



BS&A Cloud

Request for Proposal for:

City of Superior, WI

**Software and Implementation Services for
Enterprise Resource Planning Software Systems Environment**

Submitted by:

BS&A Software
14965 Abbey Lane
Bath, MI 48808
(855) 272-7638

Max Bisschop
Account Executive
Max.Bisschop@bsasoftware.com

Closing Date:
April 15, 2025
2:00 p.m. (Central Time)

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Tab 1 – Company Introduction and Relevant Experience


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 Respondent Representative | Max Bisschop |
| Title | Account Executive - Wisconsin |
| Name of Company | BS&A Software |
| Address | 14965 Abbey Lane Bath, MI 48808 |
| Telephone Number | 678-628-2467 |
| Email Address | Max.Bisschop@bsasoftware.com |
| Signature of Authorized Officer of the Firm |  |
| <i>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.</i> | |

II. TRANSMITTAL LETTER



14965 Abbey Lane
Bath, MI 48808
Toll Free: (855) BSA-SOFT
P: (517) 641-8900
F: (517) 641-8960
www.bsasoftware.com

April 15, 2025

City of Superior
Attn: Jane Darwin
1316 N. 14th Street
Suite 200
Superior, WI 54880

We are pleased to respond to the request for Software and Implementation Services for ERP Software System Environment with BS&A Cloud, our new cloud-based ERP system.

The following details outline our solution including:

- Software Modules
- Project Management and Implementation Services
- Training
- Ongoing Support and Maintenance

For over 30 years, BS&A Software has provided software solutions for local and county government. Governmental software is and has always been our sole focus. With over 2,500 clients, 250 employees and \$30 million in annual revenue, BS&A is a proven leader in the governmental ERP market.

We have reviewed the City's RFP and have a clear understanding of the goals, objectives and requirements. We are confident in our ability to deliver solutions that consistently exceed our client's expectations. Our success is evidenced with a greater than 99% retention rate.

BS&A Software, LLC is a Michigan-based company. *Please note, Andrews Technology is a joint respondent, not a sub-contractor of BS&A Software, and will only be responding to the Time & Attendance functionality of this project.* All addenda to this RFP have been reviewed. Nothing included in our response is considered confidential information, trade secrets or other proprietary data.

Please do not hesitate to contact us with any questions you may have following the review of this proposal. I will be pleased to assist you and can be reached at 855-BSA-SOFT.

Sincerely,

A handwritten signature in blue ink, appearing to read "Max Bisschop".

Max Bisschop
Account Executive
PH: 678.628.2467
Max.Bisschop@bsasoftware.com

A handwritten signature in blue ink, appearing to read "Kevin Schafer".

Kevin Schafer
Account Executive
PH: 517.641.8900
kschafer@bsasoftware.com

A handwritten signature in blue ink, appearing to read "Mark Puetz".

Mark Puetz
Director of Business Development
PH: 517.641.8900
mpuetz@bsasoftware.com



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.**

BS&A Software was founded in 1987.

BS&A Software, Inc. became BS&A Software LLC on 4/10/2023, incorporated in the State of Delaware.

- 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: | BS&A Software |
| <i>(Copy form and Complete if applicable for each)</i> Name of Partner/Third-Party Firm: | |
| Total number of employees | 264 |
| Type and number of employees committed to the product and support being proposed | Support – 58 Developers – 65 Training Specialists – 34 Project Management – 39 Sales/Business Operations - 28 |
| Office locations (City and State) | Bath, MI |
| Total number of active clients | Private: 0 Government: 2,500 |
| Total number of active Private Sector ERP clients | 0 |
| Total number of active Government Sector ERP clients | 2,500 |
| Total years offering proposed software systems | Cloud 3.5 years / Legacy version 25 years |
| Total number of Wisconsin Government clients with breakout by Municipality, County, Other | Municipality: 21 Cities/Villages County: 2 Other: 2 |
| Total number of completed implementations of the proposed product and version | 302 |
| Total number of active government clients using the proposed product version | 302 |
| Largest and smallest active government installation, including population | Genesee County, MI 406,211 population Bois Blanc Township, MI – 71 population |

Headquarters:

BS&A Software, Inc.
14965 Abbey Lane
Bath, MI 48808
(855) 272-7638

Primary Contact:

Max Bisschop
Account Executive
PH: 678-628-2467
max.bisschop@bsasoftware.com

Secondary Contact:

Kevin Schafer
Account Executive
PH: 517-641-8900
kschafer@bsasoftware.com

Overview

BS&A Software is proposing our fully integrated ERP solution in response to the City of Superior RFP for Enterprise Resource Planning (ERP) Software and Implementation. Our response demonstrates our understanding of the City's requirements and our ability to provide comprehensive yet easy-to-use solution along with professional services ensuring a successful implementation. We have over 2,500 clients using our software, all within the public sector. Our clients range from small to large municipalities, special districts and county governments. We obtain and retain our clients by continually refining both our software and our processes, ensuring we meet and exceed all expectations, while delivering unparalleled support. Our Software is built with the latest web development tools available. BS&A Software utilizes Microsoft SQL as its database engine and is provided as a site license with unlimited concurrent users.

Market Focus & Local Presence

BS&A Software has been successfully delivering solutions in the State of Wisconsin for 13 years. We have 24 clients in the State including Village of Menomonee Falls and the City of Greenfield. BS&A has demonstrated a proven understanding of the Florida-specific requirements and has an unblemished track record with numerous successful projects in the state.

Mission Statement

BS&A Software is driven to excellence in all areas of our business. We focus our efforts on building lasting customer relationships through unparalleled support and pursuing continued improvement in our solutions through innovation and customer feedback.

Company History

Bellefeuil, Szur & Associates, Inc. was incorporated in the State of Michigan in 1991 with a vision of providing public sector software exclusively for local and county governments in the State of Michigan. Our solution set has since grown to a full municipal ERP offering including Financial Management, Human Resource Management, Community Development, Utilities and Public Works, and Assessing and Property Tax solutions. With the growth in products, our customer base has expanded to include municipalities throughout the United States. We exclusively serve the public sector – all 2,500+ of our clients are local, county and other government entities. BS&A employs over 175 team members involved in development, sales, project management, implementation, training, and technical support. The majority of our staff are dedicated to the development and support of the proposed Modules. We are a privately held company, focusing on consistent controlled organic growth. We pride ourselves on having developed our solution in-house, allowing us to be responsive to customer and market feedback.

BS&A Software is an equal opportunity employer. BS&A Software prohibits discrimination based on a person's race, color, creed, national origin, age, sex, height, weight, religion, marital status, disability, pregnancy, genetic information, or any other characteristic.

Strategic Plan

BS&A Software has grown to become a well-recognized and successful software company for the public sector. Our continued growth is dependent upon implementing the following:

- 1) Providing best in class municipal ERP solutions using leading edge technology at a value price.
- 2) Forging a company philosophy that challenges and rewards BS&A team members to consistently "go the extra mile" to solve client issues.
- 3) Creating a "closed loop" feedback system between our clients, technical support, and developers leading to prompt issue resolution.
- 4) Continued investment in the development of our ERP solution by keeping a close eye on the needs of our clients.
- 5) Industry leading data conversion process to make the software transition as smooth as possible.
- 6) Integrity, honesty, and a strong desire to be "extremely easy to do business with."

Keys to Success

All of our team members are expected to deliver the highest level of customer service. In order to ensure a successful system and implementation, we have identified the following objectives and strategies:

1. **Implement Operational Improvements:** BS&A strongly believes that while implementing a new system, numerous opportunities will arise to increase operational efficiencies. Our experienced implementation consultants will collaborate with your team to identify and incorporate best practices and process improvements that will tighten internal controls and increase productivity.
2. **Focus on Training:** A major contributor to the success of a new system is effective training. BS&A will customize a training plan specific to this project and your needs.
3. **Implementation Experience:** BS&A has successfully completed over a thousand implementations, and provides highly experienced project management resources to guide the project from start to finish.
4. **Support:** Delivering the highest quality customer care is the foundation upon which we have built our organization.

IV. RELEVANT EXPERIENCE

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

BS&A implemented our solution with our first three Wisconsin clients in 2012.

In 2018, we added our largest client in Wisconsin, when Oconto County implemented our financial and HRIS solutions.

In 2024, BS&A acquired two new clients in the state: the Village of Twin Lakes and Waukesha Water Utility.

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

BS&A Classifies our implementations as small (population under 10,000), medium (population 10,000 to 40,000) and large (population over 40,000). We have implemented our solutions in over 300 different cities/counties/towns that would be classified as medium implementations. There are several

factors that make these implementations challenging, but of most importance are data conversion, training and support. For medium-sized implementations, getting data conversion done correctly is absolutely critical. Often times, cities of this size do not have large IT staffs that have the bandwidth to take on the burden of extracting or formatting data. We help reduce that workload by extracting the data for you, if your data is local. If your data is hosted, we will accept direct table exports from your hosting vendor. Either way, your staff doesn't need to be bothered with data extraction or formatting. In addition, our multi-phased data conversion process helps to ensure that we have the data conversion done right, before proceeding. Similarly, for medium implementations, training places a bigger role, due to the number of personnel that will need to be trained. BS&A has a well-refined training process that make sure that the training objectives are complete, but at the same time provides flexibility to accommodate for last minute changes. Lastly, BS&A support personnel take over once our clients have successfully migrated. Regardless of how well every other phase of the project was completed, there will always be the need for some user to get assistance with day-to-day problems. That is where BS&A support personnel really shine.

- 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.**

The projects for Coon Rapids, MN and Dekalb County, IL were the two projects most similar to what was proposed here.

Project 1:

Coon Rapids MN – 65,000 population – implemented in 2023/24 - project duration 11 months.
Implemented GL, AP, AR, FA, PO, HR, PR, TS, UB, CR, BS&A Online. Converted from LOGIS

Project 2:

Dekalb County, IL – 100,000 population – implemented in 2023 - project duration 12 months.
Implemented GL, AP, CR, FA, HR, MR, PR, and TS. Converted from Pentamation.

- 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?**

One aspect that sets our product apart from other solutions is the fact that we are proposing a true multi-tenant cloud solution. The solution was built from the ground up as a cloud solution. Most of the other solutions on the market today are not true cloud solutions. They are solutions with dated technology, that are simply being hosted in the cloud.

Another aspect that sets our solution apart is Ease of Use. We understand that every user is different. Some users prefer to use a mouse, others are more keyboard-driven. With BS&A Cloud there are several ways to perform tasks. Every user can tailor the user interface to their style. This makes for a system that is not only easy to use, but easy to use for all different user profiles. Beyond that, we are always on the lookout for features or changes that will make our software easier to use.

The above aspects of our solution are important and valid reasons to choose BS&A Software, but they are not the most important reason. BS&A customer support is the primary reason why over 99% of the clients who have implemented our solution, remain with us today. We have an industry leading less than 30-minute average response time. And, more importantly, when we respond, we have the expertise to help with your problem.

BS&A Software Benefits

Since 1987, our trademark has been to provide great software and world-class customer service. BS&A has prospered in the competitive public sector market; by doing business the right way. We believe in 100% controlled organic growth opposed to growth through mergers and acquisitions. As a private company we are able to focus on our clients and employees, without having to make sacrifices to satisfy shareholders.

- **Customer Support & Satisfaction** – BS&A believes that customer satisfaction is the single most critical factor to the long-term success of any company. We are so confident that we deliver the highest level of customer service and support that we have provided a complete client list as part of our proposal, in addition this list is also available on our company website. We encourage you to contact any of our existing clients, as they are our strongest advocates.
- **Money Back Guarantee:** If you are not satisfied with a BS&A product at any time during the first year, simply return it and we will refund 100% of the price of the software.
- **Site License:** As a standard process, BS&A provides each municipality with a site license, whereby they can run our software with an unlimited number of concurrent users. This makes it practical to provide access to BS&A software to as many users and departments as desired without incurring any additional license costs.
- **Data Conversion:** BS&A sets the bar in terms of data conversion efficiency and minimizes efforts on the City's part. Instead of placing the burden of data conversion on you, we take the bulk of the responsibility for this process. We will not force you to provide data in a predefined BS&A format. Whether you choose to convert all of your data or just the critical components, BS&A conversion fees will not change, unless changes to the scope of the conversions are requested.
- **Integrations:** BS&A provides out of the box and user configurable integrations for a large number of required systems (Banks, State Government, IRS, Benefit Providers, Purchasing Cards, etc.) We do not charge any extra fees for these integrations and, in most cases, we will create similar integrations at no cost.
- **Professional Services:** BS&A representatives will deliver the implementation services for all of the proposed Modules, without the use of a third-party. Our Project Managers, along with our Implementation & Training team, have been involved in hundreds of successful projects similar to the City's.

V. USE OF SUBCONTRACTORS

- 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? | BS&A uses BS&A personnel to complete the project in its entirety for all of the modules we are providing. |

| Question | Response |
|--|--|
| | Andrews Technology provides their own personnel for the timekeeping component. |
| Has or will any portion of the proposed work be completed by subcontractors or contract employees? | No |
| This below portion of the table is to be copied and filled out for each proposed subcontractor. | |
| Name of subcontractor and address | Andrews Technology HMS, Inc 1213 Culbreth Drive, Wilmington NC 28405 |
| Summary of Service and estimated percentage of Work the subcontractor will be providing. | All Timekeeping, Scheduling and Leave Tracking functionality will be accommodated by Andrews Technology |
| Reasons for subcontracting | Time clocks, robust rules engine, mobile applications with GPS tracking and GEO fencing, electronic leave requests. |
| Experience | 25 years experience. |
| Detailed subcontractor responsibilities | All Timekeeping, Scheduling and Leave Tracking functionality will be accommodated by Andrews Technology |
| Previous history of projects using the named subcontractor | Over 10 years experience interfacing our timekeeping solution to BS&A |
| Any additional relevant information | Andrews Technology is pleased to include 24/7 support, and unlimited training for all supervisors/managers/administrators. |

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.**

Table 1-04: Certification of Subcontractors/Partners

| Entity | Company Name | Representative Name | Title | Telephone Number | Email Address |
|---------------------------------------|---------------------------|-----------------------|------------------|---------------------|------------------------------------|
| Proposer | _____ | _____ | _____ | _____ | _____ |
| Partner/Third-party software provider | <u>Andrews Technology</u> | <u>Jamie Blundell</u> | <u>President</u> | <u>516-592-0885</u> | <u>Jamie@andrewstechnology.com</u> |
| | | | | | |

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

X. *Jamie Blundell*_____

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 |
| <u>1</u> | <u>3/25/25</u> |
| <u>2</u> | <u>3/27/25</u> |

Tab 2 – Software Solution, Data Conversion, Architecture, Security & 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.

Proposed Software

BS&A Cloud is a web-based Enterprise Resource Planning (ERP) software that streamlines all government business practices, allowing information to be easily shared across all parts of the organization.

Global ERP Functionality

- Dashboards are customizable to display data relevant to a specific user or role in multiple different formats including charts, graphs, tiles and list views.
- Notifications can be provided whenever an action is required for approval or if a record or field is updated. These notifications can be sent within the Module or via text or email.
- Internal chat provides an efficient way for your team members to collaborate while working within the Module.
- Customizable workspaces and views allow for each user to view a set of data in the most relevant manner. Multiple workspaces can be saved with different filters allowing each user to quickly view the same data in different ways.
- Our powerful customizable workflow allows the software to be configured to meet your needs and work with your processes. Workflow can route documents for approval, notify you when a specific record or field has been updated, and even automate the running of a report.
- Master name and address records allow the user to inquire as to what any person or company owes the City across all modules.
- Role based security simplifies the creation and deployment of security and user setup as well as the ongoing maintenance.
- Favorites enables the user to customize the menu to their specified preference allowing for quick and easy navigation of the Module.
- Global Search enables you to search or navigate the system by simply typing what it is you would like to view or do. This eliminates the need to remember where to click to run a process or view a specific record.
- Single Page Module (SPA) architecture reducing the need to always refresh a screen or open a new tab.
- Unlimited user defined fields on all record types.
- All reports can be emailed or printed to Excel, PDF, or other Modules and file formats.
- Individual User Report Profiles allow users to run saved sets of reports.
- Detailed audit tracking to log all changes made.
- Integration with GIS Integration with Laserfiche ECM Suite.

General Ledger

BS&A's General Ledger module is the foundation of our cloud-based Financial Management Suite. It acts as the central data warehouse for financial entries from our other seamlessly integrated modules tied to GL accounts while also providing strict security and control.

It is a powerful general ledger system designed using Generally Accepted Accounting Principles (GAAP) for fund accounting and the specific needs of governmental GASB reporting. We provide a flexible chart of accounts structure and sophisticated reporting tools to comply with state regulations and to meet the specific needs of Cities, Counties, and Townships.

All GASB 34 reports are built-in with no need for a separate reporting module. Enter Adjustment journal entries in a separate Adjustments fund or in a GASB 34 Adjustments area.

Run statistical reports to identify major/minor funds with support calculations. Run reports in a summary format – the prescribed reporting format – or in a detailed format, which shows general ledger balances and adjustments. Summary report formats provide drilldown into individual account balances.

Budgeting is integral to the financial function of any municipality, and unlike some other systems, it is included as part of the BS&A GL module.

Budgeting

The Budgeting function supports decentralized budget entry, imports of preliminary budgets from spreadsheets, and multiple user-definable budget levels.

The final budget document is completely user-definable or may be saved as a spreadsheet to give you unlimited options in formatting.

BS&A's Budgeting function allows for budget projections, worksheets, and proposed budget reports that can be used for review and approval and are fully exportable for use with other analysis tools.

It interfaces with HR allowing you to load the budget with key information such as; employee longevity, grade, raises and benefit projections.

You can build projections based on prior year actuals or the past several rolling years actual amounts and then increase/decrease by percentage.

With the Budgeting function, you can review mid-year projections so you can make adjustments to the budget as well as calculate what-if scenarios.

And, being a fully integrated cloud-based solution, the information you are reviewing and using is all real-time and provides an additional level of integrity of the data.

Project and Grant Accounting

Project accounting empowers you to budget for current projects as you would for departments and funds.

With Project accounting you are able to quickly view the budget status for the project in real-time, with comprehensive drill down functionality to view the transactions that make up your activity. If you need to roll

project activity into the overall activity of their parent fund or departments, it is as simple as unchecking an option to transition from granular to high-level project details.

Grant accounting has become critical to municipal accounting. With BSA's Grant Accounting, you are able to Budget and report your grant activity in the Grant's Fiscal Year, as it can be unique to your municipality FYE.

Grant Accounting provides you with the versatility to budget for the present year as well as future years where you may be planning large purchases or projects that are grant funded. Perhaps your Grant requires use of the funding within the next few years; we can easily track items such as our lifetime activity, expiration date, and activity relative to budget within the Grant view, as well as detailed grant reports.

Bank Reconciliation

Many software applications use the term "reconciliation", when in fact they merely offer the ability to mark the checks cleared. While BS&A allows for this functionality, identifying open and cleared transactions – manually or electronically via export file from your bank – we offer a more comprehensive solution.

BS&A also allows for the grouping of cash transactions by deposit and reconciles other transactions (e.g. manual journal entries) that affect cash. This enables a complete reconciliation between your general ledger account balances and your corresponding bank account balances.

As with all the BS&A modules, our Bank Reconciliation function gives users search and exporting capabilities.

Allows for multiple bank accounts and pooled cash functionality. You can easily clear transactions in groups or individually, or electronically via bank statement download.

When you need to look up an item quickly, you can do so based on amount range, type and/or status. The program is built with the end-user in mind, making the task of reconciliation easy and efficient with the fewest number of keystrokes.

Accounts Payable

In addition to the standard invoice entry/check printing functionality, BS&A Accounts Payable interfaces with all of our billing applications for easy tracking and maintenance of refund requests. As part of your budgeting process, BS&A's AP module provides real-time budget verification to prevent overspending.

Our use of a Graphical Workflow User Interface allows for easy status checks, modification, and configuration.

The system provides email notifications and supports approvals via the software, dashboard, email, and smartphones.

Electronic check requests can be transferred to Accounts Payable by selecting a pending Check Request for payment, and relevant information is filled in for you. You can query Accounts Payable for the status of the check request. For example, the Utility Billing Clerk can look up requested information without having to consult the Accounts Payable Clerk, increasing internal efficiencies between departments.

BS&A's AP Purchasing Card Support imports transactions from your P-Card vendor. Detailed tracking of purchasing information is tied to the true vendor, while payments are made to the issuer of the Purchasing Card.

Our AP module also supports ACH payment capability. It's as easy-to-use as a check run using paper checks.

Once a vendor has been set up as being paid via ACH, the module handles the rest. Upon processing an ACH check run, you'll be prompted to generate the ACH file and the transfer will go as instructed by your bank.

BS&A also can facilitate Positive Pay per your bank's specifications. The easily created export file provides a list for your bank to use as a cross-reference and important component in check fraud prevention.

Cash Receipting

Centralize your cashiering process with BS&A's Cash Receipting System, a robust cashiering solution that manages revenue collection from multiple locations and collection points. Easily accept payments for utility bills, property taxes, fees, tickets, and fines.

BS&A's Cash Receipting functionality allows you to manage revenue collection from multiple locations and collection tools including receipt printers, scanners, barcodes, and credit card readers. You can also add user-defined receipt items to handle charges not maintained in BS&A. Receipt items can be set up to link to third-party billing systems by way of an end-of-day procedure that automatically creates an export file.

Receipt transactions are easily grouped by deposit, providing quick balancing and easy end-of-month reconciliation of deposits.

By simply entering a name or address, you can retrieve a detailed list of items owed and the grand total. You have the flexibility to mark any or all bills and process for payment.

Repetitive receipts – for example, utility bill mail payments – may be entered as fast as the bar-coded bills can be scanned. Running batch totals are then matched up with the total money received.

Accounts Receivable

BS&A's Accounts Receivable module provides a flexible tool for billing customers and tracking revenue. The system manages customer information, billing items, and invoices and includes the ability to set up recurring invoices, eliminating the need to manually enter repetitive billings.

You can apply credits to a customer's account, whether for overpayment or to adjust the amount billed on an invoice.

BS&A's AR module helps you streamline your payment process by using ACH payments, paperless billing (emailing bills to the customer), and allowing for citizen self-service and online bill payment capabilities.

The penalty assessment process offers the flexibility to apply percentages, flat amounts, or table of percentages/amounts calculated based on the number of days past due.

From a collections standpoint; BS&A's AR module supports full cash stations, scan line entry, bank lockbox and web interface, allows for batch balancing, detailed reports of receipt information and exports of daily collection information.

For payment processing we can process both partial payments and overpayments as well as adjustments. The system automatically updates bill balances when a payment is reversed. We can also process multi-bill payments as well as over/short adjustments.

Customer payment detail is easily accessed and displays the original bill in detail including all transactions (payments and adjustments).

And when a customer requests it, you can schedule or produce statements on demand.

Purchase Order

BS&A's Purchase Order module is designed to maximize your control over purchasing decisions while maintaining flexibility and ease of use. This module allows you to incorporate your purchasing policy into the program while utilizing electronic workflow and approvals for requisitions, purchase orders, and bid tracking.

Our use of a Graphical Workflow User Interface allows for easy modification and configuration as well as the ability to quickly view the status of an invoice at any given time. The system provides email notifications and supports approvals via a dashboard, email, and smartphones.

Because our software is cloud-based, purchasing decision-makers can approve or deny off-site, reducing the number of employees to be granted authorization power.

You can approve/deny requisitions en masse from a single screen. Requisitions can be selected individually or by group, and once approved, quickly converted into purchase orders.

Setting up requisitions to pre-encumber funds before approval provides notification that pending requisitions exist and prevents potential over-spending before PO approval. Denial of a requisition automatically frees up the pre-encumbered funds.

Change orders are easily entered, with an accessible history of all changes. All pre-encumbrance and encumbrance accounting is handled automatically.

Purchases of capital assets may be identified at the time of requisition. This flows through the approval process to the time of purchase, updating BS&A Fixed Assets. Duplicate entry of asset-related transactions is eliminated. In addition, rules can be set to specific amounts and accounts that automatically flag purchases for asset creation.

With BS&A's bid tracking, bidders are maintained separately from vendors, yet are easily converted to vendors.

Fixed Assets

GASB 34 made the accurate tracking and reporting of fixed assets necessary. Because of the singular architecture of our cloud-based system, the Fixed Assets module greatly simplifies the tracking of these items and GASB 34 compliant reports necessary for financial statement note disclosure are included.

Construction projects can be tracked and automatically converted to capital assets once completed.

Because of system-wide integration, Purchase Orders or invoices may be flagged as asset purchases, facilitating electronic transfer to BS&A Fixed Assets. In addition, rules can be set to specify amounts and accounts that automatically flag purchases for asset creation. Depreciation, capitalization, and disposal accounting information are posted to GL. This integration eliminates errors and duplication of data entry.

With Flexible Asset Disposal, assets can be partially disposed of based on quantity, dollar amount, or percentage of the total cost, eliminating the need to record each asset as an individual for disposal purposes.

For example, library books can be recorded as a lump sum and then written off as a percentage of the original cost. The module also supports splits, repairs, and disposals, including partial disposal.

Payroll

Power, flexibility, and accuracy are the hallmarks of our Payroll module. Designed to automate the most complex compensation and deduction scenarios, it supports all necessary reports for quarterly reporting including W2 processing and electronic submission. Simple direct deposit processing and emailing of check stubs in a password-protected PDF format supports paperless offices.

Easily view YTD information for each employee based on user-defined parameters. Items that can be displayed include: pay codes, deductions/expenses, leave balances, and direct deposit amounts. You can also drill down to individual transactions to ascertain which checks are included in the totals and print transaction registers that show details.

Our flexible means of accruing and tracking leave time based on user-definable parameters include; a) the maximum number of hours allowed in each leave bank, b) number of hours that may be carried forward to the next year, c) frequency of accrual (e.g. monthly, first of the year, anniversary date, etc.), d) accrual method based on a table (e.g. number of years worked).

Automated W2 processing uses all IRS-supported formats including the EFW2 file for submission to the Social Security Administration.

Complex deduction scenarios are easily set up for each employee from the setup screen without having to access each employee's screen. Child support and garnishment calculations are built-in, and deductions can be set up using tables to reduce the number of deduction codes needed.

BS&A provides Federal and State reports needed including tax, Affordable Care Act, EEO4, unemployment, and retirement reports.

Manage contributions, interest, and withdrawals for self-administered retirement plans, generate Form 945, 1099Rs, and retirement statements.

Hours can be easily imported through BS&A Timesheets or various third-party Time and Attendance Software. Easily reconcile your benefit plan invoices with payroll deductions and expenses.

Employee raises, including rate table updates and step increases, can be scheduled for future effective dates, including the ability to allow rates to be split automatically in the middle of a pay period.

Included is a utility to streamline retro pay calculation processes.

Human Resources

BS&A's Human Resources module streamlines processes from the online job posting and applicant tracking through employee management.

Electronic employment applications reduce the amount of staff time and resources devoted to processing and storing paper applications. Prospective employees may apply via the web or at a designated on-site

workstation. Track basic applicant information such as an address, phone number, etc., and more detailed information such as employment and education history.

Workflow-enabled personnel action forms allow for electronic approvals to be required for a rate increase, position changes, etc., eliminating the need for manual tracking and paper forms.

Set up and track benefit plans including enrollment, rate tables, costs, enrollees, beneficiaries, changes, and effective dates. Cobra management, reporting, and invoicing.

Via Position Control, track current employees, openings, and applications position to position. Position Tracking saves time by storing user-defined position requirements and defaults to facilitate the setup of new employees.

HR Compliance and Reporting including:

- Employee Beneficiary Information
- Continuing Education
- Employee Asset Tracking
- Reviews
- Position and Rate History
- OSHA Management
- Compensation Reports

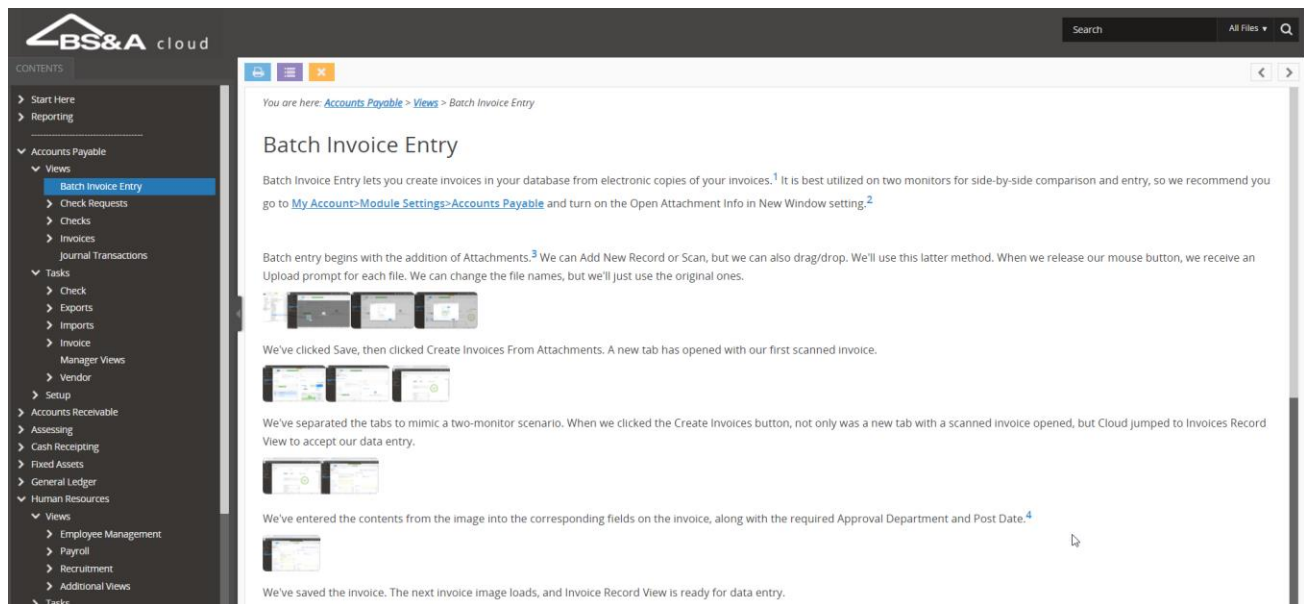
Sophisticated Position Budgeting utilizes historical and user-defined data, and scheduled pay-rate information, all of which may be transferred to BS&A General Ledger. Unlimited budget scenarios allow "what-if" analysis for budget planning.

Allowing employees to manage their benefit plans online increases employee satisfaction and reduces the drain on clerical resources.

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.

User manual is accessible through the modules and contains a search feature across the top and a navigation pane along the left for ease of use.



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) | BS&A Cloud |
| Time on Market | 3.5 years |
| Release Date of Most Current Version | July 2021 |
| Next Major Release Date | N/A |
| Next Minor Release Date | 1 st and 15 th of each month |

| Proposed Software Information | |
|--|--|
| Was the product proposed originally developed by your firm, or, was the product acquired from another developer/entity? | Yes |
| 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? | This product was first released in 2021, as such, there is no planned end of life. |
| 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: | As a standard process, BS&A provides each municipality with a site license, where an unlimited number of concurrent users can access the system. Anyone performing work on behalf of the City is entitled to use our solution. There are not extra costs for additional users. |
| How many licenses have been proposed for each license type? | Unlimited user licenses are provided. |
| 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)? | There are no different types of users or licenses. There are simply users. Security controls what a user can see or do. |
| How are new users added to the system? Are there incremental costs per user? | Users would be added by administration staff for the City. There are no incremental costs per user. |
| 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.? | This is no real reason to reassign licenses, since you can have an unlimited number of users. Further, you may wish to have with to allow separated employees to continue to access personnel records. |

| Proposed Software Information | | | |
|---|--|--|--|
| Deployment Model | | | |
| Deployment Models Proposed to the City <i>(Corresponding Attachment C1 Cost Worksheets shall be completed for each separate deployment model proposed)</i> | City-Hosted (Perpetual License) | Proposer-Hosted (Perpetual License) | Software-as-a-Service (Subscription) |
| | <input type="checkbox"/> | <input type="checkbox"/> | 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 | General Ledger | Various Journal Entry Imports, integration with transparency tools, such as OpenGov and ClearGov |
| 2 | Budgeting | General Ledger | Import of budget amount from Excel. Export of general ledger activity for budgeting software such as Questica. |
| 3 | Capital Assets Accounting | Fixed Assets | Import of assets from Excel |
| 4 | Purchasing | Purchase Order | N/A |
| 5 | Accounts Receivable | Accounts Receivable | Imports of customers and invoices from various third party billing system |
| 6 | Accounts Payable and Cash Receipts | Accounts Payable | Various invoice and check request imports. Import Pcard transactions. Export ACH and positive pay files. |
| | | Cash Receipting | Integration with various third party billing systems, receipt imports from other systems, |

| Proposed Software Information | | | |
|---|--|--------------------|--|
| | | | such as Parks and Recreation software |
| 7 | Projects Accounting and Grant Management | General Ledger | Existing Journal Entry imports use Project and Grant accounting |
| 8 | HR and Personnel Management | Human Resources | Import of Benefit Enrollment from various benefit providers. |
| 9 | Applicant Tracking | Human Resources | Ability to import applicants from various Applicant Tracking systems, such as NeoGov |
| 10 | Benefits Administration | Human Resources | Spreadsheet imports from various benefit providers |
| 11 | Time Entry | Andrews Technology | NovaTime & UKG (third party time and attendance software) |
| 12 | Payroll | Payroll | Various third party timekeeping systems, (including NovaTime & UKG), exports for many different retirement providers |
| 13 | Compensation | N/A | |
| <i>*Successful integration should include only those instances where both the software and the client are in production environments.</i> | | | |

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 | Community Development | Track Building Permits, Inspections, Code Enforcement, Planning & Zoning Processes, Certificates of Occupancy, Rental Inspections and various other data. |
| 2 | BSA Online Community Development | Resident and Contractor portal to: Schedule Inspections, Apply for Permits, Apply for Planning & Zoning Processes. |
| 3 | Business Licensing | Track business and local business tax receipts. Includes on-line portal for payment and renewals. |
| 4 | Work Order | Track works orders information including equipment, inventory, labor and materials. |
| 5 | Inventory | Track inventory quantities, locations and costs. |

V. PARTNERSHIPS/THIRD-PARTY PRODUCT RELATIONSHIP

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

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

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

| Name of Partnership/Third-Party Software Firm | Name of Software Product | Name of existing Clients using Proposer's system and the Partnership/Third-Party Software | Number of years Client has been using the two products together |
|---|--------------------------|---|---|
| Andrews Technology HMS, Inc. | UKG Ready | Ogemaw County City of East Point | 1 1 |
| | | | |

- 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.**

Contract directly with Andrews Technology.

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

BS&A will coordinate with Andrews Technology and the City on Timeline. City and Andrews Technology determine testing plan.

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

No.

- 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 (Refer to Tab 5 for Reference instructions).**

X Confirmed, Exhibit attached.

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

No.

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.**

Current data exchange processes are based on file export/import procedures. System also includes ability to directly export workspaces and reports to Excel.

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

System does not currently include publicly accessible APIs.

- 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.**

BS&A is a reseller of the APG Series 100 Cash Drawer as a compatible solution. This model is \$275/unit.

- 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.**

BS&A is responding with Andrews Technology to handle time capture functionality.

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

BS&A Cloud includes a completely integrated, report designer that allows for flexibility and ease of use is included within each BSA application.

Key features:

- Streamlined capabilities with calculated expressions
- A Table option, which allows columns of fields on a report for ease in field placement and movement
- "Sort" banners and footers, which group data and can provide subtotals
- Clickable reports let you click on a particular report entry to drill down to the details
- Reports can be saved to PDF format and CSV format
- Same look and feel as Crystal Reports
- Report Profiles feature lets users group multiple reports together for more efficient printing. Individual reports within the profile have options that can be set and saved for the Profile process.
- Many existing, stock reports can be used or tweaked without having to start from scratch.

BS&A's Project Manager will work with the City to determine reporting needs and allocate training time accordingly, including review and creation of custom bill formats, checks, etc.

- vi. **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 BS&A software implementation is more than just installing a system—it's an opportunity to drive real process improvement. Our implementation approach is rooted in understanding each organization's unique workflows, challenges, and goals. We collaborate closely with our customers to streamline operations, eliminate redundancies, and introduce best practices that enhance efficiency and accuracy. By aligning our powerful tools with optimized processes, we help local governments not only transition to new software, but transform the way they work. While this is not a feature in the system it is a very important piece of the entire package you would be purchasing.

1. The use of AI to automate the entry of invoices
2. The dynamic search functionality to navigate the system
3. Robust highly configurable workflows that will automate processes that are manual today.

4. Alerts and notifications, that can be sent via email or text message in addition to notification within the software.

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.

Data conversion is a critical aspect of any ERP implementation project. After reviewing your RFP, it is clear this is also important to the City. The BS&A team has completed thousands of data conversions and hundreds each year. Leveraging this experience, we have evolved our processes to the point where they are Best-In-Class. This process maximizes BS&A technical experience while minimizing your efforts. Many software providers will minimize the importance of converting your historical data, in some cases to the point of recommending eliminating conversions. Conversely, BS&A recommends comprehensive conversion of your data.

Data Conversion Process

Our data conversion process minimizes the work on your part and maximizes your ability to access historical data. Following is an outline our data conversion process.

Data Extraction & Formatting

BS&A will work with the City to determine if it is possible for us to extract data from your current system. In the event that this can be accomplished, the City will simply need to provide access to the data, and assistance in running some reports to aid us in balancing the data. In some cases, where the data is not accessible, or not in a readable format, it may be necessary for the City to provide data layouts, or work with your current provider to extract the data from your current system.

Preliminary Data Conversion/Mapping

One of the early activities in the project is to extract an initial copy of your data. BS&A consultants will then map your existing data into the appropriate fields within BS&A. This mapping will be used to drive the development of our data conversion routines. Once those routines are developed, a preliminary conversion is conducted.

Data Review

Once we have converted the initial data, it will be installed onsite for review by your transition team and BS&A staff. Together, we will walk through the data to determine if we need to make any changes to our data conversion approach. Any deficiencies in the raw data and/or conversion process are identified and addressed. From this point forward, the data will remain on your test system for evaluation throughout the remainder of the process.

Parallel Cycles

To validate the efficacy of our data conversion, we run parallel cycles for aspects of the project that involve complex calculations, e.g., payroll. After running a payroll in your current system, we will re-run the same payroll

in BS&A to make sure that all data is replicated and balanced. With other processes, such as accounts payable, we have found it is not necessary to run in parallel to verify correct results.

Final Conversion

Just prior to the cut-over date for a particular Module, we will again extract a copy of your data to obtain all the latest transactions. We will re-run our conversion and load the data onsite into the appropriate BS&A Module

Scope of Data Conversion

The cost proposal identifies conversion costs. The scope of those conversions is specified in the following table.

| Application | Scope of Conversion |
|---------------------|--|
| General Ledger | Chart of Accounts |
| | Balances and Budget |
| | Up to 5 years Journal Transaction History |
| Accounts Payable | Vendors |
| | Up to 5 years Invoices and Check History |
| Cash Receipting | Receipt items, Up to 5 years receipt history |
| Accounts Receivable | Customers, Invoice and Receipt History, if available |
| Fixed Assets | Assets, Entry of Value, Accumulated Depreciation |
| Purchase Order | Historical completed Purchase Orders |
| Human Resources | Applicants, Benefits Plans, Compensation History |
| Payroll | Database Setup |
| | Employee detail and Year to Date |
| | Up to 5 years check history |

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.

BS&A recommends conversion of 5 years of legacy data, in line with GFOA recommendations for how many years of legacy data should be used for budgetary purposes. Our typical approach is to convert up to 5 years transaction history, provided the data can be reasonably converted from the legacy system. Any of the provided client references would qualify as a reference for legacy data purposes.

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, into 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.

- i. **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, see Conversion Approach above.

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

See Data Extraction and Formatting above.

IX. RESPONSIBILITIES OF DATA CONVERSION ACTIVITIES

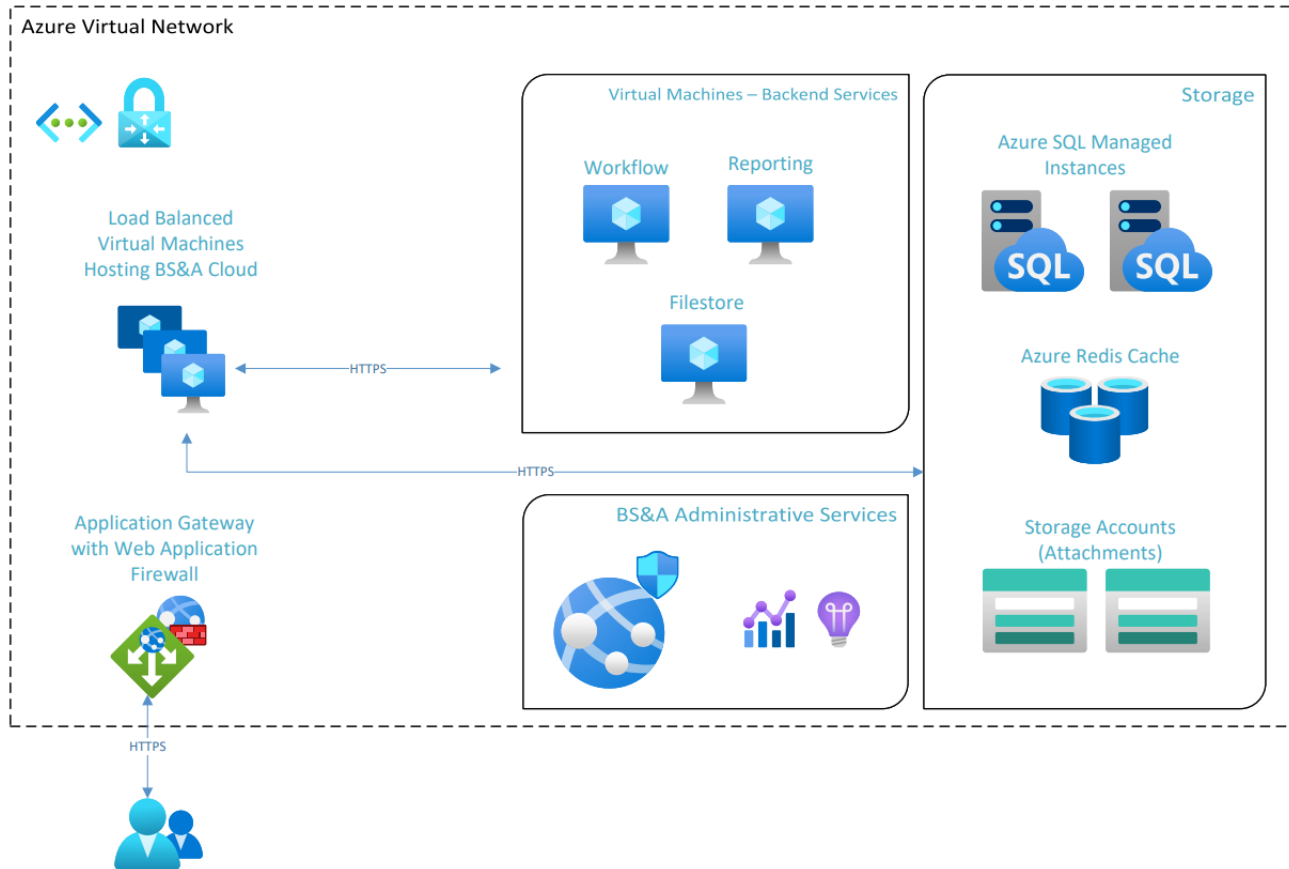
Proposer to provide detailed explanation of the roles and responsibly for the data conversion methodology and approach.

See Conversion Approach above.

X. GENERAL APPLICATION ARCHITECTURE OVERVIEW

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

BS&A will provide you with a Cloud-based solution hosted in the Microsoft Azure environment. In addition to eliminating needs for a local server, this solution also provides a Web User interface that easy to use and highly configurable for every employee.



XI. SYSTEM AND APPLICATION ARCHITECTURE QUESTIONS

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

The BS&A modules are written in C#, also using Javascript HTML, and other web-based languages.

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

One production environment is part of our proposed solution. A test environment could be provided, but it would be subject to additional fees.

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

Google Chrome, Mozilla Firefox, Microsoft Edge

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.

See item I General Overview above.

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

Sensitive fields in the database are encrypted at the database level. Data sent over the web is end-to-end encrypted. BS&A modules have the security in place to be HIPAA compliant, however, our software is not certified as HIPAA compliant, and proper configuration of security is necessary to maintain capabilities provided within the software.

- 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.**

Scalability is a primary reason BS&A Cloud is hosted in Microsoft Azure. Azure provides the ability to seamlessly increase the resources allocated to BS&A Cloud virtual servers.

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

BS&A Software is web based and can run on any device with access to a supported web browser. All server resources are provided and managed by BS&A, hosted in Microsoft Azure.

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.

Role based security simplifies the creation and deployment of security and user setup as well as the ongoing maintenance. Users can be grouped and maintained by role to eliminate redundancy.

Every module has authorized users. Only users that have appropriate settings can access the system. Access can be set-up for read-only, custom, or administrator. Within each module, security is set up by function. One user might have rights to run reports, but not edit reports. This functional security is very granular, so that common functions can be security controlled. We can also control access to a particular portion of the chart of accounts. A user in the Clerk's department might be set up with access to the General Ledger for reporting. They could, however, only run reports for their portion of the chart of accounts.

The databases are hosted in Microsoft Azure.

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).**

Integration with Active Directory is not currently supported but is in development. It is expected to be released before the City would go-live.

- 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.**

Integration with Active Directory is not currently supported but is in development. It is expected to be released before the City would go-live.

- 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?**

Integration with Active Directory is not currently supported.

- 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?**

Integration with Active Directory is not currently supported but is in development. It is expected to be released before the City would go-live.

- 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?**

No.

- 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.**

The City can add users for the external auditors with "read only" access that can login using a traditional username and password combination, separate from Active Directory.

- 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.**

No remote access is required. If remote assistance by support team is desirable and requested by the City, BS&A uses Bomgar to allow secure screen sharing and remote access. This would always be initiated by the City and with a city user's permission and participation.

- 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?**

Remote assistance is at the City's discretion.

- 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.**

No.

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?

BS&A customer data is stored in Microsoft Azure East data facility, with geo-redundant backups in Azure West.

ii. What availability and response time do you guarantee?

BS&A targets 100% uptime.

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?

We've experienced a singular instance of unplanned outage on March 17, 2023. This isolated incident had a duration of approximately 20 minutes and was limited in scope. It's important to note that this was a self-inflicted issue, arising from a misconfiguration within our self-hosted DNS server, and was not due to any failures or shortcomings on the part of our cloud hosting provider.

Upon identifying the root cause as a DNS misroute—which prevented traffic from being correctly directed to our cloud product—we took immediate steps to rectify the situation. Our resolution involved a strategic shift away from self-hosting our DNS. We transitioned to utilizing a DNS hosting solution provided by a well-regarded entity within the industry.

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?

Target: 100%. If 98-99%: Remedial action will be taken.

Target: 100%. If 95-97%: 4% credit of fee for affected calendar quarter, credited to next regular billing.

Target: 100%. If <95%: 5% credit of fee for affected calendar quarter, credited to next regular billing.
We have not had to pay client relief to date.

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

Planned maintenance and downtime occurs when updates are employed the 1st and 15th of each month, outside of regular business hours.

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

All data backups are stored geo-redundantly

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

Sensitive fields in the database are encrypted at the database level. Data sent over the web is end-to-end encrypted.

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.

BS&A Cloud is hosted by Microsoft Azure.

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.

Proposed solution is web-based and can be accessed by any device with a supported internet browser.

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

The City's data would be stored in a separate SQL database from other client data, however it may be stored on the same server.

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?

BS&A does not currently place any limits, or place tiers, on database storage.

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?

BS&A Cloud databases are hosted on Azure SQL Managed Instances (SQL MI) in the Azure East Region. Azure SQL MI is a scalable, high availability cloud hosted database solution that provides automated short-term point in time backups of your data as well as long-term backup retention. Full backups are taken every week, differential backups every day, and log backups every 5 minutes. Backups are geo-redundantly stored across multiple regions in Azure ensuring that even in the event of a catastrophic regional disaster your data is safely stored in a secondary region. In the event of any major regional outage or an Azure East service disruption, BS&A will immediately reach out to our partners to determine the scope and expected duration of the outage. If the outage is expected to continue for more than 2 hours, BS&A will begin restoring customer data to a secondary Azure region in order to bring data online using Point-In-Time restores (PITR). Traffic from BS&A Cloud will be directed to the newly restored database until such a time that service is restored to the primary region.

Tab 3 – Implementation Methodology, Key Personnel, Training Plan, 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.

Project Objectives

BS&A has developed a Project Management approach that leverages our extensive experience and skilled personnel. Our goal is to deliver every project on time and within budget. We combine our years of experience in governmental software with industry standard project management concepts and processes. Using these practices, we are confident in our ability to successfully deliver a project that will exceed the expectations for the City.

As part of this process, a member of our Project Management and Implementation Planning team will be assigned to coordinate your project. Our consultant will remain with you throughout the project and oversee the implementation process, schedule all necessary meetings, facilitate data transfer and conversion, and develop a detailed implementation plan. Coordination, documentation, and communication will be provided throughout the project by way of Microsoft SharePoint.

An overview of our planned method which follows a standard five-phased project management approach is detailed below.

Initiation: One of the first major activities of the project is the Kick-Off meeting with Project Stakeholders. The initial goals are to introduce team members, confirm and agree on project scope and initiate discussions on target timeline.

Planning: Comprehensive planning is the next major step in the process. Planning is completed and is put in place through a formal Implementation Plan. The



Project Management Testimonials

"BS&A has gone massively above and beyond any sort of reasonable expectation – they always stand up and say 'we can solve that problem for you.'"

Steve Milford, Gulf Breeze FL

"I was impressed from the very beginning. We had worked very hard to identify our needs, so we already had an idea of how any software needed to function. The 'Discovery' process was fantastic. It helped users in the different departments understand the changes that were coming well in advance of training and go-live by letting them see the applications. The scheduling and meticulous thought that went into the timeline was great and it allowed me to show the department how things would flow."

Karen Scott, North Little Rock AR

"Speaking for the City, the entire process was an amazingly smooth one, and employees, management, and City Council are very pleased with the new software. Working with the BS&A project management folks, IT Team, and each implementation and training specialist was a pleasure. When things didn't work quite right, which was rare, it just provided comic relief!"

Melody N. Marlowe, Dahlonega GA

plan specifically outlines dates, timelines, tasks, responsible persons, and schedule of events.

Execution: Execution is an extension of the planning process. It puts the Implementation Plan in motion and begins the key processes of data conversion and system configuration.

Control: Project control is a series of processes and steps that the project manager and other team members carry out to monitor the project in terms of progress, quality, changes, action items and issues. The ultimate purpose of project control is to manage work during each stage of the project and prepare for the next stage. One of the primary tools used to share information and to assist in project control will be a SharePoint site where project information is shared. A dedicated SharePoint site will be created to facilitate all project communication between BS&A and the City.

Closure: In this phase the project is completed and activities transition from implementation to our regular support processes. BS&A will remain onsite for the first several Go-Live dates, for each Module if necessary. Additionally, follow-up visits may be scheduled to assess progress and answer questions. Of course, the BS&A support team is always here for you.

Change Management

In every software implementation, change management is a critical piece of a successful project. Every organization can experience challenges when implementing new technology, business processes and procedures that come with a new ERP system. Based upon our experiences we have learned that new technologies, strategic visions, and even perfect planning can only take you part of the way. To ensure success, change management is essential in every project.

- Assess your processes. Your project team will collaborate with your organization to assess your business processes from both a management standpoint as well as an end user's standpoint, ensuring any changes are delivering the expected results as well as acceptance from the end users. BS&A's team will leverage their experience and knowledge of the software and combine it with your goals and personnel. Early in the project it is important to identify if there is organizational buy-in or potential issues, as this will guide us in tailoring the project plan to ensure success.
- Engaging the users. Throughout the project our team will work closely with your staff, starting with process review and discovery, continuing with onsite implementation, and concluding with end user training and go-live assistance. Involving your staff early in this process empowers them and creates a sense of ownership.
- Supporting and reinforcing the change. As we begin to deploy the change in the form of on-site training BS&A team members will be present to assist your staff, and we will work alongside your key stakeholders to reinforce and deliver lasting change.

Final Phase and Cut-Over

In the final phase of the project, you will be running BS&A as your primary system. For some modules this will simply involve transitioning from your current system to BS&A. For other modules, this may involve a short period of time where you are running both systems in parallel. For payroll we will run at least one cycle in parallel where paychecks are created in both systems. We will make the cutover to BS&A, only after validating that both system achieve similar results. No matter which approach is used, BS&A will be onsite during these Go-Live periods to help quickly resolve any problems that may arise. At the conclusion of this phase, we will transition you to our support team.

- 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?**

The most significant risks would be in identifying functional gaps, beyond those known through this RFP, as well as addressing the customizations, especially any which did not contain enough detail to accurately estimate the scope of the customization, and the associated costs. This is typically mitigated during the demonstration phase, where BS&A and City have the opportunity to ask questions. Similar activities also take place during the discovery phase of the project.

Successful data conversion is always a risk for a project of this size. BS&A has a well-documented process for conducting data reviews and completing data conversion. As long as the City, allocates knowledgeable resources to perform the data reviews, risks can be significantly reduced.

- 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?**

BS&A involvement varies depending on the phase of the project and activity being completed. In general, we have learned that most activities can be done remotely, if necessary. There are some activities that are simply more effective when performed in person. We have defaulted to the processes outlined below, because we believe they are most effective. We are, however, willing to tailor our process based on the needs of the City.

- On-site Discovery and Process Analysis – BS&A teams will conduct several process discovery and analysis meetings. These will typically be on-site. They will generally consume 2 to 4 days during a given week to minimize travel. The remainder of project management activities are complete remotely.
- User Acceptance Testing – BS&A typically supports User Acceptance on-site, working Monday through Thursday.
- On-site Setup – This is typically performed on-site, working Monday through Thursday.
- Pre Go-live Training– This is typically performed on-site, working Monday through Thursday.
- Training and Go-live Assistance – This is typically performed on-site, working Monday through Thursday.
- Post Go-live Assistance – This is typically performed on-site, working Monday through Thursday. For logistical reasons, we may decide to perform some Post Go-live assistance remotely. In other words, if the City were to need assistance with W-2 processing, we might just allocate a ½ day of remote assistance in January or February when training would be most beneficial. It would not be practical to travel for such a limited activity.

- 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 City staff for this work?**

Early in the project, each proposed interface will be discussed with the City to allow the BS&A Project Managers to fully understand the City's desired workflow. City personnel will coordinate with their current vendors to obtain information about the data exchange formats available. We

will review the available imports/exports from the destination system and determine the best means to exchange the necessary information. The BS&A project managers will document the agreed-upon scope of the interfaces and work with our development team to ensure the interfaces are completed and review the results with the City for acceptance. City staff will need to effectively communicate requirements to BS&A or facilitate meetings with those who can.

b. Following go-live of the software, what is the role of the Proposed in supporting the ongoing maintenance of development interfaces/integrations/data exchanges?

We support interfaces and integrations so that they will continue to work with our products.

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 City subject matter experts, or will the City be expected to perform much of the configuration?

BS&A's Project managers and Implementation Specialists will perform the bulk of the setup and configuration. It is our belief that this will provide for the most successful overall implementation. There are days included in the proposal for BS&A team members to work directly with City staff, on-site, if possible, to complete application setup. That way, we can leverage customer staff business process expertise and BS&A module setup knowledge most efficiently. After Go-live City personnel will have security access to make set-up changes, if needed.

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

Based on the number of user that we expect to train, we recommend that the City provide a training facility or conference room with laptops or desktop computers where users can follow along during training.

The City will need to provide physical space and internet access for trainers during days on site. Not all of these days will be dedicated exclusively training or support. BS&A personnel may be making modifications to settings or otherwise assisting with the implementation of the system.

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.

- 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 that part of the standard support offering or part of a different tier/offering?**

Our support team is available Monday through Thursday, 8:30 a.m. – 6:00 p.m., and Friday from 8:30 a.m. – 5:00 p.m. (EST). The average response time is less than 30 minutes; 95% of our support requests are answered in under 60 minutes. All calls are answered by a live team member, are queued and taken in the order received. Support via email and remote assistance is also available. Email support requests can be initiated directly from within any BS&A Module. With your annual support agreement, there is no limit on the number or frequency of support calls. Support assistance outside the normal business hours, can be available upon request. If client's problem cannot be resolved during the phone call, database backups can be sent for BS&A Support staff to review with our Developers, and City will be updated in a timely manner.

Afterhours or weekend support is not currently offered as part of standard support but could be scheduled in advance at additional cost.

- 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.**

Customers experiencing emergency situations would receive highest priority attention from our support team. In previous cases, BS&A team members have helped customers prepare for inclement weather by walking them through the process of preparing payroll early, uploading data to our FTP site for an off-site backup, or using a previously uploaded backup to access data that may be currently unavailable. On a case by case basis, extended support hours may be available.

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

BS&A believes that providing superior support is the key to success. As such, all support services are provided directly by BS&A Software personnel. Many of our support staff are degreed accountants, including multiple CPAs. This exceptional level of understanding of the accounting process, combined with their expertise in our software, has enhanced the quality of our software support. Our technical support staff continuously receives outstanding evaluations from our current customer base!

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

No. We believe it is critical to treat all our clients the same.

- 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?**

Updates are released the first and fifteenth of each month. Regarding testing procedures, see section 9.0 Testing & Quality Assurance Plan. Testing releases in a test environment is not currently available.

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

If any update issues arise, BS&A will work with the City to put out a corrected update as quickly as possible.

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.

Because we are proposing Software as a Service, the City is entitled to future products as part of their standard SaaS fees.

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?

Ongoing support is provided by BS&A. Customers may optionally designate an internal support person to serve as a liaison with BS&A, although that is not required. It is not expected that such liaison activities would take more than 10% to 20% of anyone's time. All users may contact BS&A directly for support.

Additional Information about BS&A's Ongoing Maintenance and Support

BS&A's management measures the success of the support team in several ways. First, approximately 3 weeks after conclusion of the project, we conduct a Post-project review. The purpose of this activity is to determine what aspects of the project went well and uncover any areas where improvements need to be made. If any additional training or support activities are required those will be completed to ensure satisfaction with the project. Then, after approximately 60 days post-implementation, a member of the senior BS&A management team will conduct an additional follow up. Here the focus is two-fold, improving future projects and determining if there is anything needed to ensure your complete satisfaction. Each team member is evaluated based on several criteria; however the greatest weight is given to their overall customer care, product and process knowledge, and willingness to consistently go above and beyond to solve customer problems.

BS&A tracks statistics for issues reported, resolved on the first call, average call duration, and the average time to reach issue resolution, as well as numerous other metrics. This information is monitored for the purposes of evaluating our effectiveness and efficiency. These statistics are only a small portion of how we measure the quality of our support. We believe each customer should be given the appropriate amount of assistance, and our ultimate goal is complete satisfaction.

Unlimited support is included in your annual fee. BS&A reserves the right to increase the annual fees by no more than the yearly CPI.

BS&A staff will be at your location during the implementation, training, and final Go-Live dates. Additional onsite training or support is available for \$1,325 /day, plus travel expenses. For example, if you want a representative onsite for training new staff, we can provide that.

BS&A Software offers complementary regional user groups to our clients. This gives the opportunity to network with communities that are BS&A Clients, review best practices within the software, and learn the new features and functionality that has been added to the software in the last 12 months. BS&A also holds an annual user conference. This is a multiday event that allows you to interact with industry peers as well as the BS&A Software staff. Here you will be able to build new and strengthen existing relationships as well as gain new product knowledge. The conferences offer numerous opportunities for continuing education including, classes, training sessions, workshops and keynote and industry relevant presentations.

Our support consultants have the ability to connect with your workstation, so that we see exactly how you are encountering the problem. If needed, we can take over control of your desktop to walk you through a resolution.

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.

During the initiation of the project, a project meeting and update schedule will be determined. Project status updates are generally scheduled monthly, with the frequency often increasing as go-live gets nearer. A project tracking spreadsheet including Action Items and Process Decisions will be kept in Microsoft SharePoint, and used to monitor progress. BS&A provides City personnel access to the SharePoint collaboration site dedicated to this project.

Ready

IV.RESOURCE HOURS

Proposer shall include the proposed resource levels for the City Implementation Project Team and the Proposed Implementation Project Team based on a 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 | 0 to 10 | 1 | As needed |
| Steering Committee | 0 to 10 | 3 | More or less, depending on City organization & skills |
| Project Manager | 30 to 160 | 1 | Typically, 30 to 50 hours per month, but during certain key phases 160. |
| Project Management Team | 20 to 80 | 2 | Based on scope of this project this may not be necessary. This depends a bit on the organizational structure of the City. |
| Functional Area Lead(s) – Assuming one lead per tab of Attachment B | 10 to 80 | 18 | Typically, 10 to 20 hours per month, but during certain key phases 80. |
| Subject Matter Expert(s) – Note: one SME may serve as SME on two or more modules/functional areas | 10 to 80 | 10 | Typically, 10 to 20 hours per month, but during certain key phases 80. |
| Integration Lead | 10 to 80 | 1 | |
| Data Conversion Lead | 10 to 40 | 2 | One each financials and personnel. |
| System Administrator | 10 to 40 | 1 | |
| Reporting Lead | 10 to 40 | 1 | |
| Organizational Change Management Lead | 10 to 40 | 1 | |
| Training Lead | 10 to 40 | 1 | |

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.

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

Exhibit submitted Yes X No

Implementation Plan

Our goal with every project is to have clients who are completely satisfied with their selection of BS&A. We utilize our extensive experience to accomplish this in an efficient, accurate, and timely manner, making the transition from your current system as smooth and painless as possible. In the majority of our implementations we are able to have our clients live in less than one year.

BS&A's project management team will work with you to develop an implementation plan. Our approach is to jointly craft a plan that leverages our experience and considers the needs of the project, the availability of BS&A resources and key dates/activities for the City. For example, many municipalities believe the best time to convert is at the start of a fiscal year. Our experience has shown that this is often the busiest time of year – not the optimal time to transition to new software.

Implementation meetings are held to discuss and review information about key topics and processes. This might include such things as: workflow processes, approval routing, banking information, reporting requirements, etc. As part of these meetings, key team members from the municipality are identified and included, ensuring that risks are identified, and potential issues are addressed.

Implementation Approach

BS&A has developed a five-phase approach to implementation.

Initiation: In the first phase of your implementation BS&A will assign a project manager that will lead you through your implementation. Once the project manager has been assigned our next step will be to



Implementation Testimonials

"As far as service goes, BS&A went overboard when it came to implementation. They went above and beyond making sure there were no inaccuracies after we left. Their support staff is exactly what they advertise it to be and more."

Tom Kloss, Hutchinson MN

"I considered the BS&A implementation team (to be) the expert in the implementation process and relied on their assurance (that) the transition would be as smooth as possible, and it was."

Melissa Burton, Overland MO

"Despite the COVID-19 Pandemic, we were not in a position to delay our ERP implementation. Based on our experience, BS&A was extraordinary and so customer-oriented. We score them a perfect 10! Do nothing different!"

John DeLeo, SR, Cape Canaveral FL

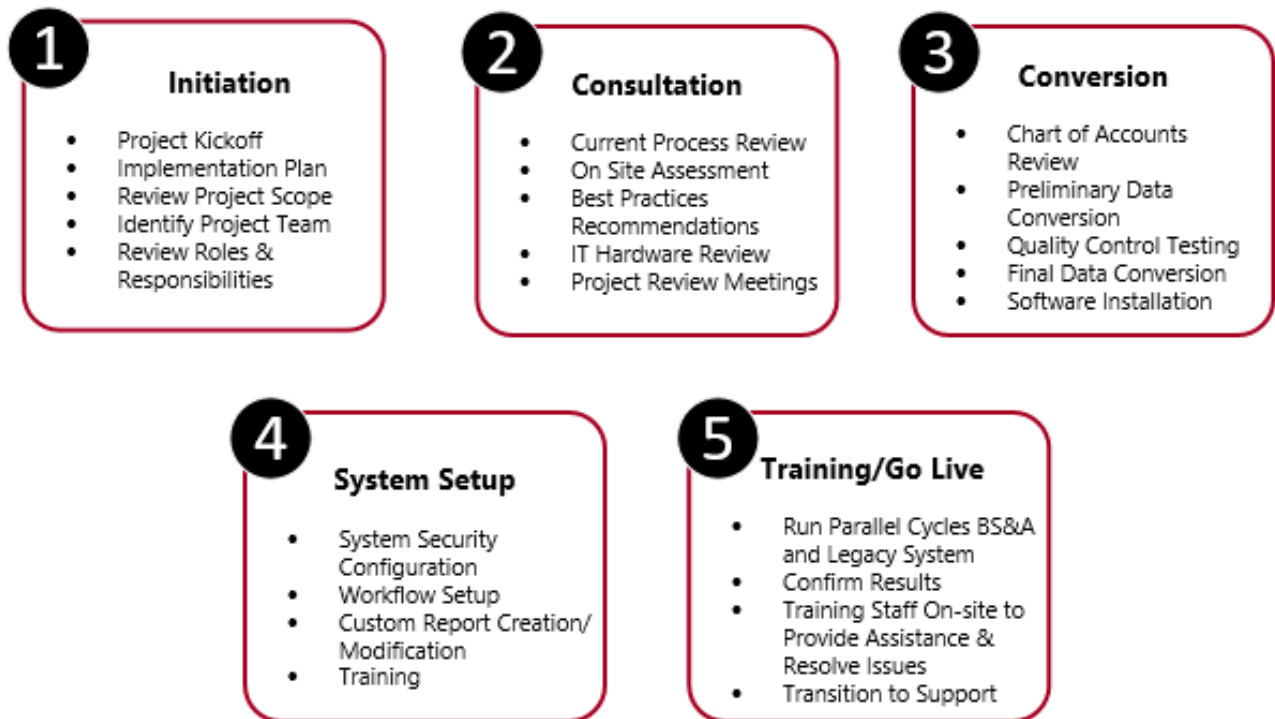
schedule the project kickoff meeting. In this meeting we will introduce our project team to the key stakeholders on your end. BS&A will define and review the roles and responsibilities for each party. Your project manager will assess the scope of your project and create an implementation plan for your review. The next key event will be the extraction of your data so that our team may begin working on your preliminary data conversion.

Consultation: The consultation phase is one of the most critical to your implementation. Here is where we will be gathering information on your current and future processes as part of our business process review. BS&A will make recommendations based upon our own experiences as well as industry best practices. Our goal is to work with you in the redesign of your business processes to create a more efficient environment with greater internal controls. During this phase we will review your chart of accounts, to ensure it is optimized to take advantage of the efficiencies new software brings.

Conversion: A key aspect of the data conversion process is to review your preliminary data conversion with you. In a typical implementation, BS&A will convert your data no less than three times: the preliminary which we will review with you, a second conversion to provide up to date account information prior to training, and the final data conversion just before the cutover to BS&A.

System Setup: As we enter this phase, your implementation specialist will be working with you to make any final configuration changes. They will set up roles, users and security rights, configure and test system workflows and integrations, and set up your custom forms.

Training/Go-Live: Our training team will be working with you and your team as we run parallel cycles in BS&A and confirm the results with your legacy system. We will ensure things are configured correctly prior to Go-Live. BS&A implementation team will be onsite to assist with your first payroll, billings, and check and report runs. They will review the new processes with you and transition you to the BS&A support team.



Proposed Implementation Schedule

Dates are estimated based on the expected Go-Live date and are subject to change.

| Timetable | Scope of Work |
|-----------------------------|---|
| 1 Month Post Signing | Kick-Off Meeting – This meeting will assemble all project stakeholders to discuss expectations and concerns. BS&A Software will lead the discussion and review: project scope, team, roles & responsibilities, project management processes and timing. |
| | Assemble Project Team – The respective Project Managers will administer the day-to-day operations of the project. |
| | Establish a timeline for project components such as conversions, customizations, program training. |
| Month 2 | Meet with the City IT team to identify possible network issues and review existing system configurations. |
| Months 3 - 5 | Preliminary Data Conversion & Data Review – Begin process of converting City's existing data into BS&A, following the agreed upon conversion plan. |
| | City sends preliminary data to BS&A for analysis and first run of data conversions. Upon completion of initial conversion, BS&A meets with key stakeholders to review conversion output. If necessary, the conversion will be updated and the process will be completed again until we have successfully converted all data. During this process, we will also gather requirements for any required program customizations. |
| Month 7 | Establish Environment for learning and evaluation purposes. This allows time for staff to become familiar with the Modules, execute test cases and review tutorials prior to formal training. Final converted data to be installed at a later date. |
| Months 8 - 10 | Implementation/Training |
| | The converted data will go through a Quality Control test. BS&A will first review/test the data, and then pass it to the City for their review and critique. |
| | BS&A begins Program Training. This will familiarize staff with the new software and processes. |
| 1 Month Post Go-Live | Evaluation |
| | After you are up and running we don't disappear. We will conduct a post project review meeting to tie up any loose ends and evaluate the entire process. We want your feedback to make sure you're completely satisfied and learn of anything that could be done to make our process better. |

EXHIBIT to Tab 3**Sample – High Level Work Plan**

The following Sample Implementation Schedule details the overall implementation timeframe and schedule of events. The dates, times and order of events are subject to change based on availability of the City and BS&A teams. This will be determined at the kick-off meeting should BS&A be the selected vendor. BS&A guarantees that the system will be fully functional according to the completion document once finalized at the commencement of the project.

Sample Implementation Schedule
[Below Template will be updated to fit your needs]

| Task | Responsible Parties (Bold is Primary) | Start | Duration |
|--|--|----------------------|---------------|
| Initiation Activities | | | |
| Conduct Kick-off Meeting | BS&A and City | Month 1 | 1 day |
| Review Project Scope and Project Management Process | BS&A | Month 1 | 1 day |
| Establish Project Meeting Schedule | BS&A and City | Month 1 | 1 day |
| Assemble BS&A Project Team | BS&A | Month 2 | 1 day |
| Assemble City Project Team | City | Month 2 | 1 day |
| Create Initial Project Timeline | BS&A & City | Month 2 | 1 day |
| IT and Data Conversion Activities | | | |
| Meet with City IT Staff to review Hardware Configurations | BS&A and City | Month 2 | 1 day |
| Extract Preliminary Data from current System | BS&A and City | Month 3 | 1 week |
| Conduct Data Mapping and Develop Data Conversion Routines | BS&A | Month 3-5 | 1 month |
| Conduct Review of Converted Data with City | BS&A and City | Month 5 | Approx. 1 day |
| Establish Environment | BS&A | Month 8 | 1 day |
| Knowledge Transfer | | | |
| Conduct On-site Process Review Meeting | BS&A and City | Month 5 | 2 days |
| Conduct Analysis of Current Forms | BS&A and City | Month 5 | 1 day |
| Conduct Review of Required Reports | BS&A and City | Month 5 | 1 day |
| Conduct Analysis of System Interface Requirements | BS&A and City | Month 5 | 1 day |
| Develop Best Practices Recommendation | BS&A | Month 5 | 1 day |
| Approve Recommendations | City | Month 6 | 1 day |
| Provide Consulting and Assistance with Chart of Account Redesign | BS&A | Month 6 | 1 day |
| Create System Specification Document | BS&A | Month 6 | 3 days |
| Implementation | | | |
| Create Forms | BS&A | Month 6 | 2 days |
| Create Reports | BS&A | Month 6 | 2 days |
| Conduct Acceptance Testing | City | Month 9 | 2 days |
| Conduct Final Data Extraction | City | Month 9 | 2 days |
| Convert Final Data | BS&A | Month 9 | 2 days |
| On-site Set-up for Users & Configuration Items | BS&A | Month 9 | 4 days |
| Training | | | |
| On-site Training | BS&A and City | Month 10 | Varies |
| Post-Project Activities | | | |
| Conduct Post Project Review & Assessment | BS&A and City | 1 month post go-live | Varies |
| Conduct Post Implementation Follow Up Training | BS&A and City | TBD | TBD |

VI. PROJECT MANAGEMENT PROCESS

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

i. Scope Management

In the event of a change in scope, the assigned Project Manager will first review the requested functionality with the appropriate Project Stakeholders, to ensure that there is a clear understanding of the desired outcome. Once this is completed, the Project Manager may consult with development staff, or our Product Management team, in order to first determine if it is possible to accommodate the requested changes, then to determine if there will be cost involved, and finally to determine an estimated timeline for the implementation of those changes. Once this step has been completed, a Change Order, detailing the change in scope, as well as any impacts to cost or timeline, is prepared for customer review. At any stage during this process, the Project Manager may facilitate the exchange of information between BS&A's Product Managers and developers, and the appropriate customer personnel.

ii. Schedule Management

A member of our Project Management and Implementation Planning team will be assigned to coordinate your project. Our staff member will oversee the implementation process, schedule all necessary meetings, data transfer and conversion, and schedule training. Coordination, documentation and communication will be provided throughout the project by way of Microsoft SharePoint.

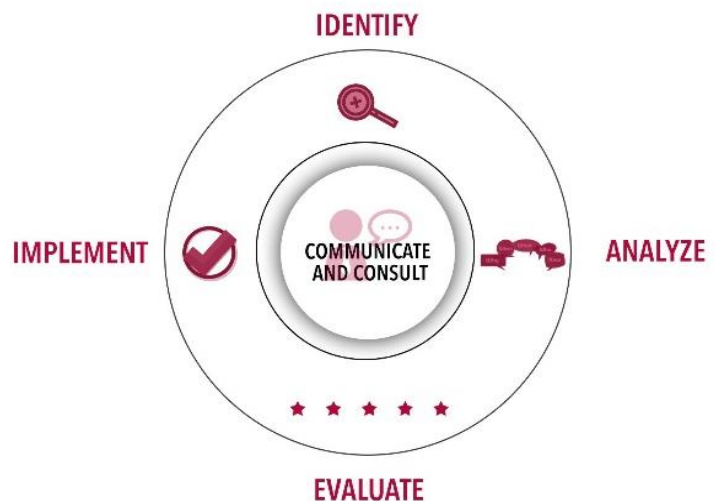
iii. Risk Management

Project Risk Management

Any successful implementation project requires an assessment of the risks and developing strategies to mitigate them. At the outset of the project, your project manager will identify and analyze project risk. As needed, they will implement strategies to minimize or eliminate those risks. Then, as the project progresses, they will continually monitor risks and discuss any changes during the regular project status meetings and/or calls.

The project risk management model that we follow is:

1. Identify
2. Analyze
3. Evaluate
4. Implement



iv. Quality Management

The quality management approach for this project will be planned to ensure quality in both the deliverables, and the processes required to achieve those deliverables. In order to achieve this, all deliverables, including conversions, customizations and written work product are reviewed by our Quality Assurance or Project Management Department before delivery to the customer.

Additionally, in all cases where it is possible to do so, such as conversions, preliminary versions are shared with the customer for their review and approval before final delivery.

v. Communication Management

BS&A Project Manager will utilize a number of tools for communicating with key project stakeholders. Email, meetings, phone conferences, and MS SharePoint are all examples of highly effective communication tools used throughout the implementation process. A BS&A-hosted SharePoint site will be established for the project, and a master action items list will be available there for all key stakeholders to reference. Project status updates will be conducted by BS&A project managers at a frequency arranged with the City.

vi. Organizational Change Management

Should any staff changes need to be made during the implementation process, BS&A's Project Manager will discuss this with the City's project stakeholders and seek approval.

vii. System Interface Plan

Early in the project, each proposed interface will be discussed with the City to allow the BS&A Project Managers to fully understand the desired workflow. The BS&A project managers will document the agreed-upon scope of the interfaces and work with our development team to ensure the interfaces are completed, and review the results with the City for acceptance.

viii. Resource Management Plan

We will ask for the City involvement in the following areas:

Preparation – Review of your requirements and expectations with your staff. Our staff will meet with your Directors to set timelines and deliverables.

Data Conversion – Extract the data from your current system so we can convert the data.

Report/Forms Development – Assist in the development.

Installation/Implementation – Assist in installing the programs and configuring the Network; assist in overall implementation process (reviewing converted data, setting up training rooms, etc.).

Training – See the "training" section of this proposal for the estimated number of days.

Additional Technical Support personnel are available to assist your staff with the proposed applications and are included in the chart below.

Having a number of implementation specialists and trainers covering various areas of the project allows for the assigned team member to be scheduled exclusively to the City implementation from beginning to end.

BS&A assumes the following skills/competencies in regards to City staff:

- IT resources will have the knowledge and expertise to communicate effectively with BS&A IT staff, with regards to workstation/server/network specifications, and will be able to carry out the agreed upon plans. City IT staff will also be able to assist with the extraction of data from the legacy system.
- City will have at least one staff member to serve as a subject matter expert, for each individual application, or functional area. This person will be able to answer questions relating to process, workflow, and system requirements, as it relates to their area of expertise.
- Individual staff members will have working knowledge of using a windows based computer, as well as a working knowledge of the job duties relating to the job duties directly relating to the application.

Beyond the time directly invested in training activities, BS&A makes the following time related staffing assumptions:

- City subject matter expert(s) - .25 FTE for the duration of the project.
- City IT staffing - .25 FTE for the duration of the project.
- Individual staff members – minimal involvement, beyond training, as required for testing purposes, or as needed by the City's subject matter expert.

VII. ORGANIZATIONAL CHART

- i. **The City anticipates that any vendor 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.**

In the first phase of your implementation BS&A will assign a project manager that will lead you through your implementation. This is done with consideration for the City's particular needs and the expertise and availability of the different project management team members. The same considerations will be made for any BS&A Implementation Specialists who are assigned to the project. We take care to match the City with Implementation Specialists whose experience, expertise, and availability are the best fit.

Once assigned, BS&A resources are rarely replaced or removed. If a need did occur, BS&A would work with the City to ensure the City's needs were addressed

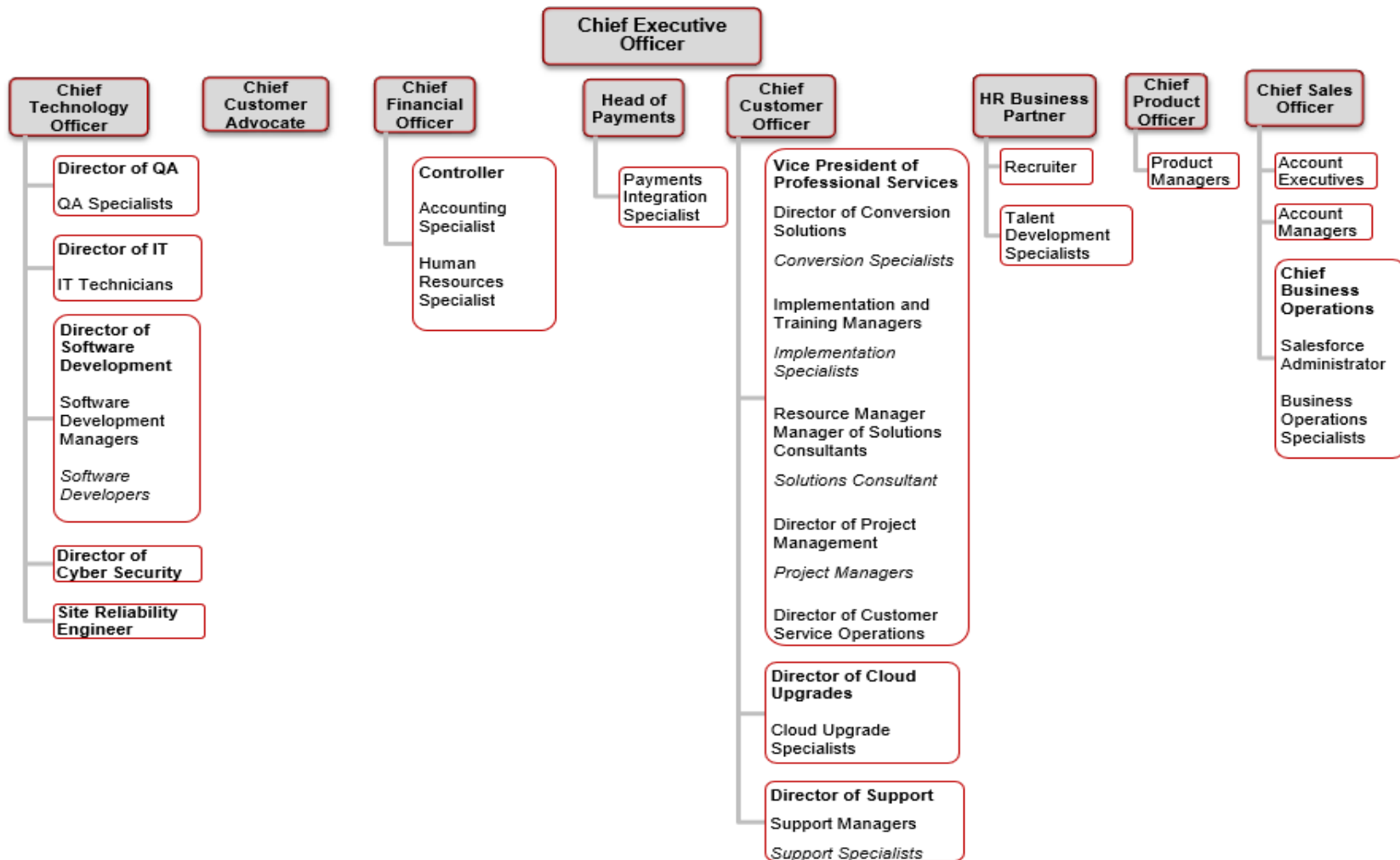
- ii. **Proposer to submit as an Exhibit to Tab 3, an Organizational Chart including subcontractors and reporting structure of the entire team proposed to work on the City's project.**

Exhibit submitted Yes X No

EXHIBIT to Tab 3



BS&A Software Organizational Chart



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 ☒ No ☐

BS&A will provide information on personnel likely to be assigned to the project. In an effort to most effectively use resources, personnel will be assigned to the project upon commencement of implementation.

Project Management & Implementation Planning Team

BS&A Software will provide information on personnel likely to be assigned to the project. In an effort to most effectively use resources, personnel will be assigned to the project upon commencement of implementation.

| | | |
|------------------------------------|--|--------------------------------|
| Name | Andrew Klein Financial Management Solutions Consultant | |
| Education | Bachelor's degree in Accounting with a minor in Economics | |
| Date of Hire | 2015 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local and county implementations including Hoffman Estates Park District, IL; Lockport, IL; Shoreview, MN; Tequesta, FL; North Riverside Village, IL; West Melbourne, FL | |
| Prior Work Experience | 2015-2016 | BS&A Software – Support Intern |

| | | |
|------------------------------------|--|--|
| Name | Bailey Kirby Financial Management Solutions Consultant | |
| Education | Bachelor's Degree in Mathematics | |
| Date of Hire | 2021 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in numerous local and county implementations including Cheboygan County, MI; Sycamore, IL; Bloomfield Hills, MI; Hampton, NH. | |

| | | |
|------------------|--|--|
| Name | Christy Dipzinski Financial Management Solutions Consultant | |
| Education | Bachelor's degree in Business Administration in Advertising, Marketing, Management Associate's degree in Accounting | |

| | | |
|------------------------------------|---|-------------------------|
| Date of Hire | 2013 | |
| Responsibilities | <i>Implementation logistics; data conversions; training arrangements, Report Designer, data and logical program testing</i> | |
| BS&A Project Experience | Involved in local and county implementations including City of Spring Lake Park, MN; White Bear Township, MN; City of Grayling, MI; City of Holland, MI | |
| Prior Work Experience | 2013-2023 | BS&A Software – Support |

| | | |
|------------------------------------|---|---|
| Name | Jameson Lemons Financial Management Solutions Consultant | |
| Education | Bachelor's degree in Communication Studies | |
| Date of Hire | 2016 | |
| Responsibilities | <i>Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements</i> | |
| BS&A Project Experience | Accounts Payable, Cash Receipting, Fixed Assets, General Ledger, Accounts Receivable, Purchase Orders, and Utility Billing | |
| Prior Work Experience | 2016 – 2023 | BS&A Software – Financial Management Support Specialist |

| | | |
|------------------------------------|---|--|
| Name | Jason Smith Financial Management Solutions Consultant | |
| Education | ABA, BBA, and MBA all with concentration in Accounting | |
| Date of Hire | 2011 | |
| Responsibilities | <i>Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements</i> | |
| BS&A Project Experience | Involved in local and county implementations including Thomaston, GA; Big Rapids, MI; Wheeling, IL; Excelsior, MN; Connersville, IN | |
| Prior Work Experience | 2011-2021 | BS&A Software – Financial Management/HRMS Support Specialist |

| | | |
|------------------------------------|---|---|
| Name | Katie Magsig Conversion Analyst | |
| Education | Bachelor's degree in Biomedical Sciences | |
| Date of Hire | 2016 | |
| Responsibilities | Data Conversions, Data Reviews, Liaison between Project Management & ETL Team | |
| BS&A Project Experience | Involved in preliminary and final conversions for Utility Billing and Cemetery Management | |
| Prior Work Experience | 2016 - 2019 2014 - 2016 | BS&A Software – Utility Billing Support Specialist Central Michigan University – College of Medicine Laboratory Technician |

| | | |
|------------------------------|---|---|
| Name | Laura Pohl Conversion Analyst | |
| Education | Bachelor's degree in Accounting | |
| Date of Hire | 2011 | |
| Responsibilities | Implementation logistics; analyze & verify converted data; document conversion related issues & action items, assist in maintaining data mapping/dictionaries | |
| Prior Work Experience | 2012-2017 | <i>BS&A Software</i> – Financial Management Project Manager |

| | | |
|------------------------------------|---|---|
| Name | Lauren Hirn Director of Project Management | |
| Education | Bachelor's of Science in Business Administration, majoring in Finance and minoring in Information Systems SAP Certified – Associate Business Foundation & Integration s/ SAP ERP 6.0 EHPS | |
| Date of Hire | 2015 | |
| Responsibilities | Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements | |
| BS&A Project Experience | Involved in local and county implementations including Medley, FL; Northbrook, IL; Ferndale, MI; Romulus, MI; Clay County Utility Authority, FL; Sullivan's Island, SC; City of Warren, MI; South Milwaukee, WI; New Haven, IN; Oak Lawn, IL; Southfield, MI; Howell, MI; Hazel Park, MI; Moorhead, MN; North Chicago, IL; Frankfort Village, IL; Streetsboro, OH | |
| Prior Work Experience | 2015 – 2021 | <i>BS&A Software</i> – Implementation and Training Specialist |

| | | |
|------------------------------------|---|---|
| Name | Lauren Pletscher Solutions Consultant Manager | |
| Education | Bachelor's of Science, majoring in Accounting Master's of Public Administration | |
| Date of Hire | 2019 | |
| Responsibilities | <i>Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements</i> | |
| BS&A Project Experience | Involved in local and county implementations including Thomaston, GA; Cumberland, IN; Oak Lawn, IL; Nixa, MO; Berlin, NH; Libertyville, NH; Papio-Missouri Natural Resources District, NE; Arenac County, MI; Crystal Lake, IL; Howell, MI; Carver, MN; Southfield, MI; Warren Police and Fire Retirement, MI | |
| Prior Work Experience | 2019 – 2023 | <i>BS&A Software</i> - Implementation and Training Specialist |

| | | |
|-------------------------|--|--|
| Name | Zach Earegood Solution Consultant Manager | |
| Education | Bachelor's degree in Business Administration; Major in Management and Minor in Marketing | |
| Date of Hire | 2012 | |
| Responsibilities | Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements | |

| | | |
|------------------------------------|---|--|
| BS&A Project Experience | Involved in numerous local and county implementations including North Little Rock, AR; Macomb Township, MI; Des Plaines, IL; Branch County, MI; Genoa Township, MI; Shoreview, MN. Bennettsville, SC; Harrison, AR; Silver Spring, PA; Macomb Township, MI; Warren, MI; Town of Hampton, NH; Tybee Island, GA | |
| Prior Work Experience | 2012-2014 | <i>BS&A Software</i> – Financial Management Support Specialist |

| | | |
|------------------------------------|---|--|
| Name | Zachary VanKampen Financial Management Solutions Consultant | |
| Education | Bachelor's degree in Computer Information Systems | |
| Date of Hire | 2022 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local and county implementations including City of Sycamore, IL; City of Warrenton, MO; City of Reading, MI; City of Excelsior, MN; Village of Riverwoods, IL | |
| Prior Work Experience | 2022-2024 2020-2021 | <i>BS&A Software</i> – Implementation and Training Specialist <i>Cintas Corporation</i> – Management Intern |

| | | |
|------------------------------------|--|---|
| Name | Zachary Woolford Financial Management Solutions Consultant | |
| Education | Bachelor's degree in Accounting from Michigan State University Master in Accountancy – Tax Focus from Michigan State University | |
| Date of Hire | 2019 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Big Rapids, MI; Keweenaw County, MI; Chesterfield, MI; Gretna, NE; Glennville, GA | |
| Prior Work Experience | 2019-2023 2017-2018 2016-2017 | <i>BS&A Software</i> – Implementation and Training Specialist Kortman Masonry – Laborer Holy Cross Lutheran - Janitor |

| | | |
|-------------------------|--|--|
| Name | Kyle Schian Solutions Consultant Manager | |
| Education | Bachelor's Degree in Finance & Business Administration | |
| Date of Hire | 2015 | |
| Responsibilities | Managing multiple projects end-to-end; implementation logistics; database configuration; data reviews & data validation; training arrangements; manager of Community Development project management team | |

| | | |
|------------------------------------|--|--|
| BS&A Project Experience | Involved in numerous local and out-of-state implementations including: East Lansing, MI; Southfield, MI; Warren, MI; Battle Creek, MI; Shoreview, MN; Plymouth, MN; Prior Lake, MN; Skokie, IL; Lake Forest, IL; Wheeling, IL; East Point, GA; Douglasville, GA; Tucker, GA; Jupiter Island, FL; Medley, FL; Titusville, FL; South Milwaukee, WI; Greenfield, WI; North Little Rock, AR; Clark County, OH; Linn County, IA | |
| Prior Work Experience | 2021 – 2022 2015 – 2021 2014 – 2015 | <i>BS&A Software</i> – Project Manager <i>BS&A Software</i> – Implementation & Training Specialist <i>Nolan Transportation Group</i> – National Accounts Manager |

| | |
|------------------------------|---|
| Name | Sue Hoch Conversion Analyst |
| Education | Bachelor Degree in Geography |
| Date of Hire | 2015 |
| Responsibilities | Database configuration; developing custom reports |
| Prior Work Experience | <i>Defense Mapping Agency</i> – Cartographer <i>Manatron, Inc.</i> – GIS Programmer <i>City of Kalamazoo</i> – GIS Coordinator/Senior Systems Analyst |

Implementation and Training Team

BS&A Software will provide information on personnel likely to be assigned to the project. In an effort to most effectively use resources, personnel will be assigned to the project upon commencement of implementation.

| | |
|------------------------------------|--|
| Name | Abby Lasagna Financial Management Implementation Specialist |
| Education | Bachelor's degree in Mathematics |
| Date of Hire | 2019 |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems |
| BS&A Project Experience | Involved in local and county implementations including Genesee County, MI; Southfield, MI; Collinsville, IL; Frankfort Village, IL; Henniker, NH; Silver Bay, MN |
| Prior Work Experience | 2019 - 2020 <i>BS&A Software</i> – Financial Management Support Specialist |

| | |
|------------------------------------|---|
| Name | Aubrey Snyder Financial Management Implementation Specialist |
| Education | Bachelor's degree in Business Management |
| Date of Hire | 2022 |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems |
| BS&A Project Experience | Involved in local implementations including City of Crystal Lake, IL; Indialantic, FL; Wilson Township, MI; City of Adairsville, GA; Village of Lake Isabella, MI |
| Prior Work Experience | 2020-2022 <i>Auto-Owners Insurance</i> - Underwriter |

| | | |
|------------------------------------|--|--|
| Name | Audrey Katona Financial Management Implementation Specialist | |
| Education | Bachelor's degree in History and Political Science, and Master's degrees in both Business Administration and Public Administration | |
| Date of Hire | 2017 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local and county implementations including Libertyville, IL; Lebanon, NH; St. Francis, MN, Hiram, GA; Isle of Palms, SC; Big Rapids, MI; Sebring, FL | |
| Prior Work Experience | 2013 - 2016 2011 - 2013 | <i>City of Woodstock, GA</i> – Financial Analyst <i>City of Woodstock, GA</i> – Business License and Building Permit Representative |

| | | |
|------------------------------------|---|---|
| Name | Brooklyn Witgen Financial Management Implementation Specialist | |
| Education | Bachelor of Business Administration degree in Management | |
| Date of Hire | 2022 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local and county implementations including Malabar, FL; Bay Township, MI; White Cloud, MI; and Broward MPO, FL. | |
| Prior Work Experience | 2019-2022 | MDOC Parole Board Departmental Technician |

| | | |
|------------------------------------|--|--|
| Name | Chris Polack Financial Management Implementation Specialist | |
| Date of Hire | 2001 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local and county implementations including Grand Rapids, MI; Alton, IL; Suwanee, GA; Cadillac, MI; Cole County, MO; Clawson MI | |
| Prior Work Experience | 2013 - 2014 2001 - 2012 1999 - 2001 | <i>BS&A Software</i> – Financial Management Support Specialist <i>BS&A Software</i> – Tax Support Specialist and Trainer <i>New Horizons Computer Learning Center</i> – Software Trainer |

| | | |
|---------------------|---|--|
| Name | Cody Simpson Financial Management Implementation Specialist | |
| Education | Bachelor's degree in Health Sciences | |
| Date of Hire | 2021 | |

| | | |
|------------------------------------|--|---|
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local, county, and special district implementations including Jackson County, IL; Arenac County, MI; Streetsboro, OH; Berlin, NH; Montmorency County, MI; Lowell, AR; Dundee Park District, IL | |
| Prior Work Experience | 2016-2021 | <i>Bowman Chevrolet</i> - Marketing and Communications Director |

| | | |
|------------------------------------|--|--------------------------------|
| Name | Connor Hengesbach Financial Management Implementation Specialist | |
| Education | Bachelor's degree | |
| Date of Hire | 2023 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | N/A | |
| Prior Work Experience | 2022-2023 | Children's Protective Services |

| | | |
|------------------------------------|--|--|
| Name | Corey Meiring Financial Management Implementation Specialist | |
| Education | Bachelor's degree in Accounting & Marketing | |
| Date of Hire | 2005 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in numerous local and county implementations including Skokie, IL; Highland, IN; Longboat Key, FL; St. Joseph County, MI; Arlington Heights Park District, IL; Alachua, FL; Broward Metropolitan Planning Organization, FL; West Melbourne, FL; Jackson County, IL; Bennettsville, SC | |
| Prior Work Experience | 2000 - 2005 | <i>Thomson Reuters</i> – Software training |

| | | |
|------------------------------------|--|--|
| Name | Christal Canfield Financial Management Implementation Specialist | |
| Education | Bachelor of Science, Small Business & Entrepreneurship | |
| Date of Hire | 2022 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local implementations including Woodhull Twp, MI; Matteson, IL; Sycamore, IL; Ovid Twp, MI; Secord Twp, MI and Additional Training for Indialantic, FL and Whitefish Twp, MI | |
| Prior Work Experience | 2021-2022 | <i>Haven House</i> ; East Lansing, MI – <i>Operations Manager</i> (In-house tech support, building maintenance manager, and financial processing, operating, and investment management.) |

| | | |
|--|-----------|--|
| | 2015-2021 | <i>Jackson National Life; Okemos, MI – Various Roles (Started as Customer Service Advocate, advanced to being Variable Annuity Expert, then promoted to Manager and transitioned to Claims Department overseeing beneficiary death benefit claims and Legal review for trust and probate, and electronic transfers.)</i> |
|--|-----------|--|

| | | |
|------------------------------------|---|--|
| Name | Devin Banek Financial Management Implementation Specialist | |
| Education | Bachelor's degree in Banking, Finance, and Business Management | |
| Date of Hire | 2014 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local, county, and special district implementations including Houghton County, MI; St. Joseph Charter Twp, MI; Zion Park District, IL; Eaton Rapids, MI; Freeport Park District, IL; Alachua, FL; North Little Rock, AR; Frankenmuth Twp, MI; Johnstown Twp, MI; Adairsville, GA; Peachtree City, GA; Alton, IL; North Charleston Sewer District, SC; Kalkaska, MI. | |
| Prior Work Experience | 2012 - 2014 | <i>Wolverine Bank – Deposit Sales and Service Representative</i> |

| | | |
|------------------------------------|---|--|
| Name | Jeff Delany Financial Management Implementation Specialist | |
| Education | Bachelor's Degree in Accounting | |
| Date of Hire | 2014 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in numerous local and county implementations including Grosse Pointe Park, MI; Beverly Hills, MI; Haring Charter Twp, MI; Kalamazoo Lake Sewer & Water Authority, MI; Manistique, MI; Wayne County, GA; Lake Bluff, IL; Sullivan's Island, SC; Winfield, IL; Somers, WI. | |
| Prior Work Experience | 2014 | <i>BS&A Software – Financial Management Support Specialist</i> |

| | | |
|------------------------------------|--|---|
| Name | Jordan Laird Financial Management Implementation Specialist | |
| Date of Hire | 2023 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local and county implementations including City of Warrenton, MO | |
| Prior Work Experience | 2023-Current 2022-2023 2016-2022 | BS&A Software – Implementation Specialist Tecomet – HR Generalist EmployBridge – Workforce Solutions Manager (Implementation Manager) |

| | | |
|------------------------------------|--|--|
| Name | Mary Reardon Financial Management Implementation Specialist | |
| Education | Bachelor's Degree in Finance | |
| Date of Hire | 2007 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local and county implementations including Clark County, OH; Montgomery Twp, PA; Covington, GA; Libertyville Village, IL; North Little Rock, AR; New Brighton, MN; Muskegon County, MI | |
| Prior Work Experience | 2007 - 2011 | <i>BS&A Software</i> – Support Specialist for the Financial Management Suite |
| | 1994 - 2007 | <i>City of Ludington</i> – Community Development Director |

| | | |
|------------------------------------|--|---|
| Name | Nathan Kramer Financial Management Implementation Specialist | |
| Education | Bachelor's degree in Sport Management from the University of Michigan – Ann Arbor | |
| Date of Hire | 2022 | |
| Responsibilities | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| BS&A Project Experience | Involved in local and county implementations including Crystal Lake, IL; Cumberland, IN; Pewaukee, WI; Carver, MN; Edinboro, PA; Sister Lakes, MI; Tybee Island, GA; Hampton, NH | |
| Prior Work Experience | 2018-2021 | <i>Auto-Owners Insurance</i> – Quality Analyst |
| | 2021-2022 | <i>Auto-Owners Insurance</i> – Personal Lines Underwriter |

| | | |
|------------------------------------|---|---|
| Name | Tina Walker Financial Management Implementation Specialist | |
| Education | Bachelor's degree in Accounting | |
| Date of Hire | 2009 | |
| Responsibilities | Implementation logistics; data conversions; training arrangements | |
| BS&A Project Experience | Involved in numerous local and county implementations including Clinton Charter Township, MI; Shorewood Village, WI; West Melbourne, FL; Fort Meade, FL; Jupiter Island, FL; Alton, IL; Tifton, GA; Oak Park IL | |
| Prior Work Experience | 2002 - 2009 | <i>Wilbur Ellis Co.</i> – Budget preparation, revenue forecasting, monthly sales and gross margin reports |

- 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.) |
| Max Bisschop | Account Executive | Project Oversight | 20+ | 1 | N/A | Resolution/Escalation of Issues | |
| Andrew Klein | Financial Management Solutions Consultant | Project Manager | 9 | 9 | 50+ | Implementation logistics; data conversions | |
| Bailey Kirby | Financial Management Solutions Consultant | Project Manager | 2 | 3 | 10+ | Implementation logistics; data conversions | |
| Christy Dipzinski | Financial Management Solutions Consultant | Project Manager | 1 | 11 | 15+ | Implementation logistics; data conversions | |
| Jameson Lemons | Financial Management Solutions Consultant | Project Manager | 1 | 8 | 10+ | Implementation logistics; data conversions | |
| Katie Magsig | Financial Management Conversion Analyst | Analyst | 8 | 8 | 30+ | Implementation logistics; data conversions | |

| | | | | | | | |
|-------------------|--|-----------------------------|----|----|-----|--|--|
| Laura Pohl | HRMS Conversion Analyst | Analyst | 14 | 13 | 30+ | Implementation logistics; data conversions; training arrangements | |
| Lauren Hirn | Director of Project Management | Project Manager | 9 | 9 | 20+ | Implementation logistics; data conversions; training arrangements | |
| Lauren Pletscher | Financial Management Solutions Consultant | Project Manager | 5 | 5 | 20+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Mitchell Tozer | Financial Management and Solutions Consultant | Project Manager | 5 | 5 | 20+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Zach Earegood | Financial Management Solutions Consultant Manager | Project Manager | 12 | 12 | 50+ | Implementation logistics; data conversions | |
| Zachary VanKampen | Financial Management Solutions Consultant | Project Manager | 2 | 2 | 10+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Zachary Woolford | Financial Management Solutions Consultant | Project Manager | 5 | 5 | 20+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Audrey Katona | Financial Management Implementation Specialist Manager | Implementation and Training | 13 | 7 | 50+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |

| | | | | | | | |
|-------------------|--|-----------------------------|----|----|-----|--|--|
| Abby Lasagna | Financial Management Implementation Specialist | Implementation and Training | 5 | 5 | 20+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Aubrey Snyder | Financial Management and Implementation Specialist | Implementation and Training | 2 | 2 | 10+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Brooklyn Witgen | Financial Management and Implementation Specialist | Implementation and Training | 2 | 2 | 10+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Chris Polack | Financial Management Implementation Specialist | Implementation and Training | 25 | 23 | 50+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Cody Simpson | Financial Management Implementation Specialist | Implementation and Training | 3 | 3 | 15+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Corey Meiring | Financial Management Implementation Specialist | Implementation and Training | 13 | 18 | 50+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Christal Canfield | Financial Management Implementation Specialist | Implementation and Training | 2 | 2 | 10+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Devin Banek | Financial Management and Implementation Specialist | Implementation and Training | 10 | 10 | 45+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |

| | | | | | | | |
|---------------|--|-----------------------------|----|----|-----|--|--|
| Mary Reardon | Financial Management and Implementation Specialist | Implementation and Training | 28 | 17 | 50+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Nathan Kramer | Financial Management and Implementation Specialist | Implementation and Training | 2 | 2 | 10+ | Implementation, Training & Support of BS&A Software Financial Management Systems | |
| Tina Walker | Financial Management Project Manager | Project Manager | 22 | 15 | 50+ | Implementation logistics; data conversions | |

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.**

Training is a critical part of any software implementation. Effective training of your staff will increase efficiencies and ensure a successful project. BS&A Software performs training in person and onsite at your facilities using your data. While onsite is our preferred method, BS&A Software has adapted due to the current environment and is currently offering remote training where necessary.

Your onsite implementation specialist will work closely with your staff to execute the implementation plan. Some general objectives of all training include.

- Familiarization with BS&A Software's user interface and global functionality
- Software configuration to fit your needs
- Configuration and testing of custom workflow
- User and security setup
- Group training sessions
- Parallel cycles
- Verification of converted data for balancing and audit purposes

In addition to expertise in our system, the majority of our implementation specialists hold degrees in accounting, finance, or public administration. We believe this is very important to effectively communicate and consult with your staff throughout the project. Our implementation specialists teach in a friendly, relaxed yet professional manner, which helps alleviate any apprehension your staff may have over learning a new system and ensures their buy-in of the entire project.

BS&A will provide customized training documents to assist with your training. The training materials provided can be used, copied, combined and/or distributed for any City training sessions.

End User Training

The estimated number of training days for end user training for City staff on all software modules:

| | |
|-------------------------------|----------|
| Software Setup | Days: 4 |
| Financial Management Modules | Days: 16 |
| Personnel Management Modules | Days: 21 |
| User Acceptance Testing (UAT) | Days: 4 |
| Post-Go Live Follow Up | Days: 4 |

Total: 49

- 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.**

Every project is unique and requires its own customized training plan. Your BS&A Implementation team will work with you to create a training plan to ensure your project's success. BS&A Software utilizes multiple training methods including end user, classroom, and train the trainer. Where practical, we find a hands-on end user training approach at your desk most effective. This method will be used for the majority of your primary users training as well as the processing of parallel cycles. For the more casual users we offer training in a classroom environment, allowing for a greater number of users to be trained concurrently. When appropriate, in some limited cases we will deploy a train the trainer method. In all cases, we utilize your converted data, easing the transition for your users and delivering the best results.

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

In addition to training, each BS&A Cloud module has a manual accessible through the site.

Optional Post-Go Live Follow-up Training

BS&A strongly recommends follow-up training days after initial training has been completed. During these sessions we will work one-on-one with any users who require additional assistance. For this project, we would recommend 4 days of follow-up training. Activities include:

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,325/day + travel costs
- Days quoted are estimates; you will only be billed for actual days used

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.

While onsite is our preferred method, BS&A Software has adapted due to the current environment and is currently offering remote training where necessary. In addition, some aspects of the training may be handled remotely if BS&A and the customer agree it would be beneficial.

BS&A uses WebEx for remote training, using webcams and screen sharing to replicate the face-to-face experience as much as possible. Because we believe it improves comprehension and retention, we have even provided a camera to customers at no charge to make sure they receive the most benefit from the training.

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.

BS&A's Implementation and Training team is flexible and accustomed to providing effective training in a variety of environments. In most cases we prefer training one on one with users, even in the user's work environment.

In cases where we do need a training room, we prefer to keep class sizes limited to 10 or fewer, and it is preferred that each attendee have a computer that meets BS&A's minimum system requirements.

Proposer to detail specific training resources or programs that are available to users post go-live, and how can they access them to maximize their proficiency with the new system.

Additional training can be scheduled for a fee, plus applicable travel expenses.

Additionally, BS&A Software offers complementary regional user groups to our clients. This gives the opportunity to network with other communities that are BS&A Clients, review best practices within the software, and learn the new features and functionality that have been added to the software in the last 12 months. BS&A also holds an annual user conference. This is a multiday event that allows you to interact with industry peers as well as the BS&A Software staff. Here you will be able to build new and strengthen existing relationships as well as gain new product knowledge. The conferences offer numerous opportunities for continuing education including, classes, training sessions, workshops and keynote and industry relevant presentations.

X. 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.

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

Exhibit submitted Yes ☒ No ☐

| Training topic/course | Functional Module Covered (please specify per proposed module, such as benefits, payroll, etc.) | Type of City users to attend | General summary of number of sessions offered of this course | Maximum class size | Format for the class | Training data that will be used for this topic/course (live, sandbox, etc.) |
|---|---|-------------------------------------|---|--|---|--|
| General Ledger Core User Training | General Ledger | Core User Team | Sessions will be structured around core user availability. | BS&A prefers a maximum of 10 users per session, but Core User training is typically handled in smaller groups. | Overview of General Ledger application, specifically as used by core or administrative users. | Preliminary converted data. |
| General Ledger End User Training: Lookup, Reporting, Journal Entries | General Ledger | End Users | Approximately 5-10 as needed | 10 users | Classroom-style | Preliminary converted data |
| Accounts Payable/Purchase | Accounts Payable/Purchase Order | Core User Team | Sessions will be structured around core user availability. | BS&A prefers a maximum of 10 users per session, | Overview of Accounts Payable and | Preliminary converted data. |

| Training topic/course | Functional Module Covered (please specify per proposed module, such as benefits, payroll, etc.) | Type of City users to attend | General summary of number of sessions offered of this course | Maximum class size | Format for the class | Training data that will be used for this topic/course (live, sandbox, etc.) |
|---|---|-------------------------------------|---|--|--|--|
| Order Core User Training | | | | but Core User training is typically handled in smaller groups. | Purchase Order applications, specifically as used by core or administrative users. | |
| Accounts Payable End User Training: Vendor Lookup, Reporting, Invoice Entry | Accounts Payable | End Users | Approximately 5-10 as needed | 10 users | Classroom-style | Preliminary converted data |
| Purchase Order End User Training: Vendor Lookup, Reporting, Invoice Entry | Purchase Order | End Users | Approximately 5-10 as needed | 10 users | Classroom-style | Preliminary converted data |
| Cash Receipting Core User Training | Cash Receipting | Core User Team | Sessions will be structured around core user availability. | BS&A prefers a maximum of 10 users per session, but Core User training is typically handled in smaller groups. | Overview of Cash Receipting application, specifically as used by core or administrative users. | Preliminary converted data. |
| Cash Receipting End User Training: | Cash Receipting | End Users | Approximately 5-10 as needed | 10 users | Classroom-style | Preliminary converted data |

| Training topic/course | Functional Module Covered (please specify per proposed module, such as benefits, payroll, etc.) | Type of City users to attend | General summary of number of sessions offered of this course | Maximum class size | Format for the class | Training data that will be used for this topic/course (live, sandbox, etc.) |
|---|---|-------------------------------------|---|--|--|--|
| Lookup, Reporting, Journal Entries | | | | | | |
| Accounts Receivable Core User Training | Accounts Receivable | Core User Team | Sessions will be structured around core user availability. | BS&A prefers a maximum of 10 users per session, but Core User training is typically handled in smaller groups. | Overview of Miscellaneous Receivables application, specifically as used by core or administrative users. | Preliminary converted data. |
| Accounts Receivable End User Training: Lookup, Reporting, Invoice Entry | Accounts Receivable | End Users | Approximately 5-10 as needed | 10 users | Classroom-style | Preliminary converted data |
| Fixed Assets Core User Training | Fixed Assets | Core User Team | Sessions will be structured around core user availability. | BS&A prefers a maximum of 10 users per session, but Core User training is typically handled in smaller groups. | Overview of Fixed Assets application, specifically as used by core or administrative users. | Preliminary converted data. |
| Payroll Core User Training: Setup, Reporting, | Payroll | Core User Team | Sessions will be structured around core user availability. | BS&A prefers a maximum of 10 users per session, but Core User | Overview of Payroll application, specifically as | Preliminary converted data. |

| Training topic/course | Functional Module Covered (please specify per proposed module, such as benefits, payroll, etc.) | Type of City users to attend | General summary of number of sessions offered of this course | Maximum class size | Format for the class | Training data that will be used for this topic/course (live, sandbox, etc.) |
|---|---|-------------------------------------|---|--|---|--|
| Processing Payroll | | | | training is typically handled in smaller groups. | used by core or administrative users. | |
| Human Resources Core User Training: Setup, Reporting, Billing | Human Resources | Core User Team | Sessions will be structured around core user availability. | BS&A prefers a maximum of 10 users per session, but Core User training is typically handled in smaller groups. | Overview of Human Resources module, specifically as used by core or administrative users. | Preliminary converted data. |

EXHIBIT to Tab 3 – Sample Training Plan
Sample Training Schedule

| Task | Timeline | Duration |
|--|--------------------------|----------|
| Financials | | |
| User and Permission Group Setup | Week 1 | 1 day |
| Conduct confirmation meetings with customer's steering committee to ensure BSA has all the needed information for configuration and training | Week 1 | 1 day |
| BSA conducts overview sessions and demos for the steering committee | Week 1 | 1 day |
| Finalization of Setup and Documentation Creation for Classroom training | Week 2 | 1 day |
| Classroom training for end users ~ 1-2 weeks | Week 2 – Week 4 | 8 days |
| Final data is pulled Thursday before the Monday Go-Live day | Week 2 | 1 day |
| Go-Live support typically includes an additional Training Specialist during the first week to ensure assistance gets to end users as quickly as possible | Week 3 – Week 4 | 5 days |
| Department Head GL Classes | Week 3 | 1 day |
| Payroll | | |
| BSA pulls data from existing system; Customer runs another payroll | 1 week prior to training | 1 day |
| BSA test, recreate payroll and balance to reports from customer | Week 1 | 1 day |
| BSA onsite to recreate additional payroll custom has run to confirm conversion and bring BS&A Payroll to date | Week 1 | 1 day |
| Run a live payroll with customer | Week 2 | 2 days |
| Classroom training on Human Resources | Week 2 | 1 day |

XI. TRAINING COORDINATION

Proposer to detail the roles and responsibilities for the training effort.

| Role/Responsibility | Role/Responsibility |
|--|--------------------------------------|
| Training Coordination/Scheduling | City (primary) and BS&A (supporting) |
| Training Curriculum/Material Development | BS&A |
| Training Instruction/Delivery | BS&A |

XII. SYSTEM DOCUMENTATION

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.

| | |
|----------------------------|---|
| Quick Reference Guides | Application manuals and tutorials are available from the Help menu within the applications. |
| Custom User Guides/Manuals | While BS&A Implementation and Training Specialist is onsite, custom documentation can be developed for specific City processes. |

General Ledger Budget Entry

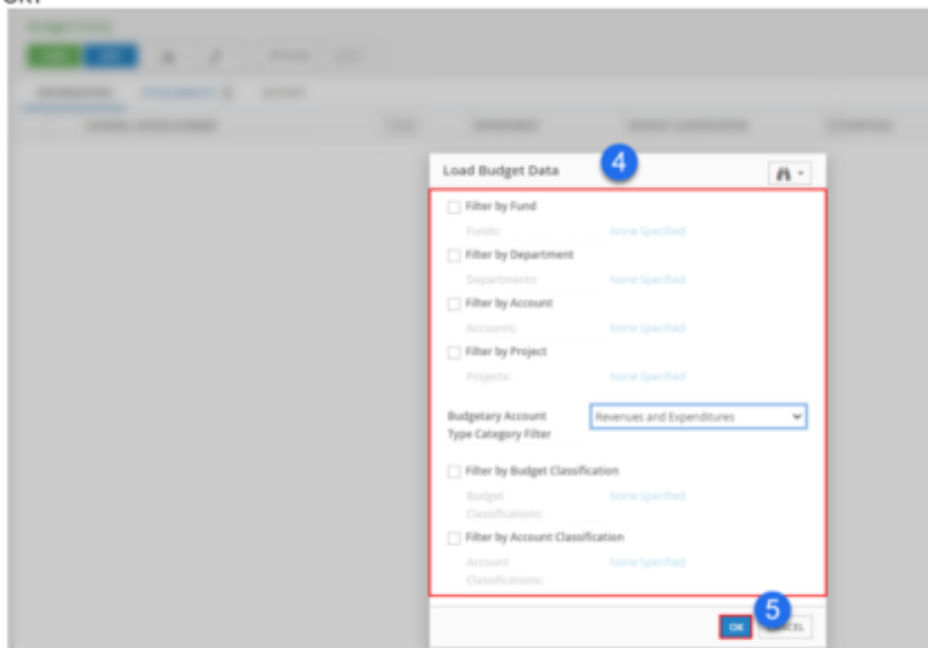
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Entering the Budget

1. Click on the 'General Ledger' Module in the Navigation Pane.
2. Click on the 'Tasks' Menu Item.
3. Click on 'Budget Entry'.



4. Enable any additional filters to limit the general ledger numbers that will display in the Budget Entry (Optional).
 - a. NOTE: The user will only have access to view/budget for the General Ledger numbers that they have the necessary security access for.
5. Click 'OK'.



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15. Once you have located the General Ledger number you would like to enter the budget for, click into the correct budget column and enter the budget value.

Budget Entry

INFORMATION
ATTACHMENTS
ACTIVITY

☐ MASS ADDITIONS ENTRY
 ☐ FACTOR
 ☐ COPY BETWEEN LEVELS

| GENERAL LEDGER NUMBER | DESCRIPTION | ACTIVITY | BASED ON BUDGET | ACTIVITY | PROJECTED | REQUESTED | RECOMMENDED | APPROVED |
|-----------------------|-------------------|----------|-----------------|----------|-----------|-----------|-------------|----------|
| 101-201-10000 | Computer Hardware | 1 | 100 | 1 | | | | |
| 101-201-10000 | Software | 1 | 100 | 1 | | | | |
| 101-201-10000 | Services | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-201-10000 | Other | 1 | 100 | 1 | | | | |
| 101-201-10000 | Travel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Supplies | 1 | 100 | 1 | | | | |
| 101-201-10000 | Personnel | 1 | 100 | 1 | | | | |
| 101-201-10000 | Construction | 1 | 100 | 1 | | | | |
| 101-2 | | | | | | | | |

7. Press 'Enter' or 'Tab' to move onto the next General Ledger number.
 - a. NOTE: Values that have been adjusted during this edit of the Budget are indicated with a red triangle in the upper left hand corner of the cell.
8. Repeat steps 6-7 for each additional General Ledger number.
9. Click 'Save'.

XIII. APPROACH TO TESTING AND QUALITY ASSURANCE

Describe your standard approach to testing and quality assurance.

There are many different facets to our QA process.

First, as developers are implementing new features or functionality, the expectation is placed upon them to test the system after making these changes. The developer has the best level of insight into what portions of the code have changed, and therefore has more capability to test all of the potentially impacted areas than anyone else.

Second, for standard features, once they are completed by the developer, our QA department is able to test this functionality as soon as the next day. This is done in a branch of the code that is not yet ready to be released, so the amount of testing that is possible can be limited in this circumstance.

Then, after that development cycle is completed, the development changes are moved to a branch of code specially designated for the QA team. The QA team is then able to fully test the functionality, using both manual testing processes, as well as unit and automated tests that have been written, especially to test core functionality. Only after features have passed this round of testing will the new feature be included in the next release.

Finally, for some larger features that may not neatly fit into the standard development cycle it becomes necessary to create a separate branch of code to allow for extended development, as well as extended testing. This is most commonly used for items that will impact database schema, or for items that are a substantial departure from the current operability of the applications.

XIV. 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 No x

Quality Assurance is handled as part of the project management process, with criteria and procedures for acceptance being discussed during project initiation.

XV. 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 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.

Product Testing

The converted data will go through a Quality Control test. BS&A will first review/test the data, and then pass it to the City for their review and critique. The recommended approach to the following types of testing is:

1) System Testing

System Testing is the overall approach used to validate that an entire system satisfies the requirements, business, and operational objectives.

2) Integration Testing

Integration testing is intended to verify operational requirements between major applications, sub-systems, or modules. Test cases should be constructed to test that all modules interact correctly. An Integration Test should be defined for each of the "Integration and Interfaces" requirements identified in the application specifications spreadsheet.

3) Stress/Performance Testing

Stress testing refers to tests intended to evaluate a system, module, or function under heavy load. The goal of these tests is to ensure the software will perform adequately under maximum loading conditions. BS&A recommends creating stress tests that will mimic maximum expected loading for critical functions. Similarly, Performance testing refers to the assessment of the performance of the system, module, or function from the perspective of the user. Performance testing is often done in conjunction with stress testing.

4) User Acceptance Testing (UAT)

User Acceptance Testing is a process intended to confirm that a system meets mutually agreed-upon business requirements. User Acceptance Testing typically involves creating and running a set of standard tests on the completed or modified system. Each test case is designed to test a particular operating condition or set of functionality. The overall suite of test cases will represent the minimum set of business functions required for the system to be considered operational. Ideally, each test case should contain input data, a description of the business activities to be performed, and a description of the expected results. UAT cases should be created in terms of user functionality and should be created before the system has been delivered

XVI. 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?

This RFP response includes a plan for 4 days of on-site User Acceptance Testing assistance. Although the amount of time that is dedicated to this can vary, this amount of time is typical for a customer of your size. It is possible for more, dedicated assistance to be arranged if needed, whether on-site, or performed remotely. Additionally, during this testing phase, our support department would be fully available for support questions, as they would for any other customer.

In addition to User Acceptance testing, the BS&A implementation process include parallel processing for critical District processes. Payroll implementation is based on the ability to process test payrolls in parallel for purpose of verifying system calculations.

XVII. 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 view parallel processing as a vital component of verifying the quality of a data conversion. We also recognize that long-term parallel processing puts a strain on resources. Accordingly, for Payroll, our parallel testing has two phases. The BS&A Project Management team will use custom built tools to duplicate payrolls that that were previously processed in New World. Then, as part of the BS&A Payroll training, at least one parallel payroll will be run with City staff.

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

EXHIBIT to Tab 5 – Sample Project Schedule

Implementation Schedule – Sample

Applications: General Ledger (GL), Accounts Payable (AP), Accounts Receivables (AR), Fixed Assets (FA), Purchase Order (PO), Cash Receipting (CR), Payroll (PR), Human Resources (HR)

ALL ONSITE APPOINTMENTS ARE FROM 9:00 A.M. TO 4:00 P.M. (EST), UNLESS OTHERWISE SPECIFIED

| TASK | TO BE COMPLETED BY | START DATE/TIME | END/DUE DATE / TIME |
|---|---|----------------------|----------------------|
| Remote Extract Preliminary GL, AP, AR, PO, FA, CR Data | City and BS&A (IT Team Member) | October 2025 | October 2025 |
| Preliminary GL, AP, AR, PO, FA, CR Data | BS&A Implementation Services | October 2025 | December 2025 |
| On-site FM Project Discovery Meeting <i>Agenda to Be Provided</i> | City and BS&A | December 2025 | December 2025 |
| Remote Extract 2nd Set of Preliminary GL, AP, AR, CR Data | City and BS&A (IT Team Member) | December 2025 | December 2025 |
| Convert 2 nd Set of Preliminary GL, AP, AR, PO, FA, CR Data | BS&A Implementation Services | December 2025 | January 2026 |
| On-site FM Project Discovery Meeting (cont.) | City and BS&A | February 2026 | February 2026 |

| | | | |
|---|---|-------------------|-------------------|
| <i>Agenda to Be Provided</i> | | | |
| Remote Extract 3rd Set of Preliminary GL, AP, AR, PO, FA, CR Data | City and BS&A (IT Team Member) | March 2026 | March 2026 |
| Convert 3 rd Set of Preliminary GL, AP, AR, PO, FA, CR Data | BS&A Implementation Services | March 2026 | March 2026 |
| PRE GO-LIVE MILESTONE FOR GL, AP, AR, FA, CR AND PO April 2026 | | | |
| Remote Extract 4th Set of Preliminary GL, AP, AR, FA, PO, CR Data | City and BS&A (IT Team Member) | April 2026 | April 2026 |
| Convert 4 th Set of Preliminary GL, AP, AR, FA, PO, CR Data | BS&A Implementation Services | April 2026 | April 2026 |
| Remote Extract Final PR and HR Data and Reports. 4/18 and 5/4 Payrolls to be Entered in current system and duplicated in BS&A. | City and BS&A (IT Team Member) | May 2026 | May 2026 |
| Convert Final PR and HR Data | BS&A Implementation Services | June 2026 | June 2026 |
| On-site Setup Tasks to Include: Setup Users and Security. Modify Custom Setting in Each Application. | City and BS&A | June 2026 | June 2026 |
| GO-LIVE MILESTONE FOR PR, HR June 2026 | | | |
| On-site Workflow Discussions for HR and PR Tasks to Include: Restore Converted Data. Confirm Workflow for HR and PR. Setup Approvals, Users and Security. Modify Custom Settings. | City and BS&A | June 2026 | June 2026 |
| On-site Workflow and Procedural Discussions and Confirmation | City and BS&A | July 2026 | July 2026 |

| | | | |
|---|--------------------------|--------------------|--------------------|
| Tasks to Include: Review Current Procedures. Make any Configuration Changes as a Result of Current Procedures Review. Review and Finalize Configurations. Verify Workflow. | | | |
| On-site Implementation and Training for PR Tasks to Include: Duplicate 5/4 Payroll in BS&A. | City and BS&A | July 2026 | July 2026 |
| On-site Creation of Training Documents Tasks to Include: Prepare and Review Group Training Materials. | City and BS&A | July 2026 | July 2026 |
| On-site Group Training for GL Tasks to Include: BS&A Basics, GL Lookup and Reporting, Budget Entry and Reporting. | City and BS&A | August 2026 | August 2026 |
| On-site Implementation and Training for PR (cont.) Tasks to Include: Continue to Duplicate 5/4 Payroll in BS&A. | City and BS&A | August 2026 | August 2026 |
| On-site Classroom Assistance | City and BS&A | August 2026 | August 2026 |
| On-site Group Training or AP and PO Tasks to Include: BS&A Basics, PO Entry and Approval; AP Lookup & Invoice Approval; and BS&A On-line Web Approvals. <i>Classroom Style</i> | City and BS&A | August 2026 | August 2026 |
| On-site Group Training for CR Tasks to Include: CR Overview. Receipt Entry. End of Day Procedures and Reporting. | City and BS&A | August 2026 | August 2026 |

| | | | |
|---|--------------------------|--------------------|--------------------|
| <i>Classroom Style</i> | | | |
| On-site Pre Go-Live Training for AR and FA Tasks to Include: Overview of AR and FA Applications. <i>Core Staff</i> | City and BS&A | August 2026 | August 2026 |

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.**
- 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

Exhibit II to Tab 5 - Project Deliverables, Milestones, and Payment Applications

Activities and Deliverables

This section describes specific activities and deliverables that will be provided by BS&A Software to fulfill the obligations set out in the proposal. Each subsection includes the detailed requirements for: Data Conversion, Process Definition, and Cutover.

GL/Budgeting

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Confirm fiscal year end and desired GL format
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
8. QC final BS&A database and documentation
9. Build GL banks and assign GL cash accounts
10. Set up due to/due from rules
11. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current GL process

- a. Chart of Accounts analysis
 - b. Budget process and timing
 - c. Bank reconciliation process and timing
 - d. Pooled cash environments
 - e. Funds with differing FYEs
 - f. Project accounting
 - g. Grant accounting
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

Accounts Payable

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Confirm fiscal year end and desired GL format
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
 - a. If no conversion, import vendors list
8. QC final BS&A database and documentation
 - a. Verify 1099 vendors are marked
9. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current AP process
 - a. Invoice entry process and timing
 - b. Approval process
 - c. Check run process and timing
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

Cash Receipting

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Confirm fiscal year end and desired GL format
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
 - a. If no conversion, add receipt items
8. QC final BS&A database and documentation
9. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current CR process
 - a. Number of receipting stations
 - b. Confirm receipting hardware requirements
 - c. Any required application interfaces
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

Purchase Order

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. QC final BS&A documentation
3. Customize purchase order format
4. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current PO process
 - a. Requisition entry process
 - b. Purchasing policy
 - c. Approval workflow
 - d. Bidding
 - e. Receiving
 - f. Year-end process
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

Fixed Assets

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Collect screen shots from current solution
3. Preliminary conversion development
4. Preliminary conversion QC and documentation
5. Preliminary conversion data review
6. Extract final data with corroborating reports
7. Convert final data
8. QC final BS&A database and documentation
9. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current FA process
 - a. Depreciation schedule
 - b. Construction in progress
 - c. Improvements
 - d. Importing assets from PO or AP
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

Accounts Receivable

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. QC final BS&A documentation
3. Customize AR invoice format
4. Customize customer statement format
5. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current AR process
 - a. Invoice entry process
 - b. Billing frequency
 - c. Penalties
 - d. ACH payments
 - e. Handling of delinquent balances
 - f. Any required application interfaces
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

Payroll

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Preliminary conversion development
3. Refine development using implementation notes and contract language
4. Develop required payroll documents, including check formats
5. Duplicate payroll
6. Test journalization
7. Preliminary conversion QC and documentation
8. Extract final data with corroborating reports
9. Convert final data
10. QC final BS&A database and documentation
11. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current PR process
 - a. Number of employees
 - b. Departments
 - c. Active/inactive
 - d. Pay frequencies
 - e. Hourly pay vs. salary pay
 - f. Allocation tables
 - g. Bargaining unit impact
 - h. Pay structures/rates
 - i. Direct deposit
 - j. Shift work/overtime
 - k. Leave policies
 - l. Workers compensation
 - m. Equipment rental
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

Human Resources

Establish BS&A Databases

1. Extract preliminary data with corroborating reports
2. Preliminary conversion development
3. Preliminary conversion QC and documentation
4. Benefit categories
5. Benefit carriers
6. Benefit plans

7. QC final BS&A database and documentation
8. Verify final BS&A database at cutover

Establish BS&A Process

1. Review current HR process
 - a. Number of employees with benefits
 - b. Benefit categories, carriers, plans
2. Review BS&A application functionality
3. Define BS&A process and training requirements
4. Document BS&A process
5. Verify final BS&A process at cutover

III.PROJECT SCHEDULE QUESTIONS

Table 4-01: Project Schedule Questions

| Project Schedule Questions | |
|--|--|
| 1. Based on current obligations, what is the earliest you can begin implementation after contract signing? | We schedule new projects on a 'first come, first served' basis. It is therefore impossible to know exactly when a project could be scheduled, until there is a signed contract. As of the time of this RFP response, however, we are currently scheduling projects to have the opening activities begin within approximately 4-6 weeks of the contract execution, with system go-lives currently scheduled approximately 12-18 months from contract execution. This timeframe can be longer, in cases where the customer desires it to be. |
| 2. What activities would the Proposer expect to occur within the first 60 days of contract signing? | Within the first 60 days, we would review and confirm project scope. |
| 3. How long does the typical implementation of the product being proposed take for an organization of similar size to the City? | We expect the full implementation cycle, from receiving signed contract to final program training to take between 12-20 months. It depends to some degree on timing of key activities for the City as well as availability of resources from BS&A. |
| 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)? | BS&A project managers will work with the City to develop a plan for go-live that is sensitive to the day-to-day activities of City staff. We consider factors including: timing of key processes (check runs, payrolls), staff needed for training in multiple areas, and times of year that are busy for different departments. |

| | |
|--|---|
| | <p>BS&A favors an approach centered on the go-live of the General Ledger application. Core financial applications such as Accounts Payable, Purchase Order, Cash Receipting, Accounts Receivable, etc. will go live at the same time as General Ledger to preserve transactional continuity. Applications such as Payroll are typically scheduled for go-live shortly before or after the financial applications, respecting the process timing and schedules for that departments. BS&A will commit the required resources to be onsite with the City during these go-live periods to provide a smooth transition.</p> <p>The personnel portion of this project needs to occur somewhere around the beginning or end of a quarter. In addition, due to the need to W-2 and 1095 activities, we typically avoid doing this portion of the project in January. Your staff are simply too busy during that time period to consider implementing at that time.</p> <p>If it is strategic for the City to further stagger the go-live of some applications, the BS&A project management team can walk the City through the expected impacts and possibilities of those scenarios.</p> |
|--|---|

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 | Financials | 11/2025 | 08/2026 |
| II | HRMS | 11/2025 | 08/2026 |
| III | | | |

Projected dates are based on current BS&A resources. Projects are scheduled on a first-come, first-served basis once agreements are signed. Dates are based on City's desired phasing of the project, but accelerating the later phases would be possible if the City desired.

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: <u>1</u> |
| Governmental Entity Name: <u>Northville Charter Township, MI</u> What is the approximate staff count of the Entity? 300 What is the approximate population served by the Entity? 31,758 |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Planned and executed the upgrade implementation of BS&A Software Cloud modules from BS&A .NET; testing and implementation of existing customizations; provided thorough data verification, migration of key custom user-defined reports; provided upgrade training and excellent customer service and communication channel for the duration of the project.</u> |
| <u>Contact Information</u> Address: 44405 6 Mile Road City, State, Zip: Northville, MI 48167 Reference Contact Name: Wendy Hillman Title: Finance Director Phone No.: 248-662-0490 Email Address: whillman@twp.northville.mi.us Start Date of Project: 2/2021 Go-Live Date : 4/2021 <u>Project Information</u> Vendor Project Manager/Lead for this Client: Steve Rennell Name and Version of software system installed: BS&A Cloud Legacy software system replaced: Fund Balance Scope of Modules installed: <u>Cloud Accounts Payable, Assessing, Building Department, Cash Receipting, General Ledger, Delinquent Personal Property, Fixed Assets, General Ledger, Human Resources, Accounts Receivable, Purchase Order, Payroll, Special Assessment, Timesheets, Tax, Utility Billing</u> Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ Total Project Cost: <u>\$229,945</u> |

| Reference Table |
|--|
| Reference Number: <u>2</u> |
| Governmental Entity Name: <u>New Brighton, MN</u> What is the approximate staff count of the Entity? 180 What is the approximate population served by the Entity? 23,454 |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Planned and executed implementation of BS&A Software .NET modules including conversion of existing legacy AS400 data to BS&A format; process discovery and counsel on program configuration; performed preliminary and final conversions of data; transferred knowledge of training teams and provided excellent customer service and communication channel for the duration of the project.</u> |
| <u>Contact Information</u> Address: 803 Old Highway 8 NW City, State, Zip: New Brighton, MN 55112 Reference Contact Name: Gina Foschi Title: Finance Director Phone No.: 651-638-2105 Email Address: gina.foschi@newbrightonmn.gov Start Date of Project: 8/2015 Go-Live Date : 4/2016 <u>Project Information</u> Vendor Project Manager/Lead for this Client: Dan Burns Name and Version of software system installed: BS&A .NET Legacy software system replaced: Legacy Borrough AS400 Scope of Modules installed: <u>.NET Accounts Payable, Building Department, Business Licensing, Cash Receipting, Fixed Assets, General Ledger, Human Resources, Accounts Receivable, Payroll, Utility Billing, Work Order, Timesheets, BS&A Online</u> Model used (Hosted, On-Premise, SaaS, etc.): On-premise Is this reference still using the software? Yes X No _____ <u>Total Project Cost: \$250,000</u> |

| Reference Table |
|--|
| Reference Number: 3 |
| Governmental Entity Name: City of Crystal Lake, IL What is the approximate staff count of the Entity? 430 What is the approximate population served by the Entity? 40,269 |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Planned and executed implementation of BS&A Software Cloud modules including conversion of existing Springbrook data to BS&A format; process discovery and counsel on program configuration; performed preliminary and final conversions of data; transferred knowledge of training teams and provided excellent customer service and communication channel for the duration of the project.</u> |
| <u>Contact Information</u> Address: 100 W. Woodstock Street City, State, Zip: Crystal Lake, IL 60014 Reference Contact Name: Jodie Hartman Title: Finance Director Phone No.: 815-356-3652 Email Address: jhartman@crystallake.org Start Date of Project: 7/2022 Go-Live Date : 3/2023 <u>Project Information</u> Vendor Project Manager/Lead for this Client: Kevin Schafer Name and Version of software system installed: BS&A Cloud Legacy software system replaced: Springbrook Scope of Modules installed: <u>Cloud Accounts Payable, Business Licensing, Cash Receipting, Purchase Order, General Ledger, Human Resources, Accounts Receivable, Payroll, Utility Billing, Timesheets, BS&A Online</u> Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ <u>Total Project Cost: \$340,000</u> |

| Reference Table |
|---|
| Reference Number: <u>4</u> |
| Governmental Entity Name: <u>City of Shoreview, MN</u> What is the approximate staff count of the Entity? 200 What is the approximate population served by the Entity? 26,921 |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Planned and executed the upgrade implementation of BS&A Software Cloud modules from BS&A .NET; testing and implementation of existing customizations; provided thorough data verification, migration of key custom user-defined reports; provided upgrade training and excellent customer service and communication channel for the duration of the project.</u> |
| <u>Contact Information</u> Address: 4600 North Victoria Street City, State, Zip: Shoreview, MN 55126 Reference Contact Name: Jill Davis Title: Finance Systems Manager Phone No.: 651-490-4634 Email Address: jdavis@shoreviewmn.gov Start Date of Project: 12/2022 Go-Live Date : 10/2023 <u>Project Information</u> Vendor Project Manager/Lead for this Client: Dan Burns Name and Version of software system installed: BS&A Cloud Legacy software system replaced: Legacy Borrough AS400 Scope of Modules installed: <u>Cloud Accounts Payable, Building Department, Business Licensing, Cash Receipting, Fixed Assets, General Ledger, Human Resources, Accounts Receivable, Payroll, Utility Billing, BS&A Online</u> Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ <u>Total Project Cost: \$162,405</u> |

| Reference Table |
|--|
| Reference Number: <u>5</u> |
| Governmental Entity Name: <u>Village of Mount Pleasant, WI</u> What is the approximate staff count of the Entity? 391 What is the approximate population served by the Entity? 27,732 |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Planned and executed implementation of BS&A Software Cloud modules including conversion of existing Springbrook data to BS&A format; process discovery and counsel on program configuration; performed preliminary and final conversions of data; transferred knowledge of training teams and provided excellent customer service and communication channel for the duration of the project.</u> |
| <u>Contact Information</u> Address: 8811 Campus Drive City, State, Zip: Mount Pleasant, WI 53406 Reference Contact Name: Tami Simons Title: Village Administrator Phone No.: 262-664-7813 Email Address: tsimons@mtpleasantwi.gov Start Date of Project: 8/2024 Go-Live Date : 3/2025 <u>Project Information</u> Vendor Project Manager/Lead for this Client: Dan Burns Name and Version of software system installed: BS&A Cloud Legacy software system replaced: Springbrook Scope of Modules installed: <u>Cloud Accounts Payable, Building Department, Cash Receipting, Purchase Order, Fixed Assets, General Ledger, Human Resources, Accounts Receivable, Payroll, Utility Billing, Timesheets, BS&A Online</u> Model used (Hosted, On-Premise, SaaS, etc.): SaaS Is this reference still using the software? Yes X No _____ Total Project Cost: <u>\$330,000</u> |

| Reference Table |
|---|
| Reference Number: <u>6</u> |
| Governmental Entity Name: <u>City of Roseville, MN</u> What is the approximate staff count of the Entity? <u>247</u> What is the approximate population served by the Entity? <u>36,254</u> |
| Detailed narrative description of work completed for this reference (e.g., upgrade process, new implementation for a client transitioning from a different legacy system): <u>Planned and executed implementation of BS&A Software Cloud modules including conversion of existing Springbrook data to BS&A format; process discovery and counsel on program configuration; performed preliminary and final conversions of data; transferred knowledge of training teams and provided excellent customer service and communication channel for the duration of the project.</u> |
| <u>Contact Information</u> Address: <u>2660 Civic Center Drive</u> City, State, Zip: <u>Roseville, MN 55113</u> Reference Contact Name: <u>Joshua Kent</u> Title: <u>Assistant Finance Director</u> Phone No.: <u>651-792-7032</u> Email Address: <u>joshua.kent@cityofroseville.com</u> Start Date of Project: <u>7/2023</u> Go-Live Date : <u>5/2024</u> <u>Project Information</u> Vendor Project Manager/Lead for this Client: <u>Dan Burns</u> Name and Version of software system installed: <u>Cloud</u> Legacy software system replaced: <u>Springbrook</u> Scope of Modules installed: <u>Cloud General Ledger, Accounts Payable, Cash Receipting, Accounts Receivable, Fixed Assets, Purchase Order, Utility Billing, Payroll, Human Resources, Timesheets, BSA Online</u> Model used (Hosted, On-Premise, SaaS, etc.): <u>SaaS</u> Is this reference still using the software? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Total Project Cost: <u>\$331,040</u> |

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

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.

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 Yes

EXHIBIT - Travel and Expense Policy

Purpose:

This document ensures that team member travel is consistent with the business objectives of BS&A Software. It also ensures fair and equitable treatment of team members by defining procedures for authorized business travel and guidelines for expense reimbursement.

Overview:

A critical balance must be sought when requesting travel. This is the company's need for cost effectiveness and the team member's need to deliver services and support. Team member travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury nor sub-standard modes of transportation and accommodations should be used.

Team member travel and the expenses associated with it will be authorized only in circumstances which are clearly consistent with the mission of the company. It will be the responsibility of each company manager to ensure that all team member travel meets this objective and that reimbursement is made only for actual, reasonable business expenses in connection with authorized travel as defined in this document. In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines herein will not be reimbursed, unless accompanied by a valid exception by management. Expense reports must be submitted in a timely manner.

Implementation & Responsibility:

Managers' Responsibility:

1. Managers should know current travel policy and inform their departmental staff of company policy and procedures.
2. Determine if travel is really necessary to achieve goal.
3. Approve expenses in accordance with policy.

Team members' Responsibility:

1. Determine travel plans as far in advance as possible.
2. Low-fare airlines such as Southwest, Frontier, Air Tran, or ATA must be used whenever practical.
3. Work around the customer's schedule when requesting travel arrangements. Never inconvenience a customer in order to travel on your frequent flyer carrier.
4. Incur only expenses that are consistent with the business needs, and exercise care in determining appropriate expenditures.
5. Use vendors with which the company has negotiated travel discounts whenever possible.
6. Submit expense reports as outlined in the expense section on this policy, on a timely basis (within 30 days).

Air Travel:

1. Air travel is indicated when the driving distance to a customer site is greater than 5 hours from BS&A's offices and will be conducted via the most direct and economical means, accommodating the comfort, needs, and preferences of the team member.
2. Use of "Non-Refundable" airfares is recommended. These fares are usually considerably less expensive than refundable un-restricted fares. In most cases, if the travel must change or the trip is canceled altogether, the funds can be used as a credit toward future travel, less a service charge imposed by the airline.
3. Business class travel is not permitted. All team members will fly the least expensive economy class.
4. Team members may retain all benefits from frequent flyer club memberships. All dues for such clubs must be paid by the team member. Participation in such frequent flyer clubs will not be an acceptable reason for not choosing the lowest cost airline.
5. Payment for, and use of, in-flight Wi-Fi services will not be considered a reimbursable expense.

Auto Rental:

1. The method of transportation is dependent upon the location, duration, and nature of the trip. In large metropolitan areas, the price for parking may make a rental car impractical. The traveler is expected to use their best judgment to determine an appropriate method based on business needs.
2. The company insurance package covers team members while traveling. Therefore, decline the optional insurance coverage. In the event of an accident while traveling, you must notify Human Resources immediately.
3. Team members can request either compact or intermediate size cars. Rentals for other types of cars are not permitted except with manager approval. Luxury, premium, and specialty car rentals will be reimbursed only at the intermediate car rate.
4. Team member is expected to refill gasoline prior to returning rental car for drop off, and not to utilize rental car fueling choices.

Personal Auto Reimbursement:

1. Team members are only authorized to use a personal automobile if they have both a valid driver's license and current comprehensive auto insurance, including liability. If not, the team member is not authorized to use their vehicle for business travel.
2. When a team member uses his/her personal automobile on approved company business, the company will pay .56 cents per mile, the current IRS rate. The company will also reimburse all actual auto tolls and parking fees, with a receipt.
3. Mileage from team member's home to regular assigned work location is not a reimbursable expense. However, when a team member drives to a customer location, the distance will be reimbursable.

4. In order to receive reimbursement for mileage, the team member must complete an expense report specifying purpose of trip, start and finish odometer reading, point of origin, destination, and time of trip.
5. The team member assumes the responsibility for all parking and traffic fines.

Use of Company Vehicle:

1. Certain team members, who regularly travel for work related purposes, are provided with company vehicles. Only team members with valid driver's licenses, and listed on the company auto insurance policy, are authorized to operate these vehicles.
2. Fuel used during travel to/from customer sites will be reimbursable. Fuel used for personal/commuting purposes will be the responsibility of the team member.
3. Auto tolls and parking fees relating to business travel will be reimbursable. Those relating to personal travel will not be.
4. The team member assumes the responsibility for all parking and traffic fines.

Lodging:

All company authorized accommodations must meet with industry accepted business travel standards with reference to comfort, convenience, and cost. Holiday Inn, Hampton Inn, and Fairfield Inn-type overnight accommodations have been set as an acceptable standard for all company team members. Team members are free to make other arrangements; however, BS&A Software will NOT reimburse for more than \$150.00 per night base rate, unless approved by a manager.

Meals and Entertainment:

1. Actual, reasonable, and necessary costs for meals will be reimbursed. The team member should be guided by what he/she eats at home. Reimbursement may include reasonable gratuity.
2. BS&A Software has determined acceptable meal expenses based on an average of current Government Services Administration (GSA) per diem rates.
3. Entertainment expenses are not reimbursable, without prior approval granted by a manager.

Laundry Service:

Actual and reasonable laundry expenses will be reimbursed for team members that regularly travel to client sites and utilize BS&A logo apparel. Laundry expenses for other, personal attire will not be reimbursable.

Expense Reporting:

The following conditions apply when submitting expense reports:

1. Actual and reasonable expenses are reimbursed in accordance with the provisions of this policy and procedure.
2. Team member must submit expense reports during the week after incurring the expenses, or upon returning to the office, whichever is sooner. Failure to submit expense reports within thirty (30) days will disqualify the team member from receiving reimbursement for expenses incurred while traveling on company business.
3. Include the following items in, or attached to, the expense report when submitting it for payment:
 - a. Original or carbon copies of receipts for meal, lodging, air or auto transportation, tolls, gasoline, and any other business expenses.
 - b. Explanation of any deviation from policy, unauthorized vendors, lodging or transportation, and/or charges submitted "in lieu of" normal expenses.

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: BS&A does not charge module fees until the modules system is made available to the City. In the event of a phased implementation, module fees would be charged based on phase.

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

Brief Statement: Below is a sample proposed Payment Schedule. This is also broken out in the Cost Summary near the end of this document.

| Payment Schedule | |
|--|---|
| 1st Payment: Project Management, Conversion, Customizations, Interfaces | \$108,030 to be invoiced upon execution of this agreement. |
| 2nd Payment: Module Fees | \$68,770 to be invoiced at activation of customer's site. |
| 3rd Payment: Onsite Implementation and Training, Post-Go Live, and Travel Expenses | \$97,245 to be invoiced upon completion of training. |

- 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: The first payment is for Project Management, Conversion fees Customizations and Integrations, which begin at initiation of project. The third payment is for all other Professional Services, billed at completion of the project.

- 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: Unlimited support is included in your Annual Service Fee. Module fees are charged annually and include unlimited support. BS&A Software reserves the right to increase Module fees annually by the greater of 5% or the change in the Consumers Price Index for all Urban Consumers (CPI-U).

- 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: Module fees are charged annually and include unlimited support. BS&A Software reserves the right to increase Module fees annually by the greater of 5% or the change in the Consumers Price Index for all Urban Consumers (CPI-U).

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: Post Go-Live Assistance is included in this proposal and recommended to occur approximately one month following go live. This allows BS&A to assist with ensuring no bad habits are developed in terms of processes and entry and allows the City to have period of independence in BS&A to determine areas requiring more detailed assistance. BS&A can also provide additional on-site training for some customers when needed for professional services such as refresher training, process evaluation, & Bank Reconciliation assistance.

- b. Any discounts that have been offered

Brief Statement: BS&A believes that we have very competitive pricing while offering a high quality product accompanied by our industry leading professional services. Our pricing is especially competitive when you look at the ongoing annual support costs. BS&A costs over a 5 -10 year period are nearly the lowest in the industry, while our product breadth is near the top. Due to this, we do not typically offer discounts. If at any point BS&A determines a lower price is required to remain competitive, we will consider offering a discount at that time. Additionally, If BS&A is included in the on-site demonstration phase of this RFP; we may reevaluate and adjust our pricing after completion of that demonstration and learning more about your processes and personnel.

- 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: N/A. BS&A's standard implementation process is designed for BS&A to assume as much of the implementation work as reasonable possible.

- 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: BS&A enables cost savings & avoidance in a multitude of ways.

1. BS&A maximizes process efficiency through decentralized departmental entry of requisitions/invoices & electronic approval of records. Doing this eliminates the time and labor-intensive process of manually passing paper documents for approval. In addition, the BS&A system will contain scanned copies of checks, invoices and other forms. This eliminates the need for filing paper documents and searching through filing cabinets. This electronic approval process also ensures that vendor invoices are processed & paid promptly, thereby enabling the City to take advantage of the most favorable payment terms.
2. Report profiles in BS&A empower users to save frequently run reports with their necessary options & filters and are setup to enable automatic email to necessary individuals each time the reports are generated.
3. BS&A's ability to support the automatic bank draft (ACH) process provides considerable opportunities for direct cost and labor savings. This process enables paying employees, vendors and/or debit from customers for bills. This eliminates the need to create physical checks for payment. This also allows your customers to pay electronically, thereby eliminating your need to receive the paper check, enter it into the system and take it to your bank for deposit.
4. BS&A Payroll system has the ability to generate electronic files for the IRS, State and your retirement's systems. These exports allow you to take data directly entered and provide it to these outside agencies. This eliminates your personnel from provide reports or rekeying in information.
5. BS&A General Ledger includes integrated bank reconciliation features. This will allow your personnel to import a cleared check file from your bank and automatically clear all of your checks. This will significantly reduce the time and effort associate with the tedious bank reconciliation process.

- 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: BS&A provides software updates monthly, at no additional costs as beyond your annual support agreement. These updates include program changes such as new features & any necessary fixes, with detailed descriptions for customer reference prior to running the updates. BS&A does provide annual user group meetings that feature customer generated material & topics to keep you aware of new features, best practices, and increase your network of BS&A resources. There are no additional training requirements or costs anticipated with this proposal.

- 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: Estimated Travel Expenses are outlined in this proposal. The final invoice will reflect actual expenses following the completion of all training activities based on the Federal Guidelines described below. In regard to what the travel costs will be; we calculate the number of trips based on the programs implemented, number of users to requiring training, & geographical location from BS&A headquarters. Our typical trip involves travel to your location on Sunday, on-site visit Monday-Thursday & departure from your location thereafter. Seasonality is inapplicable towards consideration due to our fixed pricing model. If the City would like a breakdown of the anticipated number of visits, flights, hotel nights, BS&A is happy to provide it.

\$160/\$185/\$225 per day hotel, varies by state
\$90 per day car rental
\$70 per day meals
\$730 per trip airfare/related expenses
\$0.70/mile round trip for drive distance

- 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: There are two ways that BS&A pricing is unique. First, although we will start the project with a list of deliverables (applications, data conversion, training), the City is not obligated to keep any of those items in scope. If the City decides to no longer purchase one component, we will remove it from the cost & project scope. Similarly, the City has up to one year to decide if they wish to keep any product. If you decide that you do not want to keep one product, or even the whole system, simply give it back to us and we will refund the cost of that software component.

BS&A Cost Summary for City of Superior, WI

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Cloud Modules – Annual Fee

Financial Management

| | |
|---------------------|---------|
| General Ledger | \$9,345 |
| Accounts Payable | \$7,670 |
| Cash Receipting | \$8,460 |
| Accounts Receivable | \$7,195 |
| Fixed Assets | \$7,035 |
| Purchase Order | \$7,510 |

Personnel Management

| | |
|-----------------|----------|
| Payroll | \$12,685 |
| Human Resources | \$8,870 |

Subtotal **\$68,770**

Data Conversions/Database Setup

Convert existing CentralSquare Naviline v9 to BS&A format:

| | |
|--|----------|
| General Ledger (COA, Balances, Budget, Up to 5 Years Journal Transaction history) | \$9,000 |
| Accounts Payable (Vendors, Up to 5 years invoices and check history) | \$7,800 |
| Purchase Order (Historical completed purchase orders) | \$9,400 |
| Cash Receipting (Receipt items, Up to 5 years receipt history) | \$7,800 |
| Accounts Receivable (Customers, Up to 5 years Invoice and Receipt History, if available) | \$9,200 |
| Fixed Assets (Asset Information) | \$7,600 |
| Human Resources (Applicants, Benefit Plans, Compensation) | \$11,200 |
| Payroll (Database setup, employee detail, YTD Values, Up to 5 years check history) | \$19,200 |

Subtotal **\$81,200**

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$26,830

Implementation and Training

- \$1,200/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

| | | | | |
|-------------------------------|-------|--------|----|--------------------------|
| Software Setup | Days: | 4 | | \$5,300 |
| Financial Management Modules | Days: | 16 | | \$21,200 |
| Personnel Management Modules | Days: | 21 | | \$27,825 |
| User Acceptance Testing (UAT) | Days: | 4 | | \$5,300 |
| | | Total: | 45 | Subtotal \$59,625 |

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,325/day
- Days quoted are estimates; you are billed for actual days used

| | | | |
|---|-------|---|----------------|
| Post-Go Live for all modules for which training was performed | Days: | 4 | \$5,300 |
|---|-------|---|----------------|

Cost Totals

| | |
|--|------------------|
| Modules | \$68,770 |
| Data Conversions/Database Setup | \$81,200 |
| Project Management and Implementation Planning | \$26,830 |
| Implementation and Training | \$59,625 |
| Post-Go Live Assistance | \$5,300 |
| Total Proposed | \$241,725 |
| <i>Travel Expenses</i> | <i>\$32,320</i> |

Payment Schedule

- 1st Payment: **\$108,030** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$68,770** to be invoiced at activation of customer's site.
- 3rd Payment: **\$97,245** to be invoiced upon completion of training.

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 ☒ No ☐

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

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, etc.)? No

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: N/A

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: Yes, see Exhibit I to Tab 7 – Customer Terms and Conditions or detailed below as:

EXHIBIT Tab 7

CUSTOMER TERMS AND CONDITIONS

The Parties agree as follows:

1. Definitions.

1.1 **“Authorized User”** means Customer’s employees, consultants, contractors, and agents: (i) who are authorized by Customer to access and use the Platform under this Agreement; and (ii) for whom access to the Platform has been purchased hereunder.

1.2 **“BS&A IP”** means the Platform and any and all intellectual property provided to Customer or any Authorized User in connection with the foregoing. For the avoidance of doubt, BS&A IP includes Usage Data and any information, data, or other content derived from BS&A’s provision of the Platform but does not include Customer Data.

1.3 **“Business Contact Data”** means Personal Information that relates to BS&A’s relationship with Customer, including, by way of example and without limitation, the names and contact information of Authorized Users and any other data BS&A collects for the purpose of managing its relationship with Customer, identity verification, or as otherwise required by applicable laws, rules, or regulations.

1.4 **“Customer Data”** means information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform, including Business Contact Data; provided that, for purposes of clarity, Customer Data as defined herein does not include Business Contact Data or Usage Data.

1.5 **“Documentation”** means Company’s end user documentation relating to the Platform, including any user guides.

1.6 **“Harmful Code”** means any software, hardware, or other technology, device, or means, including any virus, worm, malware, or other malicious computer code, the purpose or effect of which is to permit unauthorized access to, or to destroy, disrupt, disable, distort, or otherwise harm or impede in any manner any (i) computer, software, firmware, hardware, system, or network; or (ii) any application or function of any of the foregoing or the security, integrity, confidentiality, or use of any data processed thereby.

1.7 **“Order”** means: (i) a purchase order, order form, or other ordering document entered into by the Parties that incorporates this Agreement by reference; or (ii) if Customer registered for the Platform through BS&A’s online ordering process, the results of such online ordering process.

1.8 **“Personal Information”** means any information that, individually or in combination, does or can identify a specific individual or by or from which a specific individual may be identified, contacted, or located, including without limitation all data considered “personal data”, “personally identifiable information”, or something similar under applicable laws, rules, or regulations relating to data privacy.

1.9 **“Platform”** has the meaning set forth on the Order.

1.10 **“Professional Services”** means training, migration, implementation, integration, or other professional services that are provided to Customer in connection with its use of the Platform hereunder.

1.11 **“Subscription Period”** means the time period identified on the Order during which Customer’s Authorized Users may access and use the Platform.

1.12 **“Third-Party Products”** means any third-party products provided with, integrated with, or incorporated into the Platform.

1.13 **“Usage Data”** means usage data collected and processed by BS&A in connection with Customer’s use of the Platform, including without limitation test configuration metadata, activity logs, and data used to optimize and maintain performance of the Platform, and to investigate and prevent system abuse. For purposes of clarity, Customer Data is not Usage Data and Usage Data does not contain Personal Information or any other Customer Data.

1.14 **“Usage Limitations”** means the usage limitations set forth in this Agreement and the Order, including without limitation any limitations on the number of Authorized Users (if any), and the applicable product, pricing, and support tiers agreed-upon by the Parties.

2. Access and Use.

2.1 Provision of Access. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including without limitation the Usage Limitations, Customer may, solely through its Authorized Users, access and use the Platform during the Subscription Period on a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable basis. Such use is limited to Customer's internal business purposes and the features and functionalities specified in the Order. Each Authorized User must have its own unique account on the Platform and Authorized Users may not share their account credentials with one another or any third party. Customer will be responsible for all of the acts and omissions of its Authorized Users in connection with this Agreement and for all use of Authorized Users' accounts.

2.2 Documentation License. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, Company hereby grants to Customer a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable license to use the Documentation during the Subscription Period solely for Customer's internal business purposes in connection with its use of the Platform.

2.3 Use Restrictions. Customer shall not use the Platform for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of any BS&A IP, whether in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Platform or Documentation to any third party; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Platform, in whole or in part; (iv) remove any proprietary notices from any BS&A IP; (v) use any BS&A IP in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law; (vi) access or use any BS&A IP for purposes of competitive analysis of BS&A or the Platform, the development, provision, or use of a competing software service or product, or any other purpose that is to BS&A's detriment or commercial disadvantage; (vii) bypass or breach any security device or protection used by the Platform or access or use the Platform other than by an Authorized User through the use of valid access credentials; (viii) input, upload, transmit, or otherwise provide to or through the Platform any information or materials, including Customer Data, that are unlawful or injurious or that infringe or otherwise violate any third party's intellectual property or other rights, or that contain, transmit, or activate any Harmful Code; or (ix) use any BS&A IP for any activity where use or failure of the BS&A IP could lead to death, personal injury, or environmental damage, including life support systems, emergency services, nuclear facilities, autonomous vehicles, or air traffic control.

2.4 Reservation of Rights. BS&A reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the BS&A IP.

2.5 Suspension. Notwithstanding anything to the contrary in this Agreement, BS&A may temporarily suspend Customer's and any Authorized User's access to any portion or all of the Platform if: (i) BS&A reasonably determines that (a) there is a threat or attack on any of the BS&A IP; (b) Customer's or any Authorized User's use of the BS&A IP disrupts or poses a security risk to the BS&A IP or to any other customer or vendor of BS&A; (c) Customer, or any Authorized User, is using the BS&A IP for fraudulent or illegal activities; (d) subject to applicable law, Customer has ceased to continue its business in the ordinary course, made an assignment for the benefit of creditors or similar disposition of its assets, or become the subject of any bankruptcy, reorganization, liquidation, dissolution, or similar proceeding; (e) BS&A's provision of the Platform to Customer or any Authorized User is prohibited by applicable law; or (f) any Customer Data submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform may infringe or otherwise violate any third party's intellectual property or other rights; (ii) any vendor of BS&A has suspended or terminated BS&A's access to or use of any Third-Party Products required to enable Customer to access the Platform; or (iii) in accordance with Section 7.1 (any such suspension described in subclauses (i), (ii), or (iii), a "**Service Suspension**"). BS&A shall use commercially reasonable efforts to provide written notice of any Service Suspension to Customer and to provide updates regarding resumption of access to the Platform following any Service Suspension. BS&A shall use commercially reasonable efforts to resume providing access to the Platform as soon as reasonably possible after the event giving rise to the Service Suspension is cured. BS&A will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

2.6 Business Contact Data and Usage Data. Notwithstanding anything to the contrary in this Agreement, BS&A may process Business Contact Data: (i) to manage BS&A's relationship with Customer; (ii) to carry out BS&A's core business operations, such as, by way of example and without limitation, accounting, audits, tax preparation and for filing and compliance

purposes; (iii) to monitor, investigate, prevent and detect fraud, security incidents and other misuse of the Platform, and to prevent harm to BS&A, Customer, and BS&A's other customers; (iv) for identity verification purposes; and (v) to comply with applicable laws, rules, and regulations relating to the processing and retention of Personal Information to which BS&A may be subject. BS&A may process Usage Data for any lawful purpose, including to monitor, maintain, and optimize the Platform. '

3. Customer Responsibilities.

3.1 General. Customer is responsible and liable for all uses of the Platform and Documentation resulting from access provided by Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, Customer is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by Customer will be deemed a breach of this Agreement by Customer. Customer shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Platform and shall cause Authorized Users to comply with such provisions.

3.2 Third-Party Products. BS&A may from time to time make Third-Party Products available to Customer or BS&A may allow for certain Third-Party Products to be integrated with the Platform to allow for the transmission of Customer Data from such Third-Party Products into the Platform. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions. BS&A is not responsible for the operation of any Third-Party Products and makes no representations or warranties of any kind with respect to Third-Party Products or their respective providers. If Customer does not agree to abide by the applicable terms for any such Third-Party Products, then Customer should not install or use such Third-Party Products. By authorizing BS&A to transmit Customer Data from Third-Party Products into the Platform, Customer represents and warrants to BS&A that it has all right, power, and authority to provide such authorization.

3.3 Customer Control and Responsibility. Customer has and will retain sole responsibility for: (i) all Customer Data, including its content and use; (ii) all information, instructions, and materials provided by or on behalf of Customer or any Authorized User in connection with the Platform; (iii) Customer's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by Customer or through the use of third-party platforms or service providers ("**Customer Systems**"); (iv) the security and use of Customer's and its Authorized Users' access credentials; and (v) all access to and use of the Platform directly or indirectly by or through the Customer Systems or its or its Authorized Users' access credentials, with or without Customer's knowledge or consent, including all results obtained from, and all conclusions, decisions, and actions based on, such access or use. For purposes of clarity, Customer Systems do not include BS&A's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems, and networks operated directly by BS&A and its third-party service providers.

4. Support. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including payment of applicable Fees, BS&A will use commercially reasonable efforts to provide Customer with basic customer support via BS&A's standard support channels during BS&A's normal business hours.

5. Professional Services. BS&A will perform Professional Services as described in an Order. Customer will provide BS&A all reasonable cooperation required for BS&A to perform the Professional Services, including without limitation timely access to any reasonably required Customer materials, information, or personnel. Subject to any limitations identified in an Order, Customer will reimburse BS&A's reasonable travel and lodging expenses incurred in providing Professional Services. To the extent the Professional Services result in any work product of any kind or character ("**Work Product**"), all such Work Product will remain owned solely and exclusively by BS&A and, to the extent any such Work Product consists of enhancements, improvements, or other modifications to the Platform, such Work Product may be used by Customer solely in connection with Customer's authorized use of the Platform under this Agreement.

6. Insurance. During the Subscription Period, BS&A shall procure and maintain appropriate insurance policies with coverage limits that are commensurate with industry standards and sufficient to protect against potential risks associated with this Agreement. The insurance policies shall be obtained from reputable and financially sound insurance providers, and BS&A agrees to provide proof of such insurance upon request by Customer.

7. Fees and Taxes.

7.1 Fees. The Platform may be provided for a fee or other charge. Customer shall pay BS&A the fees ("**Fees**") identified in the Order without offset or deduction at the cadence identified in the Order (e.g., monthly or annually). BS&A may increase the Fees annually, provided that BS&A will provide Customer at least thirty (30) days' notice of such increase prior to the end of the then-current Term. The amount of the Fee increase will be in BS&A's sole discretion, provided that Customer

agrees that the increase may be at least the greater of: (i) five percent (5%); or (ii) the annual increase in the relevant Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics for the then-current calendar year, in each case as compared to the Fees applicable during then-current Term, as applicable. Fees paid by Customer are non-refundable. Customer shall make all payments hereunder in US dollars by ACH or via another reasonable method chosen by BS&A, to such account as BS&A may specify in writing from time to time, or by another mutually agreed-upon payment method. If Customer pays via invoice, Customer will pay the invoiced amount within thirty (30) calendar days of the invoice date. If Customer fails to make any payment when due, and Customer has not notified BS&A in writing within ten (10) days of the payment becoming due and payable that the payment is subject to a good faith dispute, without limiting BS&A's other rights and remedies, and to the fullest extent permissible under applicable law: (i) BS&A may charge interest on the undisputed past due amount at the rate of 1.5% per month, calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law; (ii) Customer shall reimburse BS&A for all reasonable costs incurred by BS&A in collecting any late payments or interest, including attorneys' fees, court costs, and collection agency fees; and (iii) if such failure continues for ten (10) days or more, BS&A may suspend Customer's and its Authorized Users' access to all or any part of the Platform until such amounts are paid in full.

7.2 Taxes. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on BS&A's income.

8. Confidential Information.

8.1 Definition. From time to time during the Subscription Period, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media that: (i) is marked, designated or otherwise identified as "confidential" or something similar at the time of disclosure or within a reasonable period of time thereafter; or (ii) would be considered confidential by a reasonable person given the nature of the information or the circumstances of its disclosure (collectively, "**Confidential Information**"). Except for Personal Information, Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party without use of, reference to, or reliance upon the disclosing Party's Confidential Information.

8.2 Duty. The receiving Party shall not disclose the disclosing Party's Confidential Information to any person or entity, except to the receiving Party's employees, contractors, and agents who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder ("**Representatives**"). The receiving Party will be responsible for all the acts and omissions of its Representatives as they relate to Confidential Information hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; or (ii) to establish a Party's rights under this Agreement, including to make required court filings. Further, notwithstanding the foregoing, each Party may disclose the terms and existence of this Agreement to its actual or potential investors, debtholders, acquirers, or merger partners under customary confidentiality terms.

8.3 Return of Materials; Effects of Termination/Expiration. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-use and non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire three (3) years from the date of termination or expiration of this Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

9. Data Security and Processing of Personal Information.

9.1 Customer Data. Customer hereby grants to BS&A a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary for BS&A to provide the Platform and otherwise perform its obligations hereunder. Customer may export

the Customer Data at any time through the features and functionalities made available via the Platform. For the avoidance of doubt, aggregated, de-identified, and anonymized portions, sets, or other combinations of Customer Data that do not contain personally identifying elements of Customer's identity or of any Authorized Users are Usage Data and not Customer Data.

9.2 Security Measures. BS&A will implement and maintain commercially reasonable administrative, physical, and technical safeguards designed to protect Customer Data (including Personal Information provided as part of Business Contact Data) from unauthorized access, use, alteration, or disclosure.

9.3 Processing of Personal Information. BS&A's rights and obligations with respect to Personal Information that it collects directly from individuals (if any) are set forth in BS&A's Privacy Policy (as amended from time to time in accordance with its terms). Personal Information processed by BS&A on behalf of Customer is considered Customer Data and is governed by the terms of this Agreement.

10. Intellectual Property Ownership; Feedback.

10.1 BS&A IP. Customer acknowledges that, as between Customer and BS&A, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the BS&A IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.

10.2 Usage Data. Customer acknowledges that, as between BS&A and Customer, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the Usage Data.

10.3 Customer Data. BS&A acknowledges that, as between BS&A and Customer, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data.

10.4 Feedback. If Customer or any of its employees or contractors sends or transmits any communications or materials to BS&A by mail, email, telephone, or otherwise, suggesting or recommending changes to the BS&A IP, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("**Feedback**"), BS&A is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback.

11. Mutual Warranties; Disclaimer of Other Warranties.

11.1 Mutual Warranties. Each party hereby represents and warrants to the other that: (i) it has the full right, power, and authority to enter into, execute, and perform its obligations under this Agreement without any conflict with or violation of any other obligations to which it may be subject; and (ii) this Agreement is binding on such party in accordance with its terms.

11.2 Disclaimer of Other Warranties. THE BS&A IP IS PROVIDED "AS IS" AND BS&A HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. BS&A SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. BS&A MAKES NO WARRANTY OF ANY KIND THAT THE BS&A IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER PLATFORM, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

12. Indemnification.

12.1 BS&A Indemnification.

(a) BS&A shall indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) ("**Losses**") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("**Third-Party Claim**") brought against Customer alleging that the Platform, or any use of the Platform in accordance with this Agreement, infringes or misappropriates such third party's US intellectual property rights; provided that Customer promptly notifies BS&A in writing of the claim, cooperates with BS&A, and allows BS&A sole authority to control the defense and settlement of such claim.

(b) If such a claim is made or appears possible, Customer agrees to permit BS&A, at BS&A's sole discretion: to (i) modify or replace the Platform, or component or part thereof, to make it non-infringing; or (ii) obtain the right for Customer to continue use. If BS&A determines that neither alternative is reasonably commercially available, BS&A may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, and as Customer's sole and exclusive remedy therefor, BS&A will provide to Customer a prorated refund

of prepaid, unused Fees attributable to the Platform (and not including any one-time Fees for Professional Services).

(c) This Section 12.1 will not apply to the extent that the alleged infringement arises from: (i) use of the Platform in combination with data, software, hardware, equipment, or technology not provided by BS&A or authorized by BS&A in writing; (ii) modifications to the Platform not made by BS&A; (iii) Customer Data; or (iv) Third-Party Products.

12.2 Customer Indemnification. To the extent permitted under applicable laws, Customer shall indemnify, hold harmless, and, at BS&A's option, defend BS&A from and against any Losses resulting from any Third-Party Claim alleging that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's intellectual property or other rights and any Third-Party Claims based on Customer's or any Authorized User's (i) negligence or willful misconduct; (ii) use of the Platform in a manner not authorized by this Agreement; or (iii) use of the Platform in combination with data, software, hardware, equipment or technology not provided by BS&A or authorized by BS&A in writing; in each case provided that Customer may not settle any Third-Party Claim against BS&A unless BS&A consents to such settlement, and further provided that BS&A will have the right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

12.3 Sole Remedy. THIS SECTION 12.3 SETS FORTH CUSTOMER'S SOLE REMEDIES AND BS&A'S SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE PLATFORM INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.

13. Limitations of Liability. IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (i) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (ii) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (iii) LOSS OF GOODWILL OR REPUTATION; (iv) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (v) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER BS&A WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL 'EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM. THE FOREGOING LIMITATIONS OF LIABILITY WILL NOT APPLY WITH RESPECT TO LIABILITIES ARISING FROM: (A) A PARTY'S BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER SECTION 8; (B) A PARTY'S GROSS NEGLIGENCE, FRAUD, OR WILLFUL MISCONDUCT; OR (C) A PARTY'S INDEMNIFICATION OBLIGATIONS UNDER SECTION 12 (PROVIDED THAT BS&A'S TOTAL AGGREGATE LIABILITY IN CONNECTION WITH SUCH INDEMNIFICATION OBLIGATIONS WILL NOT EXCEED THREE TIMES (3X) THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM).

14. Subscription Period and Termination.

14.1 Subscription Period. The initial term of this Agreement begins on the Effective Date and, unless terminated earlier pursuant to this Agreement's express provisions, will continue in effect for the period identified in the Order (the "**Initial Subscription Period**"). This Agreement will automatically renew for additional successive terms equal to the length of the Initial Subscription Period unless earlier terminated pursuant to this Agreement's express provisions or either Party gives the other Party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term (each a "**Renewal Subscription Period**" and together with the Initial Subscription Period, the "**Subscription Period**").

14.2 Termination. In addition to any other express termination right set forth in this Agreement:

(a) BS&A may terminate this Agreement, effective on written notice to Customer, if Customer: (i) fails to pay any amount when due hereunder, and such failure continues more than ten (10) calendar days after BS&A's delivery of written notice thereof; or (ii) breaches any of its obligations under Section 2.3 or Section 8;

(b) either Party may terminate this Agreement, effective on written notice to the other Party, if the other Party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured thirty (30) calendar days after the non-breaching Party provides the breaching Party with written notice of such breach; or

(c) either Party may terminate this Agreement, effective immediately upon written notice to the other Party, if the other Party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or

involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

14.3 Effect of Expiration or Termination. Upon expiration or earlier termination of this Agreement, Customer shall immediately discontinue use of the BS&A IP and, without limiting Customer's obligations under Section 8, Customer shall delete, destroy, or return all copies of the BS&A IP and certify in writing to the BS&A that the BS&A IP has been deleted or destroyed. No expiration or termination will affect Customer's obligation to pay all Fees that may have become due before such expiration or termination or entitle Customer to any refund.

14.4 Survival. This Section 14.4 and Sections 1, 5, 8, 10, 11, 12, 13, 14.3, and 15 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

15. Miscellaneous.

15.1 Relationship of the Parties. BS&A performs its obligations hereunder as an independent contractor and not a partner, joint venture, or agent of Customer and shall not bind nor attempt to bind Customer to any contract without Customer's prior written approval on a case-by-case basis. BS&A is responsible for hiring, firing, and supervising its personnel is solely responsible hereunder for its personnel, including without limitation for: (a) payment of compensation to such personnel; (b) withholding (if applicable), paying, and reporting, for all personnel assigned to perform services (including Professional Services) in connection with this Agreement, applicable tax withholding, social security taxes, employment head taxes, unemployment insurance, and other taxes or charges applicable to such personnel; and (c) health or disability benefits, retirement benefits, or welfare, pension, or other benefits (if any) to which such personnel may be entitled. For purposes of clarity, BS&A's personnel will not be eligible to participate in any of Customer's employee benefit plans, fringe benefit programs, group insurance arrangements, or similar programs.

15.2 Entire Agreement. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Agreement, the related Exhibits, and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement; and (ii) second, any other documents incorporated herein by reference.

15.3 Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") must be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the Party giving Notice from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), facsimile or email (with confirmation of transmission) or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only: (i) upon receipt by the receiving Party; and (ii) if the Party giving the Notice has complied with the requirements of this Section.

15.4 Force Majeure. In no event shall either Party be liable to the other Party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

15.5 Amendment and Modification. No amendment or modification to this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

15.6 Waiver. No failure or delay by either Party in exercising any right or remedy available to it in connection with this Agreement will constitute a waiver of such right or remedy. No waiver under this Agreement will be effective unless made in writing and signed by an authorized representative of the Party granting the waiver.

15.7 Severability. If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is

invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

15.8 Governing Law; Submission to Jurisdiction. To the extent permissible under applicable laws, this Agreement is governed by and construed in accordance with the internal laws of the State of Delaware without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Delaware. To the extent permissible under applicable laws, any legal suit, action, or proceeding arising out of or related to this Agreement must be instituted in the federal courts of the United States or the courts of the State of Delaware in each case located in New Castle County, Delaware and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding. If Customer is located in a jurisdiction that requires that this Agreement be governed by and construed in accordance with laws other than those of the State of Delaware, or that require any legal suits, actions, or proceedings arising out of or related to this Agreement be instituted in state and federal courts located anywhere other than New Castle County, Delaware, then the Parties agree that such other laws shall apply and to institute any such legal suits, actions, or proceedings in such other jurisdiction(s).

15.9 Assignment. Neither Party may assign any of its rights or delegate any of its obligations hereunder (except in the case of either Party utilizing authorized subcontractors and consultants), in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the prior written consent of the other Party. Any purported assignment or delegation in violation of this Section will be null and void. No assignment or delegation will relieve the assigning or delegating Party of any of its obligations hereunder. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns. Notwithstanding the foregoing, either Party may freely assign this Agreement to an affiliate or successor in interest in the event of a merger, acquisition, sale of all or substantially all of its assets, corporate reorganization, or other change in control, without the prior consent of the other Party.

15.10 Export Regulation. The Platforms utilize software and technology that may be subject to US export control laws, including the US Export Administration Act and its associated regulations. Customer shall not, directly or indirectly, export, re-export, or release the Platform or the underlying software or technology to, or make the Platform or the underlying software or technology accessible from, any jurisdiction or country to which export, re-export, or release is prohibited by law, rule, or regulation. Customer shall comply with all applicable federal laws, regulations, and rules, and complete all required undertakings (including obtaining any necessary export license or other governmental approval), prior to exporting, re-exporting, releasing, or otherwise making the Platform or the underlying software or technology available outside the US.

15.11 US Government Rights. Each of the Documentation and software components that constitute the Platform is a “commercial item” as that term is defined at 48 C.F.R. § 2.101, consisting of “commercial computer software” and “commercial computer software documentation” as such terms are used in 48 C.F.R. § 12.212. Accordingly, if Customer is an agency of the US Government or any contractor therefor, Customer only receives those rights with respect to the Documentation and the Platform as are granted to all other end users, in accordance with (a) 48 C.F.R. § 227.7201 through 48 C.F.R. § 227.7204, with respect to the Department of Defense and their contractors, or (b) 48 C.F.R. § 12.212, with respect to all other US Government users and their contractors.

15.12 Equitable Relief. Each Party acknowledges and agrees that a breach or threatened breach by such Party of any of its obligations under Section 8 or, in the case of Customer, Section 2.3, would cause the other Party irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the other Party will be entitled to equitable relief, including a restraining order, an injunction, specific performance and any other relief that may be available from any court, without any requirement to post a bond or other security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity or otherwise.

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 functionally 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.

N/A

- 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 CITY

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: ☐ Exhibit submitted Yes ☒ No ☐

BS&A takes exception to items:

Item 3.8 - cannot give 180 days notice of price change.

Item 3.9 - Change Orders will be priced at standard rates

Item 5.1 - Indemnification to be subject to the Limitation of Liability in section 13 of BS&A's included sample agreement.

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

| iii. Indicator | iv. Definition | v. 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. |
| 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 | 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 |

| iii. Indicator | iv. Definition | v. Instruction |
|----------------|--|---|
| | feature could be provided with integration with a third-party system . This system should be specified. | 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 |

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| 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 | N | |
| GT.3 | The system shall integrate with third-party signature validation systems (e.g., DocuSign). | Desired | N | |
| 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 | N | |
| 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 | S | |
| 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 | S | |
| GT.11 | .ics (MS Outlook version 2016 or later, including MS 365, for calendaring); | Desired | N | |
| GT.12 | .xml; and | Critical | S | |
| GT.13 | Other City-defined desktop productivity applications. | Critical | N | Need additional information. |
| GT.14 | The system has the ability to provide a toolkit to create and manage API's, in an easy user-friendly interface. | Critical | N | |
| GT.15 | The system has the ability to support API's (Application Programming Interface) for third-party system integration. | Critical | N | |

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| | | | | |
|---|---|-----------------|----------|---|
| 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 | N | |
| The system shall import and export data from (or to) standard file formats including but not limited to: | | | | |
| GT.16 | The system has its own API keys and connectors for third-party and in-house system integration. | Desired | N | |
| 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 | N | |
| 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 | N | |
| GT.21 | The system shall operate on mobile devices (e.g., tablets, smart phones) and size-render appropriately. | Desired | S | BS&A Cloud is browser based and can be run on any device with a supported web browser. |
| 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 | BS&A Cloud is browser based and can be run on any device with a supported web browser. |
| 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 | A single test database can be refreshed four times per year, costs included in Annual Service Fees. Any additional databases or refreshes would be subject to additional fees. The test database will run on the same version as the live database. |
| Document Management | | | | |
| GT.24 | The system shall provide "Document Management System" functionality to track electronic files associated with specific system records. | Critical | T | Integrates with Laserfiche for document management |
| GT.25 | The system shall support data storage with discrete version control in accordance with defined operational standards. | Desired | N | |
| GT.26 | The system shall provide the ability to link imported documents to specific records. | 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 | S | |
| GT.31 | The system shall email a hyperlink of an electronic file to another internal party. | Desired | N | |
| 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 | N | |

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| | | | | |
|---|---|-----------------|----------|-------------------------|
| 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 | N | |
| The system shall import and export data from (or to) standard file formats including but not limited to: | | | | |
| 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 | S | |
| 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 | N | |
| 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 | N | |
| GT.40 | The system shall electronically capture and store files, with Optical Character Recognition (OCR) capabilities. | Critical | N | |
| 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 | System can use Azure AD |
| GT.42 | The system shall utilize the existing Active Directory user authentication regardless of deployment method. | Critical | S | System can use Azure AD |
| 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 | N | |
| 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.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 | |

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| | | | | |
|--|---|----------|---|--|
| 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 | N | |
| The system shall import and export data from (or to) standard file formats including but not limited to: | | | | |
| 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 | S | |
| GT.65 | Field value as defined by the City (e.g., benefit category, employee class); | Desired | S | |
| 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.80 | The system shall allow a city systems administrator to configure the duration in which audit logs are retained (e.g., 90 days). | Desired | N | |
| 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 | There is a log after after inactivity, but the period is not user defined. |
| GT.83 | The system shall allow a City system administrator to log out users by module. | Critical | N | |

City of Superior
Functional and Technical Requirements

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|---|--|-----------------|----------|--|
| 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 | N | |
| The system shall import and export data from (or to) standard file formats including but not limited to: | | | | |
| 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 | S | |
| GT.87 | The system shall automate the export of audit logs. | Desired | S | |
| GT.88 | The system shall provide configurable exception reports. | Critical | N | |
| 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 | S | |

City of Superior
Functional and Technical Requirements

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|---|---|-----------------|----------|--|
| 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 | N | |
| The system shall import and export data from (or to) standard file formats including but not limited to: | | | | |
| GT.102 | The system shall be operational on a 24 x 7 scheduled basis. | Desired | S | |
| 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 | T | BS&A integrates with third party payment processors Invoice Cloud and Point and Pay who are PCI compliant. |
| 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 | N | |
| 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 | N | |
| GT.115 | The system shall provide configuration options for the level of detail that is logged in error logs. | Desired | N | |
| 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 | N | |
| 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 | USA only |
| GT.121 | The system shall support international addresses. | Critical | S | |

City of Superior
Functional and Technical Requirements

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|---|--|-----------------|----------|---------------------------------------|
| 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 | N | |
| The system shall import and export data from (or to) standard file formats including but not limited to: | | | | |
| 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.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 | Only production environment provided. |
| 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 | Based on the browser. |
| 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 | Based on the browser. |
| 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 | |

City of Superior
Functional and Technical Requirements

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|---|---|-----------------|----------|--|
| 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 | N | |
| The system shall import and export data from (or to) standard file formats including but not limited to: | | | | |
| 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.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 | S | |
| 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 | | | | |

City of Superior
Functional and Technical Requirements

| | | | | |
|---|---|-----------------|----------|---|
| 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 | N | |
| The system shall import and export data from (or to) standard file formats including but not limited to: | | | | |
| GT.156 | The system shall provide an Executive Information System (EIS) (i.e., a performance dashboard). | Critical | S | Dashboards and widgets exist, would need to know specifically what's required from EIS. |
| GT.157 | The system shall customize the information presented on the EIS by user. | Critical | S | Dashboards and widgets exist, would need to know specifically what's required from EIS. |
| GT.158 | The system shall customize the information presented on the EIS by group of users. | Critical | S | Dashboards and widgets exist, would need to know specifically what's required from EIS. |
| GT.159 | The system shall display information on the EIS in real-time. | Critical | | |
| 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.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 | | | | |

City of Superior
Functional and Technical Requirements

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|---|---|-----------------|----------|--|
| 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 | N | |
| The system shall import and export data from (or to) standard file formats including but not limited to: | | | | |
| GT.173 | The system shall provide a user interface that is fully accessible from mobile devices. | Desired | S | System is web based, any device with a compatible browser can be used to access the applications. Pages are best viewed on mobile device with a resolution of 1366 x 768 or higher. Not all pages are available at lower resolution. |
| 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 | System is web based, any device with a compatible browser can be used to access the applications. Pages are best viewed on mobile device with a resolution of 1366 x 768 or higher. Not all pages are available at lower resolution. |
| GT.175 | The system shall provide an iOS app for use on both iPhones and iPads. | Desired | N | browser can be used to access the applications. Pages |
| GT.176 | The system shall provide an Android app for use on Android phones and tablets. | Desired | N | |

City of Superior
Functional and Technical Requirements

| 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 | |

City of Superior
Functional and Technical Requirements

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|-------|---|-----------------|----------|------------------------------|
| 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 | Based on post date of record |
| 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 | N | |
| 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 | N | |
| 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 | S | |
| GL.28 | The system shall enter comments at account set up based on account access permissions. | Desired | S | |
| GL.29 | The system shall add user date and time comments per GL account. | Desired | 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 | |

City of Superior
Functional and Technical Requirements

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|--------------------------|---|-----------------|----------|--|
| 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 | |
| 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 | N | |
| 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.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 | |

City of Superior
Functional and Technical Requirements

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|------------------|---|-----------------|----------|--|
| 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.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.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 | N | |
| GL.69 | The system shall generate reports to assist the City with completing and filing mandatory State tax forms. | Critical | S | |

City of Superior
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|-------|---|-----------------|----------|--|
| 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.70 | The system shall export to various formats to create a custom designed ACFR document. | Critical | N | Export/reports can be used to help putting together the ACFR, but no direct export/report is supported |
| 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 | Charts available on GL Details and Dashboards, but not exportable |
| 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 | |

City of Superior
Functional and Technical Requirements

| | | | | |
|--|---|-----------------|----------|--|
| 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.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 | |

City of Superior
Functional and Technical Requirements

| | | | | |
|--------|---|-----------------|----------|--|
| 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.118 | Life-to-date; | Critical | S | |
| GL.119 | Multi-year grants for revenues and expenses; | 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 | |

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| 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 | |
| BD.8 | The system shall create and enforce the budget at any segment of the City's chart of accounts. | Critical | N | GL#, DEPARTMENT, DEPARTMENT & ACCOUNT CLASS, DEPARTMENT & BUDGET CLASS |
| BD.9 | The system shall budget at any level with budgetary control at the line item level based on user-defined criteria. | Critical | S | |

City of Superior
Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital | | | | |
|---|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| 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 | |
| BD.31 | MS Excel; | Critical | S | |
| BD.32 | PDF; and | Critical | S | |
| BD.33 | Other, City-defined. | Critical | S | |
| Budget Preparation | | | | |

City of Superior
Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital | | | | |
|---|---|--------------------|------------------------|-----------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | S | |
| 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 | S | |
| BD.42 | Current year's original budget; | Critical | S | |
| BD.43 | Current year's amended budget; and | Critical | S | |
| BD.44 | Other, City-defined. | Critical | S | |
| 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 | S | |
| BD.46 | The system shall create replacement and maintenance budgets based on an items useful life, annual maintenance, and annual replacement contributions. | Desired | S | |
| BD.47 | The system shall automate budget information to expedite budget offers and avoid human error. | Critical | S | |
| 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 | S | |
| BD.49 | The system shall allow new budgets to be created from historical financial information or past budgets. | Critical | S | |
| 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 | S | |
| 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 | S | |
| 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 | S | |

City of Superior
Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital | | | | |
|--|--|--------------------|------------------------|---------------------------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | S | |
| BD.54 | The system shall support the workflow of the City's budget process, with different phases and approval processes. | Critical | S | |
| BD.55 | The system shall support electronic workflow of notifications for reviewing the budget. | Critical | S | |
| BD.56 | The system shall provide City-defined electronic budget review capabilities for individual departments. | Critical | S | |
| BD.57 | The system shall prevent users from making changes to a proposed departmental budget without appropriate approval. | Critical | S | |
| 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 | S | |
| 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 | Critical | S | |
| BD.62 | The system shall present, track, and maintain, various budget statuses including: Revised, Adopted, Requested, and Approved. | Critical | S | |
| The system shall store the following information when a budget supplement (transfer/amendment) is made: | | | | |
| BD.63 | Type of change; | Critical | S | |
| BD.64 | Reason for change; | Critical | S | |
| BD.65 | Original requestor of change; | Critical | S | |
| BD.66 | Approvers of change; | Critical | S | |
| BD.67 | Tracking of all historical changes; | Critical | S | |
| BD.68 | User making change; | Desired | S | |
| BD.69 | Date and time of change requested; | Desired | S | |
| BD.70 | Date, ordinance number, and language of City Council approval; | Desired | S | |
| BD.71 | Comments/notes; | Desired | S | |
| BD.72 | Scanned and attached documentation; and | Desired | S | |
| BD.73 | Other, City-defined. | Desired | S | |
| BD.74 | The system shall allow City-defined interfund or intrafund budget transfers of funding, through workflow, with appropriate permissions and approvals. | Desired | S | |
| BD.75 | The system shall lockout changes to the budget after City-defined dates and criteria. | Critical | S | Manual locking of budget levels |
| BD.76 | The system shall provide internal controls for making budget adjustments. | Critical | S | |

City of Superior
Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital | | | | |
|--|---|--------------------|------------------------|--|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| BD.77 | The system shall reference and/or document City record information related to budget transfers/amendments. | Critical | S | |
| 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 | S | |
| BD.79 | The system shall provide payroll and benefit information by position or by employee for budgeting purposes. | Critical | S | |
| BD.80 | The system shall project position budgets for up to five years or other City defined period of time. | Critical | S | |
| 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 | S | |
| 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 | S | |
| BD.83 | The system shall generate payroll forecasts by pay or step plan for budgeting purposes. | Critical | S | |
| 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 | S | |
| BD.85 | The system shall budget for vacant positions, including premium earnings, benefits, and other pays. | Critical | S | |
| BD.86 | The system shall recalculate position budget forecasts based on employment actions and salary/benefit changes with appropriate review and approvals. | Critical | N | |
| BD.87 | The system shall allow for changes to and deletions of a position. | Desired | S | |
| 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 | N | |
| BD.89 | The system shall approve actions related to a position through role-based security and workflow. | Critical | S | |
| 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 | S | Position Control in HR (only) would allow a user to setup a position with salary/ded/exp/leave and the employee could adopt that setup. The budget is separate from this and users have the ability to pull over a budget based on the employee or position. |
| BD.91 | The system shall make mass changes on employee data based on reorganizations (reassign departments or divisions). | Desired | S | |

City of Superior
Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital | | | | |
|---|---|-------------|-----------------|--------------------------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| BD.92 | The system shall add or delete mass employee (FTE) to departments or divisions based upon user-defined need. | Desired | S | |
| 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 | N | |
| The system shall track the following position information: | | | | |
| BD.94 | Multiple organizational levels; | Critical | N | |
| BD.95 | Pay grade and step plan; | Critical | S | |
| BD.96 | Pay schedule; | Critical | S | |
| BD.97 | Job classification code and/or title; | Critical | S | |
| BD.98 | Date filled; | Critical | S | |
| BD.99 | Date vacated; | Critical | S | |
| BD.100 | Incentives and certification pay; | Critical | S | |
| BD.101 | Date established or approved; | Critical | S | |
| BD.102 | Budgeted Cost broken out (salary, benefits, other pay, other City-defined); | Critical | S | |
| BD.103 | Actual Cost broken out (salary, benefits, other pay, other City-defined); | Critical | N | |
| BD.104 | Funding Source Codes; | Critical | S | For payment only |
| BD.105 | FLSA Status; | Critical | S | |
| BD.106 | EEO Function; | Desired | S | |
| BD.107 | EEO Category; | Desired | S | |
| BD.108 | Status (e.g., active, inactive, frozen, pending); and | Critical | N | |
| BD.109 | Other, City-defined. | Critical | S | |
| BD.110 | The system shall assign multiple funding sources, including project and grants, to each employee or position. | Critical | S | This is on the employee level. |
| BD.111 | The system shall forecast suggested wage progression changes. | Critical | S | |
| BD.112 | The system shall attach documents to position control records. | Desired | S | |
| BD.113 | The system shall track authorized positions by exempt vs. non exempt. | Critical | N | |
| BD.114 | The system shall track temporary, casual, part-time, and seasonal (positions without benefits). | Critical | S | |
| BD.115 | The system shall drill-down from a filled position to the employee detail. | Desired | S | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Budgeting – Operating, Personnel, Capital | | | | |
|---|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| 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 | S | |
| BD.132 | The system shall allow for multiple funding sources for multi-year funds. | Critical | S | |
| BD.133 | The system shall track budget, expenditures, and funding sources for grants and multi-year funds. | Critical | S | |
| The system shall store the following information when a capital budget adjustment/amendment is made: | | | | |
| BD.134 | Type of change; | Critical | S | |
| BD.135 | Reason for change; | Critical | S | |
| BD.136 | Original requestor of change; | Critical | S | |

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| Budgeting – Operating, Personnel, Capital | | | | |
|---|--|-------------|-----------------|--------------------------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| BD.137 | Approvers of change; | Critical | S | |
| BD.138 | Tracking of all historical changes; | Critical | S | |
| BD.139 | User making change; | Desired | S | |
| BD.140 | Date and time of change; | Desired | S | |
| BD.141 | Comments/notes; | Critical | S | |
| BD.142 | Scanned and attached documentation; and | Critical | S | |
| BD.143 | Other, City-defined. | Critical | S | |
| BD.144 | The system shall consolidate a report that provides details for capital projects. | Critical | S | |
| BD.145 | The system shall export CIP and other project data to a project management tool (e.g., MS Project). | Critical | S | |
| Forecasting | | | | |
| BD.146 | The system shall provide a budget model or framework for forecasting purposes. | Critical | S | |
| The system shall provide budget trending and forecasting capabilities including: | | | | |
| BD.147 | Straight line projection; | Critical | N | |
| BD.148 | Trend analysis; | Critical | N | |
| BD.149 | Percentage based on last year actual; | Critical | N | |
| BD.150 | Percentage based on last year budgeted; | Critical | N | |
| BD.151 | Monthly budget based on prior year actual trend data for a particular month; | Desired | S | |
| BD.152 | Last year actual for the remainder of the current fiscal year; | Critical | N | |
| BD.153 | Any segment in the chart of accounts; | Critical | N | |
| | | | | Revenues and Expenditures only |
| BD.154 | Current year's amended budget; | Critical | S | |
| BD.155 | Previous year's budget; | Critical | S | |
| BD.156 | Previous year's actual (with the ability to select which year and period); | Critical | S | |
| 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 | S | |
| BD.158 | Estimated to expend of the current year budget; | Critical | S | |
| BD.159 | Any previous year budget or actual with percentage increase; | Critical | S | |

City of Superior
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| Budgeting – Operating, Personnel, Capital | | | | |
|--|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| BD.160 | Any previous year budget or actual with percentage decrease; | Critical | S | |
| BD.161 | City-defined percentages to department level above or below baselines; | Critical | N | |
| BD.162 | City-defined percentages to the account level above or below baselines; | Critical | S | |
| BD.163 | For all requirements above, ability to distribute and budget by period (i.e., seasonal budget.); and | Desired | S | |
| BD.164 | Other, City-defined. | Desired | N | |
| The system shall provide salary and benefit forecasting capabilities based on the integration with the payroll application including: | | | | |
| BD.165 | Number of positions; | Critical | S | |
| BD.166 | Number of pay periods; | Critical | S | |
| BD.167 | Multiple types of pay; | Critical | S | |
| BD.168 | Current salary ranges; | Critical | S | |
| BD.169 | Mid-year pay adjustments at the individual employee/position level (e.g., anniversary-based step increases); | Critical | S | |
| BD.170 | Mid-year pay adjustments that apply universally (e.g., Cost of Living Adjustment increases); | Critical | S | |
| BD.171 | Overtime; | Critical | S | |
| BD.172 | Longevity; | Critical | S | |
| BD.173 | Holiday pay days; | Desired | S | |
| BD.174 | Shift differential; | Critical | S | |
| BD.175 | Lead pay; and | Critical | S | |
| BD.176 | Other, City-defined. | Critical | S | |
| BD.177 | The system shall allow budget forecasts/models to be named. | Desired | S | |
| BD.178 | The system shall allow at least 10 budget forecasting models to be saved per year, system wide. | Critical | S | |
| BD.179 | The system shall provide forecasting capabilities that use real-time data and | Critical | S | |
| BD.180 | The system shall provide long-term forecasting capabilities for a minimum of 5 years in the future. | Desired | S | |
| BD.181 | The system shall allow for the generation of “what if” scenarios for revenue, and expense forecasting. | Critical | S | |
| 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 | |

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| Budgeting – Operating, Personnel, Capital | | | | |
|---|--|-------------|-----------------|----------------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | EXPORT TO EXCEL, PDF |
| BD.187 | The system shall produce ADA compliant budget documentation. | Desired | S | |
| 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 | S | |
| BD.191 | The system shall query for specific words in budget line items. | Desired | S | |
| 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 | |

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| Budgeting – Operating, Personnel, Capital | | | | |
|---|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| BD.197 | The system shall provide real-time reporting on current balances on specified line item accounts and line item account activity. | Critical | S | |
| 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 | S | |
| 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 | |

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| 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 | S | |
| CA.2 | The system shall allow the user to select the general ledger account based on the type of asset created. | Critical | S | |
| CA.3 | The system shall allow a review of asset journal entries prior to posting to the general ledger. | Critical | S | |
| CA.4 | The system shall transfer the CIP cost in order to create a general ledger journal entry based on asset type. | Desired | S | |
| CA.5 | The system shall accumulate capital expenditures for multi-year construction projects that have not been placed in service. | Critical | S | |
| CA.6 | The system shall track assets funded by grants. | Desired | S | |
| CA.7 | The system shall track assets purchased through lease. | Critical | S | |
| CA.8 | The system shall modify valuation due to improvements, damage or replacements to the asset. | Desired | S | |
| 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 | S | |
| 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 | S | |

City of Superior
Functional and Technical Requirements

| 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 | S | |
| CA.12 | The system shall declassify or un-declare a capital asset. | Desired | N | Not automated |
| CA.13 | The system shall transfer data from the purchase order to the capital asset | Desired | S | |
| 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 | Standard | |
| CA.15 | The system shall record cost at acquisition. | Critical | S | |
| CA.16 | The system shall maintain salvage values for capital assets. | Desired | S | |
| CA.17 | The system shall calculate replacement costs of the capital assets based on user defined rules. | Critical | N | |
| CA.18 | The system shall modify assets by user-defined criteria, with proper security permissions. | Critical | S | |
| CA.19 | The system shall automatically update the capital assets system from AP entry with appropriate review and approval. | Desired | S | |
| CA.20 | The system shall store original purchase order number, invoice number, original check number and original vendor information. | Desired | S | |
| CA.21 | The system shall drill-down into linked POs, invoices, checks and vendor file information. | Desired | S | |
| 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 | S | |
| CA.23 | The system shall track equipment and devices, based upon a City-defined acquisition value. | Critical | S | |
| 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 | S | |
| CA.25 | The system shall integrate with the City's GIS database for the purpose of tracking the geographical location of assets. | Desired | N | |
| CA.26 | The system shall attach multiple file types to an asset record. | Desired | S | |
| Asset Entry and Tracking | | | | |
| CA.27 | The system shall allow for either parent/child method of tracking or standard tracking. | Desired | S | |
| CA.28 | The system shall allow for unlimited different active parent/child asset pairings. | Desired | S | |
| CA.29 | The system shall support an unlimited quantity of assets. | Critical | S | |
| CA.30 | The system shall provide controls for maintaining unique system generated capital asset tag numbers with barcodes. | Desired | S | |
| 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 | S | |
| CA.32 | The system shall detect duplicate serial numbers in the same asset type. | Desired | S | |
| CA.33 | The system shall indicate a parent and/or child asset as "disposed." | Critical | S | |

City of Superior
Functional and Technical Requirements

| 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.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 | N | |
| CA.35 | The system shall manage linked assets. | Desired | S | |
| CA.36 | The system shall track assets for legally separate component units (e.g., economic development corporation). | Critical | S | |
| The system shall accommodate the following asset disposal processes: | | | | |
| CA.37 | Public Auction; | Critical | N | |
| CA.38 | Sale; | Critical | S | |
| CA.39 | Donate; | Critical | S | |
| CA.40 | Junk process; | Critical | N | |
| CA.41 | Transfer process; | Critical | S | |
| CA.42 | Parts tear-down; | Critical | S | |
| CA.43 | Trade-in; | Critical | S | |
| CA.44 | Fire/flood; | Critical | N | |
| CA.45 | Vehicle accident; | Critical | N | |
| CA.46 | Recycle/Salvage; | Critical | N | |
| CA.47 | Lost; and | Critical | S | |
| CA.48 | Other user-defined criteria. | Critical | S | |
| CA.49 | The system shall customize workflow routines for each asset disposal process listed above. | Desired | N | |
| 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 | S | |
| CA.51 | The system shall automatically assign unique asset numbers. | Critical | S | |
| 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 | N | |
| CA.53 | The system shall store at least 9 templates for use when entering new assets. | Desired | S | |
| CA.54 | The system shall set department, division, fund and type classifications for each asset (i.e., governmental, proprietary, etc.). | Critical | S | |
| CA.55 | The system shall accommodate at least 99 different asset classes within each category. | Desired | S | |
| 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 | S | |
| 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 | S | |
| CA.58 | The system shall mass transfer assets from one organization/department code to another with appropriate security permissions (e.g., reorganization). | Critical | S | |
| CA.59 | The system shall allow the transfer of an asset from one department or fund to another. | Critical | S | |

City of Superior
Functional and Technical Requirements

| 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.60 | The system shall import from third-party software for uploading asset information en masse with appropriate review and approval. | Critical | S | Workflow approval not supported |
| Depreciation | | | | |
| CA.61 | The system shall capture depreciation balance at the date of transfer or disposal. | Critical | S | |
| CA.62 | The system shall provide depreciation calculation results for user defined periods of time. | Critical | S | |
| 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 | S | |
| 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 | N | |
| 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 | N | |
| CA.66 | The system shall default to straight line depreciation. | Critical | S | |
| CA.67 | The system shall allow the reversal of changes made based on depreciation, with appropriate security permissions. | Critical | S | |
| 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 | S | |
| CA.69 | The system shall set standard and user-controlled depreciation methods with the ability to change the standard method. | Critical | S | Straight line only |
| CA.70 | The system shall calculate "back" depreciation to original acquisition date. | Critical | S | |
| CA.71 | The system shall recalculate depreciation based on changes made to asset criteria (including changes made to original acquisition date). | Critical | S | |
| CA.72 | The system shall update or change depreciation information for a group of assets with appropriate security permissions. | Critical | S | |
| CA.73 | The system shall link to a depreciation expense account. | Critical | S | |
| CA.74 | The system shall provide an automatic calculation of depreciation changes at period end. | Critical | N | Not automatic |
| CA.75 | The system shall automatically flag an asset when it is time to retire it from the system based on useful life. | Desired | S | |
| CA.76 | The system shall archive retired and/or sold assets on a scheduled or user-defined basis. | Critical | S | |
| Reporting and Querying | | | | |
| CA.77 | The system shall support full text search of all fields. | Critical | S | |
| 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 | S | |
| CA.79 | The system shall report capital asset expenditures against a capital budget. | Desired | S | |

City of Superior
Functional and Technical Requirements

| 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.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 | S | |
| CA.81 | The system shall report on disposal date and value. | Critical | S | |
| CA.82 | The system shall output listings of assets by any system-defined field, such as location, category, department, and value. | Critical | S | |
| CA.83 | The system shall run reports of asset items assigned to employee, departments, division, and by date range. | Desired | S | |
| CA.84 | The system shall report on assets based on funding source. | Desired | S | |
| CA.85 | The system shall generate reports on period additions, transfers, disposals, and depreciation by asset, type, and general ledger account code. | Critical | S | |
| CA.86 | The system shall report on assets for legally separate component units. | Critical | S | |
| CA.87 | The system shall create depreciation reports and other types, both canned and ad-hoc. | Critical | S | |
| CA.88 | The system shall provide GASB and ACFR compliant reports. | Critical | S | |
| CA.89 | The system shall generate valuation report on all of the City's capital assets. | Critical | S | |
| CA.90 | The system shall report on actions taken on an asset to track its full location and assignment history. | Critical | S | |
| 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 | S | |
| CA.92 | The system shall export reports to multiple file formats including .PDF, .XLSX, and .CSV. | Critical | S | |

City of Superior
Functional and Technical Requirements

| 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 | N | |
| 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 | |
| PU.9 | The system shall establish emergency expenditure approval exceeding budget with appropriate permissions; including an audit trail of the emergency budget | Desired | S | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|---------------------|---|--------------------|------------------------|---|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | EMERGENCY REQS CAN BE CREATED WHICH BYPASS APPROVALS AND ARE AUTO CREATED INTO A PO |
| PU.11 | The system shall flag all emergency purchases until supporting information for the records is updated. | Desired | N | |
| 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 | S | |
| 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 | |
| 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 | N | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|--|---|-------------|-----------------|---|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | AUTO FORMATTING WITH NO OVERRIDE |
| 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 | N | |
| 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 | |
| PU.59 | Unit price; | Critical | S | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|-----------------|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| PU.60 | Auto calculate extended price; | Critical | S | |
| PU.61 | Description (minimum of 250 characters); | Critical | N | 110 max |
| 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 | N | |
| 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 | S | |
| 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 | |
| PU.84 | The system shall require that the vendor be valid/entered before creating a purchase order. | Critical | S | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|------------|--|-------------|-----------------|---------------------------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| 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 | Blanket Pos will encumber funds |
| 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 | S | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|-----------------------------------|---|-------------|-----------------|---------------------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | |
| 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 | N | |
| 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 | N | |
| 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 | N | Sub vendors not supported |
| 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 | N | 110 MAX |
| 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 | N | |
| PU.115 | The system shall accommodate retainage at dollar or percentage value. | Critical | N | |
| PU.116 | The system shall automatically adjust retainage as the PO changes. | Desired | N | |
| 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 | S | |
| 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 | S | |

City of Superior
Functional and Technical Requirements

| 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 | 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 | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|-----------------------|---|--------------------|------------------------|-----------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| 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 | N | |
| Bid Management | | | | |
| PU.149 | The system shall provide a public-facing bid management portal for soliciting bids and proposals. | Critical | N | |
| PU.150 | The system shall convert a requisition to a bid. | Desired | S | |
| PU.151 | The system shall support sealed bids/proposals. | Critical | N | |
| PU.152 | The system shall support sealed bids/proposals which are only opened/viewable upon bid closing (submittal deadline). | Critical | N | |
| PU.153 | The system shall provide user defined bid types (i.e., RFP, RFQ, RFI, Quote, | 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 | N | |
| PU.156 | The system shall provide user defined contract terms and condition types with the ability to override, with appropriate security permissions. | Critical | N | |
| PU.157 | The system shall allow bids to be downloaded from the bid system. | Critical | N | |
| PU.158 | The system has the ability for the City to create a bid checklist to manage the bid process. | Desired | N | |
| PU.159 | The system shall create a tabulation of bids received. | Desired | N | |
| PU.160 | The system shall allow registered vendors to access and view a summary description of bid documents and specifications online. | Desired | N | |
| 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 | N | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|------------|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| PU.162 | The system shall time stamp when the bid was submitted by the bidder. | Critical | N | |
| PU.163 | The system shall allow City staff to flag a bid as an electronic or manual (paper copies accepted) bid. | Desired | N | |
| PU.164 | The system shall allow bidders to complete forms electronically in the system. | Critical | N | |
| PU.165 | The system shall accept electronic signatures from vendors on forms in the system through dual authentication. | Critical | N | |
| PU.166 | The system shall produce notification letters to unsuccessful bidders. | Desired | N | |
| PU.167 | The system shall post addenda and automatically notify all registered bidders (who downloaded the bid) related to bids in the system. | Critical | N | |
| | The system shall allow vendors to electronically acknowledge addenda. | Critical | N | |
| 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 | N | |
| PU.171 | The system has the ability for users and vendors to flag confidential documents. | Desired | N | |
| PU.172 | The system has the ability for bidders to login and check status of bid. | Desired | N | |
| PU.173 | The system provides the ability for automatic notifications of bid opportunities, addenda, tabulations, and bid awards. | Desired | N | |
| PU.174 | The system provides the ability for City staff to be notified when questions have been submitted by vendors online. | Critical | N | |
| PU.175 | The system shall allow vendors to ask questions and receive notification of answers posted in Q&A docs online. | Critical | N | |
| PU.176 | The system shall tabulate cost based on established criteria. | Desired | N | |
| 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 | N | |
| PU.179 | The system has the ability for the staff to designate the way the totals will be calculated when creating the bid. | Desired | N | |
| PU.180 | The system shall allow the bidder to enter the detail amounts that make up the total system calculated bid. | Desired | N | |
| 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 | N | |
| 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 | N | |
| PU.185 | The system shall retain the bid records in the system for a minimum of 7 years. | Critical | S | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|---|--|-----------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| PU.189 | Dollar amount; | Critical | N | |
| PU.190 | Comments/notes; and | Critical | S | |
| PU.191 | Other, user-defined. | Critical | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| PU.199 | The system shall trigger alerts based on all user-defined thresholds prior to contract expiration (e.g., 30, 60, 90 days). | Desired | N | |
| PU.200 | The system shall drill down from contracts to related procurement documents (e.g., requisition, bid, etc.). | Critical | N | |
| PU.201 | The system shall include or integrate with bid records (specifications, advertisements, bids/proposals, City Council resolution, etc.). | Desired | N | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|------------|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| PU.218 | The system shall store contract documents electronically. | Critical | S | |

City of Superior
Functional and Technical Requirements

| Purchasing | | | | |
|------------|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | |
| 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 | N | |
| PU.222 | The system shall support the workflow process for change orders with digital signature approval. | Critical | N | |
| 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 | N | |
| PU.233 | The system shall track and report on standard bid items and their average costs. | Critical | N | |
| 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 | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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 | Y | |
| 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 | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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 | Y | |
| 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 | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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 | S | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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 | N | |
| AR.68 | The system shall prioritize allocation of payments based upon a user-defined criteria. | Critical | N | |
| AR.69 | The system shall automatically bill recurring invoices based on user-defined billing schedules. | Desired | S | Will notify user to create the awaiting recurring invoices |
| 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 | N | |
| 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 | N | 50 max |
| 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 | |
| AR.81 | The system shall generate accounts receivable aging reports for both summary by customer and detail within customer by invoice. | Desired | S | |

City of Superior
Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts | | | | |
|---|---|--------------------|------------------------|-------------------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | 4 periods |
| 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 | Unapplied credit report |
| 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 | |
| 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 | |
| AR.95 | The system shall produce a cash receipt when bills are paid in person at any City location. | Critical | S | |

City of Superior
Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts | | | | |
|---|---|--------------------|------------------------|-----------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| AR.96 | The system shall produce a system generated unique receipt reference number. | Critical | S | |
| AR.97 | The system shall produce a receipt when bills are paid (regardless of the payment method). | Critical | S | |
| AR.98 | The system shall support online (web-based) payments. | Critical | S | |
| AR.99 | The system shall view account or outstanding balances. | Critical | S | |
| AR.100 | The system shall import returned check detail from electronic bank files. | Desired | N | |
| AR.101 | The system shall differentiate between a voided and a reversal transaction type. | Critical | N | |
| The system shall maintain returned check detail, including (but not limited to) the following: | | | | |
| AR.102 | Check number; | Critical | S | |
| AR.103 | Customer number; | Critical | S | |
| AR.104 | Payer Name; | Critical | S | |
| AR.105 | Address detail; | Critical | S | |
| AR.106 | Date of original transaction; | Critical | S | |
| AR.107 | Penalty and/or fee; | Critical | S | |
| AR.108 | Remittance amount; | Critical | S | |
| AR.109 | Remittance date; | Critical | S | |
| AR.110 | Original receipt number; | Critical | S | |
| AR.111 | Date of return; | Critical | S | |
| AR.112 | Reason for return; | Critical | S | |
| AR.113 | Comment field; and | Critical | S | |
| AR.114 | Other, user-defined variables. | Critical | S | |
| 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 | |
| AR.116 | The system shall schedule the posting of third-party payment transactions (e.g., lockbox payments). | Desired | N | |
| 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 | |
| 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 | |
| AR.119 | The system shall accommodate deposits into at least 10 different bank accounts at least 3 different banking institutions. | Critical | S | |
| 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 | N | |

City of Superior
Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts | | | | |
|--|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| AR.122 | The system shall provide an automated reconciliation tool for revenue receipts. | Desired | S | |
| 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 | Critical | S | |
| AR.131 | The system shall allow authorized users to close out cash drawers on behalf of cashiers with appropriate permissions. | Critical | S | |
| AR.132 | The system shall allow authorized users to consolidate cash drawers and close out as a single batch. | Desired | S | |
| 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 | S | |
| AR.134 | The system shall combine individual payment batch deposit details into a single consolidated deposit. | Critical | S | |
| The system shall maintain deposit detail, including (but not limited to) the following: | | | | |
| AR.135 | Deposit total; | Critical | S | |
| AR.136 | Total by tender type; | Critical | S | |
| AR.137 | Date; | Critical | S | |
| AR.138 | Bank account number; | Critical | S | |

City of Superior
Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts | | | | |
|---|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| AR.139 | By fund, and | Critical | S | |
| AR.140 | Other, user-defined fields. | Critical | S | |
| AR.141 | The system shall generate a hard-copy, user-defined deposit slip. | Critical | N | |
| AR.142 | The system shall generate a hard-copy, user-defined deposit report. | Critical | S | |
| 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 | |
| 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 | S | |

City of Superior
Functional and Technical Requirements

| Accounts Receivable, Billing and Cash Receipts | | | | |
|--|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| AR.162 | The system shall produce transaction reports listing all recorded payments. | Critical | S | |

City of Superior
Functional and Technical Requirements

| 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 | 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 | |
| AP.10 | The system shall "add back" percentages or amount discounts previously taken (i.e., returned items) with appropriate system permissions. | Critical | N | |

City of Superior
Functional and Technical Requirements

| Accounts Payable | | | | |
|------------------|--|-------------|-----------------|------------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| AP.18 | The system shall support at least a 25 character invoice number field. | Critical | N | 20 character max |
| 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 | N | |
| 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 | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Accounts Payable | | | | |
|---|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| 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 | N | |
| 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 | |
| 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 | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Accounts Payable | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| AP.78 | Vendor certifications (i.e., MWMB, HUB, etc.); | | S | |
| AP.79 | Flag vendors that are not in City-defined compliance; | Desired | S | |
| 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 | N | |
| AP.86 | The system shall track vendor information such as Certificate of Insurance (COI) and other changes. | Desired | S | |

City of Superior
Functional and Technical Requirements

| Accounts Payable | | | | |
|------------------|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| 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 | N | |
| AP.98 | The system shall allow vendors to maintain City defined information through a vendor self-service web portal. | Desired | N | |
| 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 | N | |
| 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 | N | |
| AP.103 | The system shall maintain an audit log of all changes to the vendor file. | Critical | S | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Accounts Payable | | | | |
|--------------------------------|---|-------------|-----------------|--|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | Tax ID, ACH info, etc - automated encryption fields with ability to view/not view full numbers based on security |
| 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 | N | |
| 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 discounts). | 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | |
| 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 | N | |
| 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 | N | |
| AP.123 | The system shall allow an end-user to attach separate receipts related to each travel or other expense line item. | Critical | S | |

City of Superior
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| Accounts Payable | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Accounts Payable | | | | |
|------------------|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| AP.146 | The system shall generate a report of invoices paid by project. | Critical | S | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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 | 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 | N | |
| 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 | |
| PG.9 | The system shall allow a user to establish project templates for common project types. | Desired | N | |

City of Superior
Functional and Technical Requirements

| Project Accounting and Grant Management | | | | |
|---|--|-------------|-----------------|---------------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| PG.10 | The system shall store at least 99 project templates. | Desired | N | |
| PG.11 | The system shall provide the ability to copy a project and modify appropriate sections to create a new project. | Critical | N | |
| 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 | N | |
| 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 | N | |
| PG.18 | The system shall provide user-defined cost allocation codes. | Critical | N | |
| 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 | N | |
| PG.25 | The system shall identify retainage paid and unpaid on a specific project. | Critical | N | |
| 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 | N | |
| 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 | Custom fields |
| PG.31 | The system shall track percentage complete for each phase, without overwriting status information of previous phases. | Desired | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Project Accounting and Grant Management | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| PG.34 | The system shall track anticipated expenditures for future years which may require future funding modifications. | Desired | N | |
| PG.35 | The system shall track expenditures based on the funding source. | Critical | N | |
| 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 | N | |
| PG.38 | The system shall transfer funding sources from one project to another project. | Critical | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |

City of Superior
Functional and Technical Requirements

| Project Accounting and Grant Management | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| PG.56 | The system shall allow changes to the detail level of report parameters, with appropriate security permissions. | Critical | N | |
| PG.57 | The system shall track interest earnings on related projects relative to arbitrage. | Desired | N | |
| 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 | N | |
| 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 | N | |
| 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 | S | |
| 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 | |
| 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 | N | |

City of Superior
Functional and Technical Requirements

| Project Accounting and Grant Management | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| PG.77 | The system shall utilize workflow for the grant management process that has the capability to flow across other system modules/applications. | Desired | N | |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Project Accounting and Grant Management | | | | |
|---|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | |
| 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 | N | |
| PG.100 | The system shall flag grants coming from pass-through agencies vs. original grantor agencies. | Critical | N | |
| 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 | N | |
| 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 | N | |
| PG.110 | The system shall provide forecasting capabilities for budgeted grant amount that use real-time data and information. | Desired | N | |
| 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 | S | |
| PG.113 | The system shall limit the application of payroll expense to grants through security permissions. | Desired | S | |
| PG.114 | The system shall separate actual expenditures against allowable expenditures. | Desired | N | |
| PG.115 | The system shall allow remaining funding to be setup as a new grant or grant program. | Desired | N | |
| PG.116 | The system shall allow the transfer of grant funding between City departments. | Desired | S | |
| Grant Reimbursements | | | | |

City of Superior
Functional and Technical Requirements

| 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 | N | |
| PG.121 | The system shall allow established "checklists" to be modified during the life of the grant with appropriate security permissions. | Desired | N | |
| PG.122 | The system shall trigger notifications based on established timelines associated with the reimbursement request process. | Desired | S | |
| PG.123 | The system shall limit the reimbursement request to prescribed internal processes based on an established timeline. | Desired | N | |
| PG.124 | The system shall submit electronic check images as part of the reimbursement request process. | Critical | S | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Project Accounting and Grant Management | | | | |
|---|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| PG.137 | Single Audit Report (SEFA); | Critical | N | |
| PG.138 | SESA (State single audit); | Critical | N | |
| PG.139 | Action Plan; | Critical | N | |
| PG.140 | Consolidated Annual Performance and Evaluation Report; | Critical | N | |
| PG.141 | Expenditures and revenues; | Critical | S | |
| PG.142 | Sources of revenues; | Critical | S | |
| PG.143 | Reimbursed costs; | Critical | N | |
| PG.144 | Reimbursed costs by percentage detail; | Critical | N | |
| 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 | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Indicator | Definition | Instruction | | |
|---|---|---|-----------------|---|
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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 | | |
| 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 | Data changes made by users in UKG Ready are fully tracked in the System Audit Log |
| 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 | |
| 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 | |

City of Superior

Functional and Technical Requirements

| Indicator | Definition | Instruction | | |
|--|---|---|----------|--|
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| 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 | |
| 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/Formal Name/Aliases/Nicknames; | Desired | S | |
| HRE.39 | Sex; | Critical | S | |
| HRE.40 | Gender; | Critical | S | |

City of Superior
Functional and Technical Requirements

| 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.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 | |
| 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 | |

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| 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 | S | |
| 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: | | | | |
| 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 | |

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| 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 | S | |
| 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 | |

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| HRE.112 | Electronic signature; | Desired | N | Approvals will be documented. No electronic signature functionality. |
| 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 | |

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| 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 | |
| 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 | S | |
| 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 | |

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| 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 | 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 | 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 | |
| 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 | S | |
| 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 | Notifications and checklists can be achieved when using PAFs. |
| 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 | Notifications and checklists can be achieved when using PAFs. |
| HRE.163 | The system shall support user-defined onboarding/termination checklists. | Desired | S | |

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| HRE.164 | The system shall manually assign or automatically generate an employee | Critical | S | |
| HRE.165 | The system shall request and accept electronic credit and background checks from outside agencies. | Desired | N | |
| 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 | | Standard | | |
| 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 | There is an area within HR to track basic Reviews |
| HRE.169 | The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time. | Critical | S | Data changes made by users in UKG Ready are fully tracked in the System Audit Log |
| 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 | |
| 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 necessary. | 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 | Very basic review or evaluation functionality. Users granted security access would have the ability to view and comment on review/evaluation records for employees. |
| 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 | |

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| 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 | N | |
| HRE.187 | The system shall associate core competencies with a specific job or department. | Desired | N | |
| HRE.188 | The system shall trigger e-mail notification to employees of upcoming self-evaluation due. | Critical | N | |
| 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 | N | |
| HRE.192 | The system shall electronically notify supervisor that a review or other performance management milestone is due or overdue. | Critical | N | |
| HRE.193 | The system shall provide email notification to employee when evaluation has been completed and approved. | Desired | N | |
| 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 | N | |
| 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 | |

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| 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 | Not available through ESS - could grant limited access to that employees reviews only through HR. |
| 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 | N | |
| 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 | N | |
| 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 | N | |
| 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 | |
| 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 | N | |
| HRE.210 | The system shall create City defined compliance reports. | Desired | N | |
| HRE.211 | The system shall archive the performance management reports. | Desired | S | |

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| 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 | |
| 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 | |

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| 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 | N | |
| HRE.241 | Disciplinary action purge date; and | Desired | N | |
| 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 | N | |
| 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 | |
| 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 | |

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| 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 | N | |
| 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 | UKG Ready provides both Standard and Ad-hoc Reporting. Every standard report can be modified using the built-in, ad-hoc reporting tools. The application also provides flexible, dynamic data visualization options as part of its people analytics tool suite to help you make smart decisions fast. Transform tabular reports into intuitive charts and graphs that highlight what's most important. And with just a few clicks, pull multiple visualizations into dashboards that focus on key metrics, so you can turn insight into action. |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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.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 | |

City of Superior
Functional and Technical Requirements

| 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.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 | N | Training sessions can be added to employee records under professional development, but there is not an area on the Position/Vacant Position itself to store training session information. |
| 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 | This would more than likely be a custom report to create within report designer to pull in the employee fields preferred. User fields would more than likely need to be utilized in this case. |
| 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 | N | Training sessions can be added to employee records under professional development, but there is not an area on the Position/Vacant Position itself to store training session information. |
| 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: | | | | |

City of Superior
Functional and Technical Requirements

| 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.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 | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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 | N/A | BS&A Cloud supports import of applicants from NeoGov. We recommend continuing to use NeoGov for applicant tracking. |
| REC.2 | The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation. | Critical | | |
| 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 | | |
| The system shall generate electronic requisitions to fill vacancies, containing: | | | | |
| REC.4 | Department number; | Critical | | |
| REC.5 | Division; | Critical | | |
| REC.6 | Location; | Critical | | |
| REC.7 | Shift; | Critical | | |
| REC.8 | Position number; | Critical | | |
| REC.9 | Job/Position title; | Critical | | |
| REC.10 | Class code; | Critical | | |
| REC.11 | Status (full-time/part-time, permanent/temporary); | Critical | | |
| REC.12 | Reason for vacancy (e.g., promotion, transfer, termination, etc.); | Critical | | |
| REC.13 | Date vacancy created; | Critical | | |
| REC.14 | Date requisition created; | Critical | | |
| REC.15 | Date needed; | Critical | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| REC.16 | Closing date (date field); | Critical | | |
| REC.17 | Open until filled (Yes/No); | Critical | | |
| REC.18 | Pay grade; | Critical | | |
| REC.19 | Salary range (with no min or max limits i.e., not limited to the positions salary range); | Critical | | |
| REC.20 | Multiple budget account codes; | Critical | | |
| REC.21 | Recruitment type (general public, City only, department only); | Critical | | |
| REC.22 | Exempt/non-exempt status; | Critical | | |
| REC.23 | User-defined special requirements for the position (e.g., CDL); | Critical | | |
| REC.24 | Multiple hiring officers/Division Director; | Desired | | |
| REC.25 | Contact name; | Desired | | |
| REC.26 | Contact phone; | Desired | | |
| REC.27 | Requisition status (close, re-open, or update requisition); and | Desired | | |
| REC.28 | Other user-defined fields. | Desired | | |
| 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 | | |
| REC.30 | The system shall allow for varying requisition numbers, including City-defined requisition numbers that are alphanumeric. | Critical | | |
| 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 | | |
| REC.32 | The system shall allow users to copy information from a previously submitted requisition to a new one. | Critical | | |
| 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 | | |
| 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 | | |
| 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 | | |
| REC.36 | The system shall restrict user access to requisitions according to user-defined authorization rules. | Desired | | |
| 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 | | |
| 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 | | |
| REC.39 | Requisition creation date; | Critical | | |
| REC.40 | Requisition status (open/closed); | Critical | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| REC.41 | Filled requisitions; and | Critical | | |
| REC.42 | Other user-defined. | Desired | | |
| REC.43 | The system shall tie requisitions to job codes (or other City-defined codes), allowing for sorting/querying based on classification. | Desired | | |
| REC.44 | The system shall ensure appropriate approvals have been received on position requests. | Critical | | |
| REC.45 | The system shall set a user-defined job posting time period. | Critical | | |
| REC.46 | The system shall permit authorized users to close or delete a requisition manually. | Critical | | |
| 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 | | |
| REC.48 | The system shall automatically track "Date of last update," including name of user making the last saved update. | Critical | | |
| REC.49 | The system shall notify requestor when position has been approved and initiate other related events (e.g., recruitment process). | Critical | | |
| 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 | | |
| REC.51 | The system shall auto-populate job postings with job description data. | Critical | | |
| 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 | | |
| REC.53 | The system shall forward job postings to managers for review/updates/edits (via workflow). | Critical | | |
| REC.54 | The system shall indicate job posting type (internal/external recruitment) and post as designated. | Desired | | |
| REC.55 | The system shall assign job postings to a specific recruiter or staff member(s) within HR. | Critical | | |
| The system shall display the following information on the job posting: | | | | |
| REC.56 | Department; | Critical | | |
| REC.57 | Location; | Critical | | |
| REC.58 | Shift; | Critical | | |
| REC.59 | Job/Position title; | Critical | | |
| REC.60 | Job category (safety sensitive, CDL, etc.); | Critical | | |
| REC.61 | Status (full-time/part-time, permanent/temporary); | Critical | | |
| REC.62 | Open date; | Critical | | |
| REC.63 | Closing date (date field); | Critical | | |
| REC.64 | Open until filled (Yes/No); | Critical | | |
| REC.65 | Salary range; | Critical | | |
| REC.66 | Pay Grade; | Critical | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|--------------------|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| REC.67 | Other user defined salary/pay field; | Critical | | |
| REC.68 | Exempt/non-exempt status; | Critical | | |
| REC.69 | User-defined special requirements for the position (e.g., CDL); and | Critical | | |
| REC.70 | Other user-defined fields. | Desired | | |
| REC.71 | The system shall future date job postings. | Critical | | |
| 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 | | |
| 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 | | |
| REC.74 | The system shall automatically post job openings to City-defined external job posting websites. | Critical | | |

City of Superior
Functional and Technical Requirements

| 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 | | |
| The system shall maintain, at a minimum, the following applicant data: | | | | |
| REC.76 | Applicant Name; | Critical | | |
| REC.77 | Previous Name(s); | Critical | | |
| REC.78 | Date of application; | Critical | | |
| REC.79 | Time of application; | Critical | | |
| REC.80 | Source of application information; | Critical | | |
| REC.81 | Address; | Critical | | |
| REC.82 | Phone number/s; | Critical | | |
| REC.83 | Email address/es; | Critical | | |
| REC.84 | Positions applied/referred for; | Critical | | |
| REC.85 | Ability to be legally employed in the USA (Y/N); | Critical | | |
| REC.86 | Reference detail; | Critical | | |
| REC.87 | Verification that references can be called (specific to each reference); | Critical | | |
| REC.88 | Attached supporting documentation (consistent with general file formats); | Critical | | |
| REC.89 | Previous employment information (e.g., previous salary, hours worked, title, dates of employment); | Critical | | |
| REC.90 | Previously employed by the City (Y/N); | Critical | | |
| REC.91 | Education; | Critical | | |
| REC.92 | Veteran Status or Military Service; | Critical | | |
| REC.93 | Certificates/licensure; | Critical | | |
| REC.94 | Driver's License Number, State issues, class; | Critical | | |
| REC.95 | Desired Salary; | Critical | | |
| REC.96 | Supplemental Questions (position specific); | Critical | | |
| REC.97 | Criminal History/Background; | Desired | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| REC.98 | Other skills; and | Desired | | |
| REC.99 | Other user-defined. | Desired | | |
| 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 | | |
| The system shall track EEO and demographic data for use in statistical analysis and reporting, including but not limited to: | | | | |
| REC.101 | Race; | Critical | | |
| REC.102 | Ethnicity; | Critical | | |
| REC.103 | Sex; | Critical | | |
| REC.104 | Gender; | Critical | | |
| REC.105 | Age range (per user defined ranges); | Desired | | |
| REC.106 | Hiring Department; | Critical | | |
| REC.107 | Highest grade completed, and type of education completed; | Critical | | |
| REC.108 | GED; and | Critical | | |
| REC.109 | Other user-defined fields. | Desired | | |
| REC.110 | The system shall store EEO data separate from the applicant record. | Critical | | |
| REC.111 | The system shall restrict access to EEO data to authorized users as determined by City user profiles. | Critical | | |
| REC.112 | The system shall populate EEO data by electronic submissions from applicant record and requisition data. | Critical | | |
| REC.113 | The system shall redact identifying information (Name, DOB, etc.) from an application prior to submission to a hiring manager. | Critical | | |
| REC.114 | The system shall track ADA requests with an applicant. | Critical | | |
| REC.115 | The system shall notify defined users when an ADA accommodation request has been submitted. | Critical | | |
| REC.116 | The system shall track ADA accommodations with an applicant. | Critical | | |
| REC.117 | The system shall apply user-defined scoring criteria to any field in the application, including supplemental questions. | Desired | | |
| REC.118 | The system shall support EEO and ADA analysis. | Critical | | |
| 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 | | |
| Online Employment Application | | | | |
| REC.120 | The system shall provide an online employment application interface. | Critical | | |
| REC.121 | The system shall support for online employment application from a mobile device. | Critical | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | | |
| REC.123 | The system shall restrict user-access through use of user-ID and password. | Critical | | |
| REC.124 | The system shall administer password changes and revisions to support applicant needs. | Critical | | |
| REC.125 | The system shall allow an applicant user to manage password changes and revisions to support applicant needs. | Critical | | |
| REC.126 | The system shall store job postings and/or descriptions in an easily updated format. | Critical | | |
| REC.127 | The system shall maintain job posting and/or description history, including prior versions and active dates. | Critical | | |
| REC.128 | The system shall provide online completion of application on any Internet enabled computer through a web browser. | Critical | | |
| REC.129 | The system shall provide a view for internal and external users for job postings available to both groups. | Critical | | |
| 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 | | |
| REC.131 | Create new employment application; | Critical | | |
| REC.132 | Print job posting; | Critical | | |
| REC.133 | Print application; | Critical | | |
| REC.134 | Save application; and | Critical | | |
| REC.135 | Suspend/withdraw application (before/after closing date). | Critical | | |
| REC.136 | The system shall allow applicants to retrieve and print previously created/submitted applications. | Critical | | |
| 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 | | |
| 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 | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|--------------------|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| REC.139 | The system shall require multiple documents be uploaded for certain postings, as defined by a City user. | Critical | | |
| REC.140 | The system shall allow applicants to attach supplemental documentation in several formats (PDF, DOCX, XLSX, CSV, TXT). | Critical | | |
| REC.141 | The system shall perform OCR on resumes to populate fields based off of uploaded resumes. | Desired | | |
| REC.142 | The system shall allow applicants to save their own application data for future retrieval (using user-ID and password). | Critical | | |
| REC.143 | The system shall allow applicants to submit multiple applications without re-entering information. | Critical | | |
| REC.144 | The system shall allow applicants to update previously created and saved applications (based on user-defined status of application). | Critical | | |
| REC.145 | The system shall allow applicants to review applications prior to submittal (e.g., preview mode). | Critical | | |
| REC.146 | The system shall designate mandatory fields in an application. | Critical | | |
| REC.147 | The system shall allow applicants to search posted jobs before and after submitting applications. | Critical | | |
| REC.148 | The system shall allow applicants to save information and return later to complete and/or update their application. | Critical | | |
| REC.149 | The system shall allow customized supplemental questions/sections option as determined by the City. | Critical | | |
| REC.150 | The system shall save configurable applications by positions. (e.g., Police applications require DOB, while other positions Citywide may not). | Critical | | |
| 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 | | |
| 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 | | |
| REC.153 | The system shall allow applicants to check the status of their application. | Critical | | |
| 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 | | |
| REC.155 | The system shall allow LinkedIn integration. | Desired | | |
| REC.156 | The system shall automatically notify applicants of upcoming job openings based on applicant's selection of job interest. | Critical | | |

City of Superior
Functional and Technical Requirements

| 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 | | |
| 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 | | |
| REC.159 | The system shall track applicant screening events including but not limited to: written, oral, performance, physical agility, training, and experience ratings. | Critical | | |
| REC.160 | The system shall link pre-screen requirements to a job code. | Critical | | |
| REC.161 | The system shall provide configurable applicant screening events based on requisition type in user-defined sequence. | Critical | | |
| 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 | | |
| REC.163 | The system shall allow a user-defined weight for each screening event. | Critical | | |
| 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 | | |
| 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 | | |
| 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 | | |
| 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 | | |
| REC.168 | The system shall interface with E-Verify (or other Federal immigration systems). | Desired | | |
| REC.169 | The system shall allow sorting of applications by any available application field for viewing/reviewing. | Critical | | |
| 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 | | |
| 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 | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|---|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| REC.172 | The system shall support various workflow approval routing for departments with openings to make them aware of qualified applicants. | Desired | | |
| REC.173 | The system shall inactivate and purge job postings after a user-defined period. | Desired | | |
| 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 | | |
| REC.175 | The system shall maintain an eligible application list for a City-defined period of time with the option for extension. | Critical | | |
| REC.176 | The system shall notify potential applicants when a new position is posted. | Critical | | |
| Employment Application Tracking | | | | |
| REC.177 | The system shall store applicant records that are received in response to a specific job requisition. | Critical | | |
| REC.178 | The system shall perform application/resume routing via workflow. | Desired | | |
| 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 | | |
| REC.180 | The system shall track interview results. | Critical | | |
| The system shall define different application types and content for the following employee groups: | | | | |
| REC.181 | Regular Full-Time; | Critical | | |
| REC.182 | Regular Part-Time; | Critical | | |
| REC.183 | Seasonal; | Critical | | |
| REC.184 | Temporary or on call; | Critical | | |
| REC.185 | Sworn police; | Critical | | |
| REC.186 | Sworn fire; | Critical | | |
| REC.187 | Interns; and | Critical | | |
| REC.188 | Other user-defined. | Desired | | |
| 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 | | |
| REC.190 | Pre-employment testing, including multiple tests; | Critical | | |
| REC.191 | Screening results; | Critical | | |
| REC.192 | Reason for screening failure (user-defined); | Desired | | |
| REC.193 | Applicants selected for interview; | Desired | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|--------------------|---|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| REC.194 | (Pre)Interview Panel Members evaluations/input; | Desired | | |
| REC.195 | Number of applications applied for position; | Critical | | |
| REC.196 | Background check date complete; | Desired | | |
| REC.197 | Background completed by; | Desired | | |
| REC.198 | Reference check date complete; | Desired | | |
| REC.199 | Reference completed by; | Desired | | |
| REC.200 | Position numbers; | Desired | | |
| REC.201 | Requisition number; | Critical | | |
| REC.202 | Applicant first name; | Critical | | |
| REC.203 | Applicant last name; | Critical | | |
| REC.204 | Applicant prior name; | Critical | | |
| REC.205 | Applicant ID; | Desired | | |
| REC.206 | Applicant address (or City); | Desired | | |
| REC.207 | Department/division name; | Desired | | |
| REC.208 | Department/division number; | Desired | | |
| REC.209 | Job Code; | Desired | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|------------------------------------|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| REC.210 | Job title; | Desired | | |
| REC.211 | Declined offer (reason for decline); | Critical | | |
| REC.212 | Selected for hire; | Desired | | |
| REC.213 | Number/types of positions applicant applied for; and | Desired | | |
| REC.214 | Any other field, including user-defined fields (e.g., driver's license, drug screening, criminal check). | Desired | | |
| REC.215 | The system shall allow view of all records of a specific applicant. | Critical | | |
| REC.216 | The system shall track multiple position opportunities for a single applicant. | Critical | | |
| 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 | | |
| REC.218 | The system shall generate interview invitations. | Desired | | |
| REC.219 | The system shall generate a master schedule based upon applicant-selected time slots for an individual hiring event. | Desired | | |
| 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 | | |
| REC.221 | The system shall track interview results. | Desired | | |
| REC.222 | The system shall reject unsuccessful applications en masse. | Critical | | |
| 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 | | |
| REC.224 | The system shall generate multiple customizable offer (new hire) letters. | Critical | | |
| REC.225 | The system shall generate thank you letters to unsuccessful candidates from a menu of templates. | Desired | | |
| 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 | | |
| REC.227 | The system shall track the number of applicants that progressed through the screening process. | Critical | | |
| REC.228 | The system shall track the duration of time passed from the position posting date to hiring date. | Critical | | |
| REC.229 | The system shall track advertising source, location, and organizations for recruitment. | Critical | | |
| REC.230 | The system shall track cost of recruiting for specific job openings (e.g., newspaper costs, City staff time, temporary fill). | Desired | | |
| REC.231 | The system shall accommodate continuous recruitment (e.g., Police recruitment). | Critical | | |
| New Hire Processing and Onboarding | | | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|--|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | | |
| REC.233 | The system shall provide an onboarding interface to allow new employees to complete new hire paperwork. | Desired | | |
| REC.234 | The system shall provide an onboarding interface that supports workflow and electronic signature capabilities. | Desired | | |
| The system shall establish and track multiple methods of hiring via recruitment, including: | | | | |
| REC.235 | Selection from a certified list; | Critical | | |
| REC.236 | Reinstatement; | Critical | | |
| REC.237 | Rehire; | Critical | | |
| REC.238 | Transfer to a different department; | Critical | | |
| REC.239 | Promotion; | Critical | | |
| REC.240 | Demotion; | Critical | | |
| REC.241 | Grant related; and | Desired | | |
| REC.242 | Other, user-defined. | Desired | | |
| REC.243 | The system shall route completed new employee forms to appropriate departments, based upon multiple workflows. | Desired | | |
| 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 | | |
| REC.245 | The system shall override missing required checklist items with security permissions. | Desired | | |
| REC.246 | The system shall correct and make adjustments to forms based upon effective date and/or retroactively. | Desired | | |
| REC.247 | The system shall produce a user-defined pre-employment checklist of forms that must be completed electronically, manually, etc. | Critical | | |
| REC.248 | The system shall identify training requirements based on multiple factors including the position ID, job code, department, division/service area. | Desired | | |
| 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 | | |
| REC.250 | The system shall allow multiple departments to assign assets to an employee. | Desired | | |
| 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 | | |

City of Superior
Functional and Technical Requirements

| Applicant Tracking | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| REC.252 | The system shall create a pre-set orientation check-list defined by department or job code. | Desired | | |
| The system shall define different onboarding checklists for the following employee groups: | | | | |
| REC.253 | Regular Full-Time; | Critical | | |
| REC.254 | Regular Part-Time; | Critical | | |
| REC.255 | Seasonal; | Critical | | |
| REC.256 | Temporary or on call; | Critical | | |
| REC.257 | Sworn police; | Critical | | |
| REC.258 | Sworn fire; | Critical | | |
| REC.259 | Interns; and | Critical | | |
| REC.260 | Other user-defined. | Desired | | |
| REC.261 | The system shall define job change checklists for existing City employees. | Desired | | |
| REC.262 | The system shall define a job change checklist for existing City employees who change FLSA status | Desired | | |
| REC.263 | The system shall define the frequency of items within a checklist (e.g., annual training requirements vs. bi-annual training). | Desired | | |
| REC.264 | The system shall create a turnover rate report. | Critical | | |
| REC.265 | The system shall create a transfer rate report. | Critical | | |
| REC.266 | The system shall create a vacancy rate report. | Critical | | |

City of Superior
Functional and Technical Requirements

| 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 <u>customization costs should be indicated in Attachment C – Cost Worksheet</u> . | 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 | Data changes made by users in UKG Ready are fully tracked in the System Audit Log |
| 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 | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Benefits Administration | | | | |
|---|--|-------------|-----------------|----------|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 air retirement | 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 | |
| BA.38 | The system shall automatically produce payroll deductions based on benefit plan enrollments. | Critical | S | |

City of Superior
Functional and Technical Requirements

Benefits Administration

| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
|--|---|-------------|-----------------|----------|
| 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 | N | |
| 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 | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Benefits Administration | | | | |
|-------------------------|--|-------------|-----------------|--|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| BA.67 | The system shall produce confirmation letters indicating the employee's current participation levels in all benefit plans. | Desired | N | |
| 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 | N | All support contact will be communicated in English. |
| BA.70 | The system shall produce benefits confirmation statements in multiple languages (e.g., English and Spanish). | Desired | N | Benefit Statements will be provided in English only. |
| 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 | | | | |
| 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 | |

City of Superior
Functional and Technical Requirements

| Benefits Administration | | | | |
|-------------------------|---|-------------|-----------------|--|
| Req # | Description of Requirement | Criticality | Vendor Response | Comments |
| 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 | N | |
| BA.89 | The system shall provide a variety of ad hoc query and reporting capabilities when determining individuals with qualifying coverage. | Critical | N | |
| BA.90 | The system shall provide a variety of ad hoc query and reporting capabilities when researching disputes. | Critical | N | |
| 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 | N | Reporting would be available within the payroll when amounts to be paid are entered. |

City of Superior
Functional and Technical Requirements

| 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 - RESPONDING WITH ANDREWS TECHNOLOGY |
| 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 | Yes, UKG Ready offers a robust Time Entry module that seamlessly integrates with other key HR and business functions, including General Ledger, Budget, Project Accounting, Payroll, Benefits, and Human Resources. This integration ensures data consistency and reduces manual data entry. |
| TE.2 | The system shall provide audit trail reporting of all data entries, changes and deletions by user, date, time and workstation. | Critical | S | UKG Ready maintains a comprehensive audit trail for all data entries, changes, and deletions. This information includes details such as user, date, and time of the action, providing a complete history of data modifications. |
| 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 | Yes, UKG Ready seamlessly integrates with over 400 existing HR/Payroll partners including BS&A through bidirectional flat file import/export of employee, labor group, and accrual data. Additionally, UKG Ready offers robust REST API capabilities, enabling advanced integration and data synchronization with a wide range of HR/Payroll systems. This allows for flexible and efficient data exchange, including the export of summarized time data in payroll file formats for streamlined payroll processing. |

City of Superior
Functional and Technical Requirements

| 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 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 | Yes, UKG Ready provides a user-friendly web-based portal for employees to access and manage their time and attendance information, including time entry, and time-off requests. |
| TE.5 | Manual entry at a workstation; | Critical | S | Yes, employees can manually enter their time using the UKG Ready web portal or through integrated time clocks |
| TE.6 | Batch entry at a work station; | Critical | S | Yes, UKG Ready offers a mobile app for iOS and Android devices, enabling employees to clock in/out, view schedules, and submit time-off requests from their mobile devices. |
| TE.7 | Mobile device; | Desired | S | Yes, UKG Ready supports data import from Excel spreadsheets for bulk entry of time and attendance data. |
| TE.8 | File import from City defined time entry applications; | Desired | S | Yes, UKG Ready can import files from various time entry applications. The specific file format and import process would depend on the City's current system. We will work with the City to determine the appropriate approach and ensure a smooth data transfer. Our UKG Integration Hub can assist with complex data transformations if needed. |
| TE.9 | File import from Excel spreadsheet; and | Desired | S | Yes, UKG Ready supports importing data from Excel spreadsheets. This provides a flexible way to import time and attendance data, especially for ad-hoc or one-time data transfers. We will provide templates and guidelines to ensure the data is correctly formatted for import. |
| TE.10 | The system shall enter and view time via a mobile app. | Desired | S | Yes, the UKG Ready mobile app allows employees to enter and view time, submit time-off requests, and access other time and attendance features. |
| TE.11 | The system shall display a complete list of error messages for an entry (i.e., not only the first error). | Critical | S | Yes, UKG Ready displays a complete list of error messages for an entry. |
| TE.12 | The system shall allow corrections to be made to postings suspended due to validation errors. | Critical | S | Yes, UKG Ready allows corrections to postings suspended due to validation errors. |
| TE.13 | The system shall enforce full edit/validation rules for all updates with the appropriate security permissions. | Critical | S | Yes, UKG Ready enforces full edit/validation rules for all updates. |
| 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 | Yes, UKG Ready ensures timesheet completion and required approvals before payroll processing. |

City of Superior
Functional and Technical Requirements

| 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.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 | Yes, UKG Ready allows authorized users to configure audit and entry rules. |
| TE.16 | The system shall handle schedule/department/job changes retroactive to reported time being entered prior to submission. | Desired | S | Yes, UKG Ready handles retroactive schedule/department/job changes. |
| TE.17 | The system shall display employee accrual balances on time entry screen to consolidate and simplify time entry. | Critical | S | Yes, UKG Ready displays accrual balances on the time entry screen. |
| TE.18 | The system shall show accrual balances in real time in the employee timecard. | Critical | S | Yes, UKG Ready shows accrual balances in real-time on the timecard. |
| TE.19 | The system shall provide the option to restrict entries by inactive/terminated employees. | Critical | S | Yes, UKG Ready can restrict entries by inactive/terminated employees. |
| TE.20 | The system shall record employee's approval of a timesheet. | Critical | S | Yes, UKG Ready records employee timesheet approval. |
| 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 | Yes, UKG Ready allows designation of a backup for time entry/approval. |
| TE.22 | The system shall secure the timesheet data from any updates or changes after a designated sign-off. | Critical | S | Yes, UKG Ready restricts timesheet data updates after designated sign-off. |
| TE.23 | The system shall allow staff with the appropriate security permissions to make edits to the timesheet data after sign-off. | Critical | S | Yes, UKG Ready allows authorized staff to edit prior period timesheet data. |
| 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 | Yes, UKG Ready allows for the configuration of rules and warnings to prevent duplicate time entries. This helps ensure data accuracy and prevents errors in payroll processing. |
| TE.25 | The system shall provide notifications to employees, supervisors and timekeepers of any duplicate time entered in the system. | Critical | S | Yes, UKG Ready can provide notifications to employees, supervisors, and timekeepers about duplicate time entries. These notifications can be customized and configured based on your organization's preferences. |
| 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 | Yes, UKG Ready allows employees to record time for multiple positions or jobs, including those resulting from mid-period transfers. This ensures accurate tracking of time worked in different roles. |
| 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 | Yes, UKG Ready allows for restrictions on time reporting codes, either individually or by employee groups. This helps ensure that employees use the correct codes for their respective roles and responsibilities. |
| 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 | Yes, UKG Ready allows for restrictions on certain time reporting codes based on security permissions. For example, codes related to FMLA or worker's compensation can be restricted to authorized personnel. |

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| 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 | Yes, UKG Ready allows authorized staff to upload documentation in support of time entries, such as travel expense reimbursements. This helps streamline record-keeping and expense management processes. |
| 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 | Yes, UKG Ready requires online approval of time by managers. This ensures that time entries are reviewed and approved before being processed for payroll. |
| TE.31 | The system shall require online approval of time by managers. | Critical | S | Yes, UKG Ready allows for the designation of backup managers for time entry and approval. This ensures continuity in the event a manager is unavailable. |
| 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 | Yes, UKG Ready processes and approves timesheets and time reports electronically. This streamlines the approval process and reduces reliance on paper-based systems. |
| TE.33 | The system shall process and approve timesheets and time reports in a decentralized and electronic format. | Critical | S | Yes, UKG Ready can route timecards to multiple managers for review and approval, including the Finance Department. This ensures that all relevant parties have visibility and approval authority. |
| 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 | Yes, UKG Ready allows management to review timecards at both detail and summary levels. This provides flexibility for different reporting and analysis needs. |
| TE.35 | The system shall allow management review of timecards on the detail and summary levels. | Critical | S | Yes, UKG Ready notifies employees and/or supervisors of rejected timecards through automated workflows. This ensures timely communication and facilitates corrections. |
| TE.36 | The system shall notify employees and/or a supervisor of rejected timecard (via workflow). | Critical | S | Yes, UKG Ready provides reminders to employees to complete time entry. This helps ensure timely submission of timesheets. |
| TE.37 | The system shall provide reminders to employees to complete time entry. | Critical | S | Yes, UKG Ready notifies approvers of timecards pending their approval. This helps keep the approval process moving efficiently. |
| TE.38 | The system shall notify approvers of timecards pending approval. | Critical | S | Yes, UKG Ready notifies employees and approvers of timecard errors. The system can also escalate these notifications to higher-level individuals or designated backups if needed. |
| 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 | S | Yes, UKG Ready notifies employees or managers when they have not submitted or approved timesheets. Escalation options are also available for these notifications. |

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| 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 | S | Yes, UKG Ready allows supervisors and other authorized personnel to view the status of submitted and unsubmitted timesheets for their direct reports. |
| 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 | Yes, UKG Ready allows employees to submit leave requests. |
| TE.42 | The system shall allow employees to submit leave requests. | Critical | S | Yes, UKG Ready validates leave requests and leave time entered by staff to ensure accuracy and compliance with policies. |
| TE.43 | The system shall validate leave requested or leave time entered by staff. | Critical | S | Yes, UKG Ready notifies employees of rejected leave requests. |
| TE.44 | The system shall notify employees of rejected leave requests. | Critical | S | Yes, UKG Ready allows for the designation of backup approvers for leave requests. |
| TE.45 | The system shall designate a back-up for leave request approval (e.g., when approving manager is not available). | Critical | S | Yes, UKG Ready requires electronic signatures for time approval. |
| TE.46 | The system shall require electronic signatures for time approval. | Critical | S | Yes, UKG Ready allows for the approval of extra hours both before and after the work is performed. |
| TE.47 | The system shall allow approval of extra hours to occur prior to the work being performed. | Desired | S | Yes, UKG Ready can enforce pre-approval of extra hours if required. |
| TE.48 | The system shall allow approval of extra hours to occur after the work has been performed. | Desired | S | Yes, UKG Ready allows employees to enter time on demand. |
| TE.49 | The system shall enforce requiring preapproval of extra hours to occur prior to when the work has been performed. | Desired | S | Yes, UKG Ready allows employees to edit current period time after manager approval, but requires the manager to re-approve any changes. |
| TE.50 | The system shall allow employees to enter time on demand. | Critical | S | Yes, UKG Ready allows managers to edit employee timecards in the current period without employee intervention. |
| TE.51 | The system shall allow employees to edit the current period time after manager approval, requiring the manager to reapprove any changes. | Desired | S | Yes, UKG Ready notifies employees of any edits to their reported time. |
| TE.52 | The system shall allow managers to edit employee timecards in the current period without employee intervention. | Critical | S | Yes, UKG Ready can default a standard number of hours for exempt employees and allows for adjustments based on exception time like vacation or sick leave. |
| TE.53 | The system shall notify employees of any edits to their reported time. | Critical | S | Yes, UKG Ready notifies employees of any edits to their reported time. |
| 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 | Yes, UKG Ready defaults a standard number of hours for exempt employees and allows for adjustments based on exception time. |
| The system shall store time and attendance history data, including: | | | | |
| TE.55 | Employee name; | Critical | S | Yes, Fully Compliant |
| TE.56 | Employee ID number; | Critical | S | Yes, Fully Compliant |

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| TE.57 | Work group; | Critical | S | Yes, Fully Compliant |
| TE.58 | Dates; | Critical | S | Yes, Fully Compliant |
| TE.59 | Time/leave, including time and type (e.g., overtime, vacation, etc.); | Critical | S | Yes, Fully Compliant |
| TE.60 | Time entry location; and | Critical | S | Yes, Fully Compliant |
| TE.61 | Manager approval history. | Critical | S | Yes, Fully Compliant |
| 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 | Yes, UKG Ready stores time and attendance history. We will need to discuss the County-defined retention period and archiving requirements to ensure proper configuration. |
| TE.63 | The system shall accommodate Fair Labor Standards Act (FLSA) laws based on the City's current pay codes. | Critical | S | Yes, UKG Ready accommodates Fair Labor Standards Act (FLSA) laws. We will need to review the County's current pay codes to ensure accurate configuration. |
| TE.64 | The system should adhere to all current and future local, State, and Federal laws. | Critical | S | Yes, UKG Ready is designed to adhere to current and |
| 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 | Yes, UKG Ready can capture additional information associated with time entry, such as projects, cost center, department ID, program, activity code, and associated tasks. These fields can be configured to meet the County's specific needs. |
| TE.66 | The system shall link labor distribution to Project Management, Grant Management, etc. including specific hours worked. | Critical | S | Yes, UKG Ready can link labor distribution to Project Management, Grant Management, and other modules, including specific hours worked. This allows for accurate tracking and reporting of labor costs across different projects and initiatives. The system can be configured to automatically allocate labor costs based on predefined rules or allow for manual adjustments as needed. |
| TE.67 | The system shall validate labor distribution field values through an integrated link to the source module. | Critical | S | Yes, UKG Ready can validate labor distribution field values. Integration with the source module will need to be discussed to determine the best approach for validation. |
| 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 | Yes, UKG Ready supports an exempt time entry view, allowing for the entry of exception time (e.g., time off, holidays) while assuming standard hours for salaried employees. |
| TE.69 | Hourly view where all hours worked are reported, but where hours worked are reported in time in/out format; | Desired | S | Yes, UKG Ready provides an hourly time entry view where all hours worked are reported, typically in a time in/out format. |
| TE.70 | Hourly format where hours worked are reported in elapsed hours; and | Desired | S | Yes, UKG Ready allows for time entry in elapsed hours, simplifying the process for hourly employees. |

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| TE.71 | Schedule-based view (e.g., by two-week pay period, 28-day cycle). | Desired | S | Yes, UKG Ready offers schedule-based time entry views, which can be configured to match the County's pay periods (e.g., bi-weekly, 28-day cycle). |
| TE.72 | The system shall allow time to be entered based on City-defined rules including daily, weekly, and bi-weekly. | Critical | S | Yes, UKG Ready allows time entry based on County-defined rules, including various pay period frequencies (daily, weekly, bi-weekly, monthly, semi- |
| TE.73 | The system shall default the schedule for time entry purposes. | Desired | S | Yes, UKG Ready can be configured to default the employee's assigned schedule for time entry. |
| TE.74 | The system shall default the defined pay period for time entry. | Critical | S | Yes, UKG Ready can be configured to default the defined pay period for time entry. |
| TE.75 | The system shall provide an alert when the employee is reaching or has reached minimum or maximum banks of accruals. | Critical | S | Yes, UKG Ready provides alerts to employees and/or managers when accrual balances (e.g., vacation, sick leave) reach predefined minimum or maximum thresholds. |
| 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 | S | Yes, UKG Ready provides alerts when balances of special time codes (e.g., comp time earned) reach predefined minimum or maximum thresholds. |
| TE.77 | The system shall limit use of time codes by employee status. | Critical | S | Yes, UKG Ready's security and permissions settings allow for the restriction of time code usage based on employee status (e.g., full-time, part-time, contractor). |
| TE.78 | The system shall allow entry for timecards for current plus at least 5 additional (future) pay periods. | Desired | S | Yes, UKG Ready allows time entry for the current pay period and at least five future pay periods. |
| TE.79 | The system shall allow immediate time entry for employees newly entered into the employee master. | Critical | S | Yes, UKG Ready allows immediate time entry for newly hired employees. |
| TE.80 | The system shall configure the time entry hierarchy for approvals. | Desired | S | Yes, UKG Ready's workflow engine allows for the configuration of a time entry approval hierarchy, routing timesheets to the appropriate individuals. |
| TE.81 | The system has the ability for an employee to enter all time for all time worked and all time off. | Critical | S | Yes, UKG Ready allows employees to enter all time worked and all time off within the system. |
| TE.82 | The system shall print a timecard from the system for manual time tracking. | Desired | S | Yes, UKG Ready can generate printable timecards for manual time tracking purposes. |
| TE.83 | The system shall print a range of timecards by employee group, time period, or other user-defined criteria. | Desired | S | Yes, UKG Ready's reporting capabilities allow for printing a range of timecards based on employee group, time period, or other user-defined criteria. |
| TE.84 | The system shall provide assistance (e.g., FAQ, contextual assistance, etc.) for time entry to aid in the entry process. | Critical | S | Yes, UKG Ready provides various assistance resources for time entry, including online help, FAQs, and potentially contextual assistance. |
| TE.85 | The system shall accommodate time-tracking for part time, contingent, contract and seasonal employees. | Critical | S | Yes, UKG Ready is designed to handle time tracking for various employee types, including part-time, contingent, contract, and seasonal employees. |

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| 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 members) | Critical | S | Yes, UKG Ready can record time for personnel, both employees and non-employees, who are paid for occasional work (e.g., board and committee members). |

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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 | Yes, UKG Ready can be configured to support separate time entry methods. This allows for different workflows and data capture for various employee types (e.g., salaried/exempt vs. hourly/non-exempt) and can be leveraged to facilitate project and grant tracking by associating specific time entry methods with particular projects or grants. |
| 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 | Yes, UKG Ready supports charging time to projects and grants using a variety of allocation methods. These typically include fixed percentage, fixed dollar amount, and allocation formulas, allowing for flexible cost distribution. User-defined options may also be available. |
| TE.89 | The system shall charge time into project accounting on an hours by day basis to each project. | Critical | S | Yes, UKG Ready enables time to be charged to projects on an hours-by-day basis, providing granular tracking of labor costs. |
| 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 | Yes, UKG Ready can track time spent on projects or grants based on the specific pay code used when the work was performed. This allows for detailed cost analysis by activity. |
| 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 | Yes, UKG Ready provides a drop-down list of project and grant codes/names. This list can be filtered by user-defined parameters (e.g., department, division) to simplify time entry and ensure employees select valid codes. |
| 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 | Yes, UKG Ready allows employees to designate frequently used projects and/or grants as "favorites" for quick selection during time entry, improving efficiency. |
| 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 | Yes, UKG Ready supports time entry against a minimum of 5 projects and/or grants per pay period for a single employee. |
| 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 | Yes, UKG Ready tracks all types of leave in user-defined units, such as hours or days. |

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| TE.95 | The system shall account for all leave time at varying accrual rates. | Critical | S | Yes, UKG Ready accounts for leave time at varying accrual rates, depending on employee type, length of service, or other criteria. |
| The system shall capture and track leave for multiple leave types, including: | | | | |
| TE.96 | Vacation (used and unused); | Critical | S | Yes, Fully Compliant |
| TE.97 | Sick leave (used and unused); | Critical | S | Yes, Fully Compliant |
| TE.98 | Sick leave - donations (vacation donated into a sick leave bank); | Critical | S | Yes, Fully Compliant |
| TE.99 | Compensatory time (used and unused); | Critical | S | Yes, Fully Compliant |
| TE.100 | Workers' compensation; | Critical | S | Yes, Fully Compliant |
| TE.101 | Injury leave; | Critical | S | Yes, Fully Compliant |
| TE.102 | Holiday and floating holidays; | Critical | S | Yes, Fully Compliant |
| TE.103 | Personal days; | Critical | S | Yes, Fully Compliant |
| TE.104 | FMLA and medical leaves; | Critical | S | Yes, Fully Compliant |
| TE.105 | Leave without pay (with and without benefits); | Critical | S | Yes, Fully Compliant |
| TE.106 | Suspension; | Critical | S | Yes, Fully Compliant |
| TE.107 | Military leave; | Critical | S | Yes, Fully Compliant |
| TE.108 | Funeral/bereavement leave; | Critical | S | Yes, Fully Compliant |
| TE.109 | Professional/educational leave; | Critical | S | Yes, Fully Compliant |
| TE.110 | Administrative leave; | Critical | S | Yes, Fully Compliant |
| TE.111 | Jury duty/witness duty; | Critical | S | Yes, Fully Compliant |
| TE.112 | Short and long term disability; | Critical | S | Yes, Fully Compliant |
| TE.113 | Transitional duty (e.g., light duty); and | Critical | S | Yes, Fully Compliant |
| TE.114 | Other user-defined. | Critical | S | Yes, Fully Compliant |
| TE.115 | The system shall maintain leave accrual schedules, containing leave type and accrual rates. | Critical | S | Yes, UKG Ready maintains leave accrual schedules, including leave type and accrual rates. |
| TE.116 | The system shall apply and track compensatory time for exempt employees that work more than 40 hours per week. | Critical | S | Yes, UKG Ready can apply and track compensatory time for exempt employees who work more than 40 hours per week. The system can be configured to automatically calculate comp time based on hours worked and any applicable rules or agreements. |
| 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 | Yes, UKG Ready enforces user-defined rules for leave accrual and usage. This allows you to customize accrual rates, maximum balances, and usage restrictions based on employee groups, job roles, or other criteria. |
| TE.118 | The system shall configure leave accruals according to employee type and other user-defined groups including limits on time earned. | Critical | S | Yes, UKG Ready allows for the configuration of leave accruals based on employee type and other user-defined groups. This ensures that accrual policies align with different employment categories and organizational structures. |

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| 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 | Yes, UKG Ready can define and assign leave accrual schedules by job class and FLSA or other user-defined classifications. It also provides override capabilities at the individual employee level for exceptions or special circumstances. | |
| TE.120 | The system shall accommodate partial leave accrual for part-time employees based on actual time worked. | Critical | S | Yes, UKG Ready accommodates partial leave accrual for part-time employees based on their actual time worked. This ensures fair and proportional accrual for part-time staff. | |
| 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 | Yes, UKG Ready allows you to specify the accrual period for sick time (e.g., day, week, pay period, month). This provides flexibility in aligning accrual with your payroll cycles and policies. | |
| TE.122 | The system shall capture and maintain breaks in service. | Critical | S | Yes, UKG Ready can capture and maintain records of breaks in service. This is important for tracking eligibility for benefits and leave accrual, especially for employees who have temporary interruptions in their employment. | |
| TE.123 | The system shall track and maintain shared leave detail including (but not limited to) donating employee, receiving employee, leave balances. | Critical | S | Yes, UKG Ready tracks and maintains detailed information for shared leave, including donating employee, receiving employee, and leave balances. This facilitates the administration of shared leave programs. | |
| TE.124 | The system shall accommodate cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals. | Critical | S | Yes, UKG Ready accommodates both cumulative (rollover) and non-cumulative (use-it-or-lose-it) leave accruals. This allows you to configure different accrual policies based on leave type or employee group. | |
| TE.125 | The system shall set a maximum for cumulative (rollover) leave accruals. | Critical | S | Yes, UKG Ready allows you to set maximum limits for cumulative leave accruals. This helps manage liability and ensures compliance with any organizational or legal restrictions on accrual balances. | |
| 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 | Yes, UKG Ready supports City-defined business rules for leave rollovers. For example, you can configure the system to automatically roll over unused personal days into vacation days. | |

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| TE.127 | The system shall temporarily suspend leave accrual (e.g., during unpaid leave). | Critical | S | Yes, UKG Ready can temporarily suspend leave accrual, for example, during unpaid leave or other periods of absence. This ensures accurate tracking of leave accrual based on actual employment status. |
| 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 | Yes, UKG Ready allows for flexible configuration of accrual frequencies. You can define accruals to occur daily, weekly, bi-weekly, semi-monthly, monthly, quarterly, semi-annually, or annually, as needed. |
| TE.129 | The system shall project future balances based on debits and credits of leave time. | Desired | S | Yes, UKG Ready can project future leave balances based on anticipated accruals and usage. This helps with forecasting and planning for leave liability. |
| TE.130 | The system shall provide daily balances in real-time of available employee comp and leave time. | Critical | S | Yes, UKG Ready provides daily balances of available employee comp and leave time in real-time. This gives employees and managers up-to-date visibility into leave availability. |
| 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 | Yes, UKG Ready allows for viewing prior leave accrual balances as of a certain past date or pay period. This is useful for historical tracking and analysis. |
| TE.132 | The system shall calculate liability for unused earned leave at regular intervals and on demand. | Critical | S | Yes, UKG Ready calculates liability for unused earned leave at regular intervals and on demand. This helps with financial reporting and planning. |
| 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 | Yes, UKG Ready allows for configuring system-generated flags for the expiration of certain leave types. This can be used to notify employees or managers of approaching expiration dates. |
| TE.134 | The system shall alert managers/supervisors on leave usage exceptions. | Critical | S | Yes, UKG Ready can alert managers or supervisors on leave usage exceptions, such as exceeding maximum limits or violating usage policies. |
| TE.135 | The system shall override leave balances based on leave type with appropriate security permissions. | Critical | S | Yes, UKG Ready allows authorized staff to override leave balances with appropriate security permissions. This provides flexibility for handling exceptions or adjustments. |
| TE.136 | The system shall add, edit, or delete leave events in current pay period with appropriate security permissions. | Critical | S | Yes, UKG Ready allows authorized staff to add, edit, or delete leave events in the current pay period. This facilitates corrections or adjustments to leave records. |

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| Attendance Tracking | | | | |
| TE.137 | The system shall compare absence time with scheduled work time to detect absence conditions. | Desired | S | Yes, UKG Ready compares absence time with scheduled work time to detect and flag potential absence issues. This helps ensure accurate time tracking and attendance management. |
| TE.138 | The system shall process mass absences at the City, Department, Division or other user-defined level. | Critical | S | Yes, UKG Ready can process mass absences at various organizational levels (City, Department, Division, or other user-defined levels). This allows for efficient handling of widespread absences, such as those caused by weather events or emergencies. |
| TE.139 | The system shall track and detect certain absence conditions (undocumented leave or comp time used). | Critical | S | Yes, UKG Ready tracks and detects certain absence conditions, such as undocumented leave or the use of compensatory time. This helps ensure compliance with policies and regulations. |
| TE.140 | The system shall flag various attendance conditions, including in early, in late, out early, out late, and unexcused absences. | Critical | S | Yes, UKG Ready flags various attendance conditions, including instances of employees being in early, in late, out early, out late, and unexcused absences. This provides visibility into attendance patterns and potential issues. |
| 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 | Yes, UKG Ready coordinates the usage of City-specific absence types with regulated leave types like FMLA. This ensures that leave eligibility is managed correctly and complies with both City policies and federal regulations. |
| TE.142 | The system shall provide numerous canned reports related to all aspects of absence tracking. | Desired | S | Yes, UKG Ready provides numerous pre-built (canned) reports related to all aspects of absence tracking. These reports can be used to monitor absence trends, identify potential issues, and support decision-making. |
| TE.143 | The system shall conduct ad-hoc queries of absence data, without the need to join table information. | Desired | S | Yes, UKG Ready allows for ad-hoc queries of absence data. This gives users the flexibility to create custom reports and analyze absence information based on their specific needs. |
| 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 | Yes, UKG Ready provides a web interface for employee time off requests (vacation, comp time, sick time, holidays). |

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| 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 | Yes, UKG Ready displays leave accrual rates, codes, maximum balances, and history to employees during time entry. |
| 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 | Yes, UKG Ready validates leave balances in real-time at the point of entry. |
| The system shall perform workflow functions for electronic leave request approval, including: | | | | |
| TE.147 | Request submittal; | Critical | S | Yes, Fully Compliant |
| TE.148 | Manager(s)/Supervisor(s) review/decision; | Critical | S | Yes, Fully Compliant |
| TE.149 | Request status monitoring; | Critical | S | Yes, Fully Compliant |
| TE.150 | Notification of request approval/decline; and | Critical | S | Yes, Fully Compliant |
| TE.151 | Other user-defined. | Critical | S | Yes, Fully Compliant |
| TE.152 | The system shall set limits and qualifying conditions on use of leave time. | Critical | S | Yes, UKG Ready allows setting limits and qualifying conditions on leave time usage. |
| TE.153 | The system shall project an employee's leave balance, considering any future accruals and existing requests. | Desired | S | Yes, UKG Ready can project an employee's leave balance, considering future accruals and requests. |
| 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 | Yes, UKG Ready provides data encryption for private and HIPAA-related data. |
| 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 | Yes, UKG Ready shows employees and supervisors whether requested time off is available, considering existing approvals and scheduled time off. |
| TE.156 | The system shall notify user of attempt to submit leave request where accrued time is less than requested time. | Critical | S | Yes, UKG Ready notifies users attempting to submit leave requests when accrued time is insufficient. |
| 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 | Yes, UKG Ready allows you to make certain dates unavailable for leave requests. This means that employees will not be able to submit leave requests for those specific dates, either for some or all employees. This feature can be useful for managing critical staffing levels during peak periods, special events, or other situations where absences need to be restricted. |
| TE.158 | The system shall restrict or allow sick and vacation leave to be used only after it is earned. | Critical | S | Yes, UKG Ready can restrict or allow leave usage before it is earned. |
| 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 | Yes, UKG Ready sends alerts when leave accrual maximum/minimum thresholds are approaching. |
| TE.160 | The system shall allow real-time access to accumulated sick and vacation time, based on access level of the user. | Critical | S | Yes, UKG Ready provides real-time access to leave balances based on user access levels. |

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| TE.161 | The system shall view leave request in a calendar view format per work group. | Desired | S | Yes, UKG Ready allows viewing leave requests in a calendar format. |
| Scheduling | | | | |
| TE.162 | The system shall provide a scheduling module that is integrated with the time/attendance module. | Desired | S | Yes, UKG Ready offers a robust scheduling module that integrates seamlessly with its time and attendance functionality. This integration allows for the automatic transfer of schedules into the time and attendance system, streamlining workflows and reducing data entry errors. |
| The system shall accommodate the following types of schedules: | | Desired | | |
| TE.163 | Group schedules; | Desired | S | Yes, UKG Ready supports the creation and management of group schedules, allowing organizations to easily schedule teams or departments. |
| TE.164 | Individual schedules; | Desired | S | Yes, UKG Ready allows for the creation and management of individual employee schedules. |
| TE.165 | Rotation schedules; | Desired | S | Yes, UKG Ready supports various scheduling scenarios, including rotating schedules to accommodate shift work and other complex staffing needs. |
| TE.166 | Shift Schedules; | Desired | S | Yes, UKG Ready can handle a variety of shift schedules, including fixed shifts, rotating shifts, and split shifts. |
| TE.167 | Post/location; | Desired | S | Yes, UKG Ready can create schedules based on specific posts or locations, ensuring adequate coverage and staffing. |
| TE.168 | On-call/standby; | Desired | S | Yes, UKG Ready can be used to manage on-call and standby schedules, ensuring that appropriate staffing levels are maintained. |
| TE.169 | Demand-based schedules; and | Desired | S | Yes, UKG Ready is highly configurable and can accommodate various demand-based scheduling scenarios based on organizational needs. |
| TE.170 | Other, user-defined. | Desired | S | Yes, UKG Ready is highly configurable and can accommodate various user-defined scheduling scenarios based on organizational needs. |
| TE.171 | The system shall support a minimum of 100 schedules, including user-defined schedules. | Critical | S | Yes, UKG Ready supports a large number of schedules. |
| The system shall maintain the following tables for schedule creation: | | | | |

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| TE.172 | Shift; | Desired | S | Yes, UKG Ready supports the creation and management of shift definitions, including start and end times, break schedules, and other relevant attributes. |
| TE.173 | Division; | Desired | S | Yes, UKG Ready allows for the creation of divisions within an organization, enabling the management of schedules and other HR functions at the departmental level. |
| TE.174 | Rotation (number of days on and off); | Desired | S | Yes, UKG Ready supports the creation and management of rotation schedules, allowing for the definition of on-duty and off-duty periods for employees on rotating shifts. |
| TE.175 | Work positions; | Desired | S | Yes, UKG Ready allows for the creation and management of job positions within the organization, including job titles, descriptions, and associated pay rates. |
| TE.176 | Work assignments; | Desired | S | Yes, UKG Ready allows you to create work assignments and link them to schedules for better tracking and management. |
| TE.177 | Work location; | Desired | S | Yes, UKG Ready allows you to specify the work location associated with a schedule. |
| TE.178 | Collective Bargaining Unit; | Desired | S | Yes, UKG Ready allows you to assign schedules to different collective bargaining units if applicable. |
| TE.179 | Leave types (sick, vacation, military, etc.); and | Desired | S | Yes, UKG Ready maintains tables for shifts, divisions, work assignments, rotations, work positions, and leave types. |
| TE.180 | Mandatory or non-mandatory fill position indicator. | Desired | S | Yes, UKG Ready allows you to designate whether a position requires mandatory or non-mandatory filling based on the schedule. |
| TE.181 | The system shall accommodate unlimited schedule changes and adjustments on demand. | Desired | S | Yes, UKG Ready allows for flexible scheduling and accommodates on-demand changes and adjustments to employee schedules. |
| The system shall maintain various defined shifts with the following characteristics and information: | | | | |
| TE.182 | Varying hours per shift; | Desired | S | Yes, UKG Ready can accommodate shifts with varying lengths. |
| TE.183 | Start times and end times; | Desired | S | Yes, UKG Ready can accommodate different start and end times for different shifts. |
| TE.184 | Duration; | Desired | S | Yes, UKG Ready can define and adjust shift durations. |

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| TE.185 | Multiple shift patterns; | Desired | S | Yes, UKG Ready can handle complex shift patterns, including rotating shifts, split shifts, and on-call schedules. |
| TE.186 | Multiple employee roles; | Desired | S | Yes, UKG Ready can be used to assign shifts based on employee roles and responsibilities. |
| TE.187 | Required certifications of resources for the shift; | Desired | S | Yes, UKG Ready can track employee certifications and ensure that only qualified employees are assigned to specific shifts. |
| TE.188 | Multiple locations; | Desired | S | Yes, UKG Ready can be used to assign shifts to specific locations, allowing for accurate scheduling and resource allocation. |
| TE.189 | Multiple sub-locations; and | Desired | S | Yes, UKG Ready can be used to assign shifts to specific sub-locations within a larger facility. |
| TE.190 | Multiple skill requirements. | Desired | S | Yes, UKG Ready can track employee skills and ensure that shifts are staffed with individuals who possess the necessary qualifications. |
| TE.191 | The system shall maintain at least 50 different shift configurations in the table of defined shifts. | Desired | S | Yes, UKG Ready can be configured to prevent employees from being scheduled for shifts that they are not qualified for or authorized to work. |
| TE.192 | The system shall prohibit resources from being scheduled for a particular shift that do not meet prescribed requirements. | Desired | S | Yes, UKG Ready can identify variances between the required number of personnel and the actual number of employees scheduled for a given shift. |
| TE.193 | The system shall override restrictions on employees being scheduled for a particular shift. | Desired | S | Yes, Administrators can override scheduling restrictions when necessary, allowing for flexibility in staffing assignments. |
| TE.194 | The system shall assign the number of personnel required each day for defined positions. | Desired | S | Yes, UKG Ready can be used to define the required number of personnel for each shift and position. |
| 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 | Yes, UKG Ready can identify variances (both positive and negative) between the required number of personnel and the actual number scheduled for a given position on a specific day. This helps ensure adequate staffing levels and prevents understaffing or overstaffing situations. |

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| 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 | Yes, UKG Ready allows you to assign the required number of personnel at each location for defined positions and days. For example, you can specify the minimum number of clerical staff needed at a particular office on Mondays. |
| 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 | Yes, UKG Ready can identify variances (both positive and negative) between the required number of personnel and the actual number scheduled for a given location on a specific day. This helps ensure that each location has the appropriate staffing levels to meet operational needs. |
| TE.198 | The system shall create calendars/rosters of projected absences. | Desired | S | Yes, UKG Ready can create calendars/rosters of projected absences. |
| The system shall utilize department roles for automated staffing including the following characteristics and information: | | | | |
| TE.199 | Staffing minimums; | Desired | S | Yes, UKG Ready can be used to define and enforce minimum staffing levels for different departments or units. |
| TE.200 | Roster vacancies due to leave time; and | Desired | S | Yes, UKG Ready can automatically identify and track roster vacancies caused by employee leave, such as vacation, sick leave, or other absences. |
| TE.201 | Insufficient "qualified" candidates (e.g., certifications, etc.). | Desired | S | Yes, UKG Ready can identify staffing gaps based on employee qualifications and certifications, ensuring that only qualified personnel are assigned to specific shifts. |
| 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 | S | UKG Ready can contact employees via email, push notifications (through the mobile app), or text message about available shifts or overtime opportunities. |
| TE.203 | The system shall support the shift bid process for certain eligible groups of employees. | Desired | N | No, UKG Ready does not natively support a formal shift bidding process. |
| TE.204 | The system shall support the time off bid process for certain eligible groups of employees. | Desired | N | No, UKG Ready does not natively support a formal time off bidding process. |
| TE.205 | The system shall support the overtime bid process for certain eligible groups of employees. | Desired | N | No, UKG Ready does not natively support a formal overtime bidding process. |

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| 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 | While UKG Ready offers flexible scheduling and communication tools, the ability to automatically contact employees for open shifts in a specific order based on custom criteria within the employee master file (e.g., seniority, last shift worked) is a feature not available. |
| TE.207 | The system shall maintain a log of all employees who have been contacted. | Desired | S | Yes, UKG Ready maintains a log of all employee contacts, providing a record of communication efforts. |
| TE.208 | The system shall produce a list for each absence by rules and create the call log. | Desired | S | Yes, UKG Ready can generate a list of potential fill-in employees based on defined absence rules. This list can assist managers in quickly identifying and contacting available staff to cover shifts when absences occur. |
| The system shall support multiple notification methods including but not limited to: | | | | |
| TE.209 | Telephone (by type such as home, cell, etc.); | Desired | N | While UKG Ready provides robust communication features, including email, SMS, and push notifications, outbound telephone calls are not a supported feature. |
| TE.210 | Text Messaging/SMS; and | Desired | S | Yes, UKG Ready supports text messaging (SMS) and push notifications to employee mobile devices for timely communication regarding schedules, shift availability, and important alerts. |
| TE.211 | Email. | Desired | S | Yes, UKG Ready supports email notifications as a primary means of communication regarding schedules, time-off requests, and other important information. |
| TE.212 | The system shall accommodate work time trades between employees. | Desired | S | Yes, UKG Ready supports shift swaps between employees. Employees can initiate shift swap requests within the system, and these requests can be reviewed and approved by managers. |
| TE.213 | The system shall allow time to be tracked using either AM/PM or military time. | Desired | S | Yes, UKG Ready supports both AM/PM and military time formats. |
| TE.214 | The system shall define split shift rotations. | Desired | S | Yes, UKG Ready can define split shift rotations. |
| TE.215 | The system shall identify employee as unavailable for overtime for a given time period and specify reason. | Desired | S | Yes, UKG Ready can be configured to identify employees who are unavailable for overtime due to various reasons, such as exceeding daily or weekly overtime limits. Yes, UKG Ready can accommodate shifts that span multiple days, such as overnight shifts that start late in the evening and continue into the next day. |

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| 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 | Yes, UKG Ready can accommodate shifts that span multiple days, such as overnight shifts that start late in the evening and continue into the next day. |
| 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 | S | Yes, UKG Ready allows for the definition of workload restrictions for each position, including maximum daily hours, weekly hours, and overtime limits. |
| TE.218 | The system shall override workload restrictions. | Desired | S | Yes, UKG Ready allows for authorized personnel to override workload restrictions when necessary, such as in emergency situations. |
| TE.219 | The system shall alert when minimum or maximum thresholds are not met. | Desired | S | Yes, UKG Ready can generate alerts when minimum or maximum staffing thresholds are not met, allowing managers to take corrective action. |
| TE.220 | The system shall implement alternate schedules (e.g., ad-hoc schedules for circumstances of single occurrence). | Desired | S | Yes, UKG Ready supports the creation and implementation of alternate schedules (e.g., ad-hoc schedules for single occurrences or unexpected events). These can be used to handle situations outside of normal scheduling patterns. |
| TE.221 | The system shall temporarily assign employees. | Desired | S | Yes, UKG Ready allows for the temporary assignment of employees to different roles, departments, or locations. This is useful for covering vacancies or handling short-term projects. |
| TE.222 | The system shall view multiple schedules at once. | Desired | S | Yes, UKG Ready allows users to view multiple schedules simultaneously, such as department schedules, team schedules, or individual employee schedules. |
| TE.223 | The system shall publish and print an official/final schedule. | Desired | S | Yes, UKG Ready provides functionality to publish and print official/final schedules, making them accessible to employees and managers. |
| TE.224 | The system shall preserve the schedule in the event the system is unavailable due to planned or unplanned downtime. | Desired | S | Yes, UKG Ready's is designed to preserve schedules even during planned or unplanned downtime. Data is typically backed up and redundant systems are in place. |
| TE.225 | The system shall identify an assignment that conflicts with a rule. | Desired | S | Yes, UKG Ready identifies scheduling conflicts with predefined rules (e.g., workload restrictions, availability). This helps prevent scheduling errors. |
| TE.226 | The system shall define a mandatory-overtime backfill list based on prescribed business rules. | Desired | S | Yes, UKG Ready allows for the creation and use of mandatory overtime backfill lists, ensuring coverage when needed. |
| TE.227 | The system shall alert a shift scheduler when assignment conflicts with a rule. | Desired | S | Yes, UKG Ready alerts shift schedulers when assignments conflict with established rules or employee availability. |

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| TE.228 | The system shall schedule meals and breaks, as well as start and end times. | Desired | S | Yes, UKG Ready allows you to schedule meals and breaks, as well as start and end times for shifts. This helps ensure compliance with labor laws and provides clear expectations for employees. |
| 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 | Yes, UKG Ready can be configured to accommodate meals and breaks as either paid or unpaid, based on criteria like department, collective bargaining agreement, or shift. |
| TE.230 | The system shall support user-defined flex schedules (e.g., 50/30, 9/80, etc.). | Desired | S | Yes, UKG Ready supports user-defined flex schedules, such as 50/30 or 9/80 work arrangements. This provides flexibility for employees and can help improve work-life balance. |
| TE.231 | The system shall calculate overtime based on FLSA regulations. | Desired | S | Yes, UKG Ready calculates overtime based on FLSA regulations. This ensures compliance with federal labor laws and accurate overtime compensation. |
| TE.232 | The system shall view and maintain all previous schedules. | Desired | S | Yes, UKG Ready allows you to view and maintain all previous schedules. This provides a historical record for analysis and reporting purposes. |
| TE.233 | The system shall route an alert/notification when defined hour-limit is reached. | Desired | S | Yes, UKG Ready can route alerts or notifications when defined hour limits are reached. This helps prevent employees from exceeding working hour limits and ensures compliance with labor regulations. |
| TE.234 | The system shall populate entities for holidays and other closures in the schedule, system-wide. | Desired | S | Yes, UKG Ready populates entities for holidays and other closures in the schedule system-wide. This ensures that schedules are accurate and reflect any planned closures or non-working days. |
| TE.235 | The system shall support varying types of scheduled weeks, including 48/60/72 hour weeks for public safety. | Desired | S | Yes, UKG Ready supports varying types of scheduled weeks, including 48/60/72 hour weeks commonly used in public safety sectors. This allows for flexible scheduling to meet the needs of different departments or roles. |
| TE.236 | The system shall accommodate department schedules with three shifts, and 24 hours per shift. | Desired | S | Yes, UKG Ready can accommodate department schedules with three shifts and 24 hours per shift. This is suitable for organizations that operate around the clock. |
| 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 | Yes, UKG Ready can accommodate out-of-class work pay based on hours worked in the out-of-class position, prorated to a 56-hour period. This ensures accurate compensation for employees who temporarily work in different roles or positions. |

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| Reporting & Querying | | | | |
| TE.238 | The system shall use a single data source for report generation. | Critical | S | Yes, UKG Ready uses a single, unified data source for report generation, ensuring data consistency. |
| TE.239 | The system shall generate "canned" reports that users may run with limited options of input values. | Critical | S | Yes, UKG Ready offers a library of pre-built ("canned") reports that users can run with limited input options. |
| TE.240 | The system shall generate user-defined reports on any time entry field and/or combination of fields. | Critical | S | Yes, UKG Ready allows users to create custom reports based on any time entry field or combination of fields. |
| TE.241 | The system shall provide an ad-hoc reporting tool without the use of a third-party report writing tool. | Critical | S | Yes, UKG Ready provides an ad-hoc reporting tool, often without requiring a separate third-party application. |
| TE.242 | The system shall provide role-based security on running and viewing reports. | Critical | S | Yes, UKG Ready provides role-based security for running and viewing reports, ensuring that users only have access to authorized data. |
| TE.243 | The system shall import data from reports into standard applications for spreadsheet comparison, graphing, etc. | Desired | S | Yes, UKG Ready allows data to be imported from reports (or potentially directly from the system) into standard applications, such as spreadsheets (e.g., Microsoft Excel, Google Sheets), for spreadsheet comparison, graphing, and other analysis |
| TE.244 | The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc. | Critical | S | Yes, UKG Ready allows data to be exported from reports into standard applications, such as spreadsheets (e.g., Microsoft Excel, Google Sheets), for spreadsheet comparison, graphing, and other analysis. Common export formats typically include CSV, Excel, and potentially others. |
| The system shall generate reports on time worked by the following: | | | | |
| TE.245 | Location; | Critical | S | Yes, Fully Compliant |
| TE.246 | Department; | Critical | S | Yes, Fully Compliant |
| TE.247 | Division; | Critical | S | Yes, Fully Compliant |
| TE.248 | Team; | Desired | S | Yes, Fully Compliant |
| TE.249 | Task/Work Order; | Desired | S | Yes, Fully Compliant |
| TE.250 | Project/Grant; | Critical | S | Yes, Fully Compliant |
| TE.251 | Job; | Critical | S | Yes, Fully Compliant |
| TE.252 | Activity; | Critical | S | Yes, Fully Compliant |
| TE.253 | Leave type; | Critical | S | Yes, Fully Compliant |
| TE.254 | Hours paid by individual; | Critical | S | Yes, Fully Compliant |
| TE.255 | Hours entered (by type); | Critical | S | Yes, Fully Compliant |
| TE.256 | Position; | Critical | S | Yes, Fully Compliant |

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| TE.257 | Event; | Critical | S | Yes, Fully Compliant |
| TE.258 | Work group; | Critical | S | Yes, Fully Compliant |
| TE.259 | Shift; | Critical | S | Yes, Fully Compliant |
| TE.260 | Time errors; | Critical | S | Yes, Fully Compliant |
| TE.261 | Overtime; | Critical | S | Yes, Fully Compliant |
| TE.262 | Employee status; and | Critical | S | Yes, Fully Compliant |
| TE.263 | Other user-defined. | Critical | S | Yes, Fully Compliant |
| TE.264 | The system shall provide a report that details prior periods' adjustments and corrections. | Desired | S | Yes, UKG Ready can generate reports detailing prior periods' adjustments and corrections to grant profiles, jobs, and work orders, providing an audit trail of changes. |
| 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 | Yes, UKG Ready can generate an error and warning report listing time entry discrepancies for all employees within a defined pay period, as determined by the Payroll Administrator. |
| 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 | Yes, UKG Ready can generate year-to-date (calendar or fiscal year) or user-defined period reports of time worked by employee. |
| TE.267 | The system shall generate an electronic copy of any previous timecard. | Critical | S | Yes, UKG Ready can generate electronic copies of previous timecards. |
| 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 | Yes, UKG Ready can provide a report filtered by location, showing the total hours worked per employee in a pay period or year. |
| 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 | Yes, UKG Ready can generate a report of part-time employee hours worked on a year-to-date basis or other user-defined period. This report can be used to monitor hours worked and ensure compliance with any limits. |

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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. | | |
| 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 | S | |
| 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 | |
| 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 | |

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| 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 | N | |
| PR.17 | The system shall maintain an off-cycle payroll calendar. | Desired | N | |
| PR.18 | The system shall maintain a holiday payroll calendar. | Critical | N | |
| 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 | |

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| 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 | |
| PR.62 | The system shall process multiple payroll runs for verification prior to posting for each payroll run type. | Critical | S | |

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| 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 | N | Any changes to hour cycles within a pay period would be manual |
| 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 | N | This would not be available prior to a payroll. Reporting would be available within the payroll |
| 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 | N | |
| PR.79 | Accrual Audit Report; | Desired | S | |
| PR.80 | Calculations Error Listing; | Critical | N | |
| PR.81 | Benefit Errors; | Critical | N | |
| PR.82 | Time Setup Errors; | Critical | N | |
| PR.83 | Deductions not taken; | Critical | N | |
| PR.84 | Contribution limits for 401k and 457 and 457 Roth plans; | Critical | S | |
| PR.85 | HSA limits; | Critical | S | |

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| 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 | Maunal intervention may be necessary depending on the configuration of earnings codes and how time is entered. |
| PR.105 | The system shall automatically calculate and deduct retroactive deductions amounts. | Critical | N | This would need to be manually entered, no automatic calculations for retroactive deduction amounts. |

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| 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 | N | This would need to be manually entered, no automatic calculations for retroactive deduction amounts. |
| PR.107 | The system shall calculate the appropriate benefit deductions for an employee that transfers positions during a pay period. | Critical | S | This would be a manual override. |
| 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 | This would be a manual override. |
| 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 | This would be done as a check adjustment to reduce pay. |
| 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 | |

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| 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 | This would be a manual override. |
| 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 | |
| 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 period). | 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 | N | |
| 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 | N | |
| 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 | |

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| 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: | | | | |
| 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 | |

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| 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 | Void |
| PR.180 | The system shall generate and track stop payments and reversal requests. | Desired | N | We can create positive pay files |
| 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 | |
| PR.183 | The system shall edit direct deposit file prior to transmission with security permissions, with audit trail. | Desired | N | |
| 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 | N | |
| PR.191 | The system shall present/view paystubs via the employee self-service portal by a user with proper security access. | Critical | S | |

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| PR.192 | The system shall interface with the AP module to support the processing of payroll liabilities. | Critical | S | |
| 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 | UKG Ready provides both Standard and Ad-hoc Reporting. Every standard report can be modified using the built-in, ad-hoc reporting tools. The application also provides flexible, dynamic data visualization options as part of its people analytics tool suite to help you make smart decisions fast. Transform tabular reports into intuitive charts and graphs that highlight what's most important. And with just a few clicks, pull multiple visualizations into dashboards that focus on key metrics, so you can turn insight into action. |
| PR.195 | The system shall generate "canned" reports that users may run with limited options of input values. | Critical | S | UKG Ready provides both Standard and Ad-hoc Reporting. Every standard report can be modified using the built-in, ad-hoc reporting tools. The application also provides flexible, dynamic data visualization options as part of its people analytics tool suite to help you make smart decisions fast. Transform tabular reports into intuitive charts and graphs that highlight what's most important. And with just a few clicks, pull multiple visualizations into dashboards that focus on key metrics, so you can turn insight into action. |
| PR.196 | The system shall provide role-based security on running and viewing reports. | Critical | S | Functions and access to functions are role-based. Roles are deployed to individual users based on how the organization is using your system. When users log on, the system automatically recognizes assigned roles within the organization. Each user only has access to the pages, functions, and parts of the organization that the user is authorized to access. Multi-faceted security profiles provide user access rights to supervisors and employees. The profiles control the editing and viewing rights |
| PR.197 | The system shall export data from reports into standard applications for spreadsheet comparison, graphing, etc. | Critical | S | |

City of Superior
Functional and Technical Requirements

| 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.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 | |
| 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 | N | |
| 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: | | | | |

City of Superior
Functional and Technical Requirements

| Indicator | Definition | Instruction | | |
|---|---|---|----------|--|
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| 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 | |
| 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 | N | |
| PR.245 | Hours lost due to work related injury or illness; | Critical | N | |
| PR.246 | Lost time injury rate; | Critical | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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.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 | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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 | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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.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 | S | |
| 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 | S | |
| 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: | | | | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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.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 | N | |
| COM.53 | The system has ability to calculate prorated out of class rate based on user defined rules. | Critical | N | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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.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 | |
| 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 | |

City of Superior
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| 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.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 | Timesheet format/display can be split up by different 'Timesheet Setup Groups' within BS&A. If you create a separate Timesheet Setup Group per Job Classification, this would be attainable. |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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.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 | |
| 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 | |

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| 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 | |
| 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 | |

City of Superior
Functional and Technical Requirements

| 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 |
|--|--------------------------------|---------------------|-----------------------------------|--|--|--|---|--------------------------------|-----------------|
| 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 data from the third party application. BOTH: The Selected system will need to both SEND and RECEIVE information to/from the third party application. | | | | | | | | | |
| 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 Export | | 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. | Not Applicable (Explain in comments) | No existing integration. Would need additional information to adequately respond. | | |
| 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 | | 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). | Standard - File Import/Export | BS&A Cloud has ability to import data from and export data to Excel, and letter writing functionality in MS Word. | 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 - File Import | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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 - File Import | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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 - File Import | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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 - File Import | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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 - File Import | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | Yes | |
| 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. | Standard - File Export | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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. | Further Analysis Required (Explain in comments) | Need additional information | | |
| 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. | Standard - File Export | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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 - File Import | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | Yes | |

City of Superior
Functional and Technical Requirements

| 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.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. | Standard - File Export | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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. | Standard - File Export | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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. | Standard - File Export | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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. | Further Analysis Required (Explain in comments) | Need additional information | | |
| 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 - File Import | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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 | Standard - File Export | BS&A Cloud includes configurable imports and exports. If existing tools can be used, no customization fee. | 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 | Not Applicable (Explain in comments) | Currently BS&A provides 1099 exports in the FIRE format | | |

City of Superior
Functional and Technical Requirements

| 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 | 9000 | | Included in General Ledger conversion |
| DC.2 | GL Account Transaction Data | Naviline | 26 years | 2 years | Critical | Proposed In-Scope | | | Included in General Ledger conversion |
| DC.3 | GL Account Summary Data | Naviline | 26 years | 5 years | Critical | Proposed In-Scope | | | Included in General Ledger conversion |
| DC.4 | Budget History | Naviline | 26 years | 3 years | Critical | Proposed In-Scope | | | Included in General Ledger conversion |
| DC.5 | AP History | Naviline | 26 years | 5 years | Critical | Proposed In-Scope | 7800 | | Included in Accounts Payable conversion |
| DC.6 | AP Detail | Naviline | 26 years | 2 years | Critical | Proposed In-Scope | | | Included in Accounts Payable conversion |
| DC.7 | Open AP Invoices | Naviline | 26 years | 1 year | Critical | Proposed In-Scope | | | Included in Accounts Payable conversion |
| DC.8 | Vendor File (Active) | Naviline | 2,367 vendors | 2,367 vendors | Critical | Proposed In-Scope | | | Included in Accounts Payable conversion |
| DC.9 | Vendor File (Historic) | Naviline | 26 years | Non-active within 2 years | Critical | Proposed In-Scope | | | Included in Accounts Payable conversion |
| DC.10 | AR Customer File | Naviline | 200 customers | 200 customers | Critical | Proposed In-Scope | 9200 | | Included in Accounts Receivable conversion |

City of Superior
Functional and Technical Requirements

| 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.11 | AR Invoice History | Naviline | 26 years | 2 years | Critical | Proposed In-Scope | | | Included in Accounts Receivable conversion |
| DC.12 | Cash Receipts History | Naviline | 26 years | 3 years | Critical | Proposed In-Scope | 7800 | | Included in Cash Receipts conversion |
| DC.13 | Open AR Invoices | Naviline | 26 years | 1 year | Desired | Proposed In-Scope | | | Included in Accounts Receivable conversion |
| DC.16 | Fixed Assets | Naviline | ~1,450 active assets | ~1,450 active assets | Critical | Proposed In-Scope | 7600 | | Included in Fixed Assets Conversion |
| DC.17 | Project Accounting Detail (Open Projects) | Naviline | 26 years | 5 years active | Critical | Proposed In-Scope | | | Included in General Ledger conversion |
| DC.18 | Employee Master File (Active) | Naviline | ~500 active employees | ~500 active employees | Critical | Proposed In-Scope | 19200 | | Included in Payroll conversion |
| DC.19 | Summary Historic Employee Master File (Name, SSN, Hire/Term Dates) | Naviline | ~2600 historic employees | ~2600 historic employees | Critical | Proposed In-Scope | | | Included in Payroll conversion |
| DC.20 | Time and Attendance Accrual and Leave Data (Active) | Naviline | 26 years | 3 years | Critical | Proposed In-Scope | | | Included in Payroll conversion |
| DC.21 | Public Safety Time and Attendance Data | Naviline | 26 years | 3 years | Critical | Not Proposed | | | |
| DC.22 | Benefit Enrollment and ACA History | Naviline | 26 years | 2 years | Critical | Proposed In-Scope | 11200 | | Included in Human Resources conversion |
| DC.24 | Employee Personnel Action Data | Naviline | 26 years | 2 years | Critical | Not Proposed | | | |
| DC.25 | Employee Payroll History | Naviline | 26 years | 3 years | Critical | Proposed In-Scope | | | Included in Payroll conversion |

City of Superior
Functional and Technical Requirements

| 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.26 | Compensation Data | Naviline | 26 years | 3 years | Critical | Proposed In-Scope | | | Included in Human Resources conversion |

Tab 1 – Company Introduction and Relevant Experience

III. COMPANY BACKGROUND AND HISTORY

- i. Proposer to provide a comprehensive history statement of the firm, including any mergers, assignments, or other corporate changes during the past 10 years.
- ii. Proposer shall complete the Company Background and History Table as provided below.

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

i. Table 1-02: Company Background and History

| Metric | Response |
|--|---|
| Name of Proposer: | |
| <i>(Copy form and Complete if applicable for each)</i> Name of Partner/Third-Party Firm: | Andrews Technology HMS, Inc. |
| Total number of employees | 50 |
| Type and number of employees committed to the product and support being proposed | 40 |
| Office locations (City and State) | Nationwide offices. HQ in Wilmington NC |
| Total number of active clients | Private: 100 Government: 500 |
| Total number of active Private Sector ERP clients | |
| Total number of active Government Sector ERP clients | 500 |
| Total years offering proposed software systems | 25 |
| Total number of Wisconsin Government clients with breakout by Municipality, County, Other that are using the proposed system | Municipality: 5 County: 1 Other: |
| Total number of completed implementations of the proposed product and version | 300 |

| Metric | Response |
|--|---|
| Total number of active government clients using the proposed product version | 300 |
| Largest and smallest active government installation | Largest: 6,000 employees Smallest: 100 employees |

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? | BS&A uses BS&A personnel to complete the project in its entirety for all of the modules we are providing. Andrews Technology provides their own personnel for the timekeeping component. |
| Has or will any portion of the proposed work be completed by subcontractors or contract employees? | No |
| This below portion of the table is to be copied and filled out for each proposed subcontractor. | |
| Name of subcontractor and address | Andrews Technology HMS, Inc 1213 Culbreth Drive, Wilmington NC 28405 |
| Summary of Service and estimated percentage of Work the subcontractor will be providing. | All Timekeeping, Scheduling and Leave Tracking functionality will be accommodated by Andrews Technology |
| Reasons for subcontracting | Time clocks, robust rules engine, mobile applications with GPS tracking and GEO fencing, electronic leave requests. |
| Experience | 25 years experience. |
| Detailed subcontractor responsibilities | All Timekeeping, Scheduling and Leave Tracking functionality will be accommodated by Andrews Technology |
| Previous history of projects using the named subcontractor | Over 10 years experience interfacing our timekeeping solution to BS&A |
| Any additional relevant information | Andrews Technology is pleased to include 24/7 support, and unlimited training for all supervisors/managers/administrators. |

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.

Table 1-04: Certification of Subcontractors/Partners

| Entity | Company Name | Representative Name | Title | Telephone Number | Email Address |
|---------------------------------------|---------------------------|-----------------------|------------------|---------------------|------------------------------------|
| Proposer | _____ | _____ | _____ | _____ | _____ |
| Partner/Third-party software provider | <u>Andrews Technology</u> | <u>Jamie Blundell</u> | <u>President</u> | <u>516-592-0885</u> | <u>Jamie@andrewstechnology.com</u> |
| Partner/Third-party software provider | _____ | _____ | _____ | _____ | _____ |

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

X. *Jamie Blundell*_____

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

V. PARTNERSHIPS/THIRD-PARTY PRODUCT RELATIONSHIP

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

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

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

| Name of Partnership/Third-Party Software Firm | Name of Software Product | Name of existing Clients using Proposer's system and the Partnership/Third-Party Software | Number of years Client has been using the two products together |
|---|--------------------------|---|---|
| Andrews Technology HMS, Inc. | UKG Ready | Ogemaw County City of East Point | 1 1 |
| | | | |
| | | | |

- 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.

The City will contract directly with Andrews Technology for the timekeeping, leave tracking and scheduling functionality.

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

Andrews Technology will assign a Project Manager and Implementation Specialist to the installation. Andrews Technology has full responsibility for all rule configuration and training. The County has responsibilities of completing the rules survey and providing feedback during the testing phase.

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

Andrews Technology will provide a maintenance agreement which includes, 24/7 support, all software updates, un limited training, and full device replacement on any time clocks included with the scope of work.

- 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).

Confirmed, Exhibit attached.

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

Andrews Technology will be responsible for the timekeeping, leave tracking and scheduling portion of the project.

Tab 14 – 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.

- vi. 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.
- vii. If a Proposer is not proposing on certain functionality, a response of "No Bid" shall be provided for all applicable areas.
- viii. A response of "No Bid" should not be used as a replacement for an "N" response.
- ix. Requirements left blank will be treated as a response of "N" feature/function not provided.
- x. **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 County. | 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 County by October 1, 2025, at which point it will be implemented in accordance with agreed-upon configuration planning with the County. | 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 |

| Indicator | Definition | Instruction |
|-----------|---|---|
| | | release version, as well as the time the release will be generally available. |
| C | Customization: Feature/Function is not included in the current software release and is not planned to be a part of a future software release. However, this feature could be provided with custom modifications . All related customization costs should be indicated in Attachment C1 – Cost Worksheet. | If a response indicator of “C” is provided for a requirement that will be met through a custom modification, the Proposer 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 |

Response for Time Entry included in Tab 14.



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 Vandergriff |
| ProLim | Ashif Bagalkoti |
| ProLim | Aditya Kulkarni |
| Right Solutions | Madhu Navale |
| Right 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.

Max Bisschop
SIGNATURE

BS&A Software
COMPANY

4/9/25
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.

Max Bisschop

SIGNATURE

BS&A Software

COMPANY

4/9/2025

DATE