segment of the COA.	**Critical**	**S**	
GT.45	The system shall support at least a 15-character short description field for each segment of the COA.	**Critical**	**S**	
Journal Entries				
GL.46	The system shall import and export journal entries using MS Excel spreadsheets and other user-defined formats.	**Critical**	**S**	
GL.47	The system shall edit journal entry data that was imported prior to posting to the GL with appropriate security and audit trail information.	**Critical**	**S**	
GL.48	The system shall post statistical or non-financial data.	**Desired**	**S**	

GL.4	The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.	**Critical**	**S**	
GL.5	The system shall 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.	**Critical**	**S**	
GL.49	The system shall use workflow technology to automatically route journal entries, including reversals, with attachments, to approvers prior to posting.	**Critical**	**S**	
GL.50	The system shall provide standard, recurring, and reversing journal entry capabilities.	**Critical**	**S**	
GL.51	The system shall maintain at least seven years of detailed journal entry transactions and budget information and provides the ability to maintain greater than seven years if desired.	**Critical**	**S**	
GL.52	The system shall automatically populate fiscal year and period based on transaction type with the ability to override and disable.	**Critical**	**S**	
GL.53	The system shall automatically populate fiscal year and period based on effective date with the ability to override and disable.	**Critical**	**S**	
GL.54	The system shall automatically transfer activity from one account to another account with the ability to limit the setup of automatic transfers based on security permissions.	**Critical**	**S**	
GL.55	The system shall disallow further posting to an account that is closed or inactive.	**Critical**	**S**	
GL.56	The system shall disallow posting to a closed period.	**Critical**	**S**	
GL.57	The system shall allow posting to a soft closed period based on user-defined permissions.	**Critical**	**S**	
GL.58	The system shall prevent posting a journal entry to a control account.	**Critical**	**S**	
GL.59	The system shall prevent editing a sub-system batch prior to posting to the GL based on security permissions.	**Critical**	**S**	
GL.60	The system shall generate date-specific reversing entries.	**Critical**	**S**	
GL.61	The system shall accommodate free form text associated with a journal entry based on security permissions.	**Critical**	**S**	
GL.62	The system shall accommodate attachments associated with a journal entry based on security permissions.	**Critical**	**S**	
GL.63	The system shall remove attachments associated with a journal entry based on security permissions.	**Critical**	**S**	
GL.64	The system shall allow for limited text description (100 characters) and expanded free form text on each transaction within a journal entry.	**Critical**	**S**	
GL.65	The system shall automatically assign sequential numbers to all journal entry transactions for audit trail purposes.	**Critical**	**S**	
Reporting				
GL.66	The system shall 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**	**S**	
GL.67	The system shall provide a library of "canned" reports to be used by City staff with limited parameter entry.	**Critical**	**S**	

GL.4	The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.	**Critical**	**S**	
GL.5	The system shall 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.	**Critical**	**S**	
GL.68	The system shall provide linkage between reportable sections of the ACFR and other generated reports (i.e., Exhibits, Management Discussion and Analysis, Notes to the Financial Statements and Statistics).	**Critical**	**S**	
GL.69	The system shall generate reports to assist the City with completing and filing mandatory State tax forms.	**Critical**	**S**	
GL.70	The system shall export to various formats to create a custom designed ACFR document.	**Critical**	**S**	
GL.71	The system shall generate information for multiple periods and or multiple fiscal years in one query.	**Critical**	**S**	
GL.72	The system shall query on all data fields in the General Ledger module in order to provide a user defined query screen.	**Critical**	**S**	
GL.73	The system shall support user defined queries and allow these queries to create reports.	**Critical**	**S**	
GL.74	The system shall set unique security permissions for each system-generated report.	**Critical**	**S**	
GL.75	The system shall export all system-generated reports to .xlsx or .csv format.	**Critical**	**S**	
GL.76	The system shall support user defined queries and sharing of these in the system with other users.	**Critical**	**S**	
GL.77	The system shall provide all query and reporting capabilities by summary or detail.	**Critical**	**S**	
GL.78	The system shall generate a report across any segment or group of segments in the chart of accounts.	**Critical**	**S**	
GL.79	The system shall schedule reports to be run during non-business hours on a user defined schedule.	**Desired**	**S**	
GL.80	The system shall display all reports to the screen with a user-defined option for printing, with the ability to turn this feature on or off.	**Critical**	**S**	
GL.81	The system shall provide comparison reports (e.g., between different periods, as user-defined).	**Critical**	**S**	
GL.82	The system shall select active and/or inactive accounts by year for reporting purposes for multiple user defined years.	**Critical**	**S**	
GL.83	The system shall generate a General Ledger Audit Report based on permissions.	**Desired**	**S**	
GL.84	The system shall produce monthly, quarterly, and annual financial statements (Income Statement, Balance Sheet, Budget Comparisons by Department, etc.).	**Critical**	**S**	
GL.85	The system shall produce monthly, quarterly, and annual financial statements at City-defined levels.	**Critical**	**S**	
GL.86	The system shall print graphs and charts for presentation style reports.	**Critical**	**S**	
GL.87	The system shall export graphs and charts for presentation style reports to common desktop publishing applications.	**Desired**	**S**	

GL.4	The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.	**Critical**	**S**	
GL.5	The system shall 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.	**Critical**	**S**	
GL.88	The system shall report by pay period for personnel expense (i.e.,1 of the 26).	**Critical**	**S**	
GL.89	The system shall project and report on end of year accruals (e.g., payroll).	**Critical**	**S**	
GL.90	The system shall print a summary explanation report of every GL account and its description.	**Desired**	**S**	
GL.91	The system shall perform wildcard searches by GL transaction fields.	**Critical**	**S**	
The system, at a minimum, shall produce the following reports (current and previous years and for multi-year funds where applicable):				
GL.92	The system shall print a summary explanation report of every GL account and its description.	**Critical**	**S**	
GL.93	Inception to date, for total expenditures for all City projects across multiple fiscal years by project type;	**Critical**	**S**	
GL.94	Expenditures relative to budget;	**Critical**	**S**	
GL.95	Revenues relative to budget;	**Critical**	**S**	
GL.96	Year-to-date expenditures;	**Critical**	**S**	
GL.97	Year-to-date revenues;	**Critical**	**S**	
GL.98	Month-to-date expenditures;	**Desired**	**S**	
GL.99	Month-to-date revenues;	**Critical**	**S**	
GL.100	Budget to actual by all budget line items;	**Critical**	**S**	
GL.101	Multiple budget types to actual (e.g., actual to versions of budget);	**Critical**	**S**	
GL.102	Open encumbrance report;	**Critical**	**S**	
GL.103	Pre-encumbrance report;	**Desired**	**S**	
GL.104	Comparison of expenditures by month;	**Critical**	**S**	
GL.105	Income statement;	**Critical**	**S**	
GL.106	Cash flow;	**Critical**	**S**	
GL.107	Statement of net position;	**Critical**	**S**	
GL.108	Statement of revenues and expenditures including budget amounts;	**Critical**	**S**	
GL.109	WIP construction;	**Critical**	**S**	
GL.110	Capital projects;	**Critical**	**S**	
GL.111	Comparison of revenues and expenditures by month;	**Critical**	**S**	
GL.112	Comparison of revenues and expenditures by quarter;	**Critical**	**S**	
GL.113	Summary and detail trial balance at any budget level;	**Critical**	**S**	
GL.114	Detail and summary project report;	**Critical**	**S**	
GL.115	Summary trial balance across multiple funds;	**Critical**	**S**	
GL.116	Month-to-date;	**Critical**	**S**	
GL.117	Year-to-date;	**Critical**	**S**	
GL.118	Life-to-date;	**Critical**	**S**	
GL.119	Multi-year grants for revenues and expenses;	**Critical**	**S**	

GL.4	The system shall note on the balance sheet financial statements that the prior fiscal year has not been closed and balances are subject to change.	**Critical**	**S**	
GL.5	The system shall 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.	**Critical**	**S**	
GL.120	Multi-year projects for revenues and expenses;	**Critical**	**S**	
GL.121	Expense Budget at any level;	**Critical**	**S**	
GL.122	Revenue Budget at any level;	**Critical**	**S**	
GL.123	Cash Balance by Fund with associated detail;	**Critical**	**S**	
GL.124	Trend Analysis for Expenditures;	**Critical**	**S**	
GL.125	Any fund type financial statements;	**Critical**	**S**	
GL.126	Financial statements for all separate legal entities; and	**Critical**	**S**	
GL.127	Consolidated Financial Statements.	**Critical**	**S**	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Budgeting – Operating, Personnel, Capital

Req #	Description of Requirement	Criticality	Vendor 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**	**S**	
BD.2	The system shall create all budgets by user-defined period.	**Desired**	**S**	
BD.3	The system shall allow departments to further drill down to at least one level below the City's lowest level of chart of accounts for detailed tracking purposes.	**Critical**	**S**	
BD.4	The system shall provide a framework or model for budgeting, so that once a budget model is built, changes to the budget only require entering variance amounts.	**Critical**	**S**	
BD.5	The system shall store a minimum of seven years budget-to-actual results at any account level.	**Desired**	**S**	
BD.6	The system shall provide a long and short description field of a minimum of 256 and 50 characters (respectively) to store notes for each budgeted account with the ability to roll over to the general ledger, at all levels/versions of budgeting.	**Critical**	**S**	
BD.7	The system shall provide salary and benefit information by employee, for budgeting purposes.	**Critical**	**S**	As part of Oracle EPM
BD.8	The system shall create and enforce the budget at any segment of the City's chart of accounts.	**Critical**	**S**	

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.9	The system shall budget at any level with budgetary control at the line item level based on user-defined criteria.	**Critical**	**S**	
BD.10	The system shall provide adequate budget monitoring functionality, such as performing budget checks at the account category level.	**Critical**	**S**	
BD.11	The system shall facilitate creation of the capital budget and store data for, at a minimum, five previous fiscal years, the current fiscal year, and five future fiscal years.	**Critical**	**S**	
BD.12	The system shall provide online budget entry and reporting capabilities for individual departments with appropriate security permissions.	**Critical**	**S**	
BD.13	The system shall roll budget memos and/or text fields associated with a budget line item to the next fiscal year.	**Critical**	**S**	
BD.14	The system shall calculate a total for multiple sub-entries for each budgeted account line to identify the budget line detail.	**Desired**	**S**	
BD.15	The system shall display, inquire, and report on budget-to-actual with percentages and actual dollars of available budget for an account or group of accounts at any time.	**Critical**	**S**	
BD.16	The system shall provide budgetary control at the department level to control spending based on City-defined criteria.	**Critical**	**S**	
The system shall provide a City-defined budget dashboard view of key indicators, including but not limited to:				
BD.17	Budget to actual;	**Critical**	**S**	
BD.18	Project completion;	**Critical**	**S**	
BD.19	Fund;	**Critical**	**S**	
BD.20	Department;	**Critical**	**S**	
BD.21	Division;	**Desired**	**S**	
BD.22	Account code;	**Critical**	**S**	
BD.23	Project;	**Critical**	**S**	
BD.24	Grant;	**Critical**	**S**	
BD.25	Sub-Entries (transactions);	**Critical**	**S**	
BD.26	Current year-to-date compared to previous year-to-date;	**Critical**	**S**	
BD.27	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);	**Desired**	**S**	
BD.28	Current year-to-date compared to multiple previous year-to-dates with the ability to select by year and period; and	**Desired**	**S**	
BD.29	Other, City-defined.	**Desired**	**S**	
The system shall add attachments at the detail level of the budget, including but not limited to:				
BD.30	MS Word;	**Critical**	**S**	

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.31	MS Excel;	**Critical**	**S**	
BD.32	PDF; and	**Critical**	**S**	
BD.33	Other, City-defined.	**Critical**	**S**	
Budget Preparation				
BD.34	The system shall produce a unified, Citywide budget and revenue estimate that is automatically consolidated from electronic inputs of different departments (i.e., debt service funds, all budget components such as statistical information).	**Critical**	**S**	
BD.35	The system shall name and support multiple versions of a budget at a department level.	**Desired**	**S**	
BD.36	The system shall support at least 5 versions of the City's budget by year with versioning history for each.	**Critical**	**S**	
BD.37	The system shall store reasons (notes/comments) for each budget version.	**Critical**	**S**	
BD.38	The system shall allow users with appropriate security permissions to identify and flag budget details that are one-time or recurring.	**Critical**	**S**	
BD.39	The system shall associate a start and end date with a supplemental budget request.	**Critical**	**S**	
BD.40	The system shall prepare budgets that accommodate specific amounts needed for department, division, account, classification of account, fund, project/grant, special program, or other City-defined needs.	**Critical**		
The system shall load budget amounts based on one or more of the following ranges or subset of ranges:				
BD.41	Zero balances in all accounts;	**Critical**		
BD.42	Current year's original budget;	**Critical**		
BD.43	Current year's amended budget; and	**Critical**		
BD.44	Other, City-defined.	**Critical**		
BD.45	The system shall 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).	**Critical**		
BD.46	The system shall create replacement and maintenance budgets based on an items useful life, annual maintenance, and annual replacement contributions.	**Desired**		
BD.47	The system shall automate budget information to expedite budget offers and avoid human error.	**Critical**		
BD.48	The system shall 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.49	The system shall allow new budgets to be created from historical financial information or past budgets.	**Critical**		

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.50	The system shall 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 City-defined criteria following council approval.	**Critical**		
BD.51	The system shall carry all general ledger accounts and transactions forward for budgeting purposes to eliminate the need to manually key these accounts into the	**Critical**		
BD.52	The system shall support the submission of a detailed budget, which includes revenue sources, detailed expenditures, multi-funding sources, multi-year budget, and matching funds.	**Desired**		
BD.53	The system shall view City-defined budget detail through the entire process, utilizing multiple filtering capabilities (i.e., use of City-defined queries).	**Critical**		
BD.54	The system shall support the workflow of the City's budget process, with different phases and approval processes.	**Critical**		
BD.55	The system shall support electronic workflow of notifications for reviewing the budget.	**Critical**		
BD.56	The system shall provide City-defined electronic budget review capabilities for individual departments.	**Critical**		
BD.57	The system shall prevent users from making changes to a proposed departmental budget without appropriate approval.	**Critical**		
Budget Maintenance				
BD.58	The system shall track budget amounts and associated detail created during budget preparation at any level in the chart of accounts.	**Critical**	**S**	
BD.59	The system shall track the original budget and amendments made during the year and distinguish between the two.	**Critical**	**S**	
BD.60	The system shall provide a department user interface to maintain, modify, monitor, and manage detailed department level budgets with appropriate security permissions.	**Critical**		
BD.61	The system shall allow the budget to be amended and/or adjusted (twice at minimum) during the year by authorized personnel and provides an audit trail of those amendments.	**Critical**		
BD.62	The system shall present, track, and maintain, various budget statuses including: Revised, Adopted, Requested, and Approved.	**Critical**		
The system shall store the following information when a budget supplement (transfer/amendment) is made:				
BD.63	Type of change;	**Critical**		
BD.64	Reason for change;	**Critical**		
BD.65	Original requestor of change;	**Critical**		
BD.66	Approvers of change;	**Critical**		

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.67	Tracking of all historical changes;	**Critical**		
BD.68	User making change;	**Desired**		
BD.69	Date and time of change requested;	**Desired**		
BD.70	Date, ordinance number, and language of City Council approval;	**Desired**		
BD.71	Comments/notes;	**Desired**		
BD.72	Scanned and attached documentation; and	**Desired**		
BD.73	Other, City-defined.	**Desired**		
BD.74	The system shall allow City-defined interfund or intrafund budget transfers of funding, through workflow, with appropriate permissions and approvals.	**Desired**		
BD.75	The system shall lockout changes to the budget after City-defined dates and criteria.	**Critical**		
BD.76	The system shall provide internal controls for making budget adjustments.	**Critical**		
BD.77	The system shall reference and/or document City record information related to budget transfers/amendments.	**Critical**		
Personnel/Position Budgeting				
BD.78	The system is integrated with the proposed payroll application, enabling the inclusion of payroll and personnel information into the budget in real-time or on a scheduled basis.	**Critical**		
BD.79	The system shall provide payroll and benefit information by position or by employee for budgeting purposes.	**Critical**		
BD.80	The system shall project position budgets for up to five years or other City defined period of time.	**Critical**		
BD.81	The system shall identify positions and employees receiving additional pays (e.g., working out-of-class and special pays) that can be partitioned for budgeting and forecasting.	**Critical**		
BD.82	The system shall generate payroll forecasts for various "what if" scenarios by applying multiple percentage increases to multiple earnings and benefits categories, as defined by the user.	**Critical**		
BD.83	The system shall generate payroll forecasts by pay or step plan for budgeting purposes.	**Critical**		
BD.84	The system shall include future pay and benefit increases/decreases (e.g., position step increases, contract provisions) in budget projections based on effective dates.	**Critical**		
BD.85	They system shall budget for vacant positions, including premium earnings, benefits, and other pays.	**Critical**		
BD.86	The system shall recalculate position budget forecasts based on employment actions and salary/benefit changes with appropriate review and approvals.	**Critical**		
BD.87	The system shall allow for changes to and deletions of a position.	**Desired**		

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.88	The system shall track actual vs. budget cost differences by position and/or job classification by City-defined periods (e.g., fiscal year and calendar year).	**Desired**		
BD.89	The system shall approve actions related to a position through role-based security and workflow.	**Critical**		
BD.90	The system shall have a position control file to ensure that new employees are linked to authorized pay and positions and to ensure that employment does not exceed authorized levels and adopted budget funding.	**Desired**		
BD.91	The system shall make mass changes on employee data based on reorganizations (reassign departments or divisions).	**Desired**		
BD.92	The system shall add or delete mass employee (FTE) to departments or divisions based upon user-defined need.	**Desired**		
BD.93	The system shall define reporting relationships for each position control number, and allow for employees transferred, including supervisors, into new positions to automatically be assigned into a pre-determined reporting hierarchy.	**Critical**		
The system shall track the following position information:				
BD.94	Multiple organizational levels;	**Critical**		
BD.95	Pay grade and step plan;	**Critical**		
BD.96	Pay schedule;	**Critical**		
BD.97	Job classification code and/or title;	**Critical**		
BD.98	Date filled;	**Critical**		
BD.99	Date vacated;	**Critical**		
BD.100	Incentives and certification pay;	**Critical**		
BD.101	Date established or approved;	**Critical**		
BD.102	Budgeted Cost broken out (salary, benefits, other pay, other City-defined);	**Critical**		
BD.103	Actual Cost broken out (salary, benefits, other pay, other City-defined);	**Critical**		
BD.104	Funding Source Codes;	**Critical**		
BD.105	FLSA Status;	**Critical**		
BD.106	EEO Function;	**Desired**		
BD.107	EEO Category;	**Desired**		
BD.108	Status (e.g., active, inactive, frozen, pending); and	**Critical**		
BD.109	Other, City-defined.	**Critical**		
BD.110	The system shall assign multiple funding sources, including project and grants, to each employee or position.	**Critical**		
BD.111	The system shall forecast suggested wage progression changes.	**Critical**		
BD.112	The system shall attach documents to position control records.	**Desired**		
BD.113	The system shall track authorized positions by exempt vs. non exempt.	**Critical**		

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.114	The system shall track temporary, casual, part-time, and seasonal (positions without benefits).	**Critical**		
BD.115	The system shall drill-down from a filled position to the employee detail.	**Desired**		
Multi-Year and Capital Improvement Budgeting				
BD.116	The system shall 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**	**S**	
BD.117	The system shall allow capital budgets to be created from historical financial information or past budgets.	**Critical**	**S**	
BD.118	The system shall view the budget for a multi-year project or grant excluding encumbrances and carry-forward amounts of budget balances.	**Desired**	**S**	
BD.119	The system shall view the budget for a multi-year project or grant including encumbrances and carry-forward amounts of budget balances.	**Critical**	**S**	
The system shall identify a capital budget request based on the following:				
BD.120	Project ID;	**Critical**	**S**	
BD.121	Project number;	**Critical**	**S**	
BD.122	Project name;	**Critical**	**S**	
BD.123	Project type (user-defined);	**Critical**	**S**	
BD.124	Asset type (user-defined);	**Critical**	**S**	
BD.125	Project phases;	**Desired**	**S**	
BD.126	Anticipated project start and end dates;	**Critical**	**S**	
BD.127	Funding source(s);	**Critical**	**S**	
BD.128	Budget Year; and	**Critical**	**S**	
BD.129	Other, City-defined.	**Desired**	**S**	
BD.130	The system shall budget for capital projects and/or grants beyond one year, to a minimum of 5 years.	**Critical**	**S**	
BD.131	The system shall budget for revenue sources in the capital budget.	**Critical**		
BD.132	The system shall allow for multiple funding sources for multi-year funds.	**Critical**		
BD.133	The system shall track budget, expenditures, and funding sources for grants and multi-year funds.	**Critical**		
The system shall store the following information when a capital budget adjustment/amendment is made:				
BD.134	Type of change;	**Critical**		
BD.135	Reason for change;	**Critical**		
BD.136	Original requestor of change;	**Critical**		
BD.137	Approvers of change;	**Critical**		

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Budgeting – Operating, Personnel, Capital				
BD.138	Tracking of all historical changes;	**Critical**		
BD.139	User making change;	**Desired**		
BD.140	Date and time of change;	**Desired**		
BD.141	Comments/notes;	**Critical**		
BD.142	Scanned and attached documentation; and	**Critical**		
BD.143	Other, City-defined.	**Critical**		
BD.144	The system shall consolidate a report that provides details for capital projects.	**Critical**		
BD.145	The system shall export CIP and other project data to a project management tool (e.g., MS Project).	**Critical**		
Forecasting				
BD.146	The system shall provide a budget model or framework for forecasting purposes.	**Critical**		
The system shall provide budget trending and forecasting capabilities including:				
BD.147	Straight line projection;	**Critical**		
BD.148	Trend analysis;	**Critical**		
BD.149	Percentage based on last year actual;	**Critical**		
BD.150	Percentage based on last year budgeted;	**Critical**		
BD.151	Monthly budget based on prior year actual trend data for a particular month;	**Desired**		
BD.152	Last year actual for the remainder of the current fiscal year;	**Critical**		
BD.153	Any segment in the chart of accounts;	**Critical**		
BD.154	Current year's amended budget;	**Critical**		
BD.155	Previous year's budget;	**Critical**		
BD.156	Previous year's actual (with the ability to select which year and period);	**Critical**		
BD.157	A combination of prior complete years and "current" partial year with a normalized 12-month total (e.g., to predict the remaining months in the current year);	**Critical**		
BD.158	Estimated to expend of the current year budget;	**Critical**		
BD.159	Any previous year budget or actual with percentage increase;	**Critical**		
BD.160	Any previous year budget or actual with percentage decrease;	**Critical**		
BD.161	City-defined percentages to department level above or below baselines;	**Critical**		
BD.162	City-defined percentages to the account level above or below baselines;	**Critical**		
BD.163	For all requirements above, ability to distribute and budget by period (i.e., seasonal budget.); and	**Desired**		
BD.164	Other, City-defined.	**Desired**		
The system shall provide salary and benefit forecasting capabilities based on the integration with the payroll application including:				
BD.165	Number of positions;	**Critical**		

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.166	Number of pay periods;	**Critical**		
BD.167	Multiple types of pay;	**Critical**		
BD.168	Current salary ranges;	**Critical**		
BD.169	Mid-year pay adjustments at the individual employee/position level (e.g., anniversary-based step increases);	**Critical**		
BD.170	Mid-year pay adjustments that apply universally (e.g., Cost of Living Adjustment increases);	**Critical**		
BD.171	Overtime;	**Critical**		
BD.172	Longevity;	**Critical**		
BD.173	Holiday pay days;	**Desired**		
BD.174	Shift differential;	**Critical**		
BD.175	Lead pay; and	**Critical**		
BD.176	Other, City-defined.	**Critical**		
BD.177	The system shall allow budget forecasts/models to be named.	**Desired**		
BD.178	The system shall allow at least 10 budget forecasting models to be saved per year, system wide.	**Critical**		
BD.179	The system shall provide forecasting capabilities that use real-time data and	**Critical**		
BD.180	The system shall provide long-term forecasting capabilities for a minimum of 5 years in the future.	**Desired**		
BD.181	The system shall allow for the generation of “what if” scenarios for revenue, and expense forecasting.	**Critical**		
	Reporting			
BD.182	The system shall provide budget dashboards.	**Critical**	**S**	
BD.183	The system shall query on all data fields in the budgeting module in order to provide a City-defined query screen.	**Critical**	**S**	
BD.184	The system shall provide an ad hoc report writing tool.	**Desired**	**S**	
BD.185	The system shall export budget data to MS Excel.	**Critical**	**S**	
BD.186	The system shall integrate with common desktop publishing applications (e.g., Adobe Acrobat) for producing the final or "presentation" budget document.	**Critical**	**S**	
BD.187	The system shall produce ADA compliant budget documentation.	**Desired**		
BD.188	The system shall track and report on adjustments made to the budget during the year.	**Critical**	**S**	
BD.189	The system shall report on budgets at any level of the chart of account structure.	**Critical**	**S**	
BD.190	The system shall 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.191	The system shall query for specific words in budget line items.	**Desired**	**S**	

Budgeting – Operating, Personnel, Capital				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BD.192	The system shall allow "wildcard" searches for a portion of a word.	**Desired**	**S**	
BD.193	The system shall allow "drill-down" from any line item in the budget.	**Desired**	**S**	
BD.194	The system shall project and report on end of year accruals (e.g., payroll).	**Critical**	**S**	
BD.195	The system shall 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**	**S**	
BD.196	The system shall generate a report to serve as the City's "Budget Book."	**Critical**	**S**	
BD.197	The system shall provide real-time reporting on current balances on specified line item accounts and line item account activity.	**Critical**		
BD.198	The system shall generate a report showing the prior fiscal year's original budget plus any changes/amendments to reach the final budget (i.e., the full lifecycle of a prior year budget).	**Desired**		
BD.199	The system shall generate budget-to-actual reports that contains data for up to five years.	**Critical**	**S**	
BD.200	The system shall create reports based on City-defined criteria.	**Critical**	**S**	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Capital Asset Accounting

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
CA.1	The system shall provide a Capital Assets module that is integrated with all other system modules including (but not limited to) General Ledger, Budgeting, Purchasing, and Accounts Payable.	**Critical**		
CA.2	The system shall allow the user to select the general ledger account based on the type of asset created.	**Critical**		
CA.3	The system shall allow a review of asset journal entries prior to posting to the general ledger.	**Critical**		
CA.4	The system shall transfer the CIP cost in order to create a general ledger journal entry based on asset type.	**Desired**		
CA.5	The system shall accumulate capital expenditures for multi-year construction projects that have not been placed in service.	**Critical**		
CA.6	The system shall track assets funded by grants.	**Desired**		
CA.7	The system shall track assets purchased through lease.	**Critical**		
CA.8	The system shall modify valuation due to improvements, damage or replacements to the asset.	**Desired**		
CA.9	The system shall automatically account for capital assets, at the time of purchase order or requisition entry, based on account number selected, with workflow approvals.	**Desired**		
CA.10	The system shall allow a user to manually flag a capital asset at the time of purchasing or requisition with the ability to turn this feature on or off.	**Critical**		

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 City.	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.		
CA.11	The system shall set a user-defined threshold dollar amount, for City-defined accounts, for a purchase to be considered a capital asset with the ability to turn this feature on or off.	**Critical**		
CA.12	The system shall declassify or un-declare a capital asset.	**Desired**		
CA.13	The system shall transfer data from the purchase order to the capital asset record.	**Desired**		
CA.14	The system shall record, recognize, and capitalize assets that are subsidized by third-party entities for the City, such as the federal or state government.	**Desired**		
CA.15	The system shall record cost at acquisition.	**Critical**		
CA.16	The system shall maintain salvage values for capital assets.	**Desired**		
CA.17	The system shall calculate replacement costs of the capital assets based on user defined rules.	**Critical**		
CA.18	The system shall modify assets by user-defined criteria, with proper security permissions.	**Critical**		
CA.19	The system shall automatically update the capital assets system from AP entry with appropriate review and approval.	**Desired**		
CA.20	The system shall store original purchase order number, invoice number, original check number and original vendor information.	**Desired**		
CA.21	The system shall drill-down into linked POs, invoices, checks and vendor file information.	**Desired**		
CA.22	The system shall track equipment and devices which are not considered capital assets (e.g., items of value less than $5,000 that the City would like to track, such as power tools or tablets, or grant funded items).	**Desired**		
CA.23	The system shall track equipment and devices, based upon a City-defined acquisition value.	**Critical**		
CA.24	The system shall flag goods at the time of invoice payment in order to reduce the amount of data entry required in the set-up of asset records.	**Desired**		
CA.25	The system shall integrate with the City's GIS database for the purpose of tracking the geographical location of assets.	**Desired**		
CA.26	The system shall attach multiple file types to an asset record.	**Desired**		
Asset Entry and Tracking				
CA.27	The system shall allow for either parent/child method of tracking or standard tracking.	**Desired**		
CA.28	The system shall allow for unlimited different active parent/child asset pairings.	**Desired**		
CA.29	The system shall support an unlimited quantity of assets.	**Critical**		
CA.30	The system shall provide controls for maintaining unique system generated capital asset tag numbers with barcodes.	**Desired**		
CA.31	The system shall support the scanning of asset barcodes for physical inventory/assets (e.g., light bar on a police cruiser) purposes.	**Desired**		

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 City.	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.		
CA.32	The system shall detect duplicate serial numbers in the same asset type.	**Desired**		
CA.33	The system shall indicate a parent and/or child asset as "disposed."	**Critical**		
CA.34	The system shall automatically expire all child related assets once the parent asset has been expired with the ability to turn this feature on or off.	**Desired**		
CA.35	The system shall manage linked assets.	**Desired**		
CA.36	The system shall track assets for legally separate component units (e.g., economic development corporation).	**Critical**		
The system shall accommodate the following asset disposal processes:				
CA.37	Public Auction;	**Critical**		
CA.38	Sale;	**Critical**		
CA.39	Donate;	**Critical**		
CA.40	Junk process;	**Critical**		
CA.41	Transfer process;	**Critical**		
CA.42	Parts tear-down;	**Critical**		
CA.43	Trade-in;	**Critical**		
CA.44	Fire/flood;	**Critical**		
CA.45	Vehicle accident;	**Critical**		
CA.46	Recycle/Salvage;	**Critical**		
CA.47	Lost; and	**Critical**		
CA.48	Other user-defined criteria.	**Critical**		
CA.49	The system shall customize workflow routines for each asset disposal process listed above.	**Desired**		
CA.50	The system shall record City-defined information at the time of asset disposal related to the asset (e.g., condition of asset, mileage, etc.).	**Desired**		
CA.51	The system shall automatically assign unique asset numbers.	**Critical**		
CA.52	The system shall copy an existing asset record as a starting point for the entry of a new asset (such as existing fleet maintained asset record as a starting point for the entry of a new fleet maintained asset).	**Desired**		
CA.53	The system shall store at least 9 templates for use when entering new assets.	**Desired**		
CA.54	The system shall set department, division, fund and type classifications for each asset (i.e., governmental, proprietary, etc.).	**Critical**		
CA.55	The system shall accommodate at least 99 different asset classes within each category.	**Desired**		
CA.56	The system has the ability to allow the City to establish a minimum of 20 asset categories (e.g., machinery and equipment, land, intangibles).	**Desired**		
CA.57	The system has the ability to allow the City to define asset information that must be maintained (e.g., associated fund, cost, status, etc.).	**Desired**		
CA.58	The system shall mass transfer assets from one organization/department code to another with appropriate security permissions (e.g., reorganization).	**Critical**		

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 City.	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.		
CA.59	The system shall allow the transfer of an asset from one department or fund to another.	**Critical**		
CA.60	The system shall import from third-party software for uploading asset information en masse with appropriate review and approval.	**Critical**		
Depreciation				
CA.61	The system shall capture depreciation balance at the date of transfer or disposal.	**Critical**		
CA.62	The system shall provide depreciation calculation results for user defined periods of time.	**Critical**		
CA.63	The system shall report depreciation, sortable by existing fields such as by asset, type, general ledger account code or any other field in the asset record.	**Critical**		
CA.64	The system shall project current year's depreciation by department and other criteria as well as add multiple years expense, and then project the future years depreciation by department.	**Critical**		
CA.65	The system shall project current year's depreciation by the type of asset as well as add multiple years expense, and then project the future years depreciation by the type of asset.	**Desired**		
CA.66	The system shall default to straight line depreciation.	**Critical**		
CA.67	The system shall allow the reversal of changes made based on depreciation, with appropriate security permissions.	**Critical**		
CA.68	The system shall allow a user to configure the date of depreciation calculation (i.e., half year in the year of acquisition/disposal, half month, etc.).	**Critical**		
CA.69	The system shall set standard and user-controlled depreciation methods with the ability to change the standard method.	**Critical**		
CA.70	The system shall calculate "back" depreciation to original acquisition date.	**Critical**		
CA.71	The system shall recalculate depreciation based on changes made to asset criteria (including changes made to original acquisition date).	**Critical**		
CA.72	The system shall update or change depreciation information for a group of assets with appropriate security permissions.	**Critical**		
CA.73	The system shall link to a depreciation expense account.	**Critical**		
CA.74	The system shall provide an automatic calculation of depreciation changes at period end.	**Critical**		
CA.75	The system shall automatically flag an asset when it is time to retire it from the system based on useful life.	**Desired**		
CA.76	The system shall archive retired and/or sold assets on a scheduled or user-defined basis.	**Critical**		
Reporting and Querying				
CA.77	The system shall support full text search of all fields.	**Critical**		

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 City.	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.		
CA.78	The system shall query information or generate reports on capital assets by user-defined criteria such as by general ledger account code segment, date range, location, activity, departments, and asset class.	**Critical**		
CA.79	The system shall report capital asset expenditures against a capital budget.	**Desired**		
CA.80	The system shall monitor, or report on assets based on department, category code, or other descriptions such as serial number or replacement year.	**Critical**		
CA.81	The system shall report on disposal date and value.	**Critical**		
CA.82	The system shall output listings of assets by any system-defined field, such as location, category, department, and value.	**Critical**		
CA.83	The system shall run reports of asset items assigned to employee, departments, division, and by date range.	**Desired**		
CA.84	The system shall report on assets based on funding source.	**Desired**		
CA.85	The system shall generate reports on period additions, transfers, disposals, and depreciation by asset, type, and general ledger account code.	**Critical**		
CA.86	The system shall report on assets for legally separate component units.	**Critical**		
CA.87	The system shall create depreciation reports and other types, both canned and ad-hoc.	**Critical**		
CA.88	The system shall provide GASB and ACFR compliant reports.	**Critical**		
CA.89	The system shall generate valuation report on all of the City's capital assets.	**Critical**		
CA.90	The system shall report on actions taken on an asset to track its full location and assignment history.	**Critical**		
CA.91	The system shall generate a single report of both capital asset and inventory data including unit number, unit cost, asset number, current and accumulated depreciation, and date of purchase.	**Critical**		
CA.92	The system shall export reports to multiple file formats including .PDF, .XLSX, and .CSV.	**Critical**		

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Purchasing

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
PU.1	The system shall provide a Purchasing module that is integrated with all other proposed system modules including (but not limited to) general ledger, fixed assets, budgeting, accounts payable, inventory, and grants.	**Desired**	**S**	
PU.2	The system shall allow a 10 character dollar amount for a purchase order (i.e., $99,000,000.00).	**Desired**	**S**	
PU.3	The system shall attach more than one supporting document to a transaction (e.g., separate quotes).	**Desired**	**S**	
PU.4	The system shall drill-down to supporting documents or transactions throughout the purchasing application/module.	**Desired**	**S**	
PU.5	The system shall categorize requisitions and purchase orders as user defined types. (i.e., sole source, blanket PO or emergency purchases).	**Desired**	**S**	
PU.6	The system shall generate a list of contracts available to departments that would allow the users to click on a vendor to see the associated contract and pricing.	**Desired**	**S**	
PU.7	The system shall allow purchasing staff to override or modify the purchase type with the appropriate security permissions.	**Desired**	**S**	
PU.8	The system shall give all system users with appropriate security permissions visibility (view only) into the status of the procurement and where it is in the workflow and procurement stage at any point in the process.	**Desired**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.9	The system shall establish emergency expenditure approval exceeding budget with appropriate permissions; including an audit trail of the emergency budget approval.	**Desired**	**S**	
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.	**Desired**	**S**	
PU.11	The system shall flag all emergency purchases until supporting information for the records is updated.	**Desired**	**S**	
PU.13	The system shall provide real time access to account numbers and available balances at any time during the purchasing process.	**Critical**	**S**	
PU.14	The system shall 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.	**Desired**	**S**	
PU.15	The system shall provide electronic notification of needed approval actions.	**Critical**	**S**	
PU.16	The system shall provide electronic notification of completed approval (or rejection) actions.	**Critical**	**S**	
PU.17	The system shall route requisitions and purchase orders using workflow based on account number.	**Critical**	**S**	
PU.18	The system shall route requisitions and purchase orders using workflow based on a range of account numbers.	**Critical**	**S**	
PU.19	The system shall route requisitions and purchase orders using workflow based on dollar amount.	**Critical**	**S**	
PU.20	The system shall route requisitions and purchase orders using workflow based on other City-defined fields or rules.	**Critical**	**C**	The workflows can be customized as needed by the City
PU.22	The system shall enforce purchasing competition thresholds (e.g., $25,000 requires a formal RFP/Bid process).	**Critical**	**S**	
PU.23	The system shall upload transaction detail and apply transactions to the general ledger appropriately.	**Critical**	**S**	
PU.24	The system shall maintain user defined purchasing thresholds and create an error alert if user is entering a request for more than the threshold based upon security permissions.	**Critical**	**S**	
PU.25	The system has ability to encumber funds when a requisition or PO is entered.	**Desired**	**S**	
PU.26	The system shall relieve the encumbrances when a requisition or PO is closed or cancelled.	**Desired**	**S**	
PU.27	The system shall export City-defined purchasing information to .xlsx, .csv, and .pdf formats.	**Critical**	**S**	
PU.28	The system shall recalculate encumbrances based upon open requisitions and purchase orders.	**Desired**	**S**	
Requisitions				
PU.29	The system shall accommodate a decentralized purchase requisition process that allows requisitions to be entered by all City departments.	**Critical**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.30	The system shall support electronic workflow to support a paperless requisition approval process of user-defined levels of approval and routing capabilities.	**Critical**	**S**	
PU.31	The system shall accommodate recurring requisitions.	**Desired**	**S**	
PU.32	The ability to modify or updated recurring requisitions.	**Desired**	**S**	
PU.33	The system shall save requisitions in-progress prior to submission.	**Desired**	**S**	
PU.34	The system shall attach scanned documents to an electronic requisition, for viewing.	**Critical**	**S**	
PU.35	The system shall provide auto-generated requisition numbers on an annual basis with the ability to override, with appropriate security permissions.	**Desired**	**S**	
PU.36	The system shall track and report on pre-encumbered funds related to a PO or requisition.	**Desired**	**S**	
PU.37	The system shall support at least a 9 character requisition number.	**Desired**	**S**	
PU.38	The system shall 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**	**S**	
PU.39	The system shall check available budget by project and flag the requisition if over total appropriation (flag for warning, override, or stop).	**Critical**	**S**	
PU.40	The system shall pre-encumber budget funds upon entry of the requisition.	**Desired**	**S**	
PU.41	The system shall flag at pre-encumbrance if budget funds are not available.	**Desired**	**S**	
PU.42	The system shall copy an existing requisition to create a new one.	**Desired**	**S**	
PU.43	The system shall auto-populate fields based on inventory item selected.	**Desired**	**S**	
PU.44	The system has the ability for users with security approval to designate requisition to a specific Buyer.	**Desired**	**S**	
PU.45	The system shall export the requisition(s), including any supporting documentation, to PDF as needed for all system users.	**Desired**	**S**	
The system shall maintain the following data points in the requisition process:				
PU.46	Origin of request (department);	**Critical**	**S**	
PU.47	Requestor;	**Critical**	**S**	
PU.48	Date of request;	**Critical**	**S**	
PU.49	Scheduled delivery date;	**Desired**	**S**	
PU.50	Shipping address;	**Critical**	**S**	
PU.51	Delivery instructions;	**Desired**	**S**	
PU.52	Delivery contact person (City employee);	**Critical**	**S**	
PU.53	Delivery contact information;	**Desired**	**S**	
PU.54	Vendor name;	**Critical**	**S**	
PU.55	Vendor number;	**Critical**	**S**	
PU.56	Vendor contact person;	**Desired**	**S**	
PU.57	Quantity requested;	**Critical**	**S**	
PU.58	Unit of measure;	**Critical**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.59	Unit price;	**Critical**	**S**	
PU.60	Auto calculate extended price;	**Critical**	**S**	
PU.61	Description (minimum of 250 characters);	**Critical**	**S**	
PU.62	Multiple City general ledger account numbers;	**Critical**	**S**	
PU.63	Project Number or Grant Number;	**Critical**	**S**	
PU.64	Work Order Number;	**Desired**	**S**	
PU.65	Contract Number;	**Desired**	**S**	
PU.66	Bid Number;	**Desired**	**S**	
PU.67	Labor Costs;	**Desired**	**S**	
PU.68	Freight/shipping charges;	**Desired**	**S**	
PU.69	Other, user-defined fields; and	**Desired**	**S**	
PU.70	Ability to submit the requisition prior to knowing the vendor.	**Desired**	**S**	
PU.71	The system shall create a requisition from a quote.	**Desired**	**S**	
PU.72	The system shall categorize requisitions as user defined types. (i.e., sole source or emergency purchases).	**Desired**	**S**	
PU.73	The system shall allow the user to record all quotes or bids received as data elements in the requisition with appropriate attachments.	**Desired**	**S**	
PU.74	The system shall automatically assign requisition number sequentially by fiscal year at time of entry.	**Critical**	**S**	
PU.75	The system shall allow the automatic assignment of fiscal year to requisitions to be overridden with appropriate security permissions.	**Desired**	**S**	
PU.76	The system shall indicate the status of a requisition, receipt status, purchase orders, and invoice/payable status at any time.	**Critical**	**S**	
PU.77	The system shall support entering negative requisition amounts for discounts and/or trade-in amounts.	**Critical**	**S**	
PU.78	The system has the ability for a batch process to close all requisitions that are open with appropriate security permissions (for end of year processing purposes).	**Critical**	**S**	
PU.79	The system shall indicate the debarment status of a vendor.	**Desired**	**S**	
PU.80	The system shall 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).	**Desired**	**C**	Additional business rules will need to be defined as part of the customization to acheive this
Purchase Orders				
PU.81	The system shall convert requisitions to a purchase order.	**Critical**	**S**	
PU.82	The system has the ability for all attached documentation to carry forward when a requisition is converted to a purchase order.	**Critical**	**S**	
PU.83	The system shall automatically assign a unique purchase order number sequentially, with a minimum of 9 alphanumeric characters.	**Critical**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.84	The system shall require that the vendor be valid/entered before creating a purchase order.	**Critical**	**S**	
PU.85	The system shall store electronic signatures.	**Desired**	**S**	
PU.86	The system shall apply the electronic signature of the actual approver, such as an alternate approver (i.e., the Purchasing Manager is on leave, and a buyer electronically approves in their absence, the buyer's signature should be printed).	**Critical**	**S**	
PU.87	The system shall electronically send executed purchase orders via email to the requestor.	**Desired**	**S**	
PU.88	The system shall electronically send purchase orders via email to the vendor providing the system users the ability to confirm the date and time of transmission.	**Desired**	**S**	
PU.89	The system shall change the account (GL) number that is assigned to a purchase, with appropriate security permissions.	**Critical**	**S**	
PU.90	The system shall notify the initiator of a purchase when the account number has been changed.	**Desired**	**S**	
PU.91	The system shall reprint Purchase Orders, with indication that it is a duplicate/reprint/copy.	**Critical**	**C**	The PO can be printed multiple times. If versions need to be maintained, it has to be defined as a change order without any changes except the reprint
PU.92	The system shall allow multiple GL numbers on one purchase order and/or on individual line items by percentage or dollar value.	**Critical**	**S**	
PU.93	The system shall allow multiple project numbers, work order numbers, contract numbers, bid numbers and grant numbers on one purchase order and/or on individual line items.	**Critical**	**S**	
PU.94	The system shall allow each item on a purchase order to have multiple funding sources.	**Critical**	**S**	
PU.95	The system shall match accounts payable invoices to purchase orders.	**Critical**	**S**	
PU.96	The system shall accommodate blanket purchase orders that encumber on approval.	**Desired**	**S**	
PU.97	The system shall accommodate blanket purchase orders that do not encumber funds.	**Desired**	**S**	
PU.98	The system has the ability for authorized users to modify the purchase order without having to void the purchase order.	**Critical**	**S**	
PU.99	The system has the ability for authorized users to modify a purchase order with the option to reprint or re-email.	**Critical**	**C**	The PO can be printed multiple times. If versions need to be maintained, it has to be defined as a change order without any changes except the reprint
PU.100	The system shall automatically tie an invoice submitted for payment to the related purchase order and adjust the remaining balance accordingly.	**Desired**	**S**	
PU.101	The system shall rollover blanket purchase orders into a new year without having to re-issue the blanket purchase order with a new number.	**Desired**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.102	The system shall automatically accommodate change orders or modifications to purchase orders and track the version number and changes with the date of changes.	**Desired**	**S**	
PU.103	The system shall email purchase orders to vendors, with the ability to select attachments to include with the purchase order.	**Desired**	**S**	
PU.104	The system shall close purchase orders with a user-defined dollar amount or percent remaining available, with ability to override that closing with appropriate security permissions.	**Desired**	**S**	
PU.105	The system shall carry over purchase orders at year-end into the new year.	**Critical**	**S**	
PU.106	The system shall allow for the payment of sub-vendors.	**Desired**	**S**	
PU.107	The system shall store electronically received or scanned documents with every purchase order (word doc, PDF).	**Critical**	**S**	
PU.108	The system shall allow users to select multiple "ship to" addresses for different facilities.	**Desired**	**S**	
PU.109	The system shall void or cancel purchase orders, with appropriate security permissions.	**Desired**	**S**	
PU.110	The system shall allow a minimum of 500 character description on purchase order with the ability to handle description overflow.	**Critical**	**S**	
PU.111	The system shall include the City's terms and conditions on purchase orders.	**Critical**	**S**	
PU.112	The system shall change the vendor associated with a purchase order with appropriate security permissions.	**Critical**	**S**	
PU.113	The system shall split code a purchase order by percentage or dollar value to multiple departments and accounts.	**Critical**	**S**	
PU.114	The system shall flag a PO when retainage applies.	**Critical**	**S**	
PU.115	The system shall accommodate retainage at dollar or percentage value.	**Critical**	**S**	
PU.116	The system shall automatically adjust retainage as the PO changes.	**Desired**	**S**	
PU.117	The system has the ability for a batch process to create individual Purchase Orders from all requisitions that are at approved status.	**Desired**	**S**	
PU.118	The system shall allow users to view and approve POs from mobile devices.	**Desired**	**S**	
	Purchasing Cards (P-Cards)			
PU.119	The system shall track expenditures against purchasing cards issued to employees in real-time, including creating encumbrances.	**Critical**	**S**	
PU.120	The system shall upload transaction detail from bank's purchasing card applications with detail applied to the general ledger appropriately.	**Critical**	**C**	This will be an integration to be customized from the bank to Oracle Procurement system
PU.121	The system shall associate purchasing card transactions with a vendor record, allowing users to see both purchase orders and purchase card transactions in the vendor history.	**Critical**	**S**	
PU.122	The system shall import purchasing card transaction detail.	**Critical**	**C**	This will be an integration to be customized from the bank to Oracle Procurement system

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.123	The system shall provide a listing of all payments made to a vendor in one view, including but not limited to P-card transactions and AP payments.	**Desired**	**S**	
PU.124	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**	**S**	
PU.125	The system shall associate purchasing card transactions with a particular project or job (work order) number within the system.	**Critical**	**S**	
PU.126	The system shall support purchasing card transactions associated with staff travel, and designate the expenditures as travel.	**Critical**	**S**	
PU.127	Ability to import the p-card file, assign account codes and route through approval for AP processing.	**Critical**	**S**	
PU.128	The system shall support a minimum of 30 character transaction descriptions for p-card import details.	**Critical**	**S**	
Receiving				
PU.129	The system shall allow delivery information to be entered by requisitions and shown on the purchase order.	**Desired**	**S**	
PU.130	The system shall provide a web-based receiving process for all items received at decentralized receiving areas.	**Desired**	**S**	
The system shall record the following receiving information upon receipt of goods:				
PU.131	Receiving staff;	**Critical**	**S**	
PU.132	Receiving location;	**Critical**	**S**	
PU.133	Date and time received;	**Critical**	**S**	
PU.134	Rejected and returned;	**Critical**	**S**	
PU.135	Received in partial and cancelled remain balance;	**Critical**	**S**	
PU.136	Complete, partial, backorder, etc. flag;	**Critical**	**S**	
PU.137	Comments/notes;	**Critical**	**S**	
PU.138	Invoice number;	**Critical**	**S**	
PU.139	Damaged; and	**Critical**	**S**	
PU.140	Other, user-defined fields.	**Critical**	**S**	
PU.141	The system shall receive one item at a time.	**Desired**	**S**	
PU.142	The system shall allow delivery information to be entered by requisitioners and shown on the purchase order (e.g., deliver to side entrance).	**Desired**	**S**	
PU.143	The system shall "receive all" goods/services with a single selection.	**Desired**	**S**	
PU.144	The system shall support partial receiving based on quantity.	**Desired**	**S**	
PU.145	The system shall support partial receiving based on dollar amount.	**Desired**	**S**	
PU.146	The system shall allow items to be marked as damaged or incorrect at the time of receiving and cancel remaining balance.	**Desired**	**S**	
PU.147	The system shall electronically scan and attach packing slips and associated documentation to purchase orders.	**Critical**	**S**	
PU.148	The system shall attach the proof of receipt electronically to the receiving document in order to verify the three-way match.	**Critical**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
	Bid Management			
PU.149	The system shall provide a public-facing bid management portal for soliciting bids and proposals.	**Critical**	**S**	
PU.150	The system shall convert a requisition to a bid.	**Desired**	**S**	
PU.151	The system shall support sealed bids/proposals.	**Critical**	**S**	
PU.152	The system shall support sealed bids/proposals which are only opened/viewable upon bid closing (submittal deadline).	**Critical**	**S**	
PU.153	The system shall provide user defined bid types (i.e., RFP, RFQ, RFI, Quote, etc.).	**Critical**	**S**	
PU.154	The system shall define bid specific due dates and criteria.	**Critical**	**S**	
PU.155	The system shall maintain a bid calendar view.	**Desired**	**S**	
PU.156	The system shall provide user defined contract terms and condition types with the ability to override, with appropriate security permissions.	**Critical**	**S**	
PU.157	The system shall allow bids to be downloaded from the bid system.	**Critical**	**S**	
PU.158	The system has the ability for the City to create a bid checklist to manage the bid process.	**Desired**	**S**	
PU.159	The system shall create a tabulation of bids received.	**Desired**	**C**	This would be a report customization based on the received data
PU.160	The system shall allow registered vendors to access and view a summary description of bid documents and specifications online.	**Desired**	**S**	
PU.161	The system has the ability, prior to bid closing, to allow registered vendors to submit multiple files when requested by the City, online.	**Critical**	**S**	
PU.162	The system shall time stamp when the bid was submitted by the bidder.	**Critical**	**S**	
PU.163	The system shall allow City staff to flag a bid as an electronic or manual (paper copies accepted) bid.	**Desired**	**S**	
PU.164	The system shall allow bidders to complete forms electronically in the system.	**Critical**	**S**	
PU.165	The system shall accept electronic signatures from vendors on forms in the system through dual authentication.	**Critical**	**T**	This can be achieved integrating with thrid party like docusign
PU.166	The system shall produce notification letters to unsuccessful bidders.	**Desired**	**S**	
PU.167	The system shall post addenda and automatically notify all registered bidders (who downloaded the bid) related to bids in the system.	**Critical**	**S**	
	The system shall allow vendors to electronically acknowledge addenda.	**Critical**	**S**	
PU.168	The system has the ability for staff to input results of bid award.	**Desired**	**S**	
PU.169	The system has the ability for staff to input current status of bid (i.e., under evaluation etc.).	**Critical**	**S**	
PU.170	The system shall allow the bidder to enter the detail amounts that make up the total system calculated bid.	**Critical**	**S**	
PU.171	The system has the ability for users and vendors to flag confidential documents.	**Desired**	**S**	
PU.172	The system has the ability for bidders to login and check status of bid.	**Desired**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.173	The system provides the ability for automatic notifications of bid opportunities, addenda, tabulations, and bid awards.	**Desired**	**C**	Notification events can be configured
PU.174	The system provides the ability for City staff to be notified when questions have been submitted by vendors online.	**Critical**	**S**	
PU.175	The system shall allow vendors to ask questions and receive notification of answers posted in Q&A docs online.	**Critical**	**S**	
PU.176	The system shall tabulate cost based on established criteria.	**Desired**	**C**	This would be a report customization based on the received data
PU.177	The system shall save bids/proposals in progress.	**Critical**	**S**	
PU.178	The system shall post addenda and automatically notify registered bidders (who downloaded the bid) related to bids in the system.	**Critical**	**C**	Notification events can be configured
PU.179	The system has the ability for the staff to designate the way the totals will be calculated when creating the bid.	**Desired**	**C**	This would be a report customization based on the received data
PU.180	The system shall allow the bidder to enter the detail amounts that make up the total system calculated bid.	**Desired**	**S**	
PU.181	The system has the ability for administrator to set security restrictions for users and vendors that are able to view confidential documents.	**Critical**	**S**	
PU.182	The system shall track system generated correspondence.	**Desired**	**S**	
PU.183	The system shall maintain a database of historic bid tabulations.	**Critical**	**S**	
PU.184	The system shall tabulate resulting bid evaluation scores.	**Desired**	**S**	
PU.185	The system shall retain the bid records in the system for a minimum of 7 years.	**Critical**	**S**	
The system shall accommodate competing bid summaries that include the following information:				
PU.186	Vendor Information (e.g., name, address, contact, phone, email);	**Critical**	**S**	
PU.187	Submission date;	**Critical**	**S**	
PU.188	Descriptive item text;	**Critical**	**S**	
PU.189	Dollar amount;	**Critical**	**S**	
PU.190	Comments/notes; and	**Critical**	**S**	
PU.191	Other, user-defined.	**Critical**	**S**	
Contract Management				
PU.192	The system shall maintain contract information (including but not limited to vendor, description, contract values, and dates).	**Critical**	**S**	
PU.193	The system shall associate multiple contracts to a single vendor.	**Desired**	**S**	
PU.194	The system shall establish a contract for goods or services that are associated with multiple vendors.	**Critical**	**S**	
PU.195	The system shall support various contract periods, including multiple year contracts (i.e., those that span fiscal and/or calendar years).	**Critical**	**S**	
PU.196	The system shall trigger alerts based on all user-defined thresholds when a certain dollar amount of the contract is used (e.g., 75%).	**Desired**	**S**	

Purchasing				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PU.197	The system shall trigger alerts based on all user-defined thresholds when a certain period of time has elapsed (e.g., 75% of contract period).	**Desired**	**S**	
PU.198	The system shall trigger alerts based on all user defined thresholds when a certain dollar amount of the contract is used (e.g., 75%).	**Desired**	**S**	
PU.199	The system shall trigger alerts based on all user-defined thresholds prior to contract expiration (e.g., 30, 60, 90 days).	**Desired**	**S**	
PU.200	The system shall drill down from contracts to related procurement documents (e.g., requisition, bid, etc.).	**Critical**	**S**	
PU.201	The system shall include or integrate with bid records (specifications, advertisements, bids/proposals, City Council resolution, etc.).	**Desired**	**S**	
PU.202	The system shall provide various agreement types (e.g., construction, service agreement, requirements contract).	**Desired**	**S**	
PU.203	The system shall accommodate user-defined contract alerts for key dates (renewal, expiration, rebid, etc.).	**Desired**	**S**	
PU.204	The system shall include a change-order function that allows the addition, listing, and tracking of change orders with workflow approval.	**Critical**	**S**	
PU.205	The system shall note contract revisions, including date and source.	**Critical**	**S**	
PU.206	The system shall track different types of contracts including payments connected with deliverables, close-out, notices to proceed, conditional acceptance, and other administrative management.	**Desired**	**S**	
PU.207	The system shall track different stages of contracts including payments connected with deliverables, close-out, notices to proceed, conditional acceptance, and other administrative management.	**Desired**	**S**	
PU.208	The system shall track certificate of insurance expiration dates.	**Critical**	**S**	
PU.209	The system shall notify internal staff and the vendor of the expired certificate of insurance.	**Desired**	**S**	
PU.210	The system shall search by contract number, project file number, CIP number, purchase order number, or contract name.	**Critical**	**S**	
PU.211	The system shall track insurance information for vendors.	**Critical**	**S**	
PU.212	The system provides the ability to allow a user to establish City-defined contract types with appropriate security permissions.	**Desired**	**S**	
PU.213	The system shall attach vendor contracts and agreements (e.g., leases, development agreements, and inter-governmental agreements).	**Critical**	**S**	
PU.214	The system shall show the associated purchase orders.	**Desired**	**S**	
PU.215	The system shall track and report on the start date of each contract.	**Desired**	**S**	
PU.216	The system shall track and report on the end date of each contract.	**Desired**	**S**	
PU.217	The system shall calculate and track incentives/retainages.	**Critical**	**S**	
PU.218	The system shall store contract documents electronically.	**Critical**	**S**	
PU.219	The system shall track spending based on user-defined criteria (including but not limited to year-to-date, inception-to-date, and by department).	**Critical**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Purchasing				
PU.220	The system shall store contracts and the contract is linked to the vendor profile.	Critical	S	
PU.221	The system shall maintain a checklist for the contract approval process (e.g., required forms attached, appropriate signatures received, certificate of insurance obtained).	Desired	S	
PU.222	The system shall support the workflow process for change orders with digital signature approval.	Critical	S	
PU.223	The system shall accommodate change orders to open contracts with workflow approval.	Critical	S	
PU.224	The system shall provide workflow functionality to support the change order	Critical	S	
Reporting				
PU.225	The system shall generate a report of all activity with a vendor.	Critical	S	
PU.226	The system shall generate a report of all vendors by status, active or inactive, certification, etc.	Desired	S	
PU.227	The system shall generate a report of all requisitions, purchase orders, and receiving documents by status, active or inactive, certification, etc.	Critical	S	
PU.228	The system shall generate a report of all open purchase orders with user-defined filter criteria.	Desired	S	
PU.229	The system shall report on all open contract available amounts and expenditures, including purchase order and P-Card expenditures, based on City-defined criteria.	Desired	S	
PU.230	The system shall generate purchasing activity reports.	Critical	S	
PU.231	The system shall generate all reports by user-defined date ranges that may occur over prior fiscal years.	Critical	S	
PU.232	The system shall track and report local vendor preference.	Desired	S	
PU.233	The system shall track and report on standard bid items and their average costs.	Critical	S	
PU.234	The system shall produce a system generated report of bidder history.	Critical	S	
PU.235	The system shall report bid information associated with a project.	Critical	S	
PU.236	The system shall 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, Council approval date and type of project.	Critical	S	
PU.237	The system shall track and report on user defined contract milestones.	Desired	S	
PU.238	The system shall provide an Executive Information System (EIS) (i.e., a performance dashboard).	Critical	S	
PU.239	The system shall allow the system administrator to report on audit logs.	Critical	S	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Accounts Receivable, Billing and Cash Receipts

Req #	Description of Requirement	Criticality	Vendor Response	Comments
General Requirements				
AR.1	The system shall provide an Accounts Receivable, Billing, and Cash Receipts module that is integrated with all other proposed modules such as the general ledger, cash receipts, accounts payable, etc.	**Critical**	**S**	
AR.3	The system shall identify each transaction by a reference number that is sequentially generated automatically.	**Critical**	**S**	
AR.4	The system shall allow direct entry of invoices, cash receipts, or adjustment transactions.	**Critical**	**S**	
AR.5	The system shall allow inter-department receivables (bills) to be processed.	**Critical**	**S**	
AR.6	The system shall allow inter-department receivables (bills) to be processed that cross funds.	**Critical**	**S**	
AR.8	The system shall provide workflow approval process to support interdepartmental billing.	**Critical**	**S**	AP/AR NETTING
AR.9	The system shall support automatic balancing of the accounts receivable master file (i.e., internally balances individual accounts receivable records against the corresponding account balances on the customer master file, as an internal control).	**Critical**	**S**	
AR.10	The system shall report any exceptions when it automatically balances the accounts receivable master file.	**Critical**	**S**	

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.11	The system shall allow the user to produce either a batch or detail general ledger and sub-ledger journal, one for every accounts receivable transaction, with drill-down capability for batches.	**Critical**	**S**	
AR.12	The system shall provide for decentralized data entry of billing information and an electronic approval process for submission of bills.	**Critical**	**S**	
AR.13	The system shall handle NSF check processing and to add user defined fees to an account with the ability to turn this feature on and off with appropriate security permissions.	**Critical**	**S**	
AR.14	The system shall provide configurable customer statements.	**Critical**	**S**	
AR.15	The system shall provide recurring billing capabilities such as lease payments, rental payments, and other miscellaneous recurring billing.	**Critical**	**S**	
AR.16	The system shall generate a reimbursement/refund with minimal data entry from the AP module to the appropriate customer if there is a credit standing on the account.	**Desired**	**S**	
AR.17	The system shall allow approved refunds with workflow approval process.	**Desired**	**S**	
AR.18	The system shall allow authorized users to query and view receivable information and report by user-defined criteria.	**Critical**	**S**	
AR.19	The system shall view customer information by fund, department, or other GL account segments.	**Desired**	**S**	
AR.20	The system shall view, track, and sort receivables by user-defined criteria, including but not limited to accounting codes, customers, and activities.	**Desired**	**S**	
AR.21	The system has ability to accommodate and support City's fee structure.	**Critical**	**S**	
Customer Management				
AR.22	The system shall automatically assign a number to a customer by user-defined rules.	**Critical**	**S**	
AR.23	The system shall assign a minimum of five customer types to one customer.	**Desired**	**S**	
AR.24	The system shall allow a specific customer number, type, and/or category to be assigned to a new or existing customer.	**Desired**	**S**	
The system shall maintain a customer file with the following information:				
AR.25	Name;	**Critical**	**S**	
AR.26	DBA (Doing Business As);	**Critical**	**S**	
AR.27	Multiple Addresses (billing);	**Critical**	**S**	
AR.28	History of multiple addresses;	**Critical**	**S**	
AR.29	Location (for a property/item billed against);	**Critical**	**S**	
AR.30	Multiple phone numbers;	**Critical**	**S**	
AR.31	Fields for multiple email addresses with the ability to designate purpose for each (minimum of 5);	**Critical**	**S**	
AR.32	Last account activity;	**Critical**	**S**	
AR.33	Tax ID numbers;	**Critical**	**S**	
AR.34	Current and unpaid late payment penalty and interest charges;	**Critical**	**S**	

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.35	Balance due;	**Critical**	**S**	
AR.36	Last payment amount;	**Critical**	**S**	
AR.37	Year-to-date payments;	**Critical**	**S**	
AR.38	Highest past-due balance;	**Desired**	**S**	
AR.39	Highest outstanding balance;	**Desired**	**S**	
AR.40	Late payment penalty and interest charges, year-to-date;	**Desired**	**S**	
AR.41	Late payment penalty and interest charges, total;	**Desired**	**S**	
AR.42	Bad check status;	**Desired**	**S**	
AR.43	Statement cycle;	**Desired**	**S**	
AR.44	Link to vendor file;	**Desired**	**S**	
AR.45	Deposit amount and date;	**Desired**	**S**	
AR.46	Notes/comments;	**Desired**	**S**	
AR.47	Attach files by customer; and	**Desired**	**S**	
AR.48	Other, user-defined.	**Desired**	**S**	
AR.49	The system shall 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).	**Desired**	**S**	
AR.50	The system shall maintain an audit log of all changes to the customer file.	**Critical**	**S**	
AR.51	The system shall provide a customer information field allowing entry and maintenance of narrative text that is viewable by all users with permissions.	**Desired**	**S**	
AR.52	The system shall 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.	**Desired**	**S**	
AR.53	The system shall deactivate a customer and prevent deactivation if the customer has an outstanding balance, but keep the customer history.	**Critical**	**S**	
AR.54	The system shall reactivate a deactivated customer, (i.e., not having to create a new customer).	**Critical**	**S**	
AR.55	The system shall track customers that have a prior NSF check (insufficient funds) and warn counter clerk at time of customer payments.	**Desired**	**C**	
The system shall maintain a contact log to record conversations and correspondence with customers and maintain, at a minimum, the following information:				
AR.56	Contact person;	**Desired**	**S**	
AR.57	Date and time of contact;	**Desired**	**S**	
AR.58	Means of contact (e.g., phone, mail, email, etc.);	**Desired**	**S**	
AR.59	Nature of the contact; and	**Desired**	**S**	
AR.60	Information collected as a result of contact.	**Desired**	**S**	
AR.61	The system shall set up customers using categories and sub categories.	**Critical**	**S**	

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.62	The system shall allow users to access and search for customer information easily.	**Critical**	**S**	
AR.63	The system shall produce bills, statements, invoices, NSF notifications, and other user-defined documents for corresponding (i.e., mailing and emailing) to customers.	**Critical**	**S**	
AR.64	The system shall allow for City defined miscellaneous billings.	**Critical**	**S**	
AR.65	The system shall allow City staff to determine if invoices for the same customer should be combined onto the same invoice or kept as separate invoices.	**Desired**	**S**	
AR.66	The system shall manage separate billing cycles by department, receivable, and customer type.	**Critical**	**S**	
AR.67	The system shall allocate payments based upon a user-defined criteria.	**Critical**	**S**	
AR.68	The system shall prioritize allocation of payments based upon a user-defined criteria.	**Critical**	**S**	
AR.69	The system shall automatically bill recurring invoices based on user-defined billing schedules.	**Desired**	**S**	
AR.70	The system shall import invoices (and validate GL account numbers) produced by other billing systems to allow centralized collection and payment processing functions.	**Desired**	**S**	
AR.71	The system shall allow the viewing of all outstanding invoices when applying payments to a customer account.	**Critical**	**S**	
AR.72	System provides ability to apply payments to a customer's forward balance or to specific open items (e.g., unpaid invoices).	**Critical**	**S**	
AR.73	The system shall allow customers to pre-pay for anticipated future invoices and automatically apply those payments with appropriate security permissions.	**Desired**	**S**	
AR.74	The system shall produce PDF images of invoices automatically when printing as opposed to scanning the printed version of the invoice image.	**Critical**	**S**	
AR.75	The system shall allow batch entry of the same charge to multiple customers.	**Critical**	**S**	
AR.76	The system shall default City-defined fields upon batch entry (e.g., payment type code, customer type, cash account, etc.).	**Critical**	**S**	
AR.77	The system shall send invoices that are informational only. (e.g., example given in kind services for grants).	**Desired**	**S**	
AR.78	The system shall provide at least 100 characters for billing description for each item to be billed at time of billing entry.	**Critical**	**S**	
Delinquency Tracking				
AR.79	The system shall support collections in compliance with State of Wisconsin laws.	**Critical**	**S**	
AR.80	The system shall generate accounts receivable aging reports, showing a line item on the aging report for each invoice posted to the accounts receivable master file.	**Desired**	**S**	

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.81	The system shall generate accounts receivable aging reports for both summary by customer and detail within customer by invoice.	**Desired**	**S**	
AR.82	The system shall generate accounts receivable aging reports by user-defined criteria including but not limited to charge code, customer type, GL or sub-ledger account number.	**Desired**	**S**	
AR.83	The system shall provide user-defined calculations for the allowance of un-collectable accounts.	**Desired**	**S**	
AR.84	The system shall automatically prepare general and sub-ledger journal entries by allowance for un-collectable accounts with appropriate workflow routines.	**Desired**	**S**	
AR.85	The system shall produce a listing of late customer accounts, where "late" can be user defined.	**Desired**	**S**	
AR.86	The system shall provide finance charge program (late fees) with user-defined late periods and percent of interest to be charged for late payment.	**Desired**	**S**	
AR.87	The system shall set finance charge rates dependent on type of service being billed.	**Desired**	**S**	
AR.88	The system shall produce user-defined aging reports with at least six aging periods (e.g., current, 30, 60, 90, 120, over 120 days).	**Critical**	**S**	
AR.89	The system shall automatically compute and assess a user-defined late fee when the invoice is past due with the ability to turn this feature on or off based on security permissions.	**Desired**	**S**	
AR.90	The system shall reverse finance charges with appropriate security permissions and workflow.	**Desired**	**S**	
AR.91	The system shall generate a deposit report including customer name, deposit amount, deposit date, and customer number.	**Critical**	**S**	
AR.92	The system shall 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.	**Desired**	**S**	
Cash Receipts				
AR.93	The system shall accommodate multiple payments for multiple bills or multiple miscellaneous transactions (e.g., retiree insurance premium and special assessment).	**Critical**	**S**	Teller can post a payment against multiple invoices from the same or different systems. Additionally, multiple payments can be applied, where partial payment is permitted, against the same invoices.

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.94	The system shall require a user to select from a list of pre-defined charge codes with an "other" option where the user could type or select the GL or sub-ledger account number for miscellaneous cash receipts.	**Critical**	**S**	Teller is an integrated user friendly and automated point of sale solution. Teller includes unlimited configurable Item Templates and Item Types, cashiering methods designed for payments for items or services without an associated invoice initiated at the point of sale. The item types can be presented in a selectable list or in a category/tile layout for ease of selection by cashiers. An associated Customer is not required for payments directly against Item Types. Teller can also post directly against G/L Revenue Accounts or Clearing Accounts.
AR.95	The system shall produce a cash receipt when bills are paid in person at any City location.	**Critical**	**S**	Receipts are produced automatically by Teller upon payment and can be printed or emailed. Receipts are client-configurable, can include a logo, and are flexible to include any messaging or system information desired.
AR.96	The system shall produce a system generated unique receipt reference number.	**Critical**	**S**	Teller generates unique receipt numbers for all
AR.97	The system shall produce a receipt when bills are paid (regardless of the payment method).	**Critical**	**S**	Regardless of the payment method, receipts are produced automatically by Teller upon payment and can be printed or emailed. Receipts are client-configurable, can include a logo, and are flexible to include any messaging or system information desired.
AR.98	The system shall support online (web-based) payments.	**Critical**	**S**	Teller provides an online e-payment portal including management of web account details. Customers can sign up for accounts or use the guest payment option to pay for items. Teller Online supports payment across multiple City systems using a common payment cart. Administrative tools are also provided to enable staff to support customers making payments online.
AR.99	The system shall view account or outstanding balances.	**Critical**	**S**	All payable invoices can be viewed through the Teller Cashiering and Teller Online interfaces via the information from the A/R module.
AR.100	The system shall import returned check detail from electronic bank files.	**Desired**	**S**	
AR.101	The system shall differentiate between a voided and a reversal transaction type.	**Critical**	**S**	features for correction of transaction errors. Detailed
The system shall maintain returned check detail, including (but not limited to) the following:				

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.102	Check number;	**Critical**	**S**	The specific checks and check numbers being returned are tracked by Teller.
AR.103	Customer number;	**Critical**	**S**	The customer / invoice information of how a payment was originally applied is retained.
AR.104	Payer Name;	**Critical**	**S**	All captured Payer information is available for the returned payment.
AR.105	Address detail;	**Critical**	**S**	The Address from the original payment is available, as well as a redacted copy of the check that was returned.
AR.106	Date of original transaction;	**Critical**	**S**	Teller maintains the date of the original transaction.
AR.107	Penalty and/or fee;	**Critical**	**S**	Teller optionally tracks the returned item fee/penalty assessed in the related billing system.
AR.108	Remittance amount;	**Critical**	**S**	All remittance information from the original payment is retained.
AR.109	Remittance date;	**Critical**	**S**	All remittance information from the original payment is retained.
AR.110	Original receipt number;	**Critical**	**S**	Yes, the original transaction record is retained intact, including the receipt number.
AR.111	Date of return;	**Critical**	**S**	The date of return is tracked in Teller as the effective date of the NSF adjustment transaction.
AR.112	Reason for return;	**Critical**	**S**	Teller provides a select list of reason codes and a description field for detailed reason entry.
AR.113	Comment field; and	**Critical**	**S**	A description/comment can be entered as part of the NSF transaction.
AR.114	Other, user-defined variables.	**Critical**	**S**	All user-defined variable values are preserved for returned items.
AR.115	The system shall import payments from third-party cash receipting systems (e.g., recreation) and validate the appropriate GL account numbers.	**Critical**	**S**	Teller provides rich and configurable import capabilities for cash receipts or payment import files (typically from credit, lockbox, or application exports). Files can be imported manually, automatically loaded from file drop endpoints, or pulled on a scheduled basis from third party locations. Teller can also directly connect out to third party systems to pull payments into Teller. Teller validates imported files, verifying relevant data such as G/L Account Allocations, Account Numbers, or Invoice Numbers for AR posting.

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.116	The system shall schedule the posting of third-party payment transactions (e.g., lockbox payments).	**Desired**	**S**	Teller payment imports can be set up on a schedule to automatically import and post payment transaction files. In addition, Teller provides SFTP endpoints whereby files dropped to an endpoint are immediately picked up and processed by Teller.
AR.117	The system shall generate a daily cash receipts balancing report by user and/or drawer including but not limited to charge codes and total by tender type.	**Desired**	**S**	Teller offers a comprehensive solution for end-of-day cash drawer balancing. With our close-out report (similar to a Z-tape report), cashiers can easily produce a detailed list of receipts and summary of all tender collected, including cash, checks, credit cards, money orders and more. Cash can be broken out by denomination or grouped by bills vs. coins. Our system also provides Batch and Deposit-level reports for easy reconciliation across all included cashiers. Additionally, our audit reports provide transparency and accountability by showing cashier activity.
AR.118	The system shall generate a daily cash receipts summary report that contains data for all users broken down by individual user for the day including but not limited to charge codes and total by tender type, with an aggregate total for the day.	**Critical**	**S**	Teller offers a comprehensive solution for end-of-day cash drawer balancing. With our close-out report (similar to a Z-tape report), cashiers can easily produce a detailed list of receipts and summary of all tender collected, including cash, checks, credit cards, money orders and more. Cash can be broken out by denomination or grouped by bills vs. coins. Our system also provides Batch and Deposit-level reports for easy reconciliation across all included cashiers. Additionally, our audit reports provide transparency and accountability by showing cashier activity.
AR.119	The system shall accommodate deposits into at least 10 different bank accounts at least 3 different banking institutions.	**Critical**	**S**	Teller offers advanced deposit tracking capabilities, including the ability to generate Image Cash Letter deposits for multiple financial institutions. Additionally, our system allows for easy association of cash receipts deposited by departments with the relevant bank account.
Reconciliation				
AR.120	The system shall reconcile with bank statements.	**Critical**	**S**	
AR.121	The system shall interface with banks to process bank drafting and ACH transactions.	**Desired**	**S**	
AR.122	The system shall provide an automated reconciliation tool for revenue receipts.	**Desired**	**S**	

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.123	The system shall provide an automated reconciliation tool for ACH and bank draft transactions.	**Desired**	**S**	
AR.124	The system shall generate daily cash reports for balancing by payment type.	**Critical**	**S**	
AR.125	The system shall generate a daily exception report that reflects all payments reversed/voided and any other condition considered outside normal processing.	**Desired**	**S**	
AR.126	The system shall generate a daily report that reflects all adjustment activity.	**Desired**	**S**	
AR.127	The system shall 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).	**Desired**	**S**	
AR.128	The system shall import credit/debit card transaction reconciliation files for the purposes of bank reconciliation.	**Critical**	**S**	
AR.129	The system shall perform reconciliation of transaction data with credit card company data.	**Critical**	**S**	
Cash Drawer Close-Out				
AR.130	The system shall allow a cashier to balance a payment batch on demand from any workstation regardless of where the payments were processed (secure location).	**Critical**		Teller sessions and payment batches can be balanced by an authorized user at any location regardless of the workstation on which the payments were processed.
AR.131	The system shall allow authorized users to close out cash drawers on behalf of cashiers with appropriate permissions.	**Critical**		Teller provides flexibility in drawer management, allowing an authorized user to administratively close out a session on behalf of a cashier.
AR.132	The system shall allow authorized users to consolidate cash drawers and close out as a single batch.	**Desired**		Teller provides flexible security options, including the closing of a drawer and creation of a batch. Teller batches can be created for a specific drawer session, or combine multiple sessions into a consolidated batch.

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.133	The system shall allow authorized users (e.g., finance personnel only) to perform payment corrections (reversal, void, charge back, etc.) after the close of business while maintaining full audit details and data integrity.	**Critical**		Teller provides intuitive Payment Adjustment and Void features for correction of transaction errors. Detailed security configuration applies, including the ability to require secondary authorization and prevent a user from correcting their own transactions unless authorized to do so. Teller then displays a list of Void/Adjustment/NSF transactions on the Balancing screen for subsequent review. Separate security is required for void/adjust of unbalanced (typically "same day") transactions vs. balanced/deposited transactions. Teller leaves the original payment financial data intact, posting an adjusted entry against the payment.
AR.134	The system shall combine individual payment batch deposit details into a single consolidated deposit.	**Critical**		Teller tracks each tender portion of each payment and how it is grouped for deposit. Teller's Deposit Batch processing runs the deposit rules and combines these into a set of consolidated deposits for reconciliation. A given payment may have tender details included in multiple deposits (for example, cash and credit settlement).
The system shall maintain deposit detail, including (but not limited to) the following:				
AR.135	Deposit total;	**Critical**		Teller groups tender into deposits using pre-configured rules enabling a variety of deposit strategies. Each deposit is tracked with associated detail and links back to the records that make up the deposit. Deposits are listed on a daily batch, and Teller provides functionality to view deposits, adjust deposits, and report on them. In addition, electronic deposits include a workflow for bank submission. Credit (merchant processing) deposits can be tracked to an auto-settlement date, grouping credit transactions based on how they are settled.
AR.136	Total by tender type;	**Critical**		Teller features robust reporting capabilities including delivered reports that list and summarize all transactions across cashiers for a given deposit period (typically a day) by Tender Type. Date-based and cross-department reports are also provided.

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.137	Date;	**Critical**		Teller tracks the specific date/time of every transaction. In addition, each session has a "Session Date" that may be different from the current date but represents the cashiering date that a transaction is taken for.
AR.138	Bank account number;	**Critical**		Included where configured.
AR.139	By fund, and	**Critical**		Included via link from deposits back to the funds that the deposited items are tracked to.
AR.140	Other, user-defined fields.	**Critical**		Teller enables configuration of user-defined fields for items on a Payment. Multiple field types are supported with data entry fields designed for each type, including Text, Number, Date, Radio Button, and Check Box fields. Custom fields can be optional or mandatory. These fields can be included in receipts and reports, as well as laid out in user entry screens based on layout configuration. Each layout defines how the data will be formatted into a line-item summary. In addition, Teller Plugins can utilize the TellerPlugin schema for customized tables. These plugins are provided by Can/Am for specific client or interface needs, and allow for extended data management and custom screens without changing the core or upgradeability of Teller.
AR.141	The system shall generate a hard-copy, user-defined deposit slip.	**Critical**		Teller generates bank deposit slips via reports based on batch data, which can include designation of which account to deposit to. Teller's Batch process facilitates deposit workflow and approvals. Additionally, Teller can produce and send an Image Cash Letter file containing check scans to your bank, providing deposit slip details electronically for added convenience.
AR.142	The system shall generate a hard-copy, user-defined deposit report.	**Critical**		Teller reports run off of Deposits, allowing a hard-copy report to be printed from a deposit.
Reporting				
AR.143	The system shall produce an accounts receivable journal listing all activity posted to the accounts receivable master file.	**Critical**	**S**	
AR.144	The system shall print an accounts receivable exception report listing all accounts with credit balances.	**Desired**	**S**	

Accounts Receivable, Billing and Cash Receipts				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AR.145	The system shall provide a complete listing of the customer master file by type, which shows each data element in every record.	**Desired**	**S**	
The system shall generate accounts receivable and cash receipts reports or allow on-screen inquiry by any field, including but not limited to:				
AR.146	Name;	**Critical**	**S**	
AR.147	Tender type;	**Critical**	**S**	
AR.148	Type of activity (charge code);	**Critical**	**S**	
AR.149	Invoice number;	**Critical**	**S**	
AR.150	Accounting code information;	**Critical**	**S**	
AR.151	Amount owed;	**Critical**	**S**	
AR.152	Dates;	**Critical**	**S**	
AR.153	Customer number;	**Critical**	**S**	
AR.154	Check number; and	**Critical**	**S**	
AR.155	Other, user-defined.	**Critical**	**S**	
AR.156	The system shall print customer payment history based on user-defined criteria.	**Critical**	**S**	
AR.157	The system shall allow queries against all receivable files.	**Critical**	**S**	
AR.158	The system shall print a batch listing showing every item in a particular batch upon request.	**Critical**	**S**	
AR.159	The system shall display individual transactions and groups of transactions based on the criteria entered by the user.	**Critical**	**S**	
AR.160	The system shall generate an aging report by charge code.	**Desired**	**S**	
AR.161	The system shall create ad hoc AR reports.	**Desired**	**C**	New adhoc reports to be created based on business requirements
AR.162	The system shall produce transaction reports listing all recorded payments.	**Critical**	**S**	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Accounts Payable

Req #	Description of Requirement	Criticality	Vendor Response	Comments
General Requirements				
AP.1	The system shall provide an Accounts Payable module that is integrated with all other proposed system modules including (but not limited to) General Ledger, Accounts Receivable, Budgeting, Purchasing, Inventory, and Grants.	**Critical**	**S**	
AP.2	The system shall accommodate three-way matching of purchase order, receiving documents, and invoice.	**Critical**	**S**	
AP.3	The system shall produce and transmit 1099 forms electronically, per Federal Government regulations.	**Critical**	**S**	
AP.4	The system shall 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**	**S**	
AP.5	The system shall attach digital copies of receipts and other supporting documentation to AP transaction records.	**Critical**	**S**	
AP.6	The system shall automatically (proactively) notify end users of pending approval actions.	**Critical**	**S**	
AP.8	The system shall support electronic workflow for approvals by dollar amount.	**Critical**	**S**	
AP.9	The system shall support electronic workflow for approvals by general ledger account number.	**Desired**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Accounts Payable				
AP.10	The system shall "add back" percentages or amount discounts previously taken (i.e., returned items) with appropriate system permissions.	**Critical**	**S**	
AP.11	The system shall import purchasing card transaction detail.	**Critical**	**S**	
AP.12	The system shall support "positive pay." The system shall send an electronic file of all checks, including system-driven manual checks, to the City's bank for comparison with checks being cashed in order to help reduce opportunities for fraud.	**Critical**	**S**	
AP.13	The system shall notify specified users when a payment is made based upon a project or grant number.	**Desired**	**S**	
AP.14	The system shall accommodate interdepartmental transfers/payments.	**Critical**	**S**	
Invoice Entry				
AP.15	The system shall support decentralized invoice entry at the department level.	**Critical**	**S**	
AP.16	The system shall support batch, multiple, or individual invoice entry.	**Critical**	**S**	
AP.17	The system shall allow for the electronic submission of invoice from vendors (e.g., e-bills, etc.).	**Desired**	**S**	
AP.18	The system shall support at least a 25 character invoice number field.	**Critical**	**S**	
AP.19	The system shall accommodate partial payments.	**Critical**	**S**	
AP.20	The system shall support a minimum of a 30 character Short description field.	**Critical**	**S**	
AP.21	The system shall support a maximum of a 250 character Long description field.	**Critical**	**S**	
AP.22	The system shall support alpha numeric invoice numbers.	**Critical**	**S**	
AP.23	The system shall accept a dollar amount entry for payment against a contract.	**Critical**	**S**	
AP.24	The system shall accept a percentage amount entry for payment against a contract.	**Critical**	**S**	
AP.25	The system shall 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**	**S**	
AP.26	The system shall copy existing invoices to new invoices with appropriate workflow to follow.	**Desired**	**S**	
AP.27	The system shall electronically attach scanned invoices to the payable entry.	**Critical**	**S**	
AP.28	The system shall flag invoices as reimbursable expenses through the grant process.	**Critical**	**S**	
AP.29	The system shall allow for an invoice to be distributed to (at least) 50 different general ledger accounts.	**Critical**	**S**	
AP.30	The system shall allow for the import of files containing multiple lines or invoices, with those invoices and/or lines distributed to payment (ex. import an excel file containing multiple invoices, and allow the system to create multiple payment vouchers or invoices within the ERP system).	**Critical**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Accounts Payable				
AP.31	The system shall establish a template for recurring invoices that can be used as a starting point to carry forward (e.g., a template for cellular phone payments, where a single monthly invoice is received and is distributed across numerous City Departments).	**Critical**	**S**	
AP.32	The system shall allow for an invoice to be distributed across Departments with appropriate workflow routines for approval.	**Critical**	**S**	
AP.33	The system shall automatically split invoices to different accounts based on user-defined rules.	**Critical**	**S**	
AP.34	The system shall support recurring invoices.	**Desired**	**S**	
AP.35	The system shall hold credit invoices and apply them to future invoices.	**Critical**	**S**	
AP.36	The system shall calculate interest for late payments with the ability to turn the feature on and off.	**Critical**	**S**	
AP.37	The system shall calculate the appropriate sales or use tax with the ability to override.	**Desired**	**S**	
AP.38	The system shall allow City staff to flag invoices for potential sales or use tax.	**Critical**	**S**	
AP.39	The system shall 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**	**S**	
AP.40	The system shall support a centralized AP email address, whereby vendors can email invoices that are automatically generated as an AP voucher in the system for City staff review and validation.	**Critical**	**S**	
Check Processing, Printing and Reconciliation				
AP.41	The system has the ability for the City to maintain a minimum of 25 bank accounts.	**Critical**	**S**	
AP.42	The system shall support working with a minimum of six (6) banking institutions.	**Critical**	**S**	
AP.43	The system shall allow the City to modify the check format.	**Critical**	**S**	
AP.44	The system shall print a test check with a "void" watermark based on appropriate security permissions.	**Critical**	**S**	
AP.45	The system shall import a file for bank reconciliation.	**Critical**	**S**	
AP.46	The system provides the user with reconciliation functions to compare imported data with system data.	**Critical**	**S**	
AP.47	The system shall support a workflow approval process for electronic payments.	**Desired**	**S**	
AP.48	The system shall generate manual or off-cycle checks.	**Critical**	**S**	
AP.49	The system shall accommodate multiple check runs in a single day.	**Critical**	**S**	
AP.50	The system shall print checks in numerical order.	**Critical**	**S**	
AP.51	The system shall void a check and close the invoice completely.	**Critical**	**S**	
AP.52	The system shall void a check and allow the user to reopen the invoice and the associated purchase order.	**Critical**	**S**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.53	The system shall provide check reconciliation tools.	**Critical**	**S**	
AP.54	The system shall print the entire invoice number on the check.	**Desired**	**S**	
AP.55	The system shall reconcile and code individual P-card transactions to a general ledger account with workflow approval.	**Critical**	**S**	
AP.56	The system shall process ACH payments, including addendum records.	**Critical**	**S**	
AP.57	The system shall support the bank draft process.	**Desired**	**S**	
AP.58	The system shall lock the ACH file between processing and transmittal.	**Critical**	**S**	
AP.59	The system shall print check register which indicates cleared and/or outstanding checks.	**Critical**	**S**	
AP.60	The system shall generate a refund check for revenue refunds through a voucher process with approval path.	**Desired**	**S**	
AP.61	The system shall handle the conversion of outstanding checks to unclaimed property transactions.	**Critical**	**S**	
AP.62	The system shall provide a file of the unclaimed property transactions to the State of Wisconsin.	**Critical**	**S**	
AP.63	The system shall handle the associated accounting transactions for unclaimed property.	**Critical**	**S**	
Vendor File				
AP.64	The system shall 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 based upon the users' security permissions.	**Critical**	**S**	
The system shall provide a vendor file that supports the following fields:				
AP.65	At least nine characters for vendor numbers;	**Desired**	**S**	
AP.66	A minimum of 100 characters for vendor remit addresses;	**Desired**	**S**	
AP.67	A minimum of 100 characters for the vendor name;	**Desired**	**S**	
AP.68	Prior/Historical Name;	**Critical**	**S**	
AP.69	Misc. vendor indicator;	**Critical**	**S**	
AP.70	Parent/child relationship;	**Critical**	**S**	
AP.71	User-defined vendor fields (minimum of 5);	**Critical**	**S**	
AP.72	Fields for multiple addresses;	**Critical**	**S**	
AP.73	Fields for multiple email addresses with the ability to designate purpose for each (minimum of 5);	**Critical**	**S**	
AP.74	Designated point of contact;	**Critical**	**S**	
AP.75	Primary contact information (i.e., email address, phone, fax, etc.);	**Critical**	**S**	
AP.76	Comment or memo field that is searchable;	**Critical**	**S**	
AP.77	Record of vendor performance (to be updated at any point in the procurement process);	**Desired**	**S**	
AP.78	Vendor certifications (i.e., MWMB, HUB, etc.);		**S**	
AP.79	Flag vendors that are not in City-defined compliance;	**Desired**	**S**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.80	User-defined special condition codes for vendor flags;		**S**	
AP.81	Foreign addresses;	**Critical**	**S**	
AP.82	User defined Vendor withholding for taxes;		**S**	
AP.83	Vendor retainage based on purchase order; and	**Critical**	**S**	
AP.84	Indicator for international vendors.		**S**	
AP.85	The system shall verify new vendors information upon entry.	**Critical**	**S**	
AP.86	The system shall track vendor information such as Certificate of Insurance (COI) and other changes.	**Desired**	**S**	
AP.87	The system shall flag a vendor that has an outstanding bill or balance with the	**Desired**	**S**	
AP.88	The system shall configure multiple fields including last modified date for recording compliance information (e.g., City taxes, expired insurance, debarred).	**Desired**	**S**	
AP.89	The system shall allow searching the vendor file by any data field.	**Critical**	**S**	
AP.90	The system shall automatically assign a unique identification number to a vendor sequentially with the ability to override based on security permissions.	**Critical**	**S**	
AP.91	The system shall establish multiple remit-to addresses within a single vendor file (e.g., US Postal Service).	**Desired**	**S**	
AP.92	The system shall merge duplicate vendors with the ability to maintain history from both records.	**Critical**	**S**	
AP.93	The system shall allow "one-time" vendors to be established with limited required data entry (example: payments to jurors).	**Critical**	**S**	
AP.94	The system shall allow a system administrator to configure "required" fields in the vendor file.	**Critical**	**S**	
AP.95	The system shall maintain a complete listing of historical vendors (i.e., including those no longer active).	**Critical**	**S**	
AP.96	The system shall allow a user to query the vendor file by date range to view vendors with no recent activity.	**Critical**	**S**	
AP.97	The system shall automatically notify City 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**	**S**	
AP.98	The system shall allow vendors to maintain City defined information through a vendor self-service web portal.	**Desired**	**S**	
AP.99	The system shall require all vendor changes to their file to be approved by designated City staff before taking effect, with the ability to configure workflow approvals and toggle this feature on or off by field.	**Critical**	**S**	
AP.100	The system shall attach documents to the vendor file.	**Critical**	**S**	
AP.101	The system shall only allow changes to the vendor file based on security permissions.	**Critical**	**S**	
AP.102	The system shall require approval of all vendor changes via workflow.	**Desired**	**S**	
AP.103	The system shall maintain an audit log of all changes to the vendor file.	**Critical**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Accounts Payable				
AP.104	The system shall alert the user when a vendor record is attempting to be added with a duplicate EIN/TIN/SSN.	**Critical**	**S**	
AP.105	The system shall allow the City to identify fields that can be masked including but not limited to Tax ID, checking/banking account numbers, and social security numbers.	**Desired**	**S**	
Vendor Processing				
AP.106	The system shall automatically assign payment terms for vendors and provides the ability to override the payment terms at the vendor and/or invoice level.	**Desired**	**S**	
AP.107	The system shall specify the box or line on the 1099 form that the dollar amount will be printed in or on.	**Critical**	**S**	
AP.108	The system shall calculate percentage and amount discounts (i.e., early payment).	**Desired**	**S**	
AP.109	The system shall 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**	**S**	
AP.110	The system shall calculate and track retainage for contractor or subcontractor invoices.	**Critical**	**S**	
AP.111	The system shall override a flag on a vendor to change the payment type.	**Desired**	**S**	
AP.112	The system shall track calendar year-to-date payments in addition to fiscal year-to-date totals.	**Desired**	**S**	
AP.113	The system shall provide notification of duplicate invoice number entry of same vendor and provides for authorized user override.	**Critical**	**S**	
AP.114	The system shall show amount retained on each vendor/subcontractor check.	**Critical**	**S**	
AP.115	The system shall 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**	**S**	
AP.116	The system shall create interface files with banks to process ACH transactions.	**Critical**	**S**	
AP.117	The system shall attach files to document the change of address in a vendor file.	**Critical**	**S**	
Employee Expense Reimbursement				
AP.118	The system shall accommodate employee expense reimbursements (uniform allowance, mileage, tuition reimbursement, etc.) through either the accounts payable module or the payroll module as nontaxable events.	**Critical**	**S**	
AP.119	The system shall provide an end-user interface (portal, form, transaction type, etc.) to allow an occasional end-user to enter expenses related to travel, uniforms, or other reimbursement types.	**Desired**	**S**	
AP.120	The system shall allow an end-user to enter two or more different expenses in a single screen, as separate expenses.	**Critical**	**S**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.121	The system shall calculate then-current federal GSA reimbursable mileage rates and allow an end-user to enter miles driven, with the system calculating the reimbursable amounts.	**Critical**	**S**	
AP.122	The system shall programmatically look-up federal GSA per diem rates to simplify employee expense entry in accordance with a specified locality.	**Critical**	**S**	
AP.123	The system shall allow an end-user to attach separate receipts related to each travel or other expense line item.	**Critical**	**S**	
AP.124	The system, if employee expenses are processed through AP and not payroll, shall add or update the employee's AP vendor file when an employee's direct deposit banking information is updated (e.g., in the employee self-service portal or payroll module).	**Desired**	**S**	
Reporting				
AP.125	The system shall generate a report of scheduled checks to be written.	**Critical**	**S**	
AP.126	The system shall generate a report of payments by payment type (e.g., paper checks, ACH, wires/bank draft, and credit card/e-payables).	**Critical**	**S**	
AP.127	The system shall generate a vendor master listing report.	**Critical**	**S**	
AP.128	The system shall generate a summary payment report by vendor.	**Critical**	**S**	
AP.129	The system shall generate a report of 1099 vendors by tax category.	**Critical**	**S**	
AP.130	The system shall generate an Expenditure Approval List.	**Critical**	**S**	
The system shall generate a report or allow on-screen inquiry of a variety of vendor information (outstanding checks, volume of checks, etc.):				
AP.131	Payee;	**Critical**	**S**	
AP.132	Check number/Payment number;	**Critical**	**S**	
AP.133	Any component of account structure;	**Critical**	**S**	
AP.134	Purchase order number;	**Critical**	**S**	
AP.135	Date or date range;	**Critical**	**S**	
AP.136	Address;	**Critical**	**S**	
AP.137	Invoice number;	**Critical**	**S**	
AP.138	AP Transaction number (system generated);	**Critical**	**S**	
AP.139	Vendor number;	**Critical**	**S**	
AP.140	Vendor name;	**Critical**	**S**	
AP.141	Amount;	**Critical**	**S**	
AP.142	Employee reimbursements (travel); and	**Critical**	**S**	
AP.143	Other, user-defined (based on any element in the vendor file).	**Critical**	**S**	
AP.144	The system shall generate a report of invoices including but not limited to department, fund, grant, project number.	**Critical**	**S**	
AP.145	The system shall generate a report of invoices paid by fund.	**Critical**	**S**	
AP.146	The system shall generate a report of invoices paid by project.	**Critical**	**S**	

Accounts Payable				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
AP.147	The system shall generate a report of invoices paid by grants.	**Critical**	**S**	
AP.148	The system shall generate a report of invoices paid by work order.	**Critical**	**S**	
AP.149	The system shall generate a monthly expenditure report by fund.	**Critical**	**S**	
AP.150	The system shall generate a report of checks paid by fund.	**Desired**	**S**	
AP.151	The system shall generate an aging report by fund that shows the age of the invoices vs paid date.	**Critical**	**S**	
AP.152	The system shall generate an aging report by department that shows the age of the invoices vs paid date.	**Critical**	**S**	
AP.153	The system shall generate a monthly check reconciliation report of manual/off-cycle checks.	**Critical**	**S**	
AP.154	The system shall email ACH and direct deposit remittances to the vendors.	**Critical**	**S**	
AP.155	The system shall provide a hyperlink to the image of the check that was issued.	**Critical**	**S**	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Project Accounting and Grant Management

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	Project Accounting General Requirements			
PG.1	The system shall 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**	**S**	
PG.2	The system shall provide a subsidiary ledger for tracking detailed transaction data for projects.	**Critical**	**S**	
PG.3	The system shall support multi-year parent projects, at least 10 years in length.	**Desired**	**S**	
PG.4	The system shall support linked parent/child relationships for projects and sub-projects.	**Critical**	**S**	
PG.5	The system shall allow multiple user defined project status codes (e.g., proposed, active, etc.).	**Desired**	**S**	
PG.6	The system shall accommodate at least 99 user defined different project types that integrate with the general ledger.	**Desired**	**S**	
PG.7	The system shall accommodate at least 99 user defined different project sub-types that integrate with the general ledger.	**Desired**	**S**	
PG.8	The system shall accommodate user defined project types that integrate with the general ledger as well as those that do not.	**Critical**	**S**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.9	The system shall allow a user to establish project templates for common project types.	**Desired**	**S**	
PG.10	The system shall store at least 99 project templates.	**Desired**	**S**	
PG.11	The system shall provide the ability to copy a project and modify appropriate sections to create a new project.	**Critical**	**S**	
PG.12	The system shall accommodate projects occurring across multiple funds and departments, down to a specific GL number.	**Critical**	**S**	
PG.13	The system shall associate different account numbers to different components of a project.	**Critical**	**S**	
PG.14	The system shall accommodate projects occurring across a minimum of 50 funds and/or third-party funding sources (e.g., grants and debt).	**Desired**	**S**	
PG.15	The system shall designate a project as a fixed cost or a variable cost.	**Desired**	**S**	
PG.16	The system shall allow for project forecasting capabilities, including ongoing operational expenditures resulting from the project, for a minimum of 5 years (i.e., current, plus four years).	**Desired**	**S**	
PG.17	The system shall provide a workflow routine to assist in the annual process of determining fiscal year expenses and revenues for each project.	**Critical**	**S**	
PG.18	The system shall provide user-defined cost allocation codes.	**Critical**	**S**	
PG.19	The system shall link projects to grants.	**Critical**	**S**	
PG.20	The system shall link multiple projects to one another.	**Desired**	**S**	
Project Tracking and Closing				
PG.21	The system shall track city-defined project information (e.g., project schedule, budget).	**Critical**	**S**	
PG.22	The system shall control project budgets by project expenses/revenues.	**Critical**	**S**	
PG.23	The system shall store historical budget and actuals data for each year.	**Critical**	**S**	
PG.24	The system shall track retainage withheld on a project up to 100 percent.	**Critical**	**S**	
PG.25	They system shall identify retainage paid and unpaid on a specific project.	**Critical**	**S**	
PG.26	The system shall retrieve and apply labor rates from the payroll module that account for salaries and benefits.	**Critical**	**S**	
PG.27	The system shall link to the federal labor rate table.	**Desired**	**S**	
PG.28	The system shall allow a user to manually edit labor rates and values charged to a project, based on appropriate security permissions.	**Desired**	**S**	
PG.29	The system shall track a minimum of fifteen custom date fields and title of the date field for each project.	**Desired**	**S**	
PG.30	The system shall track a data field for a minimum of ten project phases (design, construction, ROW acquisition).	**Desired**	**S**	
PG.31	The system shall track percentage complete for each phase, without overwriting status information of previous phases.	**Desired**	**S**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.32	The system shall track and change multiple funding sources with the appropriate security permissions.	**Critical**	**S**	
PG.33	The system shall prioritize funding sources and correlate spending.	**Critical**	**S**	
PG.34	The system shall track anticipated expenditures for future years which may require future funding modifications.	**Desired**	**S**	
PG.35	The system shall track expenditures based on the funding source.	**Critical**	**S**	
PG.36	The system shall provide dashboard reporting on the status of projects for user departments with the appropriate security permissions.	**Critical**	**S**	
PG.37	The system shall flag capital vs. operational projects types and all associated expenditures.	**Desired**	**S**	
PG.38	The system shall transfer funding sources from one project to another project.	**Critical**	**S**	
PG.39	The system shall apply overhead to projects based on defined rates.	**Desired**	**S**	
PG.40	The system shall 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**	**S**	
PG.41	The system shall allow the user to add balance sheet accounts to projects (e.g., receivables, escrows).	**Critical**	**S**	
PG.42	The system shall retain historical information for all projects for at least 50 years after the project close, whether in the live environment or archived.	**Desired**	**S**	
PG.43	The system shall retain historical information for all projects for at least 30 years after the project close.	**Desired**	**S**	
PG.44	The system shall close projects either partially or completely without losing the reporting history.	**Critical**	**S**	
PG.45	The system shall allow the closing of multiple projects at the same time (i.e., related projects).	**Desired**	**S**	
PG.46	The system shall allow the closing of a "child" project without having to close the "parent" project, and vice versa.	**Critical**	**S**	
PG.47	The system shall re-open a closed project, with appropriate security permissions.	**Critical**	**S**	
PG.48	The system shall produce reports to satisfy local, state, and federal requirements.	**Critical**	**S**	
PG.49	The system shall generate user-defined reports by date range.	**Critical**	**S**	
PG.50	The system shall report on contract change orders and contingencies related to the project.	**Desired**	**S**	
PG.51	The system shall report on resource time towards projects.	**Critical**	**S**	
PG.52	The system shall support integration of the project accounting module with a third-party time/attendance solution to support time tracking against a project or project code.	**Desired**	**S**	
PG.53	The system shall report on the remaining PO and/or contract balance by fiscal year, life-to-date, or other user-specified date.	**Critical**	**S**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.54	The system shall report on open encumbrances by project and vendor.	**Critical**	**S**	
PG.55	The system shall calculate interest earned on the remaining advanced funding.	**Critical**	**S**	
PG.56	The system shall allow changes to the detail level of report parameters, with appropriate security permissions.	**Critical**	**S**	
PG.57	The system shall track interest earnings on related projects relative to arbitrage.	**Desired**	**S**	
Grant Management				
PG.58	The system shall 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**	**S**	
PG.59	The system shall provide for multi-year grants.	**Desired**	**S**	
PG.60	The system shall allow multiple grants to roll into one project, with the ability to track each grant separately.	**Critical**	**S**	
PG.61	The system shall provide unique identifiers to grants.	**Critical**	**S**	
PG.62	The system shall generate a hard stop when a grant account is used for an expenditure and a grant identifier is not referenced.	**Desired**	**S**	
PG.63	The system shall link City-defined grant numbers with issuing agency grant numbers.	**Desired**	**S**	
PG.64	The system shall interface with third-party grant management software systems (e.g., external agency systems).	**Desired**	**C**	Appropriate integrations will need to be build, but standard integration available with Microsoft Projects
PG.65	The system shall duplicate pre-existing grants to establish templates for new grants.	**Desired**	**S**	
PG.66	The system shall generate a repository/library of all documentation related to a grant that is all accessible from a single location.	**Critical**	**S**	
PG.67	The system shall maintain the grantor's closeout date.	**Critical**	**S**	
PG.68	The system shall generate an alert on a user-defined number of days prior to the grantor's closeout date, up to 365 days.	**Desired**	**C**	Notification / report will need to be developed to do this
PG.69	The system shall retain grant information for at least ten years after the close of a grant.	**Critical**	**S**	
PG.70	The system shall export all documentation for a specific grant to electronic format (i.e., during an audit).	**Critical**	**S**	
PG.71	The system shall generate export files (e.g., csv, xlsx, pdf, txt) for the purpose of uploading data to third-party applications (e.g., State or Federal).	**Desired**	**S**	
PG.72	The system shall allow grants to be established with multiple funding sources, with the ability to track funding sources separately.	**Desired**	**S**	
PG.73	The system shall track the use of program income prior to reimbursement.	**Critical**	**S**	
PG.74	The system shall track reimbursements and link to the initial request.	**Critical**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Project Accounting and Grant Management				
PG.75	The system shall track the use of multi-year deferred revenue prior to reimbursement.	**Desired**	**S**	
PG.76	The system shall generate a report that contains a summary of the original grant amount, reimbursements to date, expenditures to date and remaining balance.	**Critical**	**C**	Reports can be developed to meet this requirement
PG.77	The system shall utilize workflow for the grant management process that has the capability to flow across other system modules/applications.	**Desired**	**S**	
Grant Applications				
PG.78	The system shall attach documents to the grant applications.	**Critical**	**S**	
PG.79	The system shall record information related to local approval dates (Council approving, approval date, etc.).	**Critical**	**S**	
PG.80	The system shall track City-defined information for grants (e.g., grant number, grant budget).	**Critical**	**S**	
PG.81	The system shall convert stored application data into a new grant record upon approval.	**Critical**	**S**	
PG.82	The system shall support configurable workflow routines to support the grant application process.	**Desired**	**S**	
PG.83	The system shall retroactively link revenue or expenditures to any type of grant identifier without losing detail information about transaction history with the appropriate security permissions.	**Critical**	**S**	
Grant Tracking				
PG.84	The system shall track CDBG (Community Development Block Grants).	**Critical**	**S**	
PG.85	The system shall track funding agency and grant specific information.	**Critical**	**S**	
PG.86	The system shall allocate a user defined percentage of the City's annual Community Development Block Grant to fund local public services.	**Critical**	**S**	
PG.87	The system shall maintain a grant budget that is different and separate from all other budgets.	**Desired**	**S**	
PG.88	The system shall link individual grant budgets to the City budget based on user preference.	**Desired**	**S**	
PG.89	The system shall generate any indirect costs associated with a grant.	**Critical**	**S**	
PG.90	The system shall support at least 99 different user defined types of grant categories.	**Desired**	**S**	
PG.91	The system shall support the configuration of different requirements by grant category.	**Desired**	**S**	
PG.92	The system shall link grants to projects.	**Critical**	**S**	
PG.93	The system shall link grants to projects in 1-to-1, 1-to-many and many-to-1 relationships.	**Critical**	**S**	
PG.94	The system shall record all grant activity in the general ledger.	**Critical**	**S**	
PG.95	The system shall track compliance of the grant through a City-defined checklist by individual grant.	**Critical**	**S**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.96	The system shall view and track all assets acquired through grant funding as indicated through the capital/fixed asset module.	**Desired**	**S**	
PG.97	The system shall accommodate user defined performance metrics associated with a grant.	**Desired**	**S**	
PG.98	The system shall allow grant metrics to be established.	**Critical**	**S**	
PG.99	The system shall track grant metrics associated with a pass-through/sub-grant.	**Critical**	**S**	
PG.100	The system shall flag grants coming from pass-through agencies vs. original grantor agencies.	**Critical**	**S**	
PG.101	The system shall track grant activity by active fiscal year and all years within the grant contract (e.g., across multiple fiscal years).	**Critical**	**S**	
PG.102	The system shall track grant activity over the life of the grant.	**Critical**	**S**	
PG.103	The system shall track notes associated with each grant.	**Desired**	**S**	
PG.104	The system shall provide notifications or alerts for remaining grant balances or percent complete.	**Desired**	**S**	
PG.105	The system shall record the source of origin of a grant (e.g., federal, state, local, other).	**Critical**	**S**	
PG.106	The system shall record all grant expenditure and revenue information.	**Critical**	**S**	
PG.107	The system shall define allowable expenditures.	**Desired**	**S**	
PG.108	The system shall restrict grant expenditures not within grant dates.	**Desired**	**S**	
PG.109	The system shall allow restriction on grant expenditures to be overridden, with appropriate security permissions.	**Desired**	**S**	
PG.110	The system shall provide forecasting capabilities for budgeted grant amount that use real-time data and information.	**Desired**	**S**	
PG.111	The system shall suspend a grant prior to completion.	**Desired**	**S**	
PG.112	The system shall allow the user to choose which salary or benefit expenditures to assign to a grant through integration with the payroll and time and attendance applications (e.g., salary, overtime, benefits).	**Critical**	**C**	This would have to be an integration customization that will need to be developed
PG.113	The system shall limit the application of payroll expense to grants through security permissions.	**Desired**	**C**	This would have to be an integration customization that will need to be developed
PG.114	The system shall separate actual expenditures against allowable expenditures.	**Desired**	**S**	
PG.115	The system shall allow remaining funding to be setup as a new grant or grant program.	**Desired**	**S**	
PG.116	The system shall allow the transfer of grant funding between City departments.	**Desired**	**S**	
Grant Reimbursements				

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.117	The system has the ability, with integration with the AR module, to support the process of reimbursement requests for grants that are initially paid by the City, for grants for which the City is requesting reimbursement.	**Critical**	**S**	
PG.118	The system shall track all reimbursement requests through the life of the grant.	**Critical**	**S**	
PG.119	The system shall track the number of reimbursement requests to ensure the number does not exceed a grant limit.	**Critical**	**S**	
PG.120	The system shall allow "checklists" to be established to track the necessary documentation related to a reimbursement request.	**Desired**	**S**	
PG.121	The system shall allow established "checklists" to be modified during the life of the grant with appropriate security permissions.	**Desired**	**S**	
PG.122	The system shall trigger notifications based on established timelines associated with the reimbursement request process.	**Desired**	**C**	Notification / report will need to be developed to do this
PG.123	The system shall limit the reimbursement request to prescribed internal processes based on an established timeline.	**Desired**	**S**	
PG.124	The system shall submit electronic check images as part of the reimbursement request process.	**Critical**	**C**	Notification / report will need to be developed to do this
PG.125	The system shall submit electronic payment method images (EFT, ACH etc.) as part of the reimbursement request process.	**Critical**	**S**	
PG.126	The system shall electronically store the "final" documents associated with a submitted reimbursement request.	**Critical**	**S**	
PG.127	The system shall support interdepartmental billing and transfers.	**Desired**	**S**	
PG.128	The system shall reference and include the grantors grant or funding number(s) for both state and federal agencies in reimbursement requests.	**Critical**	**S**	
Grant Reporting				
PG.129	The system shall generate reports for all grant history.	**Critical**	**S**	
PG.130	The system shall generate reports for multiple grants that are not in sequential series (i.e., report by year, category etc.).	**Desired**	**S**	
PG.131	The system shall generate a report of all active and inactive grants.	**Desired**	**S**	
PG.132	The system shall maintain a calendar or scheduling of required grant reports (e.g., schedule a monthly report for submitting to grantor).	**Desired**	**S**	
PG.133	The system shall generate all state and federally required reports.	**Desired**	**S**	
PG.134	The system shall provide dashboard reporting on the status of grants for user departments.	**Critical**	**S**	
PG.135	The system shall query on all data fields in the grant management module in order to provide a user defined query screen.	**Desired**	**S**	
The system shall generate Reports, including but not limited to:				
PG.136	Five Year Consolidated Plan;	**Critical**	**S**	
PG.137	Single Audit Report (SEFA);	**Critical**	**S**	

Project Accounting and Grant Management				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
PG.138	SESA (State single audit);	**Critical**	**S**	
PG.139	Action Plan;	**Critical**	**S**	
PG.140	Consolidated Annual Performance and Evaluation Report;	**Critical**	**S**	
PG.141	Expenditures and revenues;	**Critical**	**S**	
PG.142	Sources of revenues;	**Critical**	**S**	
PG.143	Reimbursed costs;	**Critical**	**S**	
PG.144	Reimbursed costs by percentage detail;	**Critical**	**S**	
PG.145	Budget to actual costs;	**Critical**	**S**	
PG.146	Projected vs. actual budget;	**Critical**	**S**	
PG.147	Grants trial balance;	**Critical**	**S**	
PG.148	Pending approval grant funding;	**Critical**	**S**	
PG.149	Quarterly encumbered balance; and	**Critical**	**S**	
PG.150	Monthly encumbered balance.	**Critical**	**S**	
PG.151	The system shall report on specific activity of a grant within a user-defined date range.	**Critical**	**S**	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Human Resources, Personnel Management, and Employee Relations

Req #	Description of Requirement	Criticality	Vendor Response	Comments
General Requirements				
HRE.1	The system shall provide an employee central/master file that is the single source of employee records in which all other proposed system modules interact with.	**Critical**	**S**	
HRE.2	The system integrates with the proposed Payroll and Financial modules, including (but not limited to) the following: Time Entry, Payroll, General Ledger, Project Accounting, Grant Management, and Budget.	**Critical**	**S**	
HRE.3	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Desired**	**S**	
HRE.4	The system shall establish workflow rules by department, employee group, or other user-defined criteria.	**Desired**	**S**	
The system shall provide workflow functionality to support Human Resources Management processes, including (but not limited to) the following:				
HRE.5	Personnel Actions;	**Critical**	**S**	
HRE.6	New Hire On-Boarding;	**Desired**	**S**	
HRE.7	Employee Termination Activities;	**Critical**	**S**	
HRE.8	Discipline;	**Desired**	**S**	
HRE.9	Grievances; and	**Desired**	**S**	
HRE.10	Performance Management.	**Desired**	**S**	

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 City.	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.

The system shall maintain an Activity Log to record conversations and correspondence with employees and maintains, at a minimum, the following information:				
HRE.11	Contact person;	**Desired**	**S**	
HRE.12	Date and time of contact;	**Desired**	**S**	
HRE.13	Means of contact (e.g., phone, email, etc.);	**Desired**	**S**	
HRE.14	Nature of the contact; and	**Desired**	**S**	
HRE.15	Information collected as a result of contact.	**Desired**	**S**	
HRE.16	The system shall track reasonable accommodation requests and interaction under the ADA.	**Desired**	**S**	
HRE.17	The system shall track reasonable accommodations provided under the ADA.	**Desired**	**S**	
HRE.18	The system shall create user modified letter templates to support the interactive process under the ADA.	**Desired**	**S**	
HRE.19	The system shall classify and filter correspondence Activity Log entries by type of activity (as defined by user, e.g., PA, grievance, discipline, benefits, etc.).	**Desired**	**S**	
HRE.20	The system shall limit user access to correspondence Activity Log items, as defined by user security/role.	**Critical**	**S**	
Employee Central/Master File Data				
HRE.21	The system shall set up an employee master file for each employee.	**Critical**	**S**	
HRE.22	The system shall maintain all employee file change history (including pay, position, status, etc.).	**Critical**	**S**	
The system shall maintain employee master file for the following types of employees:				
HRE.23	Regular full-time and part-time employees;	**Critical**	**S**	
HRE.24	Temporary full-time and part-time employees;	**Critical**	**S**	
HRE.25	Elected officials;	**Critical**	**S**	
HRE.26	Seasonal employees (full-time and part-time);	**Critical**	**S**	
HRE.27	Retirees;	**Critical**	**S**	
HRE.28	Paid and unpaid interns; and	**Critical**	**S**	
HRE.29	Other user defined.	**Critical**	**S**	
HRE.30	The system shall maintain a unique employee number for each person regardless of their employment status within the system (i.e., termination, reinstatement, retirement).	**Critical**	**S**	
HRE.33	The system shall maintain separate profiles for employees holding multiple positions.	**Critical**	**S**	
The system shall maintain and track at a minimum the following employee data, with effective dating, for each employee:				
HRE.34	Employee Number (Minimum 6 characters/digits);	**Critical**	**S**	

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 City.	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.		
HRE.35	Employee status (active, inactive, on leave, etc.);	**Critical**	**S**	
HRE.36	Name (Last, First, Middle, Suffix);	**Critical**	**S**	
HRE.37	Preferred Name;	**Critical**	**S**	
HRE.38	Maiden/Former Name/Aliases/Nicknames;	**Desired**	**S**	
HRE.39	Sex;	**Critical**	**S**	
HRE.40	Gender;	**Critical**	**S**	
HRE.41	Preferred Pronoun(s);	**Desired**	**S**	
HRE.42	Race/Ethnicity;	**Critical**	**S**	
HRE.43	Social Security number;	**Critical**	**S**	
HRE.44	Date of Birth;	**Critical**	**S**	
HRE.45	Marital Status;	**Critical**	**S**	
HRE.46	If married, identify if spouse works for the City and spouse name;	**Desired**	**S**	
HRE.47	Relationship with other City employees;	**Desired**	**S**	
HRE.48	If relationship, employee name and position;	**Desired**	**S**	
HRE.49	Background check results (State, Federal), with access limited by security roles;	**Desired**	**S**	
HRE.50	Badge Number (i.e., officer badge);	**Desired**	**S**	
HRE.51	Multiple Telephone Numbers;	**Desired**	**S**	
HRE.52	Multiple Addresses (including mailing address);	**Desired**	**S**	
HRE.53	Multiple E-Mail Addresses;	**Critical**	**S**	
HRE.54	Seniority Date;	**Critical**	**S**	
HRE.55	Hire/Rehire Date;	**Critical**	**S**	
HRE.56	Multiple Employee Event Dates (e.g., hire, full-time, etc.);	**Critical**	**S**	
HRE.57	Citizenship;	**Desired**	**S**	
HRE.58	Military Status and Branch;	**Desired**	**S**	
HRE.59	Veteran Status (user defined list of values);	**Desired**	**S**	
HRE.60	Retired (Y/N);	**Critical**	**S**	
HRE.61	W-4 and Indicators;	**Critical**	**S**	
HRE.62	Medical certification expiration date;	**Critical**	**S**	
HRE.63	Driver's License Class (multiple user defined);	**Critical**	**S**	
HRE.64	Driver's License Expiration Date;	**Critical**	**S**	
HRE.65	Driver's License Issue Date;	**Critical**	**S**	
HRE.66	Driver's License Number;	**Critical**	**S**	
HRE.67	Driver's License Restrictions;	**Critical**	**S**	
HRE.68	Driver's License State;	**Critical**	**S**	
HRE.69	Driver's License Endorsements;	**Critical**	**S**	

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 City.	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.		
HRE.70	Multiple Emergency Contacts;	**Critical**	**S**	
HRE.71	Equipment issued to employees (e.g., phone, laptop, keys) and asset tag numbers where applicable;	**Desired**	**S**	
HRE.72	Certifications and Licenses;	**Desired**	**S**	
HRE.73	Immigration Status (I9);	**Critical**	**S**	
HRE.74	Work status expiration date (e.g., I9); and	**Critical**	**S**	
HRE.75	Other User Defined.	**Desired**	**S**	
HRE.76	The system shall preclude employees from user defined actions/processes based on employee status (e.g., employee on FMLA will not accrue leave, an employee with an expired CDL license would not receive incentive pay etc.).	**Critical**	**S**	
HRE.77	The system shall allow an unlimited number of employee file user-defined fields. Vendor to define any limitations in the comments field.	**Desired**	**S**	
HRE.78	The system shall assign role-based security to a position, supervisor, or individual user to control what employee information is accessible with limiting view and/or edit access including limiting a supervisor to their direct reports.	**Critical**	**S**	
HRE.79	The system shall provide online inquiry to user-defined portions of the personnel master file by employee number, by employee name, or user defined criteria with appropriate security restrictions.	**Critical**	**S**	
HRE.80	The system shall approve temporary access to an employee file or other records by department (e.g., if a department needs to hire from another department and needs access to performance reviews).	**Desired**	**S**	
HRE.81	The system shall scan and store employee images (photos).	**Critical**	**S**	
HRE.82	The system shall archive and easily retrieve on-line employee records based on City retention requirements after retirement/termination, with various time periods based upon the records (e.g., audit records, asset records, etc.).	**Critical**	**S**	
HRE.83	The system shall provide automated record purge functionality, based on City-defined criteria and record retention policies.	**Desired**	**S**	
HRE.84	The system shall specifically mark records to prevent deletion based on standard record retention policies.	**Critical**	**S**	
HRE.85	The system shall define multiple working titles for a position with effective dating (where changes require workflow approvals).	**Critical**	**S**	
HRE.86	The system shall notify a supervisor/manager when a new employee file is created within their reporting organization/hierarchy.	**Desired**	**C**	Notification event will need to be written, however the approval and FYI workflow can be sent as standard configuration
Job Classification Tables				
HRE.87	The system shall store job descriptions, with controls in place to limit edits, and to maintain historical job descriptions.	**Critical**	**S**	
The system shall track the following job classification information:				

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 City.	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.		
HRE.88	Pay grade and step plan;	**Critical**	**S**	
HRE.89	Pay schedule;	**Critical**	**S**	
HRE.90	Position Type (classified, unclassified, reduced hours);	**Critical**	**S**	
HRE.91	Job Classification Code;	**Critical**	**S**	
HRE.92	Job Classification Title;	**Critical**	**S**	
HRE.93	Subject to shift work;	**Critical**	**S**	
HRE.94	Date established or approved;	**Critical**	**S**	
HRE.95	EEO Function;	**Critical**	**S**	
HRE.96	EEO Category;	**Critical**	**S**	
HRE.97	Management level;	**Critical**	**S**	
HRE.98	Workers Compensation code;	**Critical**	**S**	
HRE.99	Hazardous pay code;	**Desired**	**S**	
HRE.100	Employee category (e.g., overtime, comp time, straight time, or either, etc.);	**Critical**	**S**	
HRE.101	FLSA Status;	**Critical**	**S**	
HRE.102	Multiple safety sensitive position flags, per position (City drug testing eligibility and Department of Transportation (DOT) regulatory indicators); and	**Critical**	**S**	
HRE.103	Other user-defined.	**Desired**	**S**	
HRE.104	The system shall integrate or link job descriptions with HR system modules/functional areas (e.g., Recruiting, Performance Management, Compensation Management, ESS).	**Critical**	**S**	
HRE.105	The system shall maintain minimum qualifications for each position.	**Critical**	**S**	
HRE.106	The system shall turn off wage progression and turn it back on.	**Critical**	**S**	
Personnel Actions				
HRE.107	The system shall support centralized Personnel Actions (P.A.s), whereby end-users initiate P.A.s within the system (including at the department level and from within HR).	**Critical**	**S**	
The system shall provide an electronic Personnel Action form that includes the following features:				
HRE.108	Dynamic help, including form assistance that guides the user through required fields and screens (e.g., the type of PA selected determines the information user must provide on the form):	**Desired**	**C**	Need to procure Oracle Guided Learning to help with the guides definition as needed by the city
HRE.109	Integrated data (e.g., employee data populates when employee ID entered);	**Critical**	**S**	
HRE.110	Required fields;	**Critical**	**S**	
HRE.111	Multi-directional configurable workflow processing/approvals (e.g., department director approval may be required in some departments but not others);	**Desired**	**S**	
HRE.112	Electronic signature;	**Desired**	**S**	

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HRE.113	Printable PA forms - completed and blank;	**Desired**	**S**	
HRE.114	Includes generation of other forms/sub-forms associated with PA (e.g., military leave request form);	**Desired**	**S**	
HRE.115	Accommodates attachments; and	**Desired**	**S**	
HRE.116	PA description field containing at least 255 characters.	**Desired**	**S**	
HRE.117	The system shall print a PA on more than one page, and not truncate fields or comments.	**Critical**	**S**	
HRE.118	The system shall copy an existing PA.	**Desired**	**S**	
The system shall set up and establish rules, workflows, and track changes for the following Personnel Actions:				
HRE.119	New Hire;	**Critical**	**S**	
HRE.120	Position Changes (e.g., Transfer, Promotion);	**Critical**	**S**	
HRE.121	Rehire;	**Critical**	**S**	
HRE.122	Reclassification;	**Critical**	**S**	
HRE.123	Name changes;	**Critical**	**S**	
HRE.124	Various types of Retirement (user-defined);	**Critical**	**S**	
HRE.125	Various types of Separation/Terminations (voluntary, involuntary, Reduction in Force - user-defined);	**Critical**	**S**	
HRE.126	Various types of suspensions (user-defined);	**Critical**	**S**	
HRE.127	Multiple probationary periods (introductory period and others);	**Critical**	**S**	
HRE.128	Transition on/off Modified Duty and other types of injury;	**Critical**	**S**	
HRE.129	Demotion;	**Critical**	**S**	
HRE.130	Discipline;	**Critical**	**S**	
HRE.131	Multiple Longevity Types (e.g., duration of time in current position);	**Critical**	**S**	
HRE.132	Compensation changes to base salary (with a user defined list of comp increases/decreases types - e.g., across the board, equity adjustments, merit increases, comp decrease, step increases);	**Critical**	**S**	
HRE.133	Add pays not included in base both regular and one time payments (e.g., uniform allowances, bilingual pay, assignment pay);	**Critical**	**S**	
HRE.134	Changes to position status (e.g., inactivate/reactivate);	**Critical**	**S**	
HRE.135	Multiple types of service years;	**Critical**	**S**	
HRE.136	Standard hours change (e.g., 30-hr to 40-hr, 52-hr to 40-hr);	**Critical**	**S**	
HRE.137	Leaves (per user defined list - e.g., FMLA, military, LWOP, administrative leave); and	**Critical**	**S**	
HRE.138	Other user-defined.	**Desired**	**S**	
HRE.139	The system shall prevent additional changes to an employee record if a personnel action is in workflow.	**Critical**	**S**	

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HRE.140	The system shall make personnel actions effective in the middle of a pay period (per user defined business rules).	**Critical**	**S**	
HRE.141	The system shall prompt a user to complete a personnel action when a position is vacated.	**Desired**	**S**	
HRE.142	The system shall establish and track expiration dates and notifications related to job status.	**Desired**	**S**	
HRE.143	The system shall display all personnel actions within a department to an approver with the appropriate security permissions.	**Critical**	**S**	
HRE.144	The system shall send an alert to a user when a temporary employee is near the end of his/her contract.	**Desired**	**C**	Notification event will need to be written, however the approval and FYI workflow can be sent as standard configuration
HRE.145	The system shall track seasonal employee's working hours to determine benefit eligibility.	**Critical**	**S**	
HRE.146	The system shall maintain an audit log of all personnel-related transactions and activity.	**Critical**	**S**	
HRE.147	The system shall maintain a record of all personnel-related transactions and activity, and provides the ability to view and/or print any electronic approval or action that has been taken.	**Critical**	**S**	
HRE.148	The system shall transfer an employee to a different department/division or payroll group without re-entering the entire employee file.	**Critical**	**S**	
HRE.149	The system shall default specified Job Code data (e.g., pay grade, schedule, probation period, leave types, pay types, civil service classification) to new position and employee record, with ability for default values to be overridden by the user (with appropriate security).	**Critical**	**S**	
HRE.150	The system shall automatically update an employee's accruals when a job change results in accrual plan changes.	**Critical**	**S**	
HRE.151	The system shall allow users to configure assignment of employee IDs when entering more than one new hire (resulting in the ID showing seniority/order of hire).	**Desired**	**S**	
HRE.152	The system shall accept retroactive changes to any element of a personnel record, with appropriate security permissions, ensuring all forward-calculations are made appropriately (including retroactive calculations of pay and deductions - including the appropriate pay rate/table, leave accrual, retirement, benefit calculations, etc.).	**Critical**	**S**	
HRE.153	The system shall provide a date-based personnel system that allows "personnel/employee actions" to be automatically triggered based upon effective dates.	**Critical**	**S**	
HRE.154	The system shall provide a notification to manager(s) or (other designated role/end-user) based on effective date (e.g., step increase, end of assignment pay, probationary period, temporary light-duty end-date).	**Desired**	**S**	

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HRE.155	The system shall provide a notification to manager(s) or (other designated role/end-user) in advance of change (e.g., step increase, end of assignment pay, probationary period, temporary light-duty end-date).	**Desired**	**C**	Notification event will need to be written, however the approval and FYI workflow can be sent as standard configuration
HRE.156	The system shall establish personnel action workflow rules by department, or employee group.	**Desired**	**S**	
HRE.157	The system shall establish personnel action workflow rules by personnel action reason/type.	**Desired**	**S**	
HRE.158	The system shall provide workflow for approval processes at multiple approval levels with date/time/ID stamp for electronic signature.	**Desired**	**S**	
HRE.159	The system shall provide all personnel transaction processing (new hire, term, etc.) across multiple functional areas so that a single process includes employment, payroll, benefits, etc.	**Critical**	**S**	
HRE.160	The system shall automate personnel record, compensation, and benefits information updates to be automatically applied within the appropriate file records based on successful completion an approval of related workflow processes.	**Desired**	**S**	
HRE.161	The system shall automatically initiate onboarding notifications and provide checklists for employee hire and termination process to ensure all steps are completed (checklist should include policy and agreement documents).	**Desired**	**S**	
HRE.162	The system shall automatically initiate termination notifications and/or workflow processes for separated employees (i.e., City system access, physical access, equipment collection, final paycheck).	**Critical**	**S**	
HRE.163	The system shall support user-defined onboarding/termination checklists.	**Desired**	**S**	
HRE.164	The system shall manually assign or automatically generate an employee number.	**Critical**	**S**	
HRE.165	The system shall request and accept electronic credit and background checks from outside agencies.	**Desired**	**S**	
HRE.166	The system shall scan, link or upload and categorize/classify different types of documents and associate them with an employee.	**Critical**	**S**	
HRE.167	The system shall provide a report of pending personnel actions.	**Critical**	**S**	
Performance Management				
HRE.168	The system shall provide a Performance Management module that is integrated with other system modules, including Employee Relations, Compensation, Human Resources, and Payroll.	**Desired**	**S**	
HRE.169	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time.	**Critical**	**S**	
The system shall allow for the entry and maintenance of employee performance reviews (orientation period and on-going) on the following schedules:				
HRE.170	Due date (i.e., date of hire, promotion date, fiscal year-end);	**Critical**	**S**	

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HRE.171	End of orientation/probation;	**Critical**	**S**	
HRE.172	Extended orientation/probation;	**Critical**	**S**	
HRE.173	Training periods;	**Desired**	**S**	
HRE.174	Performance improvement plans; and	**Desired**	**S**	
HRE.175	Other user-defined event.	**Desired**	**S**	
HRE.176	The system shall track multiple orientation (probation) periods and performance review schedules separately by position and employee.	**Critical**	**S**	
HRE.177	The system shall track orientation (probation) periods of differing lengths including initial, extended, department transfer, promotion, demotion and job code.	**Critical**	**S**	
HRE.178	The system shall provide multi-step workflow for review and approval of performance evaluations, with the ability to restart the workflow if changes are	**Desired**	**S**	
HRE.179	The system shall provide the user a view of prior evaluations and copy prior comments into the current evaluation.	**Desired**	**S**	
HRE.180	The system shall provide self-, peer- or "360" evaluation functionality.	**Critical**	**S**	
HRE.181	The system shall record a variety of performance ratings (e.g., alpha and numeric scales).	**Desired**	**S**	
HRE.182	The system shall perform a variety of performance rating analyses (e.g., by division, supervisor).	**Desired**	**S**	
HRE.183	The system shall allow a user to override performance ratings, based on permissions.	**Desired**	**S**	
HRE.184	The system shall allow the City to limit user visibility of performance ratings, based on user permissions and effective date.	**Critical**	**S**	
HRE.185	The system shall allow the evaluators to view a summary of all ratings for an employee before submitting it to the approval workflow.	**Critical**	**S**	
HRE.186	The system shall accommodate review schedules and notify employees and supervisors of evaluation due dates.	**Critical**	**S**	
HRE.187	The system shall associate core competencies with a specific job or department.	**Desired**	**S**	
HRE.188	The system shall trigger e-mail notification to employees of upcoming self-evaluation due.	**Critical**	**S**	
HRE.189	The system shall allow authorized users to override performance review dates.	**Critical**	**S**	
HRE.190	The system shall accommodate multiple milestone dates in a performance review and development plan schedules (e.g., planning, quarterly, midterm, end-of-term).	**Desired**	**S**	
HRE.191	The system shall trigger e-mail notification for an evaluation based on a user-definable amount of time prior to due date.	**Desired**	**C**	Notification event will need to be written, however the approval and FYI workflow can be sent as standard configuration

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HRE.192	The system shall electronically notify supervisor that a review or other performance management milestone is due or overdue.	**Critical**	**S**	
HRE.193	The system shall provide email notification to employee when evaluation has been completed and approved.	**Desired**	**S**	
HRE.194	The system shall provide supervisors with list of their employees and projected review date.	**Critical**	**S**	
HRE.195	The system shall integrate employee performance review documentation with employee development and training information (including employees' development plans and learning management assigned courses).	**Critical**	**S**	
HRE.196	The system shall allow viewing of salary information (including position in range) at any point during the performance review (per system security settings).	**Desired**	**S**	
HRE.197	The system shall provide for more than one supervisor to complete evaluation for same time period when employee works in a job with multiple supervisors.	**Desired**	**S**	
HRE.198	The system shall provide for more than one supervisor to complete evaluation for same time period when employee changed positions during that time period.	**Desired**	**S**	
HRE.199	The system shall attach documents to the performance review.	**Desired**	**S**	
HRE.200	The system shall allow employees to document their responses to performance reviews.	**Desired**	**S**	
HRE.201	The system shall allow employees to set and track goals for performance reviews.	**Desired**	**S**	
HRE.202	The system shall support a performance review template that pre-populates employee goals and essential job functions based on job type and other user-defined criteria (per user security).	**Desired**	**S**	
HRE.203	The system shall have finalization of performance review to automatically generate an action to an employee record (i.e., change the next review date).	**Desired**	**S**	
HRE.204	The system shall have finalization of performance review to automatically generate a Personnel Action as required, based on user defined rules (e.g., probationary period end).	**Desired**	**S**	
HRE.205	The system shall allow users to override a performance/step increase due to disciplinary action, per user defined security, with the ability to turn this feature on/off.	**Desired**	**S**	
HRE.206	The system shall generate a printable copy of employee performance reviews that is accessible to the employee.	**Desired**	**S**	
HRE.207	The system shall maintain history of all performance evaluations for active employees according to a user-defined employee file retention rules or other user-defined periods that may be shorter.	**Desired**	**S**	

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HRE.208	The system shall maintain history of all performance evaluations for inactive employees according to a user-defined employee file retention rules or other user-defined periods that may be shorter.	**Desired**	**S**	
HRE.209	The system shall create cascading goals from the organization level down to the employee level.	**Desired**	**S**	
HRE.210	The system shall create City defined compliance reports.	**Desired**	**S**	
HRE.211	The system shall archive the performance management reports.	**Desired**	**S**	
Employee Relations				
HRE.212	The system shall record and track various employee-related issues (e.g., disciplinary actions, counseling, grievances) in an Activity Log that is maintained by the HR department.	**Critical**	**S**	
HRE.213	The system shall record and track disciplinary actions (and maintain history) including information on incidents causing the action, steps taken in resolution, and the personnel involved (captured by employee), with appropriate security.	**Critical**	**S**	
HRE.214	The system shall capture user-entered narrative for each step of the disciplinary process with appropriate security permissions.	**Critical**	**S**	
HRE.215	The system shall tie employee relations cases to the employee master file.	**Critical**	**S**	
HRE.216	The system shall allow supervisors to keep a journal of employee discipline and accomplishments throughout the year that would then be accessible when completing the performance review.	**Critical**	**S**	
HRE.217	The system shall allow a supervisor to view prior discipline action, with appropriate security permissions.	**Critical**	**S**	
HRE.218	The system shall permit City staff to assign various levels of access for a supervisor to view current/prior discipline action/status, with appropriate security (e.g., see some but not all discipline steps/actions, or only certain types).	**Desired**	**S**	
HRE.219	The system shall restrict the ability for a former/previous supervisor to view employee discipline action, upon transfer/other move to a new supervisor.	**Desired**	**S**	
The system shall capture disciplinary case data including the following fields:				
HRE.220	Multiple incident/category types (per user-defined list, with ability to select more than one for a single entry);	**Desired**	**S**	
HRE.221	Incident date/s;	**Desired**	**S**	
HRE.222	Incident number;	**Desired**	**S**	
HRE.223	Date action taken;	**Desired**	**S**	
HRE.224	Date City notified;	**Desired**	**S**	
HRE.225	Date Employee notified;	**Desired**	**S**	
HRE.226	Department;	**Desired**	**S**	

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HRE.227	Supervisor;	**Desired**	**S**	
HRE.228	Related employees;	**Desired**	**S**	
HRE.229	Open comment field;	**Desired**	**S**	
HRE.230	Ability to attach documents;	**Desired**	**S**	
HRE.231	Action taken;	**Desired**	**S**	
HRE.232	Close date;	**Desired**	**S**	
HRE.233	Follow-up steps;	**Desired**	**S**	
HRE.234	Multiple Appeal steps with the associated date/s;	**Desired**	**S**	
HRE.235	Multiple Appeal decisions with associated date/s;	**Desired**	**S**	
HRE.236	Incident determination per appeal step (i.e., substantiated, unsubstantiated, undetermined);	**Desired**	**S**	
HRE.237	Discipline determination;	**Desired**	**S**	
HRE.238	Current status (active, inactive, on leave, etc.);	**Desired**	**S**	
HRE.239	HR contact;	**Desired**	**S**	
HRE.240	Disciplinary action purge flag;	**Desired**	**S**	
HRE.241	Disciplinary action purge date; and	**Desired**	**S**	
HRE.242	Other user-defined fields.	**Desired**	**S**	
HRE.243	The system shall query incidents based on all fields.	**Desired**	**S**	
HRE.244	The system shall generate alerts about incident patterns based on user-defined logic/criteria (e.g., by issue, by employee, by supervisor).	**Desired**	**S**	
HRE.245	The system shall archive files of disciplinary actions after a user-defined period.	**Desired**	**S**	
HRE.246	The system shall maintain historical disciplinary action detail, including (but not limited to): employee, date, type of incident, follow-up action.	**Desired**	**S**	
HRE.247	The system shall calculate deadlines for the discipline process based on City-defined thresholds.	**Desired**	**S**	
HRE.248	The system shall classify disciplinary records as formal and informal, with the ability to report on only one of these types.	**Desired**	**S**	
The system shall record and track a multi-step grievance process, including the following information through multiple iterations:				
HRE.249	Grievance number;	**Desired**	**S**	
HRE.250	Date grievance occurred;	**Desired**	**S**	
HRE.251	Date grievance filed;	**Desired**	**S**	
HRE.252	Step 1 (2, 3, etc.) Scheduled Date for each step;	**Desired**	**S**	
HRE.253	Step 1 (2, 3, etc.) Decision Issued at each step (e.g., denied, upheld, reduced, settled, reversed);	**Desired**	**S**	
HRE.254	Date grievance closed;	**Desired**	**S**	
HRE.255	Date declared inactive;	**Desired**	**S**	

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HRE.256	Hearing officer/Department Head (at each step);	**Desired**	**S**	
HRE.257	Mediator (at each step);	**Desired**	**S**	
HRE.258	Grievance committee members (at each step);	**Desired**	**S**	
HRE.259	Supervisor (at each step);	**Desired**	**S**	
HRE.260	Department head (at each step);	**Desired**	**S**	
HRE.261	City Manager (at each step);	**Desired**	**S**	
HRE.262	Prevailing party;	**Desired**	**S**	
HRE.263	Outcome;	**Desired**	**S**	
HRE.264	Cost of mediation;	**Desired**	**S**	
HRE.265	Any other associated costs;	**Desired**	**S**	
HRE.266	Total cost;	**Desired**	**S**	
HRE.267	Unlimited notes and/or text entry; (freeform notes and text entry, vendor to notate any limitations that exist);	**Desired**	**S**	
HRE.268	Related case number;	**Desired**	**S**	
HRE.269	Ability to attach documents; and	**Desired**	**S**	
HRE.270	Other user-defined.	**Desired**	**S**	
HRE.271	The system shall track all activities associated with the management of the grievance.	**Desired**	**S**	
HRE.272	The system shall archive files of grievances after a user-defined period.	**Desired**	**S**	
Reporting and Querying				
HRE.273	The system shall provide a user-friendly ad-hoc reporting tool.	**Critical**	**S**	
HRE.274	The system shall create custom reports using an internal Report Writer.	**Critical**	**S**	
HRE.275	The system shall generate "canned" reports that users may run with limited options of input values.	**Critical**	**S**	
HRE.276	The system shall provide point-in-time (any user-specific date or date range) for various reporting.	**Critical**	**S**	
HRE.277	The system shall provide historical reporting (e.g., job history, etc.).	**Critical**	**S**	
HRE.278	The system shall schedule reports at a user-defined date/time and frequency.	**Critical**	**S**	
HRE.279	The system shall provide a management level dashboard that allows users to perform analysis and view metrics at the employee, division, department and organizational level (accessed according to user role/security).	**Critical**	**S**	
HRE.280	The system shall generate all Human Resources and Risk Management reporting necessary and required to meet external mandates (including City/Local, State, Federal). These should include the generation of all reports and forms that comply with EEOC, OSHA, Department of Labor, Military Status, and FLSA standards and regulations.	**Critical**	**S**	

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HRE.281	The system shall generate all benefits reporting necessary and required to meet external mandates (including City/Local, State, Federal). These should include the generation of all reports and forms that comply with FMLA, IRS, and ACA standards and regulations.	**Critical**	**S**	
HRE.282	The system shall export data from reports into standard applications (including Excel) for spreadsheet comparison, graphing, etc.	**Critical**	**S**	
HRE.283	The system shall provide dashboard displays for certain data to report such things as number of accidents, employees on leave, or other information that user departments may want to regularly view.	**Critical**	**S**	
HRE.284	The system shall generate new hire reporting.	**Critical**	**S**	

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HRE.285	The system shall 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**	**S**	
HRE.286	The system shall alert when the funding of a grant will end that is currently funding a position.	**Desired**	**S**	
HRE.287	The system shall report on and project training costs.	**Desired**	**S**	
HRE.288	The system shall track and report current and historical benefit costs including (but not limited to): employer cost; employee cost; and total	**Critical**	**S**	
HRE.289	The system shall report compensation trends and costs.	**Desired**	**S**	
HRE.290	The system shall report on vacancy requirements.	**Desired**	**S**	
The system shall report total hours and cost of training by:				
HRE.291	Employee;	**Desired**	**S**	
HRE.292	Year;	**Desired**	**S**	
HRE.293	Department;	**Desired**	**S**	
HRE.294	Training Sessions;	**Desired**	**S**	
HRE.295	Cost to receive certification/license; and	**Desired**	**S**	
HRE.296	Other, user-defined.	**Desired**	**S**	
HRE.297	The system shall record and report on employee skills and competencies, including history.	**Desired**	**S**	
The system shall report all required and optional training, licenses, certifications, and other related reports by:				
HRE.298	Employee;	**Critical**	**S**	
HRE.299	Year;	**Critical**	**S**	
HRE.300	Department;	**Critical**	**S**	
HRE.301	Training Sessions;	**Critical**	**S**	
HRE.302	Training source (i.e., web-based external training); and	**Critical**	**S**	
HRE.303	Other, user-defined.	**Critical**	**S**	
The system shall generate the following performance measurement reports:			**S**	
HRE.304	Benefits to Revenue Cost (Total Cost of Benefits / Total Revenue of the City);	**Critical**	**S**	
HRE.305	Time to complete position control Requests (annual basis);	**Critical**	**S**	
HRE.306	Sworn Police Turnover on an Annual Basis (# of police turnover / # of total sworn police);	**Critical**	**S**	
HRE.307	Sworn Fire Turnover on an Annual Basis (# of fire turnover / # of total sworn fire);	**Critical**	**S**	

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 City.	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.

HRE.308	Full-Time General Government Turnover - Annualized (Turnover of FT General Government Employees / # of FT General Government Employees);	**Desired**	**S**	
HRE.309	Number of Employees on a Performance Improvement Plan on Quarterly basis;	**Desired**	**S**	
HRE.310	Corrective Actions Administered on a quarterly basis;	**Desired**	**S**	
HRE.311	Employee Suspensions on a quarterly basis;	**Critical**	**S**	
HRE.312	Employees Terminated on a quarterly basis;	**Critical**	**S**	
HRE.313	Workers Comp Cost Incurred on a quarterly basis;	**Critical**	**S**	
HRE.314	Liability Cases Cost Incurred (liability cases paid / total liability cases);	**Critical**	**S**	
HRE.315	Training Program Evaluation Overall Score (Overall ratings of training programs/5); and	**Critical**	**S**	
HRE.316	Lock editing an employee file for legal hold.	**Critical**	**S**	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Applicant Tracking

Req #	Description of Requirement	Criticality	Vendor Response	Comments
General Requirements				
REC.1	The system shall provide a Recruitment module that is integrated with all other proposed system modules such as the Employee File, Payroll, Time Entry and Benefits.	**Critical**	**S**	
REC.2	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**	**S**	
REC.3	The system shall provide mobile optimization (e.g., allow for resizing and formatting of the applicant screen if viewed on a mobile device such as cell phone	**Desired**	**S**	
The system shall generate electronic requisitions to fill vacancies, containing:				
REC.4	Department number;	**Critical**	**S**	
REC.5	Division;	**Critical**	**S**	
REC.6	Location;	**Critical**	**S**	
REC.7	Shift;	**Critical**	**S**	
REC.8	Position number;	**Critical**	**S**	
REC.9	Job/Position title;	**Critical**	**S**	
REC.10	Class code;	**Critical**	**S**	
REC.11	Status (full-time/part-time, permanent/temporary);	**Critical**	**S**	
REC.12	Reason for vacancy (e.g., promotion, transfer, termination, etc.);	**Critical**	**S**	
REC.13	Date vacancy created;	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.14	Date requisition created;	**Critical**	**S**	
REC.15	Date needed;	**Critical**	**S**	
REC.16	Closing date (date field);	**Critical**	**S**	
REC.17	Open until filled (Yes/No);	**Critical**	**S**	
REC.18	Pay grade;	**Critical**	**S**	
REC.19	Salary range (with no min or max limits i.e., not limited to the positions salary range);	**Critical**	**S**	
REC.20	Multiple budget account codes;	**Critical**	**S**	
REC.21	Recruitment type (general public, City only, department only);	**Critical**	**S**	
REC.22	Exempt/non-exempt status;	**Critical**	**S**	
REC.23	User-defined special requirements for the position (e.g., CDL);	**Critical**	**S**	
REC.24	Multiple hiring officers/Division Director;	**Desired**	**S**	
REC.25	Contact name;	**Desired**	**S**	
REC.26	Contact phone;	**Desired**	**S**	
REC.27	Requisition status (close, re-open, or update requisition); and	**Desired**	**S**	
REC.28	Other user-defined fields.	**Desired**	**S**	
REC.29	The system shall, upon creation of a job requisition, create a system-generated requisition number, and creation date and tie requisition to a specific job code.	**Critical**	**S**	
REC.30	The system shall allow for varying requisition numbers, including City-defined requisition numbers that are alphanumeric.	**Critical**	**S**	
REC.31	The system shall pre-populate requisition fields based on position control number (e.g., salary ranges, job description) with the ability to override.	**Critical**	**S**	
REC.32	The system shall allow users to copy information from a previously submitted requisition to a new one.	**Critical**	**S**	
REC.33	The system shall restrict entry of personnel requisitions to only those eligible and fully funded positions with a position control number (e.g., vacancies).	**Desired**	**S**	
REC.34	The system shall restrict entry of personnel requisitions to only one in-progress (e.g., submitted, pending, held) requisition per available position control number at a time. This intends to restrict two or more requisitions being entered for the same available position.	**Critical**	**S**	
REC.35	The system shall support both internal and external posting of job openings that are open to a single or multiple departments (e.g., advertise only to water vs. advertise City-wide).	**Desired**	**S**	
REC.36	The system shall restrict user access to requisitions according to user-defined authorization rules.	**Desired**	**S**	
REC.37	The system shall allow authorized users to search within any field within the requisition for the purposes of querying and ad-hoc report creation.	**Desired**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
The system shall allow authorized users to view and sort all job requisitions on various fields, including (but not limited to):				
REC.38	Requisition number/ID;	**Critical**	**S**	
REC.39	Requisition creation date;	**Critical**	**S**	
REC.40	Requisition status (open/closed);	**Critical**	**S**	
REC.41	Filled requisitions; and	**Critical**	**S**	
REC.42	Other user-defined.	**Desired**	**S**	
REC.43	The system shall tie requisitions to job codes (or other City-defined codes), allowing for sorting/querying based on classification.	**Desired**	**S**	
REC.44	The system shall ensure appropriate approvals have been received on position requests.	**Critical**	**S**	
REC.45	The system shall set a user-defined job posting time period.	**Critical**	**S**	
REC.46	The system shall permit authorized users to close or delete a requisition manually.	**Critical**	**S**	
REC.47	The system shall automatically close the requisition when the hiring process has been completed (i.e., if a one-to-one ratio between the requisition and the number of vacancies being filled).	**Critical**	**S**	
REC.48	The system shall automatically track "Date of last update," including name of user making the last saved update.	**Critical**	**S**	
REC.49	The system shall notify requestor when position has been approved and initiate other related events (e.g., recruitment process).	**Critical**	**S**	
REC.50	The system shall establish varying workflow rules based on whether a requisition entered is for filling a vacancy versus a reclassification of a position (e.g., position control Request).	**Desired**	**S**	
REC.51	The system shall auto-populate job postings with job description data.	**Critical**	**S**	
REC.52	The system shall override and modify the job posting (e.g., narrative blurb about that position) and maintain version history (e.g., information prior to any changes made) with appropriate security.	**Critical**	**S**	
REC.53	The system shall forward job postings to managers for review/updates/edits (via workflow).	**Critical**	**S**	
REC.54	The system shall indicate job posting type (internal/external recruitment) and post as designated.	**Desired**	**S**	
REC.55	The system shall assign job postings to a specific recruiter or staff member(s) within HR.	**Critical**	**S**	
The system shall display the following information on the job posting:				
REC.56	Department;	**Critical**	**S**	
REC.57	Location;	**Critical**	**S**	
REC.58	Shift;	**Critical**	**S**	
REC.59	Job/Position title;	**Critical**	**S**	
REC.60	Job category (safety sensitive, CDL, etc.);	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.61	Status (full-time/part-time, permanent/temporary);	**Critical**	**S**	
REC.62	Open date;	**Critical**	**S**	
REC.63	Closing date (date field);	**Critical**	**S**	
REC.64	Open until filled (Yes/No);	**Critical**	**S**	
REC.65	Salary range;	**Critical**	**S**	
REC.66	Pay Grade;	**Critical**	**S**	
REC.67	Other user defined salary/pay field;	**Critical**	**S**	
REC.68	Exempt/non-exempt status;	**Critical**	**S**	
REC.69	User-defined special requirements for the position (e.g., CDL); and	**Critical**	**S**	
REC.70	Other user-defined fields.	**Desired**	**S**	
REC.71	The system shall future date job postings.	**Critical**	**S**	
REC.72	The system shall automatically close a job posting at a user-defined time to reflect the close of business for the job posting closing date.	**Critical**	**S**	
REC.73	The system shall utilize a single job posting in instances where there may be multiple vacancies (as driven by position control numbers) available under that posting (e.g., the City has 5 equipment operator vacancies but only one job posting is presented on the website).	**Critical**	**S**	
REC.74	The system shall automatically post job openings to City-defined external job posting websites.	**Critical**	**T**	Indeed , Linkedin etc are few job boards for auto posting, but various others need to be integrrated with them.

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
Application Data				
REC.75	The system shall allow configuration of the applicant data that is captured by the City.	**Critical**	**S**	
The system shall maintain, at a minimum, the following applicant data:				
REC.76	Applicant Name;	**Critical**	**S**	
REC.77	Previous Name(s);	**Critical**	**S**	
REC.78	Date of application;	**Critical**	**S**	
REC.79	Time of application;	**Critical**	**S**	
REC.80	Source of application information;	**Critical**	**S**	
REC.81	Address;	**Critical**	**S**	
REC.82	Phone number/s;	**Critical**	**S**	
REC.83	Email address/es;	**Critical**	**S**	
REC.84	Positions applied/referred for;	**Critical**	**S**	
REC.85	Ability to be legally employed in the USA (Y/N);	**Critical**	**S**	
REC.86	Reference detail;	**Critical**	**S**	
REC.87	Verification that references can be called (specific to each reference);	**Critical**	**S**	
REC.88	Attached supporting documentation (consistent with general file formats);	**Critical**	**S**	
REC.89	Previous employment information (e.g., previous salary, hours worked, title, dates of employment);	**Critical**	**S**	
REC.90	Previously employed by the City (Y/N);	**Critical**	**S**	
REC.91	Education;	**Critical**	**S**	
REC.92	Veteran Status or Military Service;	**Critical**	**S**	
REC.93	Certificates/licensure;	**Critical**	**S**	
REC.94	Driver's License Number, State issues, class;	**Critical**	**S**	
REC.95	Desired Salary;	**Critical**	**S**	
REC.96	Supplemental Questions (position specific);	**Critical**	**S**	
REC.97	Criminal History/Background;	**Desired**	**S**	
REC.98	Other skills; and	**Desired**	**S**	
REC.99	Other user-defined.	**Desired**	**S**	
REC.100	The system shall save applicant data upon initial entry for user's profile with blocks prefilled for multiple application submissions with the ability to override.	**Critical**	**S**	
The system shall track EEO and demographic data for use in statistical analysis and reporting, including but not limited to:				
REC.101	Race;	**Critical**	**S**	
REC.102	Ethnicity;	**Critical**	**S**	
REC.103	Sex;	**Critical**	**S**	
REC.104	Gender;	**Critical**	**S**	
REC.105	Age range (per user defined ranges);	**Desired**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.106	Hiring Department;	**Critical**	**S**	
REC.107	Highest grade completed, and type of education completed;	**Critical**	**S**	
REC.108	GED; and	**Critical**	**S**	
REC.109	Other user-defined fields.	**Desired**	**S**	
REC.110	The system shall store EEO data separate from the applicant record.	**Critical**	**S**	
REC.111	The system shall restrict access to EEO data to authorized users as determined by City user profiles.	**Critical**	**S**	
REC.112	The system shall populate EEO data by electronic submissions from applicant record and requisition data.	**Critical**	**S**	
REC.113	The system shall redact identifying information (Name, DOB, etc.) from an application prior to submission to a hiring manager.	**Critical**	**S**	
REC.114	The system shall track ADA requests with an applicant.	**Critical**	**S**	
REC.115	The system shall notify defined users when an ADA accommodation request has been submitted.	**Critical**	**S**	
REC.116	The system shall track ADA accommodations with an applicant.	**Critical**	**S**	
REC.117	The system shall apply user-defined scoring criteria to any field in the application, including supplemental questions.	**Desired**	**S**	
REC.118	The system shall support EEO and ADA analysis.	**Critical**	**S**	
REC.119	The system shall flag applicant records based on user-defined criteria (e.g., termed employee unable to reapply, applicant rejected due to criminal background results).	**Desired**	**S**	
Online Employment Application				
REC.120	The system shall provide an online employment application interface.	**Critical**	**S**	
REC.121	The system shall support for online employment application from a mobile device.	**Critical**	**S**	
REC.122	The system shall allow job posting web pages to be customized to match the City website in format, presentation, and other characteristics as defined by the City.	**Desired**	**S**	
REC.123	The system shall restrict user-access through use of user-ID and password.	**Critical**	**S**	
REC.124	The system shall administer password changes and revisions to support applicant needs.	**Critical**	**S**	
REC.125	The system shall allow an applicant user to manage password changes and revisions to support applicant needs.	**Critical**	**S**	
REC.126	The system shall store job postings and/or descriptions in an easily updated format.	**Critical**	**S**	
REC.127	The system shall maintain job posting and/or description history, including prior versions and active dates.	**Critical**	**S**	
REC.128	The system shall provide online completion of application on any Internet enabled computer through a web browser.	**Critical**	**S**	
REC.129	The system shall provide a view for internal and external users for job postings available to both groups.	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
The system shall provide applicants with an interface with a variety of functions, including but not limited to:				
REC.130	Instructions for system use;	**Critical**	**S**	
REC.131	Create new employment application;	**Critical**	**S**	
REC.132	Print job posting;	**Critical**	**S**	
REC.133	Print application;	**Critical**	**S**	
REC.134	Save application; and	**Critical**	**S**	
REC.135	Suspend/withdraw application (before/after closing date).	**Critical**	**S**	
REC.136	The system shall allow applicants to retrieve and print previously created/submitted applications.	**Critical**	**S**	
REC.137	The system shall allow applicants to suspend or withdraw their application, and to allow City users to view the status of the application after the fact.	**Critical**	**S**	
REC.138	The system shall require a resume (or other defined documents such as a cover letter or proof of licensure/certification) be uploaded for certain postings, as defined by a City user.	**Critical**	**S**	
REC.139	The system shall require multiple documents be uploaded for certain postings, as defined by a City user.	**Critical**	**S**	
REC.140	The system shall allow applicants to attach supplemental documentation in several formats (PDF, DOCX, XLSX, CSV, TXT).	**Critical**	**S**	
REC.141	The system shall perform OCR on resumes to populate fields based off of uploaded resumes.	**Desired**	**S**	
REC.142	The system shall allow applicants to save their own application data for future retrieval (using user-ID and password).	**Critical**	**S**	
REC.143	The system shall allow applicants to submit multiple applications without re-entering information.	**Critical**	**S**	
REC.144	The system shall allow applicants to update previously created and saved applications (based on user-defined status of application).	**Critical**	**S**	
REC.145	The system shall allow applicants to review applications prior to submittal (e.g., preview mode).	**Critical**	**S**	
REC.146	The system shall designate mandatory fields in an application.	**Critical**	**S**	
REC.147	The system shall allow applicants to search posted jobs before and after submitting applications.	**Critical**	**S**	
REC.148	The system shall allow applicants to save information and return later to complete and/or update their application.	**Critical**	**S**	
REC.149	The system shall allow customized supplemental questions/sections option as determined by the City.	**Critical**	**S**	
REC.150	The system shall save configurable applications by positions. (e.g., Police applications require DOB, while other positions Citywide may not).	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.151	The system shall track, maintain, and notify applicants of application status (e.g., application received, meets/does not meet qualifications, vacancy filled, referred for interview, vacancy cancelled) via configurable email.	**Critical**	**S**	
REC.152	The system shall track, maintain, and notify applicants of application status (e.g., application received, meets/does not meet qualifications, vacancy filled, referred for interview, vacancy cancelled) via web portal.	**Critical**	**S**	
REC.153	The system shall allow applicants to check the status of their application.	**Critical**	**S**	
REC.154	The system shall allow a pool of applicants to remain under consideration for an open posting when one or more of the same position are posted, and one becomes filled (e.g., do not eliminate all candidates if more than one of the same position is available).	**Critical**	**S**	
REC.155	The system shall allow LinkedIn integration.	**Desired**	**S**	
REC.156	The system shall automatically notify applicants of upcoming job openings based on applicant's selection of job interest.	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
Applicant Screening				
REC.157	The system shall permit the creation of a pre-application questionnaire to be completed prior to completing the application to advise the applicant of the need to fulfill minimum requirements of the position.	**Critical**	**S**	
REC.158	The system shall generate an automatic response for applicants who do not meet the minimum requirements as defined in the pre-application questionnaire (e.g., advising that it does not appear as if they meet 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**	**S**	
REC.159	The system shall track applicant screening events including but not limited to: written, oral, performance, physical agility, training, and experience ratings.	**Critical**	**S**	
REC.160	The system shall link pre-screen requirements to a job code.	**Critical**	**S**	
REC.161	The system shall provide configurable applicant screening events based on requisition type in user-defined sequence.	**Critical**	**S**	
REC.162	The system shall allow applicant screening events to consist of a combination of a variety of types of tests (e.g., both written and oral needed).	**Critical**	**S**	
REC.163	The system shall allow a user-defined weight for each screening event.	**Critical**	**S**	
REC.164	The system shall allow a user-defined overall passing score or separate passing scores for various parts of the applicant screening event.	**Desired**	**S**	
REC.165	The system shall allow user-defined conditions for the application of flat rate or percentage point (e.g., extra points for veterans).	**Critical**	**S**	
REC.166	The system shall ensure that candidates who are invited for an applicant screening event must pass each portion of the screening process in order to move forward in the process.	**Critical**	**S**	
REC.167	The system shall provide each applicant with a notice of the final grade and relative standing on the employment list or failure to attain a place on the list.	**Critical**	**S**	
REC.168	The system shall interface with E-Verify (or other Federal immigration systems).	**Desired**	**S**	
REC.169	The system shall allow sorting of applications by any available application field for viewing/reviewing.	**Critical**	**S**	
REC.170	The system shall allow the user to cut and paste information from the job posting into the criteria matrix sheet, (e.g., to develop a Training and Experience point scale).	**Desired**	**S**	
REC.171	The system shall capture job requirements (per the job posting), such as necessary skills and competencies, for use in recruiting, and analytics and reporting.	**Desired**	**S**	
REC.172	The system shall support various workflow approval routing for departments with openings to make them aware of qualified applicants.	**Desired**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.173	The system shall inactivate and purge job postings after a user-defined period.	**Desired**	**S**	
REC.174	The system shall apply a temporary bar/restriction on applicants, prohibiting reapplication for a set period of time (e.g., multiple applications for the same posting).	**Critical**	**S**	
REC.175	The system shall maintain an eligible application list for a City-defined period of time with the option for extension.	**Critical**	**S**	
REC.176	The system shall notify potential applicants when a new position is posted.	**Critical**	**S**	
Employment Application Tracking				
REC.177	The system shall store applicant records that are received in response to a specific job requisition.	**Critical**	**S**	
REC.178	The system shall perform application/resume routing via workflow.	**Desired**	**S**	
REC.179	The system shall allow authorized user to post available interview times and allow invited candidates to view and select an interview time and notify hiring manager of schedule.	**Desired**	**S**	
REC.180	The system shall track interview results.	**Critical**	**S**	
The system shall define different application types and content for the following employee groups:				
REC.181	Regular Full-Time;	**Critical**	**S**	
REC.182	Regular Part-Time;	**Critical**	**S**	
REC.183	Seasonal;	**Critical**	**S**	
REC.184	Temporary or on call;	**Critical**	**S**	
REC.185	Sworn police;	**Critical**	**S**	
REC.186	Sworn fire;	**Critical**	**S**	
REC.187	Interns; and	**Critical**	**S**	
REC.188	Other user-defined.	**Desired**	**S**	
The system shall allow inquiry on applicant records, where users can track a variety of functions, including but not limited to:				
REC.189	Applications received to-date;	**Critical**	**S**	
REC.190	Pre-employment testing, including multiple tests;	**Critical**	**S**	
REC.191	Screening results;	**Critical**	**S**	
REC.192	Reason for screening failure (user-defined);	**Desired**	**S**	
REC.193	Applicants selected for interview;	**Desired**	**S**	
REC.194	(Pre)Interview Panel Members evaluations/input;	**Desired**	**S**	
REC.195	Number of applications applied for position;	**Critical**	**S**	
REC.196	Background check date complete;	**Desired**	**S**	
REC.197	Background completed by;	**Desired**	**S**	
REC.198	Reference check date complete;	**Desired**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.199	Reference completed by;	**Desired**	**S**	
REC.200	Position numbers;	**Desired**	**S**	
REC.201	Requisition number;	**Critical**	**S**	
REC.202	Applicant first name;	**Critical**	**S**	
REC.203	Applicant last name;	**Critical**	**S**	
REC.204	Applicant prior name;	**Critical**	**S**	
REC.205	Applicant ID;	**Desired**	**S**	
REC.206	Applicant address (or City);	**Desired**	**S**	
REC.207	Department/division name;	**Desired**	**S**	
REC.208	Department/division number;	**Desired**	**S**	
REC.209	Job Code;	**Desired**	**S**	
REC.210	Job title;	**Desired**	**S**	
REC.211	Declined offer (reason for decline);	**Critical**	**S**	
REC.212	Selected for hire;	**Desired**	**S**	
REC.213	Number/types of positions applicant applied for; and	**Desired**	**S**	
REC.214	Any other field, including user-defined fields (e.g., driver's license, drug screening, criminal check).	**Desired**	**S**	
REC.215	The system shall allow view of all records of a specific applicant.	**Critical**	**S**	
REC.216	The system shall track multiple position opportunities for a single applicant.	**Critical**	**S**	
REC.217	The system shall track multiple position offers with detail in conjunction with the applicant record (e.g., date of offer, amount, status, etc.).	**Desired**	**S**	
REC.218	The system shall generate interview invitations.	**Desired**	**S**	
REC.219	The system shall generate a master schedule based upon applicant-selected time slots for an individual hiring event.	**Desired**	**S**	
REC.220	The system shall generate or send calendar events, including MS Outlook, to update interview panel members calendars with scheduled interview events, with or without direct integration into MS Outlook (or other calendaring application).	**Desired**	**S**	
REC.221	The system shall track interview results.	**Desired**	**S**	
REC.222	The system shall reject unsuccessful applications en masse.	**Critical**	**S**	
REC.223	The system shall interface with word processing applications (e.g., MS Word) for customizing recruitment letters and other hiring correspondence (e.g., substance pre-employment testing).	**Critical**	**S**	
REC.224	The system shall generate multiple customizable offer (new hire) letters.	**Critical**	**S**	
REC.225	The system shall generate thank you letters to unsuccessful candidates from a menu of templates.	**Desired**	**S**	
REC.226	The system shall send system-generated email notifications to unsuccessful candidates, with the ability for City users to edit notification content, with appropriate security permissions.	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.227	The system shall track the number of applicants that progressed through the screening process.	**Critical**	**S**	
REC.228	The system shall track the duration of time passed from the position posting date to hiring date.	**Critical**	**S**	
REC.229	The system shall track advertising source, location, and organizations for recruitment.	**Critical**	**S**	
REC.230	The system shall track cost of recruiting for specific job openings (e.g., newspaper costs, City staff time, temporary fill).	**Desired**	**S**	
REC.231	The system shall accommodate continuous recruitment (e.g., Police recruitment).	**Critical**	**S**	
New Hire Processing and Onboarding				
REC.232	The system shall promote the selected applicant to the vacant position, without having to re-enter employee information or attach associated documentation such as resume or certification, with appropriate review and authorization.	**Desired**	**S**	
REC.233	The system shall provide an onboarding interface to allow new employees to complete new hire paperwork.	**Desired**	**S**	
REC.234	The system shall provide an onboarding interface that supports workflow and electronic signature capabilities.	**Desired**	**S**	
The system shall establish and track multiple methods of hiring via recruitment, including:				
REC.235	Selection from a certified list;	**Critical**	**S**	
REC.236	Reinstatement;	**Critical**	**S**	
REC.237	Rehire;	**Critical**	**S**	
REC.238	Transfer to a different department;	**Critical**	**S**	
REC.239	Promotion;	**Critical**	**S**	
REC.240	Demotion;	**Critical**	**S**	
REC.241	Grant related; and	**Desired**	**S**	
REC.242	Other, user-defined.	**Desired**	**S**	
REC.243	The system shall route completed new employee forms to appropriate departments, based upon multiple workflows.	**Desired**	**S**	
REC.244	The system shall define different escalation factors based upon checklist item (e.g., a required item has a certain time frame that warrants escalation vs. an optional item that may not be escalated at all).	**Desired**	**S**	
REC.245	The system shall override missing required checklist items with security permissions.	**Desired**	**S**	
REC.246	The system shall correct and make adjustments to forms based upon effective date and/or retroactively.	**Desired**	**S**	
REC.247	The system shall produce a user-defined pre-employment checklist of forms that must be completed electronically, manually, etc.	**Critical**	**S**	

Applicant Tracking				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
REC.248	The system shall identify training requirements based on multiple factors including the position ID, job code, department, division/service area.	**Desired**	**S**	
REC.249	The system shall assign and track multiple equipment or items provided to new employees, employee changes or other criteria such as telecommuters (e.g., cell phone, laptop, tablet, uniforms, and other equipment).	**Desired**	**S**	
REC.250	The system shall allow multiple departments to assign assets to an employee.	**Desired**	**S**	
REC.251	The system shall flag return of multiple equipment or items from employee changes (e.g., employee change requires cell phone return from previous position).	**Desired**	**S**	
REC.252	The system shall create a pre-set orientation check-list defined by department or job code.	**Desired**	**S**	
The system shall define different onboarding checklists for the following employee groups:				
REC.253	Regular Full-Time;	**Critical**	**S**	
REC.254	Regular Part-Time;	**Critical**	**S**	
REC.255	Seasonal;	**Critical**	**S**	
REC.256	Temporary or on call;	**Critical**	**S**	
REC.257	Sworn police;	**Critical**	**S**	
REC.258	Sworn fire;	**Critical**	**S**	
REC.259	Interns; and	**Critical**	**S**	
REC.260	Other user-defined.	**Desired**	**S**	
REC.261	The system shall define job change checklists for existing City employees.	**Desired**	**S**	
REC.262	The system shall define a job change checklist for existing City employees who change FLSA status	**Desired**	**S**	
REC.263	The system shall define the frequency of items within a checklist (e.g., annual training requirements vs. bi-annual training).	**Desired**	**S**	
REC.264	The system shall create a turnover rate report.	**Critical**	**S**	
REC.265	The system shall create a transfer rate report.	**Critical**	**S**	
REC.266	The system shall create a vacancy rate report.	**Critical**	**S**	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.		
N	**No: Feature/Function cannot be provided.**	N/A		
Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
	General Requirements			
BA.1	The system shall provide a Benefits module that is integrated with all other system modules such as the General Ledger, Budget, Project Accounting, Grant Management, Payroll, Time Keeping, and Human Resources.	**Critical**	**S**	
BA.2	The system shall provide proper levels of data encryption for defined data fields that are considered private to the employee and/or subject to HIPAA.	**Critical**	**S**	
BA.3	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**	**S**	
BA.4	The system shall configure benefits eligibility according to employee type.	**Critical**	**S**	
BA.5	The system shall 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).	**Desired**	**S**	
BA.6	The system shall start and stop any deductions at any given time (including a future date).	**Critical**	**S**	
BA.7	The system shall suspend benefits and reinstate based upon City-defined criteria (e.g., military leave).	**Critical**	**S**	
BA.8	The system shall restrict certain benefits-related entry based on City-defined characteristics (e.g., deductions of part-time employees).	**Critical**	**S**	

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.9	The system shall capture and maintain Health, Dental, and other insurance ID numbers.	**Desired**	**S**	
BA.10	The system shall identify type of coverage (e.g., single, 2-person, family).	**Critical**	**S**	
BA.11	The system shall capture and maintain waiting period by CBA, MOU, MOA or other employee group type.	**Desired**	**S**	
BA.12	The system shall establish multiple eligibility rules.	**Critical**	**S**	
BA.13	The system shall track benefits eligibility.	**Critical**	**S**	
BA.14	The system shall notify employees of benefit eligibility dates.	**Desired**	**S**	
BA.15	The system shall calculate premiums based on user-defined tables.	**Critical**	**S**	
BA.16	The system shall allow user (with appropriate security) to override employee benefits and leave eligibility dates.	**Critical**	**S**	
The system shall track the following:				
BA.17	Coverage effective dates;	**Critical**	**S**	
BA.18	Coverage history;	**Critical**	**S**	
BA.19	Coverage at a point in time (i.e., three months for a specific year);	**Desired**	**S**	
BA.20	Name change history;	**Critical**	**S**	
BA.21	Dependent information;	**Critical**	**S**	
BA.22	Beneficiary information;	**Desired**	**S**	
BA.23	Years of service; and	**Critical**	**S**	
BA.24	Other, City-defined.	**Critical**	**S**	
The system shall maintain premium and deduction amounts for multiple benefit plans including but not limited to:				
BA.25	Health Insurance;	**Critical**	**S**	
BA.26	Dental Insurance;	**Critical**	**S**	
BA.27	Life Insurance;	**Critical**	**S**	
BA.28	Deferred compensation and defined benefit plans, including all retirement plans;	**Critical**	**S**	
BA.29	Flexible spending accounts for medical and child care reimbursement accounts;	**Critical**	**S**	
BA.30	Health Savings Accounts (H.S.A.s);	**Critical**	**S**	
BA.31	Non-City benefit providers (e.g., Aflac); and	**Critical**	**S**	
BA.32	Other, City-defined.	**Critical**	**S**	
BA.33	The system shall produce benefits confirmation (for current comparison to next year), including plan, coverage, dependent coverage, employee ID number, and SSN.	**Desired**	**S**	
BA.34	The system shall have two years open for benefits enrollments and closeouts.	**Critical**	**S**	
BA.35	The system shall establish the appropriate tax ramifications for the deferred compensation amounts.	**Critical**	**S**	
BA.36	The system shall manually adjust benefit withholdings.	**Critical**	**S**	
BA.37	The system shall support pre and post tax payroll deductions and benefits.	**Critical**	**S**	

Req #	Description of Requirement	Criticality	Vendor Response	Comments
Benefits Administration				
BA.38	The system shall automatically produce payroll deductions based on benefit plan enrollments.	**Critical**	**S**	
BA.39	The system shall recalculate life insurance amounts and costs to be recalculated for all employees at any time during the year based on changed age, salary, coverage, and/or plan cost parameters.	**Critical**	**S**	
BA.40	The system shall automatically calculate long/short term disability premiums and deductions based on salary amounts.	**Desired**	**S**	
BA.41	The system shall maintain benefit coverage for employees on leave who elect to pay for his or her own coverage.	**Critical**	**S**	
BA.42	The system shall integrate with the City's accounts payable and accounts receivable systems for the purpose of billing for benefits.	**Critical**	**S**	
BA.43	The system shall collect benefits in arrears.	**Critical**	**S**	
BA.44	The system shall support multiple types of donated leave banks.	**Desired**	**S**	
BA.45	The system shall track full-time equivalent (FTE) employee information for compliance with Affordable Care Act regulations.	**Critical**	**S**	
BA.46	The system shall apply a stipend to premiums.	**Desired**	**S**	
BA.47	The system shall track and apply a stipend to premiums for retirees.	**Desired**	**S**	
Eligibility and Enrollment				
The system shall maintain benefit eligibility data including:				
BA.48	Length of service;	**Critical**	**S**	
BA.49	Age;	**Critical**	**S**	
BA.50	Marital status;	**Critical**	**S**	
BA.51	Dependent information for multiple dependents (including name, SSN, address, other contact information);	**Critical**	**S**	
BA.52	Spouse and Dependent Information - with the ability for contact information to be different for each party;	**Critical**	**S**	
BA.53	Hours worked by various search criteria (e.g., weekly, bi-weekly, pay period, annually); and	**Critical**	**S**	
BA.54	Other, City-defined.	**Critical**	**S**	
BA.55	The system shall track rolling military leave based on a one year fiscal year for the Uniformed Services Employment and Reemployment Act (USERRA).	**Critical**	**S**	
BA.56	The system shall track multiple types of City-defined leave.	**Critical**	**S**	
BA.57	The system shall require a SSN when adding benefit(s) for dependent(s).	**Desired**	**S**	
BA.58	The system shall allow the addition of benefit(s) for dependent(s) without a social security number, with the ability to prompt a user after a specified period of time that a SSN is required.	**Critical**	**S**	
BA.59	The system shall provide tracking for death of employees, retirees, or dependents.	**Desired**	**S**	

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.60	The system shall allow mass updates of employee plan designation.	**Desired**	**S**	
BA.61	The system shall allow online update of benefits on an individual employee basis, with the ability to provide notification of approval/finalization of workflow.	**Critical**	**S**	
BA.62	The system shall generate summary statements (e.g., benefits statement) by employee and employer contributions.	**Critical**	**S**	
BA.63	The system shall validate that the employee is eligible for the plan selected.	**Critical**	**S**	
BA.64	The system shall determine coverage and deduction amounts for the employee using parameters stored in the benefit plan structure tables.	**Critical**	**S**	
BA.65	The system shall create a computer-generated application packet for distribution (e.g., PDF).	**Critical**	**S**	
BA.66	The system shall produce letters, emails, and other notifications to employees announcing open enrollment.	**Critical**	**S**	
BA.67	The system shall produce confirmation letters indicating the employee's current participation levels in all benefit plans.	**Desired**	**S**	
BA.68	The system shall provide employee self-service for benefit plan open enrollment, new hire benefits enrollment, and other benefits changes, with mobile functionality.	**Desired**	**S**	
BA.69	The system shall provide employee support through a chatbot in English and Spanish language through messaging applications, websites, mobile applications or by phone to answer FAQ.	**Desired**	**S**	
BA.70	The system shall produce benefits confirmation statements in multiple languages (e.g., English and Spanish).	**Desired**	**S**	
BA.71	The system shall interface with the employee self-service module for benefit plan open enrollment, new hire benefits enrollment, and other benefits changes.	**Desired**	**S**	
BA.72	The system shall retroactively enroll employees in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.	**Critical**	**S**	
BA.73	The system shall retroactively enroll dependents in plans, and automatically impact payroll to compute the proper pay adjustments and deductions.	**Critical**	**S**	
BA.74	The system shall enter new enrollment data for a future date without changing the current elections until the date of the new enrollment period begins.	**Critical**	**S**	
BA.75	The system shall identify court-ordered dependents.	**Desired**	**S**	
BA.76	The system shall restrict the removal of court-ordered dependent from an employee's benefits master (add/delete lock).	**Desired**	**S**	
BA.77	The system shall attach documentation to court-ordered dependent record.	**Desired**	**S**	
BA.78	The system shall compile, process, and electronically transfer enrollment information to vendors according to 834 Carrier Guidelines HIPPA Compliance.	**Critical**	**S**	
Reporting				

Benefits Administration				
Req #	**Description of Requirement**	**Criticality**	**Vendor Response**	**Comments**
BA.79	The system shall create ad hoc reports and export them to third-party applications (e.g., Microsoft Excel, PDF).	**Critical**	**S**	
BA.80	The system shall report on benefit collection in arrears, including the employee and arrearage amount.	**Desired**	**S**	
BA.81	The system shall report on dependents aging out of coverage (e.g., dependents at age 26 or employee coverage expiring at age 65).	**Critical**	**S**	
BA.82	The system shall notify users of minimum and maximum amount for accruals.	**Desired**	**S**	
BA.83	The system shall create Form 1094 for transmittal to IRS.	**Critical**	**S**	
BA.84	The system shall electronically transmit Form 1094.	**Critical**	**S**	
BA.85	The system shall create Form 1095-C for distribution to employees.	**Critical**	**S**	
BA.86	The system shall automatically fill Form 1095-C accurately.	**Critical**	**S**	
BA.87	The system shall create Form 1095-C for transmittal to IRS.	**Critical**	**S**	
BA.88	The system shall provide a variety of ad hoc query and reporting capabilities when determining eligibility status.	**Critical**	**S**	
BA.89	The system shall provide a variety of ad hoc query and reporting capabilities when determining individuals with qualifying coverage.	**Critical**	**S**	
BA.90	The system shall provide a variety of ad hoc query and reporting capabilities when researching disputes.	**Critical**	**S**	
BA.91	The system shall report benefit trends and costs for employees.	**Desired**	**S**	
BA.92	The system shall report benefit trends and costs for retirees.	**Desired**	**S**	
BA.93	The system shall produce reports reflecting eligible employees not enrolled in benefit plans.	**Desired**	**S**	
BA.94	The system shall produce reports reflecting eligible retirees not enrolled in benefit plans.	**Desired**	**S**	
BA.95	The system shall produce billing notice for employees on leave of absence.	**Critical**	**S**	
BA.96	The system shall produce a warning/error report of employees with no benefit deductions due to low or no paycheck prior to running payroll.	**Critical**	**S**	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Time Entry

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
TE.1	The system shall provide a Time Entry module that is integrated with all other proposed system modules such as the General Ledger, Budget, Project Accounting, Grant Management, Payroll, Benefits, and Human Resources.	**Critical**	**S**	
TE.2	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation.	**Critical**	**S**	
TE.3	The system shall interface in real-time, with the employee on-boarding module to populate data elements for the first pay period.	**Critical**	**S**	
The system shall provide the ability for end-users to enter time concurrently in one or more of the following ways:				
TE.4	Web-based, employee-self-service portal;	**Critical**	**S**	
TE.5	Manual entry at a workstation;	**Critical**	**S**	
TE.6	Batch entry at a work station;	**Critical**	**S**	
TE.7	Mobile device;	**Desired**	**S**	
TE.8	File import from City defined time entry applications;	**Desired**	**S**	
TE.9	File import from Excel spreadsheet; and	**Desired**	**S**	
TE.10	The system shall enter and view time via a mobile app.	**Desired**	**S**	

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 City.	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.		
TE.11	The system shall display a complete list of error messages for an entry (i.e., not only the first error).	**Critical**	**S**	
TE.12	The system shall allow corrections to be made to postings suspended due to validation errors.	**Critical**	**S**	
TE.13	The system shall enforce full edit/validation rules for all updates with the appropriate security permissions.	**Critical**	**S**	
TE.14	The system shall provide edits to ensure that timesheet entry is completed and required approvals have been received before submitting to automated payroll processing.	**Critical**	**S**	
TE.15	The system shall allow end users (with appropriate security permissions) to configure audit and entry rules to align with City business needs.	**Critical**	**S**	
TE.16	The system shall handle schedule/department/job changes retroactive to reported time being entered prior to submission.	**Desired**	**S**	
TE.17	The system shall display employee accrual balances on time entry screen to consolidate and simplify time entry.	**Critical**	**S**	
TE.18	The system shall show accrual balances in real time in the employee timecard.	**Critical**	**C**	Accrual balances are part of absences and we can customize the time entry screens if it is critical to show the accruals at the time of time entry
TE.19	The system shall provide the option to restrict entries by inactive/terminated employees.	**Critical**	**S**	
TE.20	The system shall record employee's approval of a timesheet.	**Critical**	**S**	
TE.21	The system shall designate a back-up for employees that are unable to enter or approve their time (e.g., due to sick leave).	**Critical**	**S**	
TE.22	The system shall secure the timesheet data from any updates or changes after a designated sign-off.	**Critical**	**S**	
TE.23	The system shall allow staff with the appropriate security permissions to make edits to the timesheet data after sign-off.	**Critical**	**S**	
TE.24	The system shall provide warning or to prevent employees (per user-defined criteria) from making duplicate time entries (e.g., cannot submit time twice).	**Critical**	**S**	
TE.25	The system shall provide notifications to employees, supervisors and timekeepers of any duplicate time entered in the system.	**Critical**	**S**	
TE.26	The system has the ability for an employee to record time for multiple positions as a result of a mid-period transfer.	**Critical**	**S**	
TE.27	The system has the ability for the employee to record time for multiple jobs worked (e.g., an employee holds two different jobs or positions within the city on a regular basis at the same time).	**Critical**	**S**	
TE.28	The system shall restrict time reporting codes entered by employees to those selected for the employee individually or employee's group.	**Desired**	**S**	

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 City.	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.		
TE.29	The system shall restrict time reporting codes to be entered by staff with appropriate security permissions (e.g., FMLA, worker's comp).	**Critical**	**S**	
TE.30	The system shall allow staff with appropriate security permissions to upload documentation in support of time entries (e.g., travel expense reimbursements).	**Desired**	**S**	
TE.31	The system shall require online approval of time by managers.	**Critical**	**S**	
TE.32	The system shall provide the ability to designate a backup for managers that are unable to enter or approve time (e.g., due to sick leave).	**Critical**	**S**	
TE.33	The system shall process and approve timesheets and time reports in a decentralized and electronic format.	**Critical**	**S**	
TE.34	The system shall 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).	**Desired**	**S**	
TE.35	The system shall allow management review of timecards on the detail and summary levels.	**Critical**	**S**	
TE.36	The system shall notify employees and/or a supervisor of rejected timecard (via workflow).	**Critical**	**S**	
TE.37	The system shall provide reminders to employees to complete time entry.	**Critical**	**C**	Custom notification can be configured to do this
TE.38	The system shall notify approvers of timecards pending approval.	**Critical**	**C**	Custom notification can be configured to do this
TE.39	The system shall notify employee/approvers of timecard errors. The system must be able to send additional e-mail alerts escalating the issue to higher level individuals or designated backup individuals.	**Critical**	**C**	Custom notification can be configured to do this
TE.40	The system shall notify employees or managers when they have not submitted or approved timesheets. The system must be able to send additional e-mail alerts escalating the issue to higher level individuals or designated backup individuals.	**Critical**	**C**	Custom notification can be configured to do this
TE.41	The system shall allow a supervisor or other time reviewer/approver to view the status of submitted/unsubmitted time sheets for all of their direct reports.	**Critical**	**S**	
TE.42	The system shall allow employees to submit leave requests.	**Critical**	**S**	
TE.43	The system shall validate leave requested or leave time entered by staff.	**Critical**	**S**	
TE.44	The system shall notify employees of rejected leave requests.	**Critical**	**S**	
TE.45	The system shall designate a back-up for leave request approval (e.g., when approving manager is not available).	**Critical**	**S**	
TE.46	The system shall require electronic signatures for time approval.	**Critical**	**S**	
TE.47	The system shall allow approval of extra hours to occur prior to the work being performed.	**Desired**	**S**	
TE.48	The system shall allow approval of extra hours to occur after the work has been performed.	**Desired**	**S**	

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 City.	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.		
TE.49	The system shall enforce requiring preapproval of extra hours to occur prior to when the work has been performed.	**Desired**	**S**	
TE.50	The system shall allow employees to enter time on demand.	**Critical**	**S**	
TE.51	The system shall allow employees to edit the current period time after manager approval, requiring the manager to reapprove any changes.	**Desired**	**N**	Once approved, it cannot be edited by the employees unless opened up by the timekeepers
TE.52	The system shall allow managers to edit employee timecards in the current period without employee intervention.	**Critical**	**S**	
TE.53	The system shall notify employees of any edits to their reported time.	**Critical**	**C**	Custom notification can be configured to do this
TE.54	The system shall default a standard number of hours per pay period for exempt employees with the ability to reduce hours by exception time (e.g., vacation, sick).	**Critical**	**S**	
The system shall store time and attendance history data, including:				
TE.55	Employee name;	**Critical**	**S**	
TE.56	Employee ID number;	**Critical**	**S**	
TE.57	Work group;	**Critical**	**S**	
TE.58	Dates;	**Critical**	**S**	
TE.59	Time/leave, including time and type (e.g., overtime, vacation, etc.);	**Critical**	**S**	
TE.60	Time entry location; and	**Critical**	**S**	
TE.61	Manager approval history.	**Critical**	**S**	
TE.62	The system shall store time and attendance history for a City-defined period of time with the ability to archive data.	**Critical**	**S**	
TE.63	The system shall accommodate Fair Labor Standards Act (FLSA) laws based on the City's current pay codes.	**Critical**	**S**	
TE.64	The system should adhere to all current and future local, State, and Federal laws.	**Critical**	**S**	
TE.65	The system shall capture additional information associated with time entry, such as projects, cost center, department ID, program, activity code, and tasks.	**Critical**	**S**	
TE.66	The system shall link labor distribution to Project Management, Grant Management, etc. including specific hours worked.	**Critical**	**S**	
TE.67	The system shall validate labor distribution field values through an integrated link to the source module.	**Critical**	**S**	
The system shall support multiple timesheet layouts that include:				
TE.68	Exempt view where only exception time (e.g., time off) is entered;	**Desired**	**S**	
TE.69	Hourly view where all hours worked are reported, but where hours worked are reported in time in/out format;	**Desired**	**S**	
TE.70	Hourly format where hours worked are reported in elapsed hours; and	**Desired**	**S**	
TE.71	Schedule-based view (e.g., by two-week pay period, 28-day cycle).	**Desired**	**S**	

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TE.72	The system shall allow time to be entered based on City-defined rules including daily, weekly, and bi-weekly.	**Critical**	**S**	
TE.73	The system shall default the schedule for time entry purposes.	**Desired**	**S**	
TE.74	The system shall default the defined pay period for time entry.	**Critical**	**S**	
TE.75	The system shall provide an alert when the employee is reaching or has reached minimum or maximum banks of accruals.	**Critical**	**C**	Custom notification can be configured to do this
TE.76	The system shall provide an alert when the employee is reaching or has reached minimum or maximum banks of special time codes (i.e., comp time earned).	**Critical**	**C**	Custom notification can be configured to do this
TE.77	The system shall limit use of time codes by employee status.	**Critical**	**S**	
TE.78	The system shall allow entry for timecards for current plus at least 5 additional (future) pay periods.	**Desired**	**S**	
TE.79	The system shall allow immediate time entry for employees newly entered into the employee master.	**Critical**	**S**	
TE.80	The system shall configure the time entry hierarchy for approvals.	**Desired**	**S**	
TE.81	The system has the ability for an employee to enter all time for all time worked and all time off.	**Critical**	**S**	
TE.82	The system shall print a timecard from the system for manual time tracking.	**Desired**	**S**	
TE.83	The system shall print a range of timecards by employee group, time period, or other user-defined criteria.	**Desired**	**S**	
TE.84	The system shall provide assistance (e.g., FAQ, contextual assistance, etc.) for time entry to aid in the entry process.	**Critical**	**C**	Would need to procure Oracle Guided Learning which will provide the contectual assistance
TE.85	The system shall accommodate time-tracking for part time, contingent, contract and seasonal employees.	**Critical**	**S**	
TE.86	The system has the ability to record time for personnel, either employee or non-employees who are paid for occasional work (e.g., board and committee	**Critical**	**S**	

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	Project and Grant Time Entry			
TE.87	The system shall separate exception based and non-exception based time entry in order to accommodate for the varying types of employees at the City and to better track projects and grants.	**Critical**	**S**	
TE.88	The system shall charge time into project and/or grant accounting on a fixed percentage, fixed dollar, and allocation formula to each project/grant or other user-defined options.	**Critical**	**S**	
TE.89	The system shall charge time into project accounting on an hours by day basis to each project.	**Critical**	**S**	
TE.90	The system shall track time towards projects or grants based upon the specific pay code at the time it was worked.	**Critical**	**S**	
TE.91	The system shall provide a drop-down of project and/or grant 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**	**S**	
TE.92	The system has the ability for an employee to select favorites for projects and/or grants against which time was worked.	**Desired**	**S**	
TE.93	The system shall support the entry of time by a single employee against a minimum of 5 projects and/or grants per pay period.	**Critical**	**S**	
	Leave Time Accrual and Use			
TE.94	The system shall track all types of leaves in user-defined units (i.e., hours, days).	**Critical**	**S**	
TE.95	The system shall account for all leave time at varying accrual rates.	**Critical**	**S**	
The system shall capture and track leave for multiple leave types, including:				
TE.96	Vacation (used and unused);	**Critical**	**S**	
TE.97	Sick leave (used and unused);	**Critical**	**S**	
TE.98	Sick leave - donations (vacation donated into a sick leave bank);	**Critical**	**S**	
TE.99	Compensatory time (used and unused);	**Critical**	**S**	
TE.100	Workers' compensation;	**Critical**	**S**	
TE.101	Injury leave;	**Critical**	**S**	
TE.102	Holiday and floating holidays;	**Critical**	**S**	
TE.103	Personal days;	**Critical**	**S**	
TE.104	FMLA and medical leaves;	**Critical**	**S**	
TE.105	Leave without pay (with and without benefits);	**Critical**	**S**	
TE.106	Suspension;	**Critical**	**S**	
TE.107	Military leave;	**Critical**	**S**	
TE.108	Funeral/bereavement leave;	**Critical**	**S**	
TE.109	Professional/educational leave;	**Critical**	**S**	

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TE.110	Administrative leave;	**Critical**	**S**	
TE.111	Jury duty/witness duty;	**Critical**	**S**	
TE.112	Short and long term disability;	**Critical**	**S**	
TE.113	Transitional duty (e.g., light duty); and	**Critical**	**S**	
TE.114	Other user-defined.	**Critical**	**S**	
TE.115	The system shall maintain leave accrual schedules, containing leave type and accrual rates.	**Critical**	**S**	
TE.116	The system shall apply and track compensatory time for exempt employees that work more than 40 hours per week.	**Critical**	**S**	
TE.117	The system shall enforce user-defined rules for leave accrual and usage (e.g., holiday accrual and usage may differ across employee groups).	**Critical**	**S**	
TE.118	The system shall configure leave accruals according to employee type and other user-defined groups including limits on time earned.	**Critical**	**S**	
TE.119	The system shall 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**	**S**	
TE.120	The system shall accommodate partial leave accrual for part-time employees based on actual time worked.	**Critical**	**S**	
TE.121	The system shall accrue sick time at the end of a user specified period (e.g., day, week, pay period, or month).	**Critical**	**S**	
TE.122	The system shall capture and maintain breaks in service.	**Critical**	**S**	
TE.123	The system shall track and maintain shared leave detail including (but not limited to) donating employee, receiving employee, leave balances.	**Critical**	**S**	
TE.124	The system shall accommodate cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals.	**Critical**	**S**	
TE.125	The system shall set a maximum for cumulative (rollover) leave accruals.	**Critical**	**S**	
TE.126	The system shall allow for establishing City-defined business rules for leave roll-overs (e.g., unused personal day automatically rolls into vacation day).	**Critical**	**S**	
TE.127	The system shall temporarily suspend leave accrual (e.g., during unpaid leave).	**Critical**	**S**	
TE.128	The system shall 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**	**S**	
TE.129	The system shall project future balances based on debits and credits of leave	**Desired**	**S**	
TE.130	The system shall provide daily balances in real-time of available employee comp and leave time.	**Critical**	**S**	

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TE.131	The system shall 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**	**S**	
TE.132	The system shall calculate liability for unused earned leave at regular intervals and on demand.	**Critical**	**S**	
TE.133	The system shall 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**	**S**	
TE.134	The system shall alert managers/supervisors on leave usage exceptions.	**Critical**	**C**	Custom notification can be configured to do this
TE.135	The system shall override leave balances based on leave type with appropriate security permissions.	**Critical**	**S**	
TE.136	The system shall add, edit, or delete leave events in current pay period with appropriate security permissions.	**Critical**	**S**	

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Attendance Tracking				
TE.137	The system shall compare absence time with scheduled work time to detect absence conditions.	**Desired**	**S**	
TE.138	The system shall process mass absences at the City, Department, Division or other user-defined level.	**Critical**	**S**	
TE.139	The system shall track and detect certain absence conditions (undocumented leave or comp time used).	**Critical**	**S**	
TE.140	The system shall flag various attendance conditions, including in early, in late, out early, out late, and unexcused absences.	**Critical**	**S**	
TE.141	The system shall coordinate usage of City 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 City policies).	**Desired**	**S**	
TE.142	The system shall provide numerous canned reports related to all aspects of absence tracking.	**Desired**	**S**	
TE.143	The system shall conduct ad-hoc queries of absence data, without the need to join table information.	**Desired**	**S**	
Time Off Requests				
TE.144	The system shall provide a web-interface for time off request submittal by employees (vacation time, comp time, planned sick time, holiday special).	**Critical**	**S**	
TE.145	The system shall 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**	**S**	
TE.146	The system shall validate leave balances real-time (based on the actuals from the previous period) at the point of entry.	**Critical**	**S**	
The system shall perform workflow functions for electronic leave request approval, including:				
TE.147	Request submittal;	**Critical**	**S**	
TE.148	Manager(s)/Supervisor(s) review/decision;	**Critical**	**S**	
TE.149	Request status monitoring;	**Critical**	**S**	
TE.150	Notification of request approval/decline; and	**Critical**	**S**	
TE.151	Other user-defined.	**Critical**	**S**	
TE.152	The system shall set limits and qualifying conditions on use of leave time.	**Critical**	**S**	
TE.153	The system shall project an employee's leave balance, considering any future accruals and existing requests.	**Desired**	**S**	
TE.154	The system shall provide proper levels of data encryption for data that is considered private to the employee and/or subject to HIPAA.	**Critical**	**S**	

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TE.155	The system shall 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.	**Desired**	**S**	
TE.156	The system shall notify user of attempt to submit leave request where accrued time is less than requested time.	**Critical**	**S**	
TE.157	The system shall 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.	**Desired**	**S**	
TE.158	The system shall restrict or allow sick and vacation leave to be used only after it is earned.	**Critical**	**S**	
TE.159	The system shall send an alert/notification to employee and supervisor when accrual maximum/minimum for leave time/s is approaching.	**Critical**	**S**	
TE.160	The system shall allow real-time access to accumulated sick and vacation time, based on access level of the user.	**Critical**	**S**	
TE.161	The system shall view leave request in a calendar view format per work group.	**Desired**	**S**	
Scheduling				
TE.162	The system shall provide a scheduling module that is integrated with the time/attendance module.	**Desired**	**S**	
The system shall accommodate the following types of schedules:		**Desired**		
TE.163	Group schedules;	**Desired**	**S**	
TE.164	Individual schedules;	**Desired**	**S**	
TE.165	Rotation schedules;	**Desired**	**S**	
TE.166	Shift Schedules;	**Desired**	**S**	
TE.167	Post/location;	**Desired**	**S**	
TE.168	On-call/standby;	**Desired**	**S**	
TE.169	Demand-based schedules; and	**Desired**	**S**	
TE.170	Other, user-defined.	**Desired**	**S**	
TE.171	The system shall support a minimum of 100 schedules, including user-defined schedules.	**Critical**	**S**	
The system shall maintain the following tables for schedule creation:				
TE.172	Shift;	**Desired**	**S**	
TE.173	Division;	**Desired**	**S**	
TE.174	Rotation (number of days on and off);	**Desired**	**S**	
TE.175	Work positions;	**Desired**	**S**	
TE.176	Work assignments;	**Desired**	**S**	
TE.177	Work location;	**Desired**	**S**	

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TE.178	Collective Bargaining Unit;	**Desired**	**S**	
TE.179	Leave types (sick, vacation, military, etc.); and	**Desired**	**S**	
TE.180	Mandatory or non-mandatory fill position indicator.	**Desired**	**S**	
TE.181	The system shall accommodate unlimited schedule changes and adjustments on demand.	**Desired**	**S**	
The system shall maintain various defined shifts with the following characteristics and information:				
TE.182	Varying hours per shift;	**Desired**	**S**	
TE.183	Start times and end times;	**Desired**	**S**	
TE.184	Duration;	**Desired**	**S**	
TE.185	Multiple shift patterns;	**Desired**	**S**	
TE.186	Multiple employee roles;	**Desired**	**S**	
TE.187	Required certifications of resources for the shift;	**Desired**	**S**	
TE.188	Multiple locations;	**Desired**	**S**	
TE.189	Multiple sub-locations; and	**Desired**	**S**	
TE.190	Multiple skill requirements.	**Desired**	**S**	
TE.191	The system shall maintain at least 50 different shift configurations in the table of defined shifts.	**Desired**	**S**	
TE.192	The system shall prohibit resources from being scheduled for a particular shift that do not meet prescribed requirements.	**Desired**	**S**	
TE.193	The system shall override restrictions on employees being scheduled for a particular shift.	**Desired**	**S**	
TE.194	The system shall assign the number of personnel required each day for defined positions.	**Desired**	**S**	
TE.195	The system shall identify variances (both positive and negative) between required number of personnel and actual scheduled for a given position on a given day.	**Desired**	**S**	
TE.196	The system shall 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).	**Desired**	**S**	
TE.197	The system shall identify variances (both positive and negative) between required number of personnel and actual scheduled for a given location on a given day.	**Desired**	**S**	
TE.198	The system shall create calendars/rosters of projected absences.	**Desired**	**S**	
The system shall utilize department roles for automated staffing including the following characteristics and information:				
TE.199	Staffing minimums;	**Desired**	**N**	
TE.200	Roster vacancies due to leave time; and	**Desired**	**N**	

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TE.201	Insufficient "qualified" candidates (e.g., certifications, etc.).	**Desired**	**N**	
TE.202	The system shall automatically contact employees via telephone, email, text messaging and web to offer an assignment (e.g., overtime availability, open shifts) and update the real-time roster.	**Desired**	**N**	
TE.203	The system shall support the shift bid process for certain eligible groups of employees.	**Desired**	**S**	
TE.204	The system shall support the time off bid process for certain eligible groups of employees.	**Desired**	**S**	
TE.205	The system shall support the overtime bid process for certain eligible groups of employees.	**Desired**	**S**	
TE.206	The system shall allow the configuration of the order in which employees are contacted based on any data field in the employee master file (e.g., seniority, last shift worked, etc.).	**Desired**	**N**	
TE.207	The system shall maintain a log of all employees who have been contacted.	**Desired**	**N**	
TE.208	The system shall produce a list for each absence by rules and create the call log.	**Desired**	**N**	
The system shall support multiple notification methods including but not limited to:				
TE.209	Telephone (by type such as home, cell, etc.);	**Desired**	**N**	
TE.210	Text Messaging/SMS; and	**Desired**	**N**	
TE.211	Email.	**Desired**	**N**	
TE.212	The system shall accommodate work time trades between employees.	**Desired**	**S**	
TE.213	The system shall allow time to be tracked using either AM/PM or military time.	**Desired**	**S**	
TE.214	The system shall define split shift rotations.	**Desired**	**S**	
TE.215	The system shall identify employee as unavailable for overtime for a given time period and specify reason.	**Desired**	**N**	
TE.216	The system shall 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).	**Desired**	**S**	
TE.217	The system shall define workload restrictions for each position. These could include number of hours between shifts, maximum hours worked per regular shift, maximum overtime hours per time period.	**Desired**	**N**	
TE.218	The system shall override workload restrictions.	**Desired**	**S**	
TE.219	The system shall alert when minimum or maximum thresholds are not met.	**Desired**	**S**	
TE.220	The system shall implement alternate schedules (e.g., ad-hoc schedules for circumstances of single occurrence).	**Desired**	**N**	
TE.221	The system shall temporarily assign employees.	**Desired**	**S**	
TE.222	The system shall view multiple schedules at once.	**Desired**	**S**	
TE.223	The system shall publish and print an official/final schedule.	**Desired**	**S**	

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TE.224	The system shall preserve the schedule in the event the system is unavailable due to planned or unplanned downtime.	**Desired**	**S**	
TE.225	The system shall identify an assignment that conflicts with a rule.	**Desired**	**N**	
TE.226	The system shall define a mandatory-overtime backfill list based on prescribed business rules.	**Desired**	**N**	
TE.227	The system shall alert a shift scheduler when assignment conflicts with a rule.	**Desired**	**N**	
TE.228	The system shall schedule meals and breaks, as well as start and end times.	**Desired**	**S**	
TE.229	The system shall accommodate meals and breaks as paid or unpaid based on criteria such as department/division, collective bargaining agreement, shift, etc.	**Desired**	**S**	
TE.230	The system shall support user-defined flex schedules (e.g., 50/30, 9/80, etc.).	**Desired**	**S**	
TE.231	The system shall calculate overtime based on FLSA regulations.	**Desired**	**S**	
TE.232	The system shall view and maintain all previous schedules.	**Desired**	**S**	
TE.233	The system shall route an alert/notification when defined hour-limit is reached.	**Desired**	**C**	
TE.234	The system shall populate entities for holidays and other closures in the schedule, system-wide.	**Desired**	**S**	
TE.235	The system shall support varying types of scheduled weeks, including 48/60/72 hour weeks for public safety.	**Desired**	**S**	
TE.236	The system shall accommodate department schedules with three shifts, and 24 hours per shift.	**Desired**	**S**	
TE.237	The system shall accommodate out of class work paid based on hours worked in the out of class position, prorated to a 56-hour period. For example: Firefighter scheduled 48hr week (2 x 24hr days) works 1 day (24hrs) as regular job (Firefighter) and 1 day (24hrs) as Out Of Class Driver. Pay will be 28hrs Regular Pay, 28hrs Pay as Driver (50% of 56 hrs.).	**Desired**	**S**	

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Reporting & Querying				
TE.238	The system shall use a single data source for report generation.	**Critical**	**S**	
TE.239	The system shall generate "canned" reports that users may run with limited options of input values.	**Critical**	**S**	
TE.240	The system shall generate user-defined reports on any time entry field and/or combination of fields.	**Critical**	**S**	
TE.241	The system shall provide an ad-hoc reporting tool without the use of a third-party report writing tool.	**Critical**	**S**	
TE.242	The system shall provide role-based security on running and viewing reports.	**Critical**	**S**	
TE.243	The system shall import data from reports into standard applications for spreadsheet comparison, graphing, etc.	**Desired**	**S**	
TE.244	The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc.	**Critical**	**S**	
The system shall generate reports on time worked by the following:				
TE.245	Location;	**Critical**	**S**	
TE.246	Department;	**Critical**	**S**	
TE.247	Division;	**Critical**	**S**	
TE.248	Team;	**Desired**	**S**	
TE.249	Task/Work Order;	**Desired**	**S**	
TE.250	Project/Grant;	**Critical**	**S**	
TE.251	Job;	**Critical**	**S**	
TE.252	Activity;	**Critical**	**S**	
TE.253	Leave type;	**Critical**	**S**	
TE.254	Hours paid by individual;	**Critical**	**S**	
TE.255	Hours entered (by type);	**Critical**	**S**	
TE.256	Position;	**Critical**	**S**	
TE.257	Event;	**Critical**	**S**	
TE.258	Work group;	**Critical**	**S**	
TE.259	Shift;	**Critical**	**S**	
TE.260	Time errors;	**Critical**	**S**	
TE.261	Overtime;	**Critical**	**S**	
TE.262	Employee status; and	**Critical**	**S**	
TE.263	Other user-defined.	**Critical**	**S**	
TE.264	The system shall provide a report that details prior periods' adjustments and corrections.	**Desired**	**S**	

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TE.265	The system shall 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**	**S**	
TE.266	The system shall generate a year-to-date report (calendar or fiscal year) or user-defined period of time worked by employee.	**Critical**	**S**	
TE.267	The system shall generate an electronic copy of any previous timecard.	**Critical**	**S**	
TE.268	The system shall provide a report filtered by location that identifies the total number of hours worked per employee in a pay period or by year.	**Critical**	**S**	
TE.269	The system shall generate a report of part-time employee hours worked on a year-to-date basis or other user-defined period to monitor for hours worked exceeding user defined parameters.	**Critical**	**S**	

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F	**Future:** Feature/Function **will be available** in a future software release available to the City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Payroll

Req #	Description of Requirement	Criticality	Vendor Response	Comments
	General Requirements			
PR.1	The system shall provide a Payroll module that is integrated with all other proposed system modules such as General Ledger, Budget, Project Accounting, Grant Management, Time Entry, Benefits, Work Orders, and Human Resources.	**Critical**	**S**	
PR.2	The system shall integrate the Payroll application with the General Ledger to make payroll journal entries.	**Critical**	**S**	
PR.3	The system shall integrate payroll with position tracking.	**Critical**	**S**	
PR.4	The system shall maintain a 5 year lookback period for terminated employees and unlimited prior year payment and deduction related details and totals for active employees.	**Critical**	**S**	
PR.6	The system shall allow continuous updating of employee personnel and job records in such a manner as not to interfere with payroll processing (i.e., no lock-out of users from system while payroll is being processed).	**Remove**		
PR.7	The system shall maintain payroll history, including earnings, deductions, taxes and other related supporting information for an unlimited number of years.	**Critical**	**S**	
PR.8	The system shall allow former employees limited access to payroll information through an employee portal (employee self-service) for access to prior check stubs, W-2s, and 1095s.	**Critical**	**S**	

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 City.	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.		
PR.9	The system shall limit users access to view or make changes to employees' information based on security permissions (e.g., taxes, general deductions, retirement, garnishments).	**Critical**	**S**	
PR.10	The system shall allow payroll staff to view paystub and W-2 history of individual employees based on security permissions.	**Critical**	**S**	
PR.11	The system shall allow individual employees to view full paystub and W-2 history through an employee self-service portal (ESS).	**Critical**	**S**	
PR.12	The system shall provide for complete security and restrictions to access all payroll related data.	**Critical**	**S**	
PR.13	The system shall make mass changes to employee data for reorganization needs (reassign departments or divisions), with security permissions.	**Critical**	**S**	
PR.14	The system shall allow users with appropriate security permissions to perform mass changes to paycheck detail lines during payroll processing, including positive and negative values, earnings, deductions, and taxes.	**Desired**	**S**	
PR.15	The system shall override the default supervisor assigned for workflow approvals to position control record modifications with appropriate security permissions.	**Critical**	**S**	
Pay Calendars and Groups				
PR.16	The system shall maintain a payroll calendar.	**Critical**	**S**	
PR.17	The system shall maintain an off-cycle payroll calendar.	**Desired**	**S**	
PR.18	The system shall maintain a holiday payroll calendar.	**Critical**	**S**	
PR.19	The system shall accommodate pay period end date in one calendar year and pay check date in another calendar year.	**Critical**	**S**	
The system shall process payroll on optional user-selected frequencies, for example:				
PR.20	Bi-weekly;	**Critical**	**S**	
PR.21	On-demand (e.g., terminations, corrections); and	**Critical**	**S**	
PR.22	Other, user-defined.	**Desired**	**S**	
PR.23	The system shall produce a salaried, supplemental, and hourly payroll.	**Critical**	**S**	

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PR.24	The system shall accommodate multiple payroll schedules.	**Critical**	**S**	
PR.25	The system shall specify employees to be paid by defined pay groups.	**Critical**	**S**	
PR.26	The system shall process multiple pay groups per cycle period.	**Critical**	**S**	
PR.27	The system shall accommodate various pay statuses (e.g., biweekly, monthly, hourly, fee, salaried, uncompensated, etc.).	**Critical**	**S**	
PR.28	The system shall support retro pay and deduction adjustments.	**Critical**	**S**	
PR.29	The system shall support multiple positions for individual employees.	**Critical**	**S**	
Tax Administration				
PR.30	The system shall allow for an extra withholding tax deduction in any amount at the option of the employee.	**Critical**	**S**	
PR.31	The system shall provide options to prevent Federal Tax and/or Medicare Tax from being withheld on an employee-by-employee basis.	**Critical**	**S**	
PR.32	The system shall withhold tax for a particular pay check using one-time override, flat rate, federal tax tables or any combination of these, based on pay codes.	**Critical**	**S**	
PR.33	The system shall calculate and store employee and employer contributions to State, Federal, Social Security, Medicare, and retirement.	**Critical**	**S**	
The system shall maintain separate taxable wages for the following:				
PR.34	Federal and State Income;	**Critical**	**S**	
PR.35	Earned Income Tax Credit;	**Critical**	**S**	
PR.36	Social Security; and	**Critical**	**S**	
PR.37	Medicare and additional Medicare.	**Critical**	**S**	

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 City.	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.		
PR.38	The vendor will ensure software is always updated to be compliant with all Federal taxing requirements.	**Critical**	**S**	
PR.39	The vendor will ensure software is always updated to be compliant with all State taxing requirements.	**Critical**	**S**	
PR.40	The system shall support separate tax tables for special pay calculations (e.g., flat tax).	**Critical**	**S**	
PR.41	The system shall maintain YTD running total by pay period.	**Critical**	**S**	
PR.42	The system shall define special taxation rules by earnings code (e.g., supplemental tax rates, cumulative, annualized, etc.).	**Critical**	**S**	
Payment Edit and Processing				
PR.43	The system shall edit and verify the labor distribution prior to the actual payroll check production with appropriate authorization.	**Critical**	**S**	
PR.44	The system shall establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis or any user-defined combination thereof.	**Desired**	**S**	
The system shall validate payroll run against:				
PR.45	Benefits;	**Critical**	**S**	
PR.46	Deductions;	**Critical**	**S**	
PR.47	Tax information;	**Critical**	**S**	
PR.48	Accruals;	**Critical**	**S**	
PR.49	Input for new employees;	**Critical**	**S**	
PR.50	Changes for current employees;	**Critical**	**S**	
PR.51	Balance of total rate, hours, over-time hours, exception hours;	**Critical**	**S**	
PR.52	Balance of vacation, sick, and other user-defined accruals;	**Critical**	**S**	
PR.53	Department;	**Critical**	**S**	
PR.54	Garnishments; and	**Critical**	**S**	
PR.55	Other user-defined data.	**Desired**	**S**	
The system shall process multiple payroll runs by type including:				
PR.56	Regular Run;	**Critical**	**S**	
PR.57	Supplemental Run; and	**Critical**	**S**	
PR.58	Adjustment Pay Run.	**Critical**	**S**	
PR.59	The system shall create checks which are not regular payroll but which will be added to the regular payroll run (e.g., longevity, retro, off-cycle).	**Critical**	**S**	
PR.60	The system shall automatically calculate and pay out final pays.	**Critical**	**S**	
PR.61	The system shall automatically calculate and pay out retro pays, with the ability to reference past salary tables.	**Critical**	**S**	

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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 City.	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.		
PR.62	The system shall process multiple payroll runs for verification prior to posting for each payroll run type.	**Critical**	**S**	
PR.63	The system shall process fiscal year end when the date falls mid payroll period, with accrual posting to the appropriate fiscal year (prior year/new year).	**Critical**	**S**	
PR.64	The system shall process fiscal month end when the date falls mid-payroll period, with accrual posting to the appropriate month (prior month/new month).	**Desired**	**S**	
PR.65	The system shall calculate split payroll posting between multiple fiscal periods based on either a percentage of the pay period or based on the activity dates within the payroll details.	**Desired**	**S**	
PR.66	The system shall process payroll accruals based on a user defined effective date.	**Critical**	**S**	
PR.67	The system shall allocate costs per fiscal year and funding sources within defined fiscal periods.	**Critical**	**S**	
PR.68	The system shall pay an employee at more than one rate based on job assignment (e.g., out-of-class pay).	**Critical**	**S**	
PR.69	The system shall change an employee hour cycle within a pay period cycle.	**Desired**	**C**	Fast Formula will have to be written to achieve this requirement
PR.70	The system shall run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run.	**Critical**	**S**	
PR.71	The system shall process, track, and reclaim payroll advances.	**Critical**	**S**	
PR.72	The system shall produce a warning/error report of employees with no benefit deductions due to low or no paycheck prior to running payroll (insufficient net	**Critical**	**S**	
PR.73	The system shall validate beginning balances against ending balances from last run, prior to payroll processing.	**Critical**	**S**	
PR.74	The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time, and location.	**Critical**	**S**	
PR.75	The system shall process zero net checks for adjustment checks or where all pay was used for deductions, with the ability to print paycheck stubs for employee.	**Critical**	**S**	
PR.76	The system shall support the batch removal of employees who have zero hours in a pay period for payroll processing.	**Desired**	**S**	
The system shall generate the following pre-payroll proof reports:				
PR.77	Hours Proof Report;	**Critical**	**S**	
PR.78	Accrual Exception Report;	**Critical**	**S**	
PR.79	Accrual Audit Report;	**Desired**	**S**	
PR.80	Calculations Error Listing;	**Critical**	**S**	
PR.81	Benefit Errors;	**Critical**	**S**	

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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 City.	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.		
PR.82	Time Setup Errors;	**Critical**	**S**	
PR.83	Deductions not taken;	**Critical**	**S**	
PR.84	Contribution limits for 401k and 457 and 457 Roth plans;	**Critical**	**S**	
PR.85	HSA limits;	**Critical**	**S**	
PR.86	Negative/Zero checks;	**Critical**	**S**	
PR.87	Preliminary Payroll Register; and	**Critical**	**S**	
PR.88	Other user-defined reports.	**Desired**	**S**	
The system shall generate the following post-payroll proof reports:				
PR.89	Check and Advice Register;	**Critical**	**S**	
PR.90	Payroll Summary;	**Critical**	**S**	
PR.91	Quarterly Reports;	**Critical**	**S**	
PR.92	GL Reports;	**Critical**	**S**	
PR.93	Transmittal Reports (e.g., FSA, union, associations, bank file);	**Critical**	**S**	
PR.94	Retirement report (WRS);	**Critical**	**S**	
PR.95	Add Pay Register;	**Desired**	**S**	
PR.96	Tax Register;	**Critical**	**S**	
PR.97	Deduction Register;	**Critical**	**S**	
PR.98	Grand Totals Report; and	**Critical**	**S**	
PR.99	Other user-defined reports.	**Critical**	**S**	
Payment Calculations				
PR.100	The system shall calculate salary employee effective date step increases, as a result of actions changes (e.g., promotions, demotions, acting appointments, and other actions).	**Critical**	**S**	
PR.101	The system shall calculate pay based on average weekly hours worked, specifically related to the Fire department.	**Critical**	**S**	
PR.102	The system shall automatically adjust calculations for mid-pay period salary and employment actions.	**Critical**	**S**	
PR.103	The system has the ability for one employee to be paid by more than one position.	**Critical**	**S**	
PR.104	The system shall calculate pay for multiple positions for one employee that transfers during a pay period (which results in a change in earning codes).	**Critical**	**S**	
PR.105	The system shall automatically calculate and deduct retroactive deductions amounts.	**Critical**	**S**	
PR.106	The system shall automatically calculate deduction amounts for retroactive pay at the rate that was in effect (i.e., State Retirement percentage) when the pay was due to the employee.	**Critical**	**S**	
PR.107	The system shall calculate the appropriate benefit deductions for an employee that transfers positions during a pay period.	**Critical**	**S**	

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PR.108	The system shall calculate leave accruals for employees in more than one position, as a result of a transfer during a pay period.	**Critical**	**S**	
PR.109	The system shall automatically calculate gross pay from multiple user defined components such as base pay, longevity, educational incentive pay, shift differential, etc.	**Critical**	**S**	
PR.110	The system shall process negative pay amounts that reduce current net pay for both pay and deductions.	**Critical**	**S**	
PR.111	The system shall re-calculate payroll for changed hours (prior period adjustments), rates, earnings codes, one-time overrides, etc.	**Critical**	**S**	
PR.112	The system shall provide multiple formulas for complex earning and deduction codes (e.g., overtime weighted average, premium overtime calculations based on standby pay).	**Critical**	**S**	
The system shall calculate/verify overtime and shift differential consistent with FLSA rules, including:				
PR.113	Overtime calculations for employees that are in more than one position as a result of a mid-period transfer;	**Critical**	**S**	
PR.114	Overtime across multiple cost centers;	**Critical**	**S**	
PR.115	Overtime by bargaining unit/group/association (e.g., MOU, CBA);	**Critical**	**S**	
PR.116	Overtime by FLSA period;	**Critical**	**S**	
PR.117	Overtime accrued while receiving out-of-class pay;	**Critical**	**S**	
PR.118	Overtime calculations for call-back pay;	**Desired**	**S**	
PR.119	Overtime calculations for industry standard fire department i.e., 28-day cycle;	**Critical**	**S**	
PR.120	Overtime calculations for industry standard fire department over 53 hours; and	**Critical**	**S**	
PR.121	Overtime calculations for other user-defined rules.	**Critical**	**S**	
PR.122	The system shall calculate overtime on hours worked when employee has worked hours in multiple programs or positions.	**Critical**	**S**	
PR.123	The system shall compute shift and overtime premium.	**Critical**	**S**	
PR.124	The system shall 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**	**S**	
PR.125	The system shall process partial deductions (if an employee's pay is insufficient), track arrears, and collect the arrears amounts from specified pay periods.	**Critical**	**S**	
PR.126	The system shall calculate deductions based on net pay.	**Desired**	**S**	
PR.127	The system shall calculate and track City-paid benefits.	**Critical**	**S**	
PR.128	The system shall update all employee and employer accumulations automatically.	**Critical**	**S**	

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PR.129	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	**Critical**	**S**	
PR.130	The system shall calculate and accrue leave automatically based on user defined rules/priority based on defined business rules with appropriate security permissions.	**Critical**	**S**	
PR.131	The system shall calculate holiday benefit for part-time employees by different methods depending on bargaining unit/group (e.g., MOU, CBA).	**Critical**	**S**	
The system shall run initial payroll for review prior to the final pay run, including the following metrics/reporting:				
PR.132	Adjustments;	**Critical**	**S**	
PR.133	Recalculation;	**Critical**	**S**	
PR.134	Exceptions;	**Critical**	**S**	
PR.135	"What if" Forecasting;	**Critical**	**S**	
PR.136	Hours by type;	**Critical**	**S**	
PR.137	Earnings by type;	**Critical**	**S**	
PR.138	Employee tax liabilities;	**Critical**	**S**	
PR.139	Employee deduction amount;	**Critical**	**S**	
PR.140	Employer contribution amount;	**Critical**	**S**	
PR.141	Deductions not taken and set-up in arrears;	**Critical**	**S**	
PR.142	Employer portion of all taxes;	**Critical**	**S**	
PR.143	Any user specified chart of account field or combination of fields;	**Critical**	**S**	
PR.144	Totals by employee, project/grant, cost center, division, department, total City-wide; and	**Critical**	**S**	
PR.145	Other, user-defined.	**Critical**	**S**	
Pay Distribution and Direct Deposit				
PR.146	The system shall print checks from system without use of additional software.	**Critical**	**S**	
PR.147	The system shall print employee payment checks including bank MICR line and address bar codes.	**Critical**	**S**	
PR.148	The system shall support on-demand check writing at local printers to accommodate manual check writing.	**Critical**	**S**	
PR.149	The system shall sort and print checks by user-defined criteria.	**Desired**	**S**	
PR.150	The system shall check for minimum check amounts to avoid zero payments.	**Desired**	**S**	
PR.151	The system shall provide check reprint features (with indication that check is a reprint and/or as a reissue).	**Critical**	**S**	
PR.152	The system shall reissue a new check number while maintaining details of the old check number.	**Desired**	**S**	
The system shall provide a Pay Check Stub that displays the following information:				

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PR.153	User-defined Employee Profile (e.g., job title, annual salary, department);	**Desired**	**S**	
PR.154	Current Pay (pay code/description, rate - both hourly and FLSA rate, calculation);	**Critical**	**S**	
PR.155	Gross wages;	**Critical**	**S**	
PR.156	Deferred compensation;	**Critical**	**S**	
PR.157	Direct deposit accounts (up to 10);	**Critical**	**S**	
PR.158	Group insurance;	**Critical**	**S**	
PR.159	FICA (Social Security, Medicare, and additional Medicare);	**Critical**	**S**	
PR.160	Net pay;	**Critical**	**S**	
PR.161	Other deductions and amounts;	**Critical**	**S**	
PR.162	Leave hours beginning and end balance;	**Critical**	**S**	
PR.163	Leave taken (e.g., vacation, sick, comp);	**Critical**	**S**	
PR.164	Accrued leave;	**Critical**	**S**	
PR.165	Taxable/non-taxable earnings;	**Desired**	**S**	
PR.166	Taxable/non-taxable, before tax/after tax deductions;	**Critical**	**S**	
PR.167	Total deductions;	**Critical**	**S**	
PR.168	Employer Paid Benefit amounts (even if no employee paid portion);	**Critical**	**S**	
PR.169	Workers' comp (injury leave);	**Critical**	**S**	
PR.170	YTD Deductions;	**Critical**	**S**	
PR.171	YTD Pay;	**Critical**	**S**	
PR.172	YTD Taxes;	**Critical**	**S**	
PR.173	W-4 information;	**Desired**	**S**	
PR.174	User-defined paycheck message field by employee group/department/other user-defined; and	**Desired**	**S**	
PR.175	Other user-defined.	**Desired**	**S**	
PR.176	The system shall identify whether any of the items in the list above are employee paid or employer paid.	**Critical**	**S**	
PR.177	The system shall print unlimited pay codes on the paper check stub or advice.	**Critical**	**S**	
PR.178	The system shall print leave accrual rate, leave taken in hours or days, and leave remaining on paychecks and advices for all leave categories.	**Critical**	**S**	
PR.179	The system shall reverse a direct deposit entry in the event of an error, within the federally allowed time period.	**Desired**	**S**	
PR.180	The system shall generate and track stop payments and reversal requests.	**Desired**	**S**	
PR.181	The system shall provide the capability for automated check and direct deposit reconciliation.	**Critical**	**S**	
PR.182	The system shall print or present user-defined information on employee pay stubs, including free form text messages.	**Desired**	**S**	

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PR.183	The system shall edit direct deposit file prior to transmission with security permissions, with audit trail.	**Desired**	**S**	
PR.184	The system shall comply with industry standards of service banks.	**Critical**	**S**	
PR.185	The system shall calculate a "net pay" deduction for direct deposit.	**Critical**	**S**	
PR.186	The system shall 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**	**S**	
PR.187	The system shall turn off direct deposit for certain employee payroll checks where the employee usually has direct deposit.	**Critical**	**S**	
PR.188	The system shall allow for individual City 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.	**Desired**	**S**	
PR.189	The system shall track changes made to direct deposits.	**Desired**	**S**	
PR.190	The system shall create multiple direct deposit files (e.g., ACH and prepaid debit card).	**Desired**	**S**	
PR.191	The system shall present/view paystubs via the employee self-service portal by a user with proper security access.	**Critical**	**S**	
PR.192	The system shall interface with the AP module to support the processing of payroll liabilities.	**Critical**	**C**	This will be an integration to send the data from Payroll to AP
	Reporting, Querying & Tax Filing			
PR.193	The system shall use a single data source for report generation.	**Critical**	**S**	
PR.194	The system shall provide an ad-hoc reporting tool.	**Critical**	**S**	
PR.195	The system shall generate "canned" reports that users may run with limited options of input values.	**Critical**	**S**	
PR.196	The system shall provide role-based security on running and viewing reports.	**Critical**	**S**	
PR.197	The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc.	**Critical**	**S**	
PR.198	The system shall provide the ability to generate a report of all Payroll system activity (i.e., a complete audit trail).	**Critical**	**S**	
PR.199	The system shall provide integrity reports to ensure data and transactions are accurate.	**Critical**	**S**	
PR.200	The system shall comply with Federal and State payroll tax reporting requirements.	**Critical**	**S**	
PR.201	The system shall produce W-2 forms in electronic and paper form.	**Critical**	**S**	
PR.202	The system shall present/view W-2s via the employee self-service portal by a user with proper security access.	**Critical**	**S**	

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PR.203	The system shall provide history of tax status, W-4 and State Tax withholding form information.	**Desired**	**S**	
PR.204	The system shall track reportable earnings and deductions for W-2s.	**Critical**	**S**	
PR.205	The system shall manually adjust taxable earnings for W-2 processing based on system permissions.	**Critical**	**S**	
PR.206	The system shall provide the W-2 file print sorted by user-defined criteria (e.g., alpha by last name, by department, or employee number).	**Critical**	**S**	
PR.207	The system shall generate Audit Reports of W-2 Data.	**Critical**	**S**	
PR.208	The system shall generate Audit Report of W-2 Transmission File.	**Critical**	**S**	
PR.209	The system shall generate a W-2c File for Transmission to IRS.	**Critical**	**S**	
PR.210	The system shall provide reprint of W-2s by individual employee.	**Critical**	**S**	
PR.211	The system shall produce W-2Cs (amended W-2s) for multiple years.	**Desired**	**S**	
PR.212	The system shall store W-2 information for a minimum of seven years.	**Critical**	**S**	
PR.213	The system shall reprint W-2s for a minimum of seven years.	**Critical**	**S**	
PR.214	The system shall generate Federal Tax Summary Report by Pay Period.	**Critical**	**S**	
PR.215	The system shall track taxable earnings quarterly and annually.	**Critical**	**S**	
PR.216	The system shall generate Quarterly Federal Tax Summary Reports.	**Critical**	**S**	
PR.217	The system shall produce a report showing FICA (Medicare and Social Security) wages, by individual and in total.	**Critical**	**S**	
PR.218	The system shall produce a report showing additional Medicare wages, by individual and in total.	**Critical**	**S**	
PR.219	The system shall generate a report with a user-defined look back date/time for such purposes as average hours per week, benefit eligibility, and other user-defined criteria.	**Critical**	**S**	
PR.220	The system shall schedule reports at a user-defined date/time and frequency.	**Desired**	**S**	
The system shall produce earnings and withholdings and Medicare total reports, including associated taxes, for the following periods:				
PR.221	Fiscal Year;	**Desired**	**S**	
PR.222	Calendar Year;	**Critical**	**S**	
PR.223	Policy Year (e.g., Worker's Compensation); and	**Desired**	**S**	
PR.224	User-defined.	**Critical**	**S**	
The system shall produce the following standard reports for a point in time:				
PR.225	Annual, compensatory, sick leave accrual report;	**Critical**	**S**	
PR.226	Arrears report;	**Critical**	**S**	
PR.227	Census report/file;	**Critical**	**S**	
PR.228	Check register;	**Critical**	**S**	
PR.229	Child support report/file;	**Critical**	**S**	

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 City.	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.		
PR.230	Current, quarterly, and year-to-date balancing reports;	**Critical**	**S**	
PR.231	Deduction registers by deduction code;	**Critical**	**S**	
PR.232	Department earnings and benefit report by calendar year, fiscal year, quarterly, month;	**Critical**	**S**	
PR.233	Employee history;	**Critical**	**S**	
PR.234	Employee pay stub reprint;	**Critical**	**S**	
PR.235	Federal 941 report;	**Critical**	**S**	
PR.236	FEMA Emergency time/benefits report;	**Critical**	**S**	
PR.237	Full-Time Equivalent (FTE) count by department/division;	**Critical**	**S**	
PR.238	Leave balance and usage reports;	**Critical**	**S**	
PR.239	Longevity report;	**Critical**	**S**	
PR.240	Manual issue check;	**Critical**	**S**	
PR.241	Mid-pay period changes report;	**Critical**	**S**	
PR.242	Overtime liability reports;	**Critical**	**S**	
PR.243	Overtime hours;	**Critical**	**S**	
PR.244	Hours not worked;	**Critical**	**S**	
PR.245	Hours lost due to work related injury or illness;	**Critical**	**S**	
PR.246	Lost time injury rate;	**Critical**	**S**	
PR.247	Payroll adjustment register showing all changes to employee payroll record;	**Critical**	**S**	
PR.248	Payroll costs (including City and employee contribution);	**Critical**	**S**	
PR.249	Payroll register;	**Critical**	**S**	
PR.250	Quarterly and annual payroll control register;	**Critical**	**S**	
PR.251	Quarterly withholding summary;	**Critical**	**S**	
PR.252	Retirement report;	**Critical**	**S**	
PR.253	Retroactive pay;	**Critical**	**S**	
PR.254	Retroactive deductions;	**Critical**	**S**	
PR.255	Incentive pay and base wages;	**Desired**	**S**	
PR.256	Salary changes;	**Critical**	**S**	
PR.257	Termination reports;	**Critical**	**S**	
PR.258	Turnover reports;	**Critical**	**S**	
PR.259	Vacancy reports;	**Critical**	**S**	
PR.260	W-2 transmittal report;	**Critical**	**S**	
PR.261	W-3 summary report; and	**Critical**	**S**	
PR.262	Workers Compensation report.	**Critical**	**S**	
PR.263	The system shall generate an FLSA cycle report to be run every cycle that lists all shift information worked by each employee including any overtime.	**Critical**	**S**	

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 City.	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.

PR.264	The system shall export salary data to a .csv and .xlsx format for open data	**Critical**	**S**	
PR.265	The system shall calculate multiple child support orders based on the current amount due according to the State of Wisconsin law.	**Critical**	**S**	
PR.266	The system shall calculate multiple garnishments and other mandatory deductions.	**Critical**	**S**	
PR.267	The system shall calculate cumulative overtime per departments by calendar or fiscal year.	**Critical**	**S**	

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 City.	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 City **by January 1, 2026**, at which point it will be implemented in accordance with agreed-upon configuration planning with the City.	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. If the third-party system is a part of the proposal, the third-party shall respond to the appropriate requirements using the "S"/"C"/"T"/"N" response indicators with a clear notation that the responses are provided by the third-party.
N	**No: Feature/Function cannot be provided.**	N/A

Compensation Management

Req #	Description of Requirement	Criticality	Vendor Response	Comments
General Requirements				
COM.1	The system shall provide a date-based compensation system that allows employee salary actions to be automatically triggered based upon City-defined effective dates and rules.	**Critical**	**S**	
COM.2	The system shall automate compensation and benefits information updates with automated workflow approvals.	**Critical**	**S**	
COM.3	The system shall change the compensation table and have the change impact employee records.	**Critical**	**S**	
COM.4	The system shall allow a user to update one section of a pay table without updating the rest of the pay table.	**Critical**	**S**	
COM.5	The system shall provide a mass pay increase function based on user-defined criteria (e.g., by department, by temp or regular employee, by civil service classification).	**Critical**	**S**	
COM.7	The system shall provide a mass pay increase function by percentage amount or flat dollar amount.	**Critical**	**S**	
COM.8	The system shall calculate longevity/stability payment.	**Critical**	**S**	
COM.9	The system shall calculate multiple longevity/stability payment based upon varying levels of longevity/stability criteria.	**Critical**	**S**	
COM.10	The system shall calculate longevity award amounts based on employee length of service including breaks in service.	**Critical**	**S**	

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 City.	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.		
COM.11	The system shall automatically assign specific earnings codes to an employee/position based on job class, civil service classification, or other user defined fields.	**Critical**	**S**	
COM.12	The system shall support both grade and step compensation structures.	**Critical**	**S**	
COM.13	The system shall establish and process multiple overtime based on FLSA.	**Critical**	**S**	
COM.14	The system shall process multiple additional pay types in one pay period.	**Critical**	**S**	
COM.15	The system shall track additional pay in order to eliminate any duplicate payments.	**Critical**	**S**	
COM.16	The system shall provide a mass pay function for additional payments.	**Desired**	**S**	
COM.17	The system shall track all additional payments.	**Critical**	**S**	
COM.18	The system shall identify, calculate, and pay lump sum payments by job class, employee base rate, hours of service, benefit eligible, civil service classification, and other user defined.	**Critical**	**S**	
COM.19	The system shall provide automatic assignment (in addition to payroll) of earnings at certain scheduled times.	**Critical**	**S**	
COM.20	The system shall identify exceptions-based employees and isolate from mass compensation adjustments.	**Critical**	**S**	
COM.21	The system shall report on salary step schedules.	**Critical**	**S**	
COM.22	The system shall track part-time hours for WRS or other benefit eligibility.	**Critical**	**S**	
COM.23	The system shall round to two decimal points for hourly employees.	**Critical**	**S**	
COM.25	The system shall provide notification to HR reps about a pay increase.	**Critical**	**S**	
COM.26	The system shall calculate back pay for a minimum of two years.	**Critical**	**C**	Fast Formulas might need to be written to retro back
COM.27	The system shall allow users (with appropriate security) to maintain and modify all complex pay rules without vendor intervention.	**Critical**	**S**	
COM.28	The system shall validate minimum and maximum salary of grade when pay is changed (and provide warning if min/max threshold is exceeded).	**Desired**	**C**	Fast Formula will have to be written to achieve this requirement
COM.29	The system shall perform macro-level compensation analysis for reporting purposes.	**Critical**	**S**	
COM.30	The system shall generate an active positions report that includes positions that are vacant, approved, and active positions.	**Critical**	**S**	
COM.31	The system shall perform ad-hoc reporting on any field or feature per user defined based on security permissions.	**Critical**	**S**	
Garnishments				
COM.32	The system shall withhold garnishments from employee paychecks.	**Critical**	S	
The system shall track, calculate and deduct employee garnishments, including but not limited to, the following:				

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 City.	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.		
COM.33	Fixed amounts;	**Critical**	**S**	
COM.34	Multiple child support orders; and	**Critical**	**S**	
COM.35	Other user-defined.	**Critical**	**S**	
COM.36	The system shall define custom disposable earnings definitions for garnishment purposes.	**Critical**	**S**	
COM.37	The system shall define custom garnishment rules including exemption variables and frequency.	**Critical**	**S**	
COM.38	The system shall provide pay period calculation of garnishment(s) and support amounts each period based on employee disposable earnings and garnishment rules (priority of garnishments, proration %, etc.).	**Critical**	**S**	
COM.39	Ability to calculate multiple child support orders per state law.	**Critical**	**S**	
COM.40	The system shall flag garnishments nearing end of collection based on user defined end date or dollar threshold.	**Critical**	**S**	
COM.41	The system shall input, deduct and track unlimited garnishments per employee.	**Desired**	**S**	
COM.42	The system shall process multiple garnishments per employee and assign user defined priorities.	**Critical**	**S**	
COM.43	The system shall enforce a minimum paycheck amount after all garnishments have been taken (e.g., percentage, dollar).	**Critical**	**S**	
COM.44	The system shall establish caps for garnishments so that a specified total amount is not exceeded.	**Critical**	**S**	
COM.45	The system shall establish a cap for garnishments so that a maximum percentage of total pay is not exceeded.	**Critical**	**S**	
COM.46	The system shall configure the prioritization of garnishments and support orders based on legal requirements.	**Critical**	**S**	
COM.47	The system shall define garnishment vendors including address and bank routing information.	**Desired**	**S**	
COM.48	The system shall provide a history of employee garnishments.	**Critical**	**S**	
COM.49	The system shall calculate garnishments based on state and federal calculation rulings.	**Critical**	**S**	
COM.50	The system shall recover/retrieve deduction amounts that have not been withheld from an employees' pay.	**Critical**	**S**	
Pay Codes				
COM.51	The system shall support an unlimited number of earnings/pay codes.	**Critical**	**S**	
COM.52	The system has ability to calculate prorated out of class rate based on average hours worked.	**Critical**	**S**	
COM.53	The system has ability to calculate prorated out of class rate based on user defined rules.	**Critical**	**S**	

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 City.	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.		
COM.54	The system shall separately identify pension eligible earnings from non-pension eligible earnings by pay type.	**Critical**	**S**	
The system shall establish various pay codes and special pay codes including but not limited to:				
COM.55	Administrative leave;	**Critical**	**S**	
COM.56	Allowance - gun allowance;	**Desired**	**S**	
COM.57	Allowance - uniform and clothing allowance;	**Critical**	**S**	
COM.58	Allowance - cell phone allowance;	**Desired**	**S**	
COM.59	Allowance - car allowance;	**Critical**	**S**	
COM.60	Allowance - other allowances (e.g., tool allowance);	**Critical**	**S**	
COM.61	Bereavement;	**Critical**	**S**	
COM.62	Call-back;	**Critical**	**S**	
COM.63	FMLA (multiple types);	**Critical**	**S**	
COM.64	Floating holiday;	**Critical**	**S**	
COM.65	Holiday;	**Critical**	**S**	
COM.66	Incentive pay;	**Desired**	**S**	
COM.67	Leave adjustments;	**Critical**	**S**	
COM.68	Longevity awards (one-time pay);	**Desired**	**S**	
COM.69	Longevity pay;	**Critical**	**S**	
COM.70	Mileage;	**Critical**	**S**	
COM.71	Military leave (multiple types);	**Critical**	**S**	
COM.72	Multiple comp time accruals and payouts;	**Critical**	**S**	
COM.73	On-call;	**Critical**	**S**	
COM.74	Other differentials (e.g., driver, program manager);	**Critical**	**S**	
COM.75	Overtime (straight, time and a half, double time, two and a half, triple time, three and a half) based on association group or not;	**Critical**	**S**	
COM.76	Personal;	**Critical**	**S**	
COM.77	Regular time;	**Critical**	**S**	
COM.78	Severance/termination pay;	**Critical**	**S**	
COM.79	Shift differentials (e.g., second shift, third shift, etc.);	**Critical**	**S**	
COM.80	Leave Donation Program;	**Critical**	**S**	
COM.81	Sick leave;	**Critical**	**S**	
COM.82	Sick leave rollover;	**Critical**	**S**	
COM.83	Accrual payouts (sick, comp time, vacation, etc.);	**Critical**	**S**	
COM.84	Communicable disease leave;	**Critical**	**S**	
COM.85	Signing incentive;	**Critical**	**S**	

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 City.	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.		
COM.86	Training;	**Critical**	**S**	
COM.87	Vacation;	**Critical**	**S**	
COM.88	Wellness;	**Critical**	**S**	
COM.89	Retention;	**Critical**	**S**	
COM.90	Field training; and	**Critical**	**S**	
COM.91	Other user-defined.	**Critical**	**S**	
COM.92	The system shall pay non-payroll items (e.g., boot allowance) on payroll checks via earnings codes.	**Desired**	**S**	
COM.93	The system shall define earnings with maximum amounts.	**Critical**	**S**	
COM.94	The system shall define earnings pay frequencies, including weekly, bi-weekly, semi-monthly and monthly.	**Critical**	**S**	
COM.95	The system shall support start/stop dates on pay/earnings codes.	**Critical**	**S**	
COM.96	The system shall allow pays/earnings to be scheduled in the payroll calendar.	**Critical**	**S**	
COM.97	The system shall support an unlimited number of earning codes. Any limitations should be noted in the Comments column.	**Critical**	**S**	
The system shall establish employee eligibility controls for pay/earnings codes, including but not limited to:				
COM.98	Position;	**Critical**	**S**	
COM.99	Department;	**Critical**	**S**	
COM.100	Exempt;	**Critical**	**S**	
COM.101	Non-exempt;	**Critical**	**S**	
COM.102	Job classification;	**Critical**	**S**	
COM.103	Leave Donation Eligibility (Sick, Vacation);	**Critical**	**S**	
COM.104	By employee (including multiple jobs); and	**Critical**	**S**	
COM.105	Other user-defined rules and controls.	**Critical**	**S**	
COM.106	The system shall establish multiple pay out rules by department or job class for comp and deferred holiday time.	**Critical**	**S**	
COM.107	The system shall define earnings that are contributable to pension, FICA, Medicare, or other accumulators.	**Critical**	**S**	
COM.108	The system shall charge hours worked without pay, for management tracking and analysis, for exempt employees.	**Critical**	**S**	
COM.109	The system shall limit chargeability to FMLA, if an employee has not worked enough hours for eligibility.	**Critical**	**S**	
COM.110	The system shall accumulate, store, and maintain creditable service by employee in order to calculate the amount of an annual longevity/stability payment.	**Desired**	**S**	
COM.111	The system shall process imputed income for non-cash benefits.	**Critical**	**S**	

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 City.	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.		
COM.112	The system shall set-up standard allocations, including both one-time and special allocations (e.g., for differing projects).	**Critical**	**S**	
Deductions				
COM.113	The system shall support an unlimited number of general deduction codes for items such as insurance, retirement, child support, etc.	**Critical**	**S**	
COM.114	The system shall allow employee deductions with a stop date when amount due is paid in full.	**Critical**	**S**	
COM.115	The system shall link an AR account with employee deductions for arrears collection purposes.	**Desired**	**S**	
COM.116	The system shall assign an unlimited number of deduction codes to each employee.	**Critical**	**S**	
COM.117	The system shall support both pre-tax and post-tax deductions.	**Critical**	**S**	
COM.118	The system shall support deduction limits and maximum amounts.	**Critical**	**S**	
COM.119	The system shall support deduction start and end dates.	**Critical**	**S**	
COM.120	The system shall support designated default amount for each deduction code.	**Critical**	**S**	
COM.121	The system shall stop and start a deduction on an employee-by-employee basis. Year-to-date totals should be maintained.	**Critical**	**S**	
COM.122	The system shall allow a user to specify the number of pay periods for a deduction to be taken.	**Critical**	**S**	
COM.123	The system shall accommodate one-time deductions.	**Critical**	**S**	
COM.124	The system shall allow deductions to be scheduled in the payroll calendar.	**Critical**	**S**	
COM.125	The system shall support user-defined prioritization of deductions.	**Critical**	**S**	
COM.126	The system shall allow temporary override of deduction amounts (with appropriate security).	**Critical**	**S**	
COM.127	The system shall allow temporary inactivation of deduction/s at the employee level, for one-time or on-going basis (with appropriate security).	**Critical**	**S**	
COM.128	The system shall allow temporary inactivation of deduction/s at the organization level, for one-time or on-going basis (with appropriate security).	**Critical**	**S**	
COM.129	The system shall support predefined deductions for a designated group of employees.	**Critical**	**S**	
COM.130	The system shall identify employees who have changed department, position, etc. and adjust deduction rules and payment rules based upon the new role or user defined rules.	**Desired**	**S**	
COM.131	The system shall calculate and store tax withholdings and retirement earnings for non-cash benefits (e.g., excess life insurance, and employee incentives, etc.).	**Critical**	**S**	
COM.132	System shall automatically calculate, track, and collect deductions for previous deductions missed or arrears amounts distributed over specified period of time/pay periods due to insufficient pay for various reasons.	**Critical**	**S**	

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 City.	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.		
COM.133	The system shall calculate and deduct retirement contributions for multiple retirement plans.	**Critical**	**S**	
COM.134	The system shall record Section 457 and other tax-deferral plan information in conformance with IRS and other regulations.	**Critical**	**S**	
COM.135	The system shall track IRS 125 benefits package (cafeteria plan) by employee.	**Critical**	**S**	

Potential Information Exchanges

A list of potential information exchanges for the future software environment has been developed and presented in this tab. In several instances, integration/interfacing/data transfer items presented in this list may not be required if the proposed software system can provide needed functionality. Conversely intended replacements of existing third-party systems may be adjusted if functionality in the future selected system is not adequate. As a result, the following list of potential interfaces for vendors to respond to so that the future applications environment may be considered. The types of information exchanges are:

Interface
Also known as a bridge, an interface is where two or more separate software products communicate under limited capacity. An interface will often use a standard file format such as XML to move information from one system to another. Some interfaces are separate programs that can be configured and deployed with a range of systems (e.g. Microsoft BizTalk). Examples of common Interface mechanisms include Application Program Interface (API) and web services.

Integration
A system where the different products or modules are tightly connected to function as one solution. In an integration, the systems share the same code and database.

Data transfer/exchange
A specialized interface where data is extracted from one application, usually as a data export using a specified file format, and placed in a specified location, such as a folder on a shared network drive. Another application retrieves the file, reads and imports the data. The file transfer process between the applications can be manual or automated using a scheduler to direct the applications when to export or import the data. The transfer process may be scheduled to occur as needed.

The ways in which the proposed system, and the systems identified below, may interact in terms of passing information back and forth, are as follows:

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

Req #	System Type	Product and Version	Desired Type of Data Transfer	Desired Frequency of Data Transfer	Data Involved in Potential Transfer	Vendor Response	Vendor Comments	Included in scope of proposal?	Cost to Develop
INT.1	Banking Information	NBC and BMO	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system should send data required for positive pay and ACH transactions to be recorded with the City's bank. **Receive:** The future ERP system should receive a file from the City's bank to assist with all payable, payroll, and miscellaneous checks that were cleared in a City-defined period of time.	Standard - File Import	**Oracle Standard solution available for positive pay, ACH and inbound BAI2 file for receiving from the Bank**	Yes	
INT.2	Bid Management	DemandStar	File Import Into Selected System	On-Demand	**The City is interested in understanding from vendors the functionality that may be provided that supports the bid management process. If the City finds an alternative that meets its needs, the City may contemplate replacing the legacy bid system. Otherwise, it is anticipated that an interface will be needed between the bid system and the new ERP system.** **Receive:** The future ERP system should receive bid notification and communication information for tracking and reporting purposes.	Standard - Interface/API	In build API can receive data and upload into Oracle	Yes	
INT.3	Purchase Cards	FNBO	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing purchase card transaction details (i.e., vendor name, transaction date, description entered online, and account information).	Standard - File Import	**Oracle has import routines for all the data mentioned.**	Yes	
INT.4	Productivity Suite	Microsoft	Interface - Send and Receive Data	Near-Immediate (Real-Time)	**Send:** The future ERP system should have the ability to integrate with MS Word, MS Excel, Outlook, and Access. **Receive:** The future ERP system should have the ability to consume standard Microsoft files (i.e., files from MS Word, MS Excel, Outlook, and Access).	Existing Interface Developed (Explain in comments)	**Various Oracle tools like FBDI, HDL, OTBI output are available for MS Office related solutions**	Yes	
INT.5	AR - Utility Billing	Munilink	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing utility billing information for tracking and reporting.	Standard - Interface/API	In build API can receive data in CSV or XLS format and upload into Oracle	Yes	
INT.6	AR - Utility Billing	Munilink	File Import Into Selected System	Daily Batch	**Receive:** The ERP system should receive customer refund information for processing payments to customers (e.g. customer has an overpayment or deposit and moves out of the City and is due a refund which would be paid from the new ERP system).	Standard - Interface/API	In build API can receive data in CSV or XLS format and upload into Oracle	Yes	
INT.7	AR - Broadband Network	COS	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing broadband access billing information for tracking and reporting.	Standard - Interface/API	In build API can receive data in CSV or XLS format and upload into Oracle	Yes	
INT.8	AR - Parks and Recreation	CivicPlus	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing parks and recreation billing information for tracking and reporting.	Standard - Interface/API	In build API can receive data in CSV or XLS format and upload into Oracle	Yes	
INT.10	Benefit Administration	NEOGOV Onboard	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the import of a flat file (i.e., .CSV, .XLSX, etc.) containing benefit onboarding information for tracking and reporting.	Standard - Interface/API	In build API can receive data in CSV or XLS format and upload into Oracle	Yes	

Req #	System Type	Product and Version	Desired Type of Data Transfer	Desired Frequency of Data Transfer	Data Involved in Potential Transfer	Vendor Response	Vendor Comments	Included in scope of proposal?	Cost to Develop
INT.11	Benefit Administration	MissionSquare	File Export From Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the export of a flat file (i.e., .CSV, .XLSX, etc.) containing deferred compensation and Roth IRA information for tracking and reporting purposes.	Existing Interface Developed (Explain in comments)	File export system developed for other city customer can be leveraged	Yes	
INT.12	Benefit Administration	Assurity	File Export From Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the export of a flat file (i.e., .CSV, .XLSX, etc.) containing short-term disability, accident, and critical illness information for tracking and reporting purposes.	Existing Interface Developed (Explain in comments)	Oracle Benefits HCM extract can be used	Yes	
INT.13	Benefit Administration	SuperiorUSA	File Export From Selected System	On-Demand	**Receive:** The future ERP system should have the ability to support the export of a flat file (i.e., .CSV, .XLSX, etc.) containing health savings account (HSA), flexible spending account (FSA), and health reimbursement arrangements (HRA) for tracking and reporting purposes.	Existing Interface Developed (Explain in comments)	Oracle Benefits HCM extract can be used	Yes	
INT.14	Job Posting/Applicant Tracking	NEOGOV Onboard	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to receive applicant data from NEOGOV.	Standard - Interface/API	In build API can receive data in CSV or XLS format and upload into Oracle	Yes	
INT.15	Scheduling Software	TCP	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system will need to send employee data including position information and updated accrual balances to TCP. **Receive:** The future ERP system will need to receive hours worked, pay types, project codes from TCP.	Existing Interface Developed (Explain in comments)	File export system developed for other customer can be leveraged. Data can be imported using Oracle APIs and interface developed for other customer can be used	Yes	
INT.16	Scheduling Software	Aladtec	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system will need to send employee data including position information and updated accrual balances to Aladtec. **Receive:** The future ERP system will need to receive hours worked, pay types, project codes from Aladtec.	Existing Interface Developed (Explain in comments)	File export system developed for other customer can be leveraged. Data can be imported using Oracle APIs and interface developed for other customer can be used	Yes	
INT.17	Scheduling Software	PlanIT	Interface - Send and Receive Data	On-Demand	**Send:** The future ERP system will need to send employee data including position information and updated accrual balances to PlanIt. **Receive:** The future ERP system will need to receive hours worked, pay types, project codes from PlanIt.	Existing Interface Developed (Explain in comments)	File export system developed for other customer can be leveraged. Data can be imported using Oracle APIs and interface developed for other customer can be used	Yes	
INT.18	Project Accounting	Maximo	Interface - Send and Receive Data	Near-Immediate (Real-Time)	**Send:** The future ERP system will need to send project codes, purchases, project budget, and payroll data to Maximo for project accounting and grant management purposes. **Receive:** The future ERP system will need to receive data from purchases made in Maximo and project accounting detail.	Existing Interface Developed (Explain in comments)	File export system developed for other customer can be leveraged. Data can be imported using Oracle APIs and interface developed for other customer can be used	Yes	
INT.19	Fleet Management	RTA	File Import Into Selected System	On-Demand	**Receive:** The future ERP system should have the ability to receive fleet purchasing information and asset data.	Standard - Interface/API	In build API can receive data in CSV or XLS format and upload into Oracle	Yes	
INT.20	State Unemployment	Wisconsin Department of Workforce Development	File Export From Selected System	On-Demand	**Send:** The future ERP system should have the ability to send employee information (e.g., name and SSN) and payroll information	Existing Interface Developed (Explain in comments)	Oracle Benefits HCM extract can be used	Yes	
INT.21	Tax Form Development	IRS IRIS Application	File Export From Selected System	On-Demand	**Send:** The system should have the ability to send a .csv file to the IRS to support electronic 1099 filing	Existing Interface Developed (Explain in comments)	Oracle Benefits HCM extract can be used	Yes	

Potential Data Conversions									
Req #	Data Conversion Object	Source	Quantity of Data Available	Quantity of Data Needed in Future System	City 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	Naviline	26 years	5 years	Critical	Proposed In-Scope	20,000		
DC.2	GL Account Transaction Data	Naviline	26 years	2 years	Critical	Proposed - Scope Varies from Requested Scope	30,000		This should go to a data warehouse. Converting detail into new ERP would be greatly affected by the new chart of account design / structure.
DC.3	GL Account Summary Data	Naviline	26 years	5 years	Critical	Proposed In-Scope	20,000		
DC.4	Budget History	Naviline	26 years	3 years	Critical	Proposed In-Scope	15,000		
DC.5	AP History	Naviline	26 years	5 years	Critical	Proposed - Scope Varies from Requested Scope	30,000		This should go to a data warehouse
DC.6	AP Detail	Naviline	26 years	2 years	Critical	Proposed - Scope Varies from Requested Scope	35,000		This should go to a data warehouse
DC.7	Open AP Invoices	Naviline	26 years	1 year	Critical	Proposed In-Scope	10,000		
DC.8	Vendor File (Active)	Naviline	2,367 vendors	2,367 vendors	Critical	Proposed In-Scope	15,000		
DC.9	Vendor File (Historic)	Naviline	26 years	Non-active within 2 years	Critical	Proposed - Scope Varies from Requested Scope	10,000		This should go to a data warehouse.
DC.10	AR Customer File	Naviline	200 customers	200 customers	Critical	Proposed In-Scope	20,000		
DC.11	AR Invoice History	Naviline	26 years	2 years	Critical	Proposed - Scope Varies from Requested Scope	30,000		This should go to a data warehouse

Potential Data Conversions									
Req #	**Data Conversion Object**	**Source**	**Quantity of Data Available**	**Quantity of Data Needed in Future System**	**City Criticality**	**Vendor Response**	**Cost to Convert**	**Vendor Standard Conversion Scope** (Please outline standard scope of conversions for the objects identified)	**Vendor Comments**
DC.12	Cash Receipts History	Naviline	26 years	3 years	Critical	Proposed - Scope Varies from Requested Scope	30,000		This should go to a data warehouse
DC.13	Open AR Invoices	Naviline	26 years	1 year	Desired	Proposed In-Scope	10,000		This should go to a data warehouse
DC.16	Fixed Assets	Naviline	~1,450 active assets	~1,450 active assets	Critical	Proposed In-Scope	20,000		
DC.17	Project Accounting Detail (Open Projects)	Naviline	26 years	5 years active	Critical	Proposed In-Scope	20,000		
DC.18	Employee Master File (Active)	Naviline	~500 active employees	~500 active employees	Critical	Proposed In-Scope	20,000		
DC.19	Summary Historic Employee Master File (Name, SSN, Hire/Term Dates)	Naviline	~2600 historic employees	~2600 historic employees	Critical	Proposed - Scope Varies from Requested Scope	15,000		This should go to a data warehouse
DC.20	Time and Attendance Accrual and Leave Data (Active)	Naviline	26 years	3 years	Critical	Proposed - Scope Varies from Requested Scope	20,000		This should go to a data warehouse
DC.21	Public Safety Time and Attendance Data	Naviline	26 years	3 years	Critical	Proposed - Scope Varies from Requested Scope	15,000		to a data warehouse
DC.22	Benefit Enrollment and ACA History	Naviline	26 years	2 years	Critical	Proposed - Scope Varies from Requested Scope	20,000		This should go to a data warehouse
DC.24	Employee Personnel Action Data	Naviline	26 years	2 years	Critical	Proposed In-Scope	20,000		

Potential Data Conversions									
Req #	**Data Conversion Object**	**Source**	**Quantity of Data Available**	**Quantity of Data Needed in Future System**	**City Criticality**	**Vendor Response**	**Cost to Convert**	**Vendor Standard Conversion Scope** (Please outline standard scope of conversions for the objects identified)	**Vendor Comments**
DC.25	Employee Payroll History	Naviline	26 years	3 years	Critical	Proposed - Scope Varies from Requested Scope	45,000		Payroll history could include Statement of Earnings, Element History, Payslip history. Will need to discuss on what all information needs to be converted. This is also greatly dependant on legacy data vs go-live new system data. This should go to a data warehouse
DC.26	Compensation Data	Naviline	26 years	3 years	Critical	Proposed In-Scope	30,000		