



**Request for Proposal (RFP)**

for

**Enterprise Resource Planning (ERP) System and Implementation Services**

for

**City of West Hollywood, California**

<b>Release Date</b>	May 16, 2023
<b>Proposal Due Date</b>	June 20, 2023

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## **Section A: RFP Introduction**

### **A.1 Purpose of the RFP**

With this Request for Proposals (RFP) the City of West Hollywood, CA (the City) desires to purchase or otherwise acquire rights to use an Enterprise Resource Planning (ERP) System that meets the requirements identified in this RFP. The City requires that any proposal for an ERP System also include professional services necessary to implement the system. Proposers offering hosted services or Software as a Service (SaaS) systems are encouraged to propose.

### **A.2 About the City of West Hollywood**

West Hollywood is a vibrant and eclectic city in the heart of the bustling Los Angeles Metropolitan Area. West Hollywood is located within Los Angeles County, which is one of the densest urbanized regions in the United States. The City itself covers 1.9 square miles. It is located approximately seven and a half miles northwest of downtown Los Angeles and is one in a network of interconnected communities within the Los Angeles Region.

Key regional commercial, entertainment, and circulation corridors run east-west through West Hollywood, connecting it to the greater Los Angeles Region. These include Sunset Boulevard and Santa Monica Boulevard, both of which connect West Hollywood to many other communities within Los Angeles County. Over time, West Hollywood has evolved as a regional entertainment, shopping, and employment destination. Combined with its central regional location and diverse and active community, West Hollywood is a vibrant and attractive City for visitors, tourists, businesses, and residents alike.

The City of West Hollywood's FY 2022-24 Adopted Budget covers the period from July 1, 2022, through June 30, 2024. The City budget consists of the General Fund, special revenue funds, capital project funds, internal service funds, enterprise funds and other agency funds. Each department is responsible for operating within their budget and has authority to spend up to the approved budget.

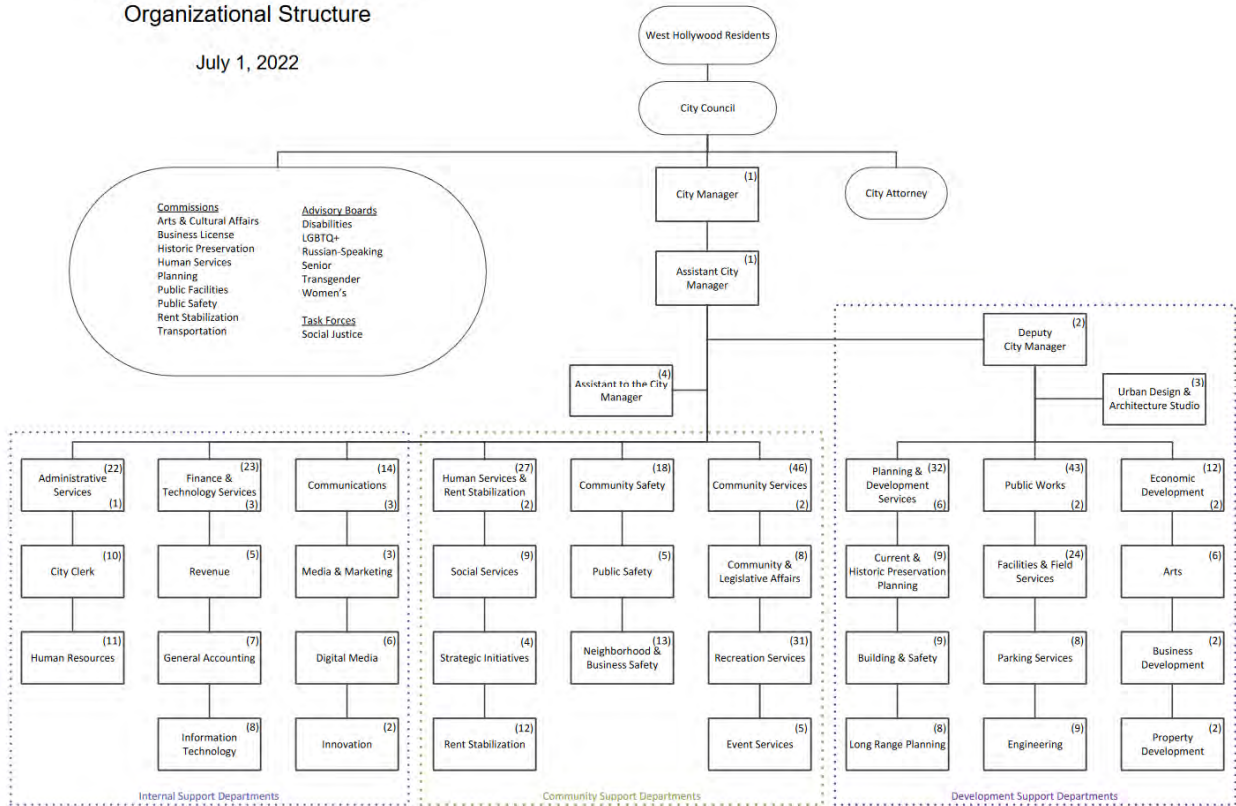
The FY 2022-24 Adopted Budget includes appropriation of \$188.9 million in FY23 and \$231 million in FY24, The City General Fund has a total budgeted appropriation of \$130 million for FY23 and \$135 million for FY2024. The total number of authorized FTE positions in the FY23 budget is 253.

The City provides a broad range of municipal services. The City's departments and divisions are outlined in the organizational chart below. It can also be found online at <https://city-west-hollywood-ca-budget-book.cleargov.com/resource/cleargov-prod/projects/documents/126530c5640b4b034f1d.pdf>.

**City of West Hollywood Organizational Chart**

**City of West Hollywood  
Organizational Structure**

July 1, 2022



Background Statistics	
General Fund Operating Budget (2022-2023)	130 million
Number of Budgeted FTEs (2022-23)	253
Population	35,757
Fiscal Year	July 1 – June 30

\* Note: Pricing for ERP Services based on information provided in this table should assume full usage by the City. For more information on the City, please review the City's Budget and Other Financial Documents at <https://www.weho.org/city-government/city-departments/finance-and-technology-services/financial-reports-budgets/city-budget>.

Metric	2022 estimated
Number of users (Tyler Eden)	225 Active Tyler Eden Users <ul style="list-style-type: none"> <li>• 19 Finance Users</li> <li>• 7 HR Users</li> <li>• 4 Contract/Risk User</li> <li>• 3 Budget Users</li> </ul> 56 Active Vendor Portal User 350 Employee Portal Users
Number of users (NEOGOV)	7 Insight Users (HR)

	75 OHC (hiring center) Users 300 Onboard & Learn module Users
Number of users for budgeting (ClearGov)	90 Total Users including viewers <ul style="list-style-type: none"> <li>• 40 Contributors</li> <li>• 15 Department Heads</li> <li>• 5 Editors/Admin</li> </ul>
Number of accounts payable vendors	3,500 Active Vendors 30,500 Total Vendors
Number of 1099s	250 1099 for Tax Year 2022
Number of Transfers/ACHs Processed for Procure to Pay (want to use system for this)	1,300 ACH for Fiscal Year 2022
Manual Wire Transfers	950 for Fiscal Year 2022
Number of AP checks Processed	5,300 for Fiscal Year 2022
Purchase Orders Processed	1,100 POs for Fiscal Year 2022
Processed RFPs/BIDs/RFQs	60 Listed on Bid/Quote Page FY22 40 processed through Planet Bids
Invoices Processed	13,000 for Fiscal Year 2022
Contracts Processed	350 New Contracts Fiscal Year 2022 360 Contract Amendments FY22
Capital Assets	676 Active Capital Assets 144 Retired Capital Assets 30 Capital Assets added FY22 10 Valuation Adjustments FY22 120 Total Valuation Adjustments
Number of Job Applications Processed/Received	2200 applications received
Number of Employees	350 People received paychecks 300 Active Employees 230 Active Employees excluding Temps 30 Vacant Positions
Number of New Hires	90 New Hires in Fiscal Year 2022
Number of Terminations	40 Terminations in Fiscal Year 2022
# of Bargaining Unions	3 Bargaining Units Executive Team Temporary Staffing
# of Benefit Plans	200 Active Benefit Plans 150 Inactive Benefit Plans 40 Payroll Vendors
# of City provided training classes	Most city trainings are decentralized and tracked by those divisions. Annually, we conduct: <ul style="list-style-type: none"> <li>• Harassment Training</li> <li>• Gender Diversity Training</li> <li>• Emergency Responder Training</li> </ul>

	<ul style="list-style-type: none"> <li>• Data Security Training</li> </ul>
# of workers comp claims	22 claims in Calendar Year 2022

### A.3 Project Background

City of West Hollywood currently utilizes Tyler Eden to manage its general ledger, project and grant accounting, accounts receivable, accounts payable, contract management, cash management and capital asset accounting functions. The City also relies on various Excel spreadsheets maintained across almost all departments to track various financial information. The City uses CityGrows, PlanetBids, and Exigis for RFP/BIDS and insurance tracking. The City uses ClearGov to prepare its budget and Debtbook to manage its debts and leases. The main system for cash receipting is Tyler Cashiering.

Tyler Eden is the Human Resources system of record. Payroll is conducted with the Tyler Eden Payroll module. Most City employees enter their time using NOVAtime. However due to When-To-Work's advanced scheduling capabilities, Recreation employees shifts are imported into NOVAtime as time entries. Then, all the NOVAtime time entry is imported into Eden Payroll for processing. Human Resources uses NeoGov, a market leading solution, for Recruitment.

These current systems allow the City to complete its required business processes and transactions, but not in the most efficient manner. Due to missing functionality, many processes can be completed within established systems, however approvals and workflow must take place outside the system of record. The City is seeking to leverage new technologies and features and, more importantly, improve business processes and underlying system integration, including bringing approvals for all business processes into the relevant system. The City no longer sees its existing system as meeting its business needs. The City engaged the Government Finance Officers Association (GFOA) to review its business processes and to identify and evaluate options related to the replacement of their financial and human resources systems and the main recommendation was to seek an integrated Enterprise Resource Planning solution that provides the state of the art functionality and streamlines routine operations by eliminating redundant tasks, streamlines workflows, and reduces or better integrates disparate sources of data to ensure a higher level of data accuracy. The ERP system should empower City operations by providing the right type of analytical information to enable informed decisions at all levels citywide.

### A.4 Notice to Proposers

Failure to carefully read and understand this RFP may cause the proposal to be out of compliance, rejected by the City, or legally obligate the proposer to more than it may realize. Information obtained by the proposer from any officer, agent or employee of the City shall not affect the risks or obligations assumed by the proposer or relieve the proposer from fulfilling any of the RFP conditions or any subsequent contract conditions. Attempts by or on behalf of a proposer to contact or to influence any member of the selection committee, any member of the City Council, or any employee of the City with regard to the acceptance of a proposal may lead to elimination of that vendor from further consideration. Only the format described in the RFP and the attachments included with this RFP will be accepted as compliant for the submitted proposal.

### A.5 Conditions

**A.5.1** In the event that all RFP requirements are not met with products and services provided by one

firm, proposers are encouraged to partner with another firm or firms to submit a joint proposal. Failure to meet all requirements will not disqualify a firm. However, the City will evaluate each proposal to determine if its overall fit is in the best interests of the City.

- A.5.2** In the event that multiple firms partner to submit a joint proposal, the proposal must identify one firm as the primary contact. This primary contact will be the primary point of contact throughout the procurement process and will be held responsible for the overall implementation of all partners included in the joint proposal.
- A.5.3** Pricing must be submitted on a fixed-fee basis upon completion of pre-identified “milestones.” For implementation services under a milestone arrangement, the vendor shall invoice the City when the City has accepted the services included as requirements for each milestone. The scope of the project, including the milestones, will be defined by the statement of work that describes both functional requirements of the software and business process expectations.
- A.5.4** All proposals and any subsequent clarification or response to the City’s questions shall be valid for a minimum of 180 days.
- A.5.5** A proposer may withdraw a Proposal at any time prior to the submission deadline by submitting a written notification of withdrawal signed by the proposer or his/her authorized agent. The proposer must, in person, retrieve the entire sealed submission package. Another Proposal may be submitted prior to the deadline. A Proposal may not be changed after the designated deadline for submission of Proposals.

## **A.6 City’s Rights Reserved**

- A.6.1** The City reserves the right to select the proposal(s) which in its sole judgment best meets the needs of the City. The City has established an evaluation committee that will make a recommendation to the City Council. **The lowest proposed cost will not be the sole criterion for recommending the contract award.**
- A.6.2** The City reserves the right to award multiple contracts from this RFP.
- A.6.3** An error in the Proposal may cause the rejection of that Proposal; however, the City may, in its sole discretion, retain the Proposal and make any corrections it deems appropriate. In determining if a correction will be made, the City will consider the conformance of the Proposal to the format and content required by the RFP, and any unusual complexity of the format and content required by the RFP. If the proposer’s intent is clearly established based on review of the complete Proposal submittal, the City may, at its sole option, correct an error based on that established content. The City may also correct obvious clerical errors. The City may also request clarification from a proposer on any item in a Proposal that City believes to be in error and make corrections accordingly.
- A.6.4** The City reserves the right to reject any and all Proposals and to waive informalities and irregularities in any Proposals received. Absence of required information may render a Proposal non-responsive, in the sole discretion of the City, resulting in rejection of the Proposal.
- A.6.5** The City may modify this RFP by issuance of one or more written addenda. Addenda will be distributed to all proposers in receipt of this RFP. (See Section A.8.)
- A.6.6** The City may, during the evaluation process, request from any proposer additional information which the City deems necessary to determine the proposer’s ability to perform the required services. If such information is requested, the Proposer shall be permitted five (5) working days



to submit the information requested. Furthermore, the City reserves the right to remove or add functionality (e.g., modules, components, and/or services) until the final contract signing.

- A.6.7** The issuance of this solicitation does not constitute an award commitment on the part of the City. All proposals submitted in response to this RFP become the property of the City and public records, and as such, may be subject to public review. Proposers concerned with the release of proprietary or confidential information are encouraged to not submit that information in the proposal.
- A.6.8** **The City reserves the right to reject any or all Proposals or portions thereof if the City determines that it is in the best interest of the City to do so.**
- A.6.9** The City shall not be liable for any pre-contractual expenses incurred by prospective vendors, including but not limited to costs incurred in the preparation or submission of proposals. The City shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this RFP.
- A.6.10** Failure to furnish all information requested or to follow the format requested herein, or the submission of false information, may disqualify the proposer, in the sole discretion of the City. The City may waive any deviation in a Proposal. The City's waiver of a deviation shall in no way modify the RFP requirements nor excuse the successful proposer from full compliance with any resultant agreement requirements or obligations.

## **A.7 Communication Regarding this RFP**

All communication from prospective proposers regarding this RFP must be directed to the following Contact Person:

Beth Rosen  
Information Technology Management Analyst  
City of West Hollywood  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069  
(323) 848-6539  
brosen@weho.org

Attempts by or on behalf of a prospective or existing vendor to contact or to influence any member of the evaluation committee, any member of the City Council, or any employee of the City with regard to the acceptance of a proposal may lead to elimination of that vendor from further consideration.

## **A.8 Inquiries and Requests for Clarification**

- A.8.1** In an effort to maintain fairness in the process, inquiries regarding this procurement, including questions related to technical issues, are to be directed to the designated Contact Person.
- A.8.2** All questions concerning the RFP must reference the RFP section heading. Questions will be answered and distributed to all proposers in the form of addenda to the RFP.
- A.8.3** Questions or requests for clarifications will be accepted through the designated Contact Person until May 30, 2023, at 2 P.M. Pacific.

### A.9 Pre-Proposal Conference

A pre-proposal vendor conference will be held via Zoom/WebEx at the date and time listed in the procurement schedule. Attendance at the pre-proposal conference is not mandatory. Answers to questions submitted prior to the conference and answers to all questions asked at the pre-proposal meeting will be officially answered by addendum after the meeting. Pre-Proposal conference details (including virtual link) will be posted on the City’s RFP Posting webpage, vendors are responsible to search and review the City’s website for Pre-Proposal information.

### A.10 Procurement Schedule

The expected procurement schedule is listed below. The City reserves the right to change the procurement schedule. If changes are made, proposers will be notified by the City in the form of an addendum to this RFP.

Procurement Schedule	
May 16, 2023	RFP released
May 23, 2023	Pre-proposal Conference
May 30, 2023	Last day to accept questions and requests for clarification on the RFP
June 6, 2023	Answers to submitted questions provided
June 20, 2023	Proposals due – 11:59 P.M. Pacific
July 28, 2023	Notify proposers elevated to implementation interview and software demonstration phase of evaluation
August 8 to August 24, 2023	Conduct 3-day implementation interviews and software demonstrations with elevated proposers
August 31, 2023	Notify proposers elevated to discovery phase of evaluation
September 13 and 14, 2023	Conduct discovery sessions with elevated proposers
September and October, 2023	Notify finalist vendor and complete contract negotiations and Statement of Work (SOW)
October/November, 2023	Present final contract to City Council for approval and execute final contract
November, 2023	Begin implementation

**A.10.1** The second phase of evaluation is the implementation interview and software demonstration. These will last three days and may be held virtually or onsite at the City’s offices. The implementation interview and software demonstration will cover all functional areas listed in this RFP including software and implementation services. The City expects to elevate up to three (3) proposers for implementation interviews and software demonstrations. It is recommended that key members of the proposer’s implementation staff proposed for this project be available

for these interviews. The agenda and software demonstration scripts will be distributed to proposers that have been elevated to this phase of evaluation approximately ten days in advance of the demonstrations.

**A.10.2** After the software demonstration and implementation interviews, it is expected the City will elevate either one (1) or two (2) proposers to the discovery stage of evaluation. Discovery sessions will consist of an additional meeting with elevated proposers to focus on implementation issues and development of a statement of work (SOW). Each elevated proposal team will receive a Request for Clarification (RFC) letter that will ask proposers to clarify any necessary parts of the initial proposal. In addition, the RFC letter will include an agenda for the discovery session that will include a detailed discussion of implementation issues. It is the expectation of the City that all key project team members will be available for the discovery sessions.

**A.10.3** During the period between elevation to Discovery and Request for Clarification, the City may undertake site visits to active live production sites of the finalist proposers.

### **A.11 Evaluation Criteria**

The City will review all proposals received as part of a documented evaluation process. For each decision point in the process, the City will evaluate proposers according to specific criteria and will then elevate a certain number of proposers to compete in the next level. Proposers not previously elevated may be elevated at a later date.

The sole purpose of the proposal evaluation process is to determine which solution best meets the City's needs. The evaluation process is not meant to imply that one proposer is superior to any other, but rather that the selected proposer can provide and has proposed the best software and implementation approach for the City's current and future needs based on the information available and the City's best efforts of determination.

The City expects that evaluation criteria will focus on major risk areas for ERP implementations and will include, but not be limited to, the following:

- Ability to meet the City's project goals now and, in the future,
- Financial stability of vendor to maintain a long-term relationship
- Past experience with similar organizations and references
- Past experience and qualifications of consulting team
- Demonstrated ability of the vendor re-investing in its software to keep it modern in terms of platform and functionality
- Software functionality and response to functional/technical requirements
- Implementation approach
- Proposed costs
- Project management
- Understanding of the City's needs
- Business process expertise
- Training plan
- Deliverables and project documentation
- Compliance with contract terms and conditions
- Responsiveness of proposal

- Performance in initial interviews, implementation interviews and software demonstrations, and discovery sessions

The City reserves the right to determine the suitability of proposals on the basis of any or all of these criteria or other criteria not included in the above list. The City’s evaluation committee will then elevate proposals for implementation interviews and software demonstrations, discovery, and final contract negotiations.

## A.12 Proposal Submission Instructions

**A.12.1** The proposer shall email to [finadmin@weho.org](mailto:finadmin@weho.org) a PDF. copy of their proposal including all the attachments, along with the required attachments as Microsoft Excel or Microsoft Word files. The files must be (virus free) and in compatible format readable by the City.

**Proposals are to be submitted by: June 20, 2023, at 11:59 P.M. Pacific Time.** Late submissions will not be accepted.

**A.12.2** Failure to comply with the requirements of this RFP may result in disqualification. Proposals received after the time and date specified above will not be considered.

**A.12.3** Signature of the proposal by the proposer constitutes acceptance by the proposer of terms, conditions, and requirements set forth herein.

**A.12.4** Use Attachment 1 (RFP Submittal Checklist) to ensure that all required documents, forms, and attachments have been completed and submitted as instructed.

Upon submission, all proposals shall be treated as confidential documents until the selection process is completed. All proposals and supporting documents become public information after an award has been made and are available for public inspection in accordance with State of California public records statutes.

## A.13 Organization of Proposal

The proposal must be organized into major sections defined in Section C. Any required attachments must be included in the proper section as indicated by the instructions.

## A.14 Format of Electronic Submission

Proposers must upload electronic copies of all files to a virus free thumb drive using the following file formats. Attachments not listed in the table below do not have a required file format and may be supplied in either the original file format or PDF. This must be submitted with the hard copies.

RFP Section	Attachment/Document	Required File Format
D.14	Attachment 14 (Level of Effort)	Microsoft Excel (.xls or .xlsx)
D.15	Attachment 15 (Functional Requirements)	Microsoft Excel (.xls or .xlsx)
D.16	Attachment 16 (Cost)	Microsoft Excel (.xls or .xlsx)
D.17	Attachment 17 (Interface Requirements)	Microsoft Excel (.xls or .xlsx)
D.18	Attachment 18 (Data Conversions)	Microsoft Excel (.xls or .xlsx)

## Section B: Scope of Project

### B.1 Project Scope – Overview

The overall scope for the project is defined in Sections B2 – B4 below. Scope includes software, implementation, project management, and other ongoing services. The overall functional scope includes the following business areas:

ERP Implementation Scope		
Financials - Phase 1	HR/Payroll - Phase 2a	Extended HR - Phase 2b
Accounting (including Project & Grant Accounting)	Position Control	Personnel Evaluations
Purchasing/Bid & Quote	Recruitment	Risk Management
Accounts Payable	Onboarding	Training/Certifications
Accounts Receivable	Personnel Actions	Discipline
Treasury/Cash Management	Employee File	Grievances
Capital Asset Management	Time Entry	Public-Facing Data Portal
Budget and Planning	Payroll	
Contract Management	Benefits Management	
Vendor Self-Service	Employee Self-Service	

### B.2 Project Goals

Within each individual scope category, the City expects to use this project to not only implement software, but also implement significant changes to City policy or business process. The City expects that the selected vendor will understand its goals and will assist in achieving these goals.

**B.2.1 Accounting / General Ledger and Project/Grant Accounting.** The City may use this project as an opportunity to completely redesign and simplify the chart of accounts. In addition, the City is looking forward to using the new system to help automate and streamline processes, eliminate use of shadow systems to track project/grant or managerial data, and leverage reporting tools that provide current, accurate, and relevant data to managers.

*Project Goals:*

- Reduce reclassifications and other financial corrections through business process rules and segment relationships at the input level
- Reduce the use of spreadsheets at the department level to track capital projects, budget availability and other reporting needs
- Use the system for accurate and timely reporting on financials and budgets
- Use the system for reporting needs at the department and/or division level
- Adopt a formal closing process that is timely and does not affect other financial processing
- Implement a more efficient project accounting process
- Implement a more efficient grant management process
- Utilize internal cost allocations that can require specific costing information to be identified prior to processing the allocations

- Support City reorganizations and maintain historical information
- Processes are supported by integrated workflow processes including required documentation for backup
- Track and expand added categorizations/reporting requirements related to GASB pronouncements

**B.2.2 Budget Preparation** – The City currently uses ClearGov for budget preparation and open data purposes. The City will use the ERP system to manage the development of both operating and capital budgets, as well as the preparation of the budget book via the system itself or through interface with ClearGov. Using data from the system, the City expects the system to provide forecasting, analytic, and scenario planning tools to help City officials decide on allocation of resources. In addition, the City expects to use the budget tool to prepare long-term forecasting for the City that projects and analyzes expense and revenue trends, expected capital expenditures, capital needs, and other cost and revenue drivers for the organization.

- **Operating Budget** – The City will prepare an operating budget that includes a position budget, multi-year contract/grant awards, and council initiatives/pledges. Departments will submit budget requests in the system for consideration into a Citywide budget. Within each fund, budgets will be displayed by both department and division.
- **Capital Budget** – The City will prepare both a capital budget and multi-year capital improvement plan (CIP) that includes multi-year contract/grant awards and master plan projects.

*Project Goals*

- Automate reporting functionality using the system
- Use the system to enter budget requests
- Automate the budget approval process
- Automate the creation of a budget book
- Develop a program budget
- Improve project budgeting
- Simplify dealing with grants on different fiscal years than the City
- Automate connection of grant revenues to grant expenditures
- Reduce the use of spreadsheets by utilizing the system to perform budget analysis
- Develop an annual budget book to increase transparency and public consumption using system generated reports and documents
- Develop a 5-year capital improvement plan (CIP)

**B.2.3 Purchasing / Accounts Payable** – The City operates with a decentralized purchasing function. For accounts payable, the City will implement best practices featuring electronic workflow, modern security and internal controls, and efficient processes.

*Project Goals:*

- Improve and automate the entire procurement purchase process including bid and contract management
- Utilize City sourcing thresholds for all procurement processes
- Provide automated integrated workflow review and approval for all procure to pay processes
- AP is directly integrated to capital assets, project and grant accounting

- Reduce direct payment of invoices and require approval before purchase is made
- Reduce the time to pay vendors
- Improve and standardize data collection on specific types of invoices (e.g., travel, CIP, employee reimbursements, tuition reimbursements, retention release, refunds)
- Increase the number of vendors paid electronically, after Council approval of warrant
- Automate and increase transparency in the purchasing card function and p-card reconciliation
- Implement modern systematic matching processes
- Utilize vendor and user self-service
- 

**B.2.4 Accounts Receivable / Treasury / Cash Management** – Having an integrated system that all departments and divisions can use to manage treasury and cash receipts functions will allow the City to take an enterprise approach to accounts receivable. With the system, divisions without a specialized billing system will be able to utilize the ERP system for miscellaneous billing, aging, cash receipts, and reporting. For divisions with a detailed billing system, the ERP system will provide an interface so that all billings and cash receipts can be aggregated in one system.

*Project Goals:*

- Implement an integrated accounts receivable, cashing and cash management system
- Implement a real-time system that eliminates the need for batch processing
- Consistent workflow that is built-in in an integrated manner to the processes that allows for data validation real-time
- Develop an interface to automate exchange of information from ERP revenue and other external systems
- City-wide access to central digital payment records, rather than having to look in multiple locations or having to request information from the cashier
- Provide currently existing automated interest revenue allocation functionality
- Provide or Interface to newly implemented Debtbook Debt Management system
- Automated bank and credit card reconciliations
- Improve daily cash management activities
- Bill and calculate penalty and interest charges
- Automated statement generation
- Integrated collection and payment capabilities
- Ability to track developer agreements and deposits with service agreements that go with them (master child tracking) and provide means to bill for additional funds when the deposit balance is zero.
- Automatic generation of bills based on the milestones and billing language in the City agreements

**B.2.5 Capital Assets / Asset Management**– The City has a need for both basic capital asset reporting to satisfy accounting standards and for a tool to assist staff with managing those assets. Capital asset functions are managed together between the Finance Department and the departments that control the assets. The City is seeking an enterprise system that can serve as the system of record for both capital and non-capital assets across departments.

*Project Goals:*

- Track all assets in one system
- System can align with other City asset systems related to the asset file
- Capitalize project costs from project accounting or procurement and include both contracted and internal costs
- Track all life-cycle activities of City assets
- Integrate to GIS
- Track and expand added asset categorizations related to GASB pronouncement
- Interface with City's facility management system (Cartegraph)

**B.2.6 Position Control** – With position control, the City expects to define unique position numbers in the system and associate positions with job classifications that will maintain information across a number of similar positions (such as salary grade/step, bargaining unit, benefit information, etc.). The City also expects a position control system to enforce position budgets and maintain historical information on positions as they are modified and re-classified over time.

*Project Goals:*

- Define positions and job classifications that allow for efficient administration of personnel budget and position control
- Centralizing position control and budget monitoring
- Automate position requisition process including the ability to add staff development costs, equipment costs and position funding.
- Track position history and reclassifications

**B.2.7 Human Resources** – Implementation of an integrated and modern human resource system for the City will provide many benefits and allow the City to automate processes, bring approvals into the system, eliminate redundant tracking and storage of forms, utilize system tools for greater efficiencies, and provide additional benefits to employees. With the initial implementation, the City will focus on establishing a core human resource system that provides electronic employee file, electronic personnel actions, requests for additional pay (e.g., acting/working out of class pay, bilingual pay, cell phone allowance, admin accrual rate changes, extended vacancy pay, parental leave, pregnancy leave, or workers comp), improved onboarding experiences for new employees, and an interface to the City's third-party benefit management system. Additional functionality for more advanced human resource management will be deferred to a later phase. The City will evaluate functional responses related to Recruitment but may maintain NeoGov and interface to the chosen ERP system.

*Project Goals:*

- Use the system to manage one shared employee file between the human resources department and an employee's division
- Implement electronic personnel action form
- Centralized tracking of employee certifications and ongoing requirements to maintain certification
- Document tracking and inquiry available to all City management personnel available on Dashboards for all personnel actions (which payroll they will affect)
- Position requisitioning that is supported by an automated workflow approval
- Interface to NEOGOV, to onboard new hires
- Eliminate redundant onboarding process between NeoGov and ERP HR



- Eliminate manual calculations for changes to pay rates, etc.
- Interfacing between benefit providers and the ERP system
- Integrated employee performance evaluation
- Provide Open enrollment elections and life-event benefit changes, including links to benefit provider websites for brochures and additional information
- Centralization of all benefits information in the integrated system
- Tracking all position-related trainings (lifeguard, CPR, etc.) internal to the system
- De-centralized tracking of city-provided related training
- FMLA Case Management capabilities and tracking other long-term and short-term leaves
- Provide reports and data need for non-discrimination testing and compliance reporting

**B.2.8 Payroll / Time Entry** – In addition to moving to a new payroll system, the City will use this project as an opportunity to modernize the payroll process and remove redundant work and improve data collection. In implementing a new time entry and payroll process, the City will also focus on simplifying the process and will use opportunities prior to go-live to simplify payroll rules.

*Project Goals:*

- Implement time-entry processes for employees utilizing electronic timesheet or other electronic time collection device or systems
- Reduce unnecessary error correction with payroll
- Ability for employees to charge labor costs to project, grant and program
- Reporting integrations for bank, tax, and benefits
- Provides automated workflow for timesheet and changes to schedules and defined work weeks
- Support various shifts such as 4 day-10 hours shifts, 5 day – 8-hour shifts, variable shifts and compressed workweek shifts of 9 day – 80-hour weeks that begin at different times of the day.
- Integrate Employee Defined Workweek for any continuous 168 hour period into shifts, schedules and timesheets. For non-exempt employees, overtime is the hours worked over 40 hours during a defined work week. For exempt employees, their shift hours (full-time, half-time, three-quarter time are paid regardless of how many hours are worked.

**B.3 Technical Scope**

The City expects the scope of products and services to cover the following technical components.

Technical Scope	
Software as a Service Technical Elements	Implementation Technical Elements
<ul style="list-style-type: none"> <li>• Security Administration</li> <li>• Hosting / SaaS Services</li> <li>• Disaster Recovery</li> <li>• Operational Support</li> <li>• Application Administration</li> <li>• Application Support</li> <li>• Application Upgrades</li> </ul>	<ul style="list-style-type: none"> <li>• Data Conversion</li> <li>• Report/Dashboard Development</li> <li>• Interface Development</li> <li>• Custom Reports</li> <li>• Custom Development (if necessary)</li> </ul>

<ul style="list-style-type: none"> <li>• Application Roadmap/Enhancements</li> <li>• SLA Monitoring and Reporting</li> </ul>	
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## B.4 Project Timeline

The City expects to be ready for implementation in February 2024. Assuming a January 2024 start, proposers should communicate realistic timelines to both successfully implement the ERP system and to guide the City in achieving its stated goals. The City has identified the following target schedule but expects future conversations around go-live dates and phase duration as part of the evaluation process.

Phase	Functions	Duration
1	Finance/Budget	January 2024 to January 2025
2 a and b	Human Resources/Payroll	June 2024 to June 2025

## B.5 Implementation Approach

The City understands that each proposer may take a different approach to implementation. However, to better compare different approaches and to ensure that essential components of the implementation are proposed, the City requires that all vendors use the definitions below when describing implementation activities. Similarly, the City will require that vendors provide tasks in their response to meet both the requirements and deliverables contained below. When completing responses required in Section C of this RFP, use definitions listed within the section. In the event that proposed activities overlap multiple stages, select the stage that best applies.

**B.5.1 Project Management** – Vendor will be responsible for providing overall coordination and management to the project including governance support, schedule management, issue and risk mitigation, project communications, contract management, and quality assurance. Specific deliverables expected during this stage include:

- Project charter / guidelines / Vendor-City RACI
- Project plan
- Status reports
- Requirements traceability

**B.5.2 Knowledge Transfer** – Vendor will be responsible for ensuring that the City’s core team has sufficient knowledge and understanding of the software to properly participate in the project and subsequent system and business process design discussions. The knowledge transfer stage will include all core team training. Specific deliverables expected during this stage include:

- Project team training plan
- Generic system documentation

**B.5.3 System Design** – Vendor will be responsible for facilitating process to define how the system will be used to meet the City’s business process requirements and project goals. As part of the design, the City expects to engage in discussions around how to use the system most effectively, what changes in business process are required and to document configurations, interfaces, reports,

workflows, and security roles. Specific deliverables expected during this stage include:

- Business process and system analysis and design decision
- Business process design documentation

**B.5.4 Build** – After completing design and after the City has made decisions on both business process and system configurations, the City expects that the vendor and City staff will work collaboratively on building the system. All activities related to system configuration, interface development, report creation, or other build tasks should be included in this stage. Specific deliverables expected during this stage include:

- As-built documentation
- Test scripts based on business process scenarios (use case)

**B.5.5 Testing** – Throughout the process, the City expects to engage in the execution of a formal test plan. The test plan will be developed during the project and include testing approach, roles and responsibilities for testing, and clear deadlines and expectations around testing effort. The City expects to engage in detailed conference room pilot testing, unit testing, regression testing, integration testing, performance testing, parallel testing (payroll), and user acceptance testing. Specific deliverables expected during this stage include:

- Testing plan
- Sample or initial test scripts
- Testing results reporting
- Requirements traceability

**B.5.6 Go Live / Support** – At time for go-live, the City expects that the vendor will assist with end-user training, work to prepare a cutover plan, and assist with the transition to the new software. Included with go-live could also be assistance for after go-live with management of help-desk type functions. Specific deliverables expected during this stage include:

- Training plan
- End-user training materials
- Cutover plan

**B.5.7 Project Closure** – After go-live, the City expects that the vendor will provide assistance with management of help-desk type functions, troubleshooting of issues, and supporting live operations. In addition, the City expects to formally close each phase of the project with a final acceptance process that includes sign off on requirements, resolution of outstanding issues and verification that scope of implementation activities was complete.

- Final acceptance documentation

## **B.6 Interfaces**

The following information is intended to address current applications and Third-Party Systems (TPS) used by the City for major business functions. Information about their replacement or interface is provided in detail in **Attachment 17 (Interface List)**. All systems listed in Attachment 17 (Interface List) are assumed to be in scope for replacement or interface to the new ERP system. The City intends to discuss the future

use of these applications, or their replacement, during software demonstrations and contract negotiations. However, Proposers should complete Attachment 17 (Interface List) to the best of their ability based upon the instructions provided and submit with other attachments as part of the RFP response.

Functional information regarding possible responses has been provided in the table below for your convenience. Please read carefully and respond thoughtfully as interfaces to the City’s existing systems and/or their replacement is critical to project success.

<b>Attachment 11 (Interface List)</b>	
<b>Column E: Available Responses</b>	
Replace w/ERP	System is replaced with functionality native to the new the ERP
Replace w/New TPS	System is replaced with a new Third-Party System (TPS) proposed as part of the new solution
Keep	Keep the current system and build a permanent interface as part of the project
<b>Column F: Available Responses</b>	
Inbound Only	Data will be pulled from the TPS into the ERP System
Outbound Only	Data will be pushed from the ERP System into the TPS
Bi-Directional	Data will be pushed from the ERP System into the TPS and pulled from the TPS into the ERP System
<b>Column G: Available Responses</b>	
Temporary	Interface will be needed for limited amount of time during the project but will not be necessary after the project is completed
Permanent	Interface will be needed for the lifetime of the ERP System
<b>Column H: Available Responses</b>	
Real-Time	Data is transferred instantaneous
Hourly	Data is transferred, at a minimum, every 60 minutes
Daily	Data is transferred, at a minimum, every 24 hours
Weekly	Data is transferred, at a minimum, every 7 days
Monthly	Data is transferred, at a minimum, every 30/31 days

## B.7 Data Conversion

The City understands the level of effort required to convert data and is interested in converting at least 10 years of Financial Data to provide ACFR reporting and all HR/payroll information for employees whether active, on leave or terminated to comply with CalPERS reporting requirements Proposers are required to complete Attachment 18 (Conversions) and indicate the proposed data conversions that are included in scope.

## B.8 Project Staffing

The City will make every effort to staff the project appropriately and understands that staffing a project is important to its success. The City has identified an Executive Steering Committee that will be responsible

for overall guidance of the project. The City will identify lead roles for each of the functional areas to take responsibility for overall business process decision making. Each lead will work to coordinate additional subject matter experts from throughout the organization and make up small teams of individuals that represent key stakeholder groups. The City expects the following teams for the project:

- Accounting/Chart of Accounts
- Projects and Grants
- Procure to Pay
- Accounts Receivable
- Cash Receipting/Treasury
- Assets
- Budget
- Human Resources
- Benefits
- Time Entry/Payroll
- Contract/Risk Management

<b>City Staff Participation</b>	
<b>Assumed Role</b>	<b>Maximum Participation (FTE)</b>
Project Managers	1.0 FTE
Core Team Leads	.50 to 1.0 FTE Each
Core Team Members	.50 FTE Each
Technical Resources (Network / DB)	As needed

### **B.9 Statement of Work**

The City will require the development of a detailed statement of work, including a high-level project plan, prior to contract signing. The statement of work will include and describe at least the following and may include additional items the City deems necessary:

- Project scope
- Project milestones
- Project deliverables
- High level project schedule (listing of phases and go-live dates)
- Project resources
- Project roles and responsibilities
- Quality assurance and testing procedures
- Project change control procedures

### **B.10 Number of Users by Department-Division**

It is difficult for the City to envision exactly who will use the system as implementation of the system will result in a major change in the way that the City does business. However, proposers should plan on having all City departments with access to the system for at least a few users to enter transactions. The following user counts include expected employees and primary system users within each City department. Proposers should plan to provide sufficient system access for the City to fully implement their desired business processes. Proposals should include services to complete implementation and any appropriate

training services to prepare all City staff for using the system. (Note: Employees are counted in multiple columns).

<b>City Users</b>				
<b>Department-Division</b>	<b>Total Employees</b>	<b>Contributors</b>	<b>Approvers</b>	<b>Viewers</b>
CMD-CITY COUNCIL	5	0	0	5
CMD-CITY MANAGER	5	3	2	0
CMD-ASSISTANT CITY MANAGER	1	0	1	0
ASD-ADMINISTRATIVE SERVICES ADMINISTRATION	2	1	1	0
ASD-CITY CLERK	9	4	2	3
ASD-HUMAN RESOURCES	12	10	2	0
FIN-FINANCE ADMINISTRATION	3	2	1	0
FIN-REVENUE MANAGEMENT	5	4	1	0
FIN-ACCOUNTING/PAYROLL	7	6	1	0
FIN-INFORMATION TECHNOLOGY	8	1	2	5
CSD-COMMUNITY SAFETY ADMINISTRATION	2	1	1	0
CSD-PUBLIC SAFETY	3	2	1	0
CSD-NEIGHBORHOOD AND BUSINESS SAFETY	14	1	3	10
HRSR-HUMAN SERVICES & RENT STABILIZATION ADMIN	2	1	1	0
HRSR-SOCIAL SERVICES	7	2	2	3
HRSR-STRATEGIC INITIATIVES	5	1	1	3
HRSR-RENT STABILIZATION	13	5	1	7
PDS-PLANNING & DEVELOPMENT SERVICES ADMIN	6	5	1	0
PDS-CURRENT AND HISTORIC PRESERVATION PLANNING	10	0	1	9
PDS-LONG RANGE PLANNING	9	0	1	8

PDS-BUILDING AND SAFETY	10	0	1	9
DPW-PUBLIC WORKS ADMINISTRATION	1	0	1	0
DPW-FACILITIES AND FIELD SERVICES	22	6	3	13
DPW-PARKING	9	2	2	5
DPW-ENGINEERING	7	1	3	3
COM-COMMUNICATIONS ADMINISTRATION	2	1	1	0
COM-MEDIA & MARKETING	8	0	2	6
EDD-ECONOMIC DEVELOPMENT ADMINISTRATION	2	1	1	0
EDD-ARTS	7	1	2	4
EDD-BUSINESS DEVELOPMENT	2	0	1	1
EDD-PROPERTY DEVELOPMENT	2	0	1	1
DIA-DEVELOPMENT IMPACT ADMINISTRATION	2	1	1	0
DIA-URBAN DESIGN & ARCHITECTURE STUDIO	4	0	1	3
CSD-COMMUNITY & LEGISLATIVE AFFAIRS	8	2	2	4
CSD-COMMUNITY SERVICES ADMINISTRATION	2	1	1	0
CSD-RECREATION SERVICES	79	4	3	72
CSD-EVENT SERVICES	5	3	2	0

### B.11 Number of Users by Function

The table below provides an estimate of the number of expected City users by each system function. The numbers below include primary system users and exclude anyone that would only be using the system for self-service, workflow approval, or report inquiry tasks.

City Users		
Type of User	Primary System Users (Core Division)	Primary System Users (Operating Division)

Accounting & General Ledger	15	126
Project & Grant Accounting	15	126
Budget Preparation & Management	5	55
Purchasing/Accounts Payable	10	126
Contract/Risk Management	5	126
AR/Treasury & Cash Management	10	VIA INTERFACES
Capital Assets	4	FLAGGED FROM PURCHASING
Human Resources	7	126
Time Entry	4	300
Payroll	4	VIA EMPLOYEE SELF SERVICE

## Section C: Detailed Submittal Requirements

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance, and clarity of content. Proposals must address the following questions and contain the following sections.

### C.1 Summary and Overall Scope

**C.1.1 Proposal Section 1.0 – Introduction:** The introductory material should include a title page with the RFP name, name of the proposer, address, contact information, the date, a Letter of Transmittal, and a Table of Contents. The executive summary should be limited to a brief narrative (less than 3 pages) summarizing the proposal.

- 1) Complete Attachment 1 (RFP Submittal Checklist)
- 2) Complete Attachment 2 (Signature Page)
- 3) Complete Attachment 3 (Proposer Statement)

**C.1.2 Proposal Section 2.0 – Proposer Team:** This section of the proposal should identify all firms included in the proposal and any necessary third-party products/firms required or recommended for the City.

**For all firms of all firms providing software or professional services as part of this proposal:**

- 1) Identify and provide a concise summary of software or professional services as part of this proposal
- 2) Provide a statement of income, a balance sheet and a statement of changes in financial position, including notes, prepared by an independent Certified Public Accountant. The financial statements should be as of the period ending on the last day or your most completed financial information should be marked Confidential



- 3) Provide a statement of whether or not the firm is involved in any current or pending litigation, and if so, the name of the lawsuit, the court in which the lawsuit is assigned/pending, the case number and a brief description of the firm’s course of action
- 4) Identify all contract documents that would be required if the proposal is identified as finalist
- 5) Provide the firm’s current evidence of insurance. Indicate the firm’s ability and agreement to fulfill the indemnification and insurance requirements as outlined in the attached sample contract

**C.1.3 Proposal Section 3.0 - Functional Requirements:** This section describes the software and implementation scope of the overall project and the requirements for each functional area. Responses to the functional requirements should be completed to identify the capability of the software and the scope of the implementation.

<b>Functional Requirements Responses</b>	
<b>Column E: Available Responses</b>	
Y	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
N	Requirement Not Met with Proposal
I	Need More Information/Discussion
<b>Column J: Available Responses (if (Y-ND Selected in Column E)</b>	
F	Feature Schedule for Future Release in Generally Available Software
E	Feature Developed as Enhancement for this Project

**6) Complete Attachment 15 (Functional Requirements)**

- Failure to provide some requirements or excluding some requirements from scope will NOT eliminate the proposer from contention. The City will evaluate the proposal as a whole including price/value comparisons when evaluating proposals.
- The requirements responses submitted will become part of the agreement. Proposers are expected to warrant the delivery and configuration/implementation of all positive responses (every response except “N” and “I”).
- The City will clarify any requirements with the response of “I” during the implementation interviews and software demonstrations. Immediately following this meeting, proposers would be expected to re-submit Attachment 15 (Functional Requirements).
- For requirement responses other than “N” or “I” proposers must indicate the module or product that is required to meet the requirement.
- For requirement responses other than “N” or “I” proposers must indicate the phase of the project that the functionality will be implemented.
- All responses which are marked Y or Y-ND will be considered to be included in the scope, and the cost proposal and all other information submitted in this proposal should reflect this.

- For functionality that is not currently available and not available for viewing at a demo, but that will be in scope for the project either as generally available features in a future release or as a customization, modification, or enhancement specific for this project, proposers should indicate a response code of Y-ND and provide additional explanation in column J. All customizations will continue to be supported, provided the City has an active license.

## C.2 Software Proposal

**Proposal Section 4.0 – Software Products:** This section should provide information on the proposed software scope, and functional description of the software.

- 1) **Complete Attachment 4 (Software Background) for each software product included in the proposal**
- 2) **Complete Attachment 5 (Detailed Software Products)**
  - List and describe all proposed software products that will be delivered as part of the project, including third party products
  - Identify any licenses, hardware, or other products not included in this proposal that would be required to operate any of the proposed solutions contained in this proposal.
  - Describe the technical environment necessary for this software for any products that are to be hosted by the City
  - Identify the security standards maintained in the data center and with the software. Please provide information on certification or audit process for each.
  - Provide information on proposed disaster recovery services.

**Proposal Section 5.0 – Technical Requirements:** This section of the proposal should identify any technical requirements for operating the system and describe the key attributes of the vendor’s proposed delivery services.

- 1) **Complete Attachment 6 (Hosted Requirements)**
- 2) **Complete Attachment 7 (SaaS)**
- 3) **Complete Attachment 8 (Proposed Service Level Agreement)**
- 4) **Describe Client Workstation/Device Requirements**
  - Operating system
  - Hardware (CPU, RAM, Video, Hard Drive)
- 5) **Describe proposed services for hosting including:**
  - Information on the specific hosting services provided
  - Service desk support services
  - User Setup, Authentication and Management processes
  - Application support and support request portal
  - Operational support services
  - Technology infrastructure services
  - Disaster recovery
  - Will all products (including third party products) be hosted through the same provider?

- Will the City need to host anything on its servers? If yes, what would be required?

**6) Describe proposed services for SaaS including:**

- Where is the data stored?
- Where is data processed?
- What security certifications and accreditations does the cloud service provider hold?
- What measures does the cloud service provider have in place to protect against data breaches?
- Does the cloud service provider have a documented incident response plan in case of a security breach or other emergency? If yes, please describe.
- How does the cloud service provider monitor and log access to data, and what processes are in place for auditing and reviewing these logs?
- What security measures does the cloud service provider have in place for their own employees, such as background checks, security training, and access controls?
- How does the cloud service provider manage software updates and patches, and what processes are in place for verifying the security of new software releases?
- What measures does the cloud service provider have in place to protect against external threats, such as malware or cyber-attacks?
- What processes does the cloud service provider have in place for continuous security monitoring and assessment to ensure the ongoing protection of customer data?
- What measures does the cloud service provider have in place to manage security risks associated with third-party services and integrations?
- What type of backup and disaster recovery solutions does the cloud service provider offer, and what is the backup frequency?
- How does the cloud service provider ensure the reliability and durability of backups, such as through data redundancy or snapshots?
- How long does the cloud service provider keep backups and snapshots available, and what are the retention policies for deleted or expired data?
- What processes does the cloud service provider have in place to test and validate backup and disaster recovery procedures, and how often are these tests performed?
- How does the cloud service provider handle data restoration in the event of a disaster, and what is the expected recovery time for different types of data?
- Does the cloud service provider offer options for disaster recovery in different geographic locations, and what are the limitations associated with these options?
- How does the cloud service provider ensure the security and privacy of backup data, and what measures are in place to prevent unauthorized access?
- What processes does the cloud service provider have in place for managing customer data, including data deletion and data retention policies?
- How does the cloud service provider protect against unauthorized access to customer data, including measures to prevent insider threats?

- Does the cloud service provider perform regular security audits and penetration testing to identify and address vulnerabilities?

**7) Describe System Maintenance**

- What is the frequency of new releases and enhancements?
- Describe the upgrade delivery schedule (major release, minor release, hotfixes) and the deployment process
- Provide a sample of new release documentation and any associated test plans

**8) Confirm your acceptance of the following contract terms related to any software contracts resulting from this RFP. If the following terms are not accepted, please provide an alternative proposal.**

- **Additional Users and Modules** - The City will require “price protection” for a minimum of three (3) years from the effective date of the agreement for additional City users and modules that are listed in the proposal but are not initially purchased.
- **Audit/Growth Fees** – Pricing for the software’s initial term will be free from any expansion fees or reconciliations resulting from vendor audit of user counts.
- **Hold Harmless** – Vendor shall hold harmless, defend and indemnify City and its officers, employees, agents, and volunteers, from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor’s performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of City.
- **License/Hosting/Support/Maintenance Fees** – Pricing after the initial term shall not annually increase by more than Los Angeles-Long Beach-Anaheim, CA Urban Earners and Clerical Workers CPI-W Index CWURS49ASA0 as published by the US Bureau of Labor Statistics not to exceed seven percent. In the event of a negative CPI, no increase shall take place.

### **C.3 Professional Service Proposal**

**Proposal Section 6.0 – Implementation Team:** This section should describe the proposed project team including the consultants proposed to provide services for the City.

- 1) Identify the proposed project team including the firms responsible for implementation, and any key consulting team members that will be providing services to the City.**
  - How many staff will the vendor have assigned to the project?
  - Approximate dedication to the project of each resource and approximate time work will be completed on-site vs. off-site
  - Major roles and responsibilities for each resource
- 2) Complete Attachment 9 (Professional Services Background) for each firm involved with the project**
- 3) Complete Attachment 10 (Reference Form) for each firm involved in the project**
- 4) Complete Attachment 14 (Level of Effort) - When completing Attachment 14 (Level of Effort), please refer to definitions found in section B.5 of this RFP.**

**Proposal Section 7.0 – Implementation Approach:** This section should describe the proposed implementation plan. Proposers should reference Section B for more information on the project scope, goals, and implementation effort.

- 1) Provide a detailed plan for implementing the proposed system. This information must include:**
  - Proposed phasing for roll-out of proposed system
  - Explanation of advantages AND risks associated with this plan.
  - Confirm completion of key tasks and deliverables as defined in section B.5 of this RFP.
  - Description of implementation tasks and activities
  - Description of key deliverables (and how they relate to the implementation approach and activities)
- 2) Complete Attachment 11 (Project Management Expectations)**
- 3) Complete Attachment 12 (Deliverable Expectations)**
- 4) Explain proposed project management services including:**
  - Role of the vendor project manager
  - Use of project collaboration site
  - Expected role of the City project manager
  - On-Site presence of vendor project manager
  - Proposed quality assurance procedures
- 5) Explain the expected City staffing for the project including:**
  - Assumed participation in the project (average portion of FTE). This should include all time spent working on the project (including time spent with and without vendor consultants)
  - Assumptions about prior skills / competencies of resources
- 6) Identify interfaces**
  - Please confirm your understanding of the interfaces included in the scope and identify how you have proposed meeting each requirement
  - **Complete Attachment 17 (Interface List)**
- 7) Identify proposed data conversions**
  - Provide information on the scope of the data conversion and the approach for migrating data to the new system
  - If migrating mid-year (Payroll go-live not January 1<sup>st</sup> or Financial go-live not July 1<sup>st</sup>, describe how calendar/FY reporting is done and how annual state and federal reporting requirements are met. What level of detail is available on converted data?
  - Identify City role in assisting to convert data
  - Describe how prior 10-year financial reporting is done for ACFR?
  - **Complete Attachment 18 (Data Conversion)**
- 8) Identify proposed Training**
  - Please describe the training sessions for project team members from configuration and setup through go-live and the time commitment for City Staff
  - Please provide information on post-implementation training including online resources, user conferences, user groups,

- State whether or not online help can be customized to help users understand data entry conventions or to clarify or add to process documentation and checklists
- Does online help include “How-to Guides and other training materials that can be downloaded
- Are there end-user training videos or materials?

**Proposal Section 9.0 – Implementation Terms and Conditions:** This section asks for proposers to accept key terms and conditions for the project.

- 1) **Complete Attachment 13 (Key Contract Terms)** to confirm your acceptance with key contract terms related to both software agreements and consulting services. If the following terms are not accepted, please provide an alternative language in the proposal.
- 2) **City Standard Contract. Upon completion of the evaluation and recommendation for award, the selected Proposer will be required to execute an agreement with the City, a sample of which is included as Attachment 20.**

**Proposal Section 10.0 – Post-Implementation Support:** The proposal must specify the nature of any post-implementation and on-going support provided by the proposer including:

- Days of on-site support after go-live
- Other on-site support after go-live (month end, quarter end, year-end, open enrollment, etc.)

**Proposal Section 11.0 – Essay Questions:** The City has some unique business process needs that it would like addressed as part of this RFP. Proposers are required to answer the following questions with as much detailed information as possible. Proposers are strongly encouraged to make sure that the response answers the question and is not comprised of marketing material:

- 1) The city has spent significant time analyzing all of the functional areas within the scope of this RFP and identifying their functional/technical requirements by identifying areas of inefficiency, redundancy and extensive manual effort. Describe how these requirements will be leveraged during the system design to facilitate the business process improvements the city expects to result from this RFP.
  - What best business practices are built into the software? What key elements are the most important in how effective the City will be at changing business processes to fit these best (improved) practices?
  - In the proposer’s experience working with other similar organizations, how often are significant business process improvements realized? As part of the proposer’s response, list examples of how previous clients realized significant business process improvements.
  - How have you helped clients change methods, and not just software?

- How will you design new business processes and identify the resulting changes that are necessary (i.e., avoid problems because of unforeseen conflicts, missing items, etc.)?
- 2) Capital Budget and Project Accounting are critical areas of functionality for the City. Describe how your software accommodates multi-year projects that involve multiple funds and departments and require that expenses, including labor, materials, equipment charges and overhead, be allocated to specific projects.
- How can the capital budgeting functionality as proposed be configured to support a long-term capital improvement program and a short-term capital budget. How do changes to one affect the other?
- 3) The City utilizes two main systems that they have found to provide significant functionality and that have improved business processing since their implementation. These two systems are NEOGOV for recruitment and ClearGov for budgeting. Please describe how some of your live clients have successfully interfaced with NEOGOV and ClearGov. Discuss the intricacies of how the interface with these two systems impacts processing human resources and budget respectively with your proposed software.
- Have you had clients that have replaced either of these two systems with the native functionality of your proposed software?
  - Explain if these proposed interfaces will impact access to real-time data.
  - Will the transfer of data require human intervention, or will the transfers be seamless between the systems?

**Proposal Section 12.0 – Exceptions to the RFP:** All requested information in this RFP must be supplied. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section, and a written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the City, and the description of the advantages or disadvantages to the City as a result of the exceptions.

#### **C.4 Price Proposal**

**Proposal Section 13.0:** Proposers should submit price proposals using the format provided in Attachment 16 (Cost) to this RFP.

##### **1) Complete and submit Attachment 16 (Cost)**

- All pricing must be submitted as fixed by milestone. Costs listed as “to-be-determined” or “estimated” will not be scored.
- Identify major milestones as part of the project. It is required that costs will be invoiced upon completion of major milestones. Please provide a schedule of all payments necessary to complete the proposed scope.
- All service costs must be provided on a task or completion basis with costs assigned to each milestone, deliverable and/or task. Proposers are required to fill in deliverables and tasks under the provided headers (project initial knowledge transfer, process analysis/system design, system build, testing,

training, and closure). Additional detail may be provided to further explain deliverable/task costs.

- Proposers should include all software modules and state any limitations on module use. If no limitations are listed, the City will consider that pricing is based on full enterprise-wide access for the City.
- Proposers must submit implementation costs as fully loaded rates that include all necessary travel or other expenses. By submitting a proposal, all proposers acknowledge that all pricing (including travel) must be a fixed fee or included in the implementation milestones.
- Proposers should include the cost of any licenses, hardware, or other products not included in this proposal that would be required to operate any of the proposed solutions contained in this proposal.



## Section D: Attachments

### D.1 Attachment 1 (RFP Submittal Checklist)

<b>Submittal Checklist</b>		
<b>Section</b>	<b>Item</b>	<b>Submitted</b>
1)	<b>Introduction</b>	
	<ul style="list-style-type: none"> <li>• Attachment 1 Checklist</li> <li>• Attachment 2 Signature Page</li> <li>• Attachment 3 Proposer Statement</li> </ul>	
2)	<b>Proposer Team</b>	
	<ul style="list-style-type: none"> <li>• Attachment 19 Scope of Proposal</li> </ul>	
3)	<b>Functional Requirement</b>	
	<ul style="list-style-type: none"> <li>• Attachment 15 (Excel)</li> </ul>	
4)	<b>Software Products</b>	
	<ul style="list-style-type: none"> <li>• Attachment 4 Software Background</li> <li>• Attachment 5 Detailed Software Products</li> </ul>	
5)	<b>Technical Requirements</b>	
	<ul style="list-style-type: none"> <li>• Attachment 6 Hosted Requirements</li> <li>• Attachment 7 SaaS</li> <li>• Attachment 8 Proposed Service Level Agreement</li> </ul>	
6)	<b>Implementation Team</b>	
	<ul style="list-style-type: none"> <li>• Attachment 9 Professional Services Background</li> <li>• Attachment 10 Reference Form</li> <li>• Attachment 14 Level of Effort (Excel)</li> </ul>	
7)	<b>Implementation Approach</b>	
	<ul style="list-style-type: none"> <li>• Attachment 11 Project Management Expectations</li> <li>• Attachment 12 Deliverable Expectations</li> <li>• Attachment 17 Interface List (Excel)</li> <li>• Attachment 18 Data Conversion (Excel)</li> </ul>	
8)	<b>Implementation Terms</b>	
	<ul style="list-style-type: none"> <li>• Attachment 13 Key Contract Terms</li> <li>• Attachment 20 City Contract</li> </ul>	
9)	<b>Price</b>	
	<ul style="list-style-type: none"> <li>• Attachment 16 Cost (Excel)</li> </ul>	

**D.2 Attachment 2 (Signature Page)**

The undersigned proposer having examined this RFP and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that the proposer will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that the proposer will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as proposed.

Submitting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Authorized Representative (print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**D.3 Attachment 3 (Proposer Statement)**

By submitting a response, the respondent acknowledges that he/she has acquainted themselves with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the proposer to acquaint themselves with available information will not relieve them from the responsibility for estimating properly the difficulty or cost of successfully performing the work available. The City is not responsible for any conclusions or interpretations made by the proposer on the basis of the information made available by the City.

The following addendums have been acknowledged and are included in our response. Proposals that do not acknowledge addendums may be rejected.

Addendum#	Initials

\_\_\_\_\_  
PRINTED NAME OF AUTHORIZED AGENT (TITLE)

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT

\_\_\_\_\_  
DATE

**D.4 Attachment 4 (Software Background)**

Complete one form for each firm included in the proposal.

<b>Software Background</b>	
Software Product Name:	
Firm Providing Software:	
<b>Software History:</b>	
Current Version of the Software:	
Date of Release for Current Version:	
Date of First Release of Software:	
Identify any Precursor Software Products or Alternate Names for Software	
<b>Current Version</b>	
What Were Top Five Enhancements in Current Version of the Software	1 2 3 4 5
How has Software Changed Over Previous Three (3) Years	Attach additional pages if necessary
Biggest Limitation of Current Software	
<b>Third Party Products:</b>	
List any Third-Party Products embedded in the Software	
List any Third-Party Products Recommended for Use along with the Software	

### D.5 Attachment 5 (Software Background)

Complete one form for each firm included in the proposal. Include all software licenses proposed on the form below providing the following information:

- **Software Product Name.** Provide the name of the software product as it is expected to appear on any license agreements or official product listings.
- **Function.** Describe the function of the software product. If multiple software products share a similar function, be specific on role of the software and what is and is not allowed with each license
- **License Metric.** Define how the software product is licensed. If license is based on quantity, or if the cost of an enterprise license is based on metric, proposers must provide definition for the metric as it appears in contract documentation.
- **Quantity /Access Limitations.** Define any licensed quantities or access limitations to the proposed software.
- **Dependencies.** Define any proposed or third-party products that are required to utilize the software product.

Software Product Name	Function	License Metric	Quantity/ Access Limitations	Dependencies

For each major software product, please answer the following questions:

Requirement	Response	Comment
<b>System Features</b>		
System accessible on mobile device		
System provides app for use on mobile device		
System requires download of any software on device		
<b>Security Information</b>		
System provides role-based security		
System provides role-based security connection to position file (assigning employee to position allows employee to inherit roles of the position)		
<b>System Menus/Dashboard</b>		
System provides role-based menu		
System provides dashboard that can be defaulted to based on a role and then customized by the user to include tiles for workflows, pending approval notifications, Budget-to-Actual comparisons, filled/vacant positions, staff working/using accrued leaves		
<b>Data Entry</b>		
System allows for user-defined fields		

System provides for spell-check for text fields		
System provides audit trail for entered and modified information		
System allows masking data upon entry (sensitive fields)		
System allows designating mandatory fields		
System allows data to be encrypted		

## D.6 Attachment 6 (Hosted Requirements)

\*Attach additional pages if necessary

<b>Updates</b>	
How often is solution updated?	
How much advance notice are customers provided for new updates?	
How long after release of new version are previous software versions supported?	
Are all customers on the same version of the software?	

<b>Authentication</b>	
Does the solution support single sign on or LDAP authentication?	
Does the solution support multi-factor authentication (please explain)?	

<b>Infrastructure</b>	<b>Minimum Requirement</b>	<b>Optimal Requirement</b>
Network Requirements (if necessary)		
Database Requirements (if necessary)		
Application Server Requirements (if necessary)		
Desktop (client) Requirements		
Browser Requirements		

<b>Reporting / Data Access</b>	
Does the solution contain a report writer?	
Does the solution allow third party report writer access?	
Does City have access to all data contained in the solution for report writing? (Please list any limitations)	

**D.7 Attachment 7 (SaaS)**

\*Attach additional pages if necessary

<b>SaaS</b>						
<b>Data Center</b>						
Where are data centers located?						
Are any third-party providers used to deliver PaaS or IaaS services? If so, please list.						
How many environments are proposed?						
<b>Availability</b>						
Provide historical availability for data center for past six months.						
Month	Total Minutes/Hours in Month	Downtime	Scheduled Maintenance	Other Downtime	Total Downtime	% Availability
December 2022						
November 2022						
October 2022						
September 2022						
August 2022						
July 2022						
<b>Updates</b>						
How often is solution updated?						
How much advance notice are customers provided for new updates?						
How long do customers have to test new update?						
<b>Authentication</b>						
Does the system support SSO or LDAP?						
<b>Information Security</b>						
Protections provided for data breach. Please include information on notification process, remedy, and indemnification provided.						
<b>Disentanglement</b>						
Can customer data be exported in non-proprietary format?						



**D.8 Attachment 8 (Proposed Service Level Agreement)**

If hosting services are proposed, please complete the following table identifying proposed service level guarantees. For each service, please indicate the metric used to measure the service quality, the proposed requirement (target for service), and the proposed remedy/penalty if guarantee is not met.

<b>Proposed Service Level Guarantees</b>			
<b>Service</b>	<b>Metric**</b>	<b>Requirement/ Guarantee***</b>	<b>Remedy if Not Met</b>
System Availability* (Unscheduled Downtime)			
System Response (Performance)			
Issue Response Time			
Issue Resolution Time			
Recovery Point Objective (RPO)			
Recovery Time Objective (RTO)			
System Data Restore			
Implementation of System Patches			
Notification of Security Breach			
Please list other proposed service levels			

<b>Proposed Service Level Guarantees</b>	
* Formula used to calculate Availability	
** How is performance against service levels reported to the City	
***Describe process for City reporting issue to the vendor	

### D.9 Attachment 9 (Professional Services Background)

Complete one form for each firm included in the proposal.

<b>Proposer Background</b>						
Company Name:						
Location of corporate headquarters:						
<b>Firm History</b>						
Years of Experience Providing ERP Implementation						
Previous Names/Successor Firms						
<b>Current/Recent Projects</b>						
List up to five (5) current or recent projects that provided relevant experience						
In the past, what has been your firm's target market?						
What is primary lesson learned from recent projects you have adjusted for the City?						
<b>Size</b>						
Number of current (new) implementation clients						
Number of current upgrade clients						
Number of ongoing support clients						
Number of other clients						
<b>Consulting Team</b>						
Size of consulting team						
Average tenure with firm						
Source of recent hires (Where do you recruit for consultants?)						
<b>Consulting Team Experience Matrix</b>						
For all key project team members proposed for the City's project, prepare a matrix showing past experience with relevant clients. Matrix should be similar to the table below:						
Project	Role	Project Manager	Consultant	Consultant	Consultant	Consultant
	Resource	Name	Name	Name	Name	Name
Organization A	X	X	X			
Organization B				X		X
Organization C				X		
Organization D			X			
Organization E		X			X	

### D.10 Attachment 10 (Reference Form)

Please provide at least five (5) references for past projects that include products and services similar to those proposed for this RFP. You should prioritize California City customers if applicable. Please use the following format in submitting references.

#### GENERAL BACKGROUND

Name of Client: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Software Program/Version: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Employees: \_\_\_\_\_ Size of Operating Budget: \_\_\_\_\_

#### PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Financials | <input type="checkbox"/> Budgeting    |
| <input type="checkbox"/> HR         | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Payroll    |                                       |

#### TECHNOLOGY INFORMATION

Hosted? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, hosting provider \_\_\_\_\_

#### IMPLEMENTATION INFORMATION

Project Duration: \_\_\_\_\_

Initial Go-Live: \_\_\_\_\_

Describe Role on Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Challenges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Major Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D.11 Attachment 11 (Project Management Expectations)**

Please respond to each of the following questions and provide your proposed level of service and/or description of service included within your proposal for project management expectations.

<b>Requirement</b>	<b>Response</b>	<b>Comment</b>
<b>Project Manger</b>		
Vendor has identified project manager		
Approximate hours/week from vendor project manager assigned to this project		
Onsite % of project manager		
Other projects the project manager would be assigned to		
Typical Role for Project Manager During Project		
<b>Project Plan</b>		
Complete project plan is a deliverable for approval		
Project plan includes: City and Vendor work tasks		
Project plan includes: Project Resource Assignments		
Project plan includes: Project Deliverables		
What system is project plan developed in?		
Who has responsibility for updating project plan?		
How is project plan status communicated?		
<b>Project Meetings</b>		
Frequency of project management meetings		
Frequency of project team meetings		
Frequency of steering committee meetings		
<b>Status Reports / Issues Log</b>		
Frequency of status reports		
Tool for Tracking Issues / Risks		

### D.12 Attachment 12 (Deliverable Expectations)

Please respond to each of the following questions regarding deliverables during the implementation.

Requirement	Response	Comment
<b>Overall</b>		
All deliverables will be formally approved by the City functional leads and project manager.		
Vendor will track requirements throughout applicable deliverables including design, test, and go-live.		
<b>Knowledge Transfer</b>		
Vendor provides training for project team members prior to implementation on system features		
Format of vendor provided training (web, live, group, etc.)		
Approximate length of training (per functional area)		
Vendor provides system documentation		
<b>System Design</b>		
Vendor documents business process decisions or configuration decisions as part of design process		
Vendor documentation includes recommendations for utilizing the system most effectively		
<b>Build</b>		
Vendor documents as-built configuration settings/code tables used in system		
Vendor provides use cases that can be used for testing configurations		
<b>Testing</b>		
Testing plan provided as a deliverable during the project		
Vendor provides testing scripts during implementation based on City scenarios that can be used during upgrades		
Number of successful parallel payroll tests included in proposal.		
<b>Go-Live</b>		
Vendor provides end-user training materials		
Lead role (vendor/government) for delivering end-user training		
Format of end-user training (asynchronous, web, in-person, etc.)		
<b>Project / Phase Closure</b>		
Vendor provides UAT period of at least 30 days prior to go-live		
Length of final acceptance period after go-live		

### D.13 Attachment 13 (Key Contract Terms)

Confirm your acceptance of the following contract terms related to any software contracts resulting from this RFP. If the following terms are not accepted, please provide an alternative proposal.

Contract / Proposal Requirement	Response
<p><b>Key Personnel</b> - The City requires assurances as to the consistency and quality of vendor staffing for its project. Key points of the City’s key personnel provision include: The City shall have the ability to interview and approve key personnel proposed by the vendor and the vendor key personnel may not be removed from the project without the City’s approval.</p> <p><i>Note: This requirement only applies to consulting services.</i></p>	
<p><b>Warranty</b> – The Proposer will warrant that all work will be performed by an adequate number of qualified individuals with suitable training, education, and experience and that all work performed and all deliverables, including the system itself will conform to the scope and specifications as stated in the eventual SOW, including the vendor responses to the functional requirements for a period extending no less than 45 days after final acceptance.</p> <p><i>Note: This requirement only applies to consulting services.</i></p>	
<p><b>Acceptance</b> – Vendor shall provide final acceptance period after go-live of not less than thirty (45) days to confirm that the project meets all SOW requirements. Milestone payment for final acceptance is no less than 5% of the total implementation fees for the phase.</p> <p><i>Note: This requirement only applies to consulting services.</i></p>	
<p><b>Support for Closing Processes</b> - The City expects support for the first fiscal year close for Financials and the first calendar year close for Payroll to ensure that year-end processing works.</p>	
<p><b>Insurance and Indemnity</b> - Vendor accepts the obligations in the City contract at Sections 1 and 2, in Attachment 20.</p>	
<p><b>System Configuration Limits</b> – Vendor shall consider the scope of the project defined by the City’s business process goals, functional requirements, and desire to implement the licensed software to best meet the needs of the City. The scope shall not be constrained by any configuration limits that would be necessary to achieve the project scope.</p>	
<p><b>Service Level Agreements</b> – Vendor shall identify clear service level objectives for availability. Please refer to Attachment 8 (Proposed Service Level Agreement)</p>	
<p><b>Service Level Agreement Remedy</b> – Vendor shall provide remedies for failure to meet service levels that includes but is not limited to refund of fees paid for service periods where the failure to meet service level objective is met. Please refer to Attachment 8 (Proposed Service Level Agreement)</p>	
<p><b>Fixed Fee Pricing Based on Milestones</b> – Vendor shall provide fixed fee pricing based on milestones for all implementation services. Fixed fee pricing shall not be further limited by an hours cap on select services.</p>	

**D.14 Attachment 14 (Level of Effort)**

(See Separate Excel Spreadsheet)

**D.15 Attachment 15 (Functional Requirements)**

(See Separate Excel Spreadsheet)

**D.16 Attachment 16 (Cost)**

(See Separate Excel Spreadsheet)

**D.17 Attachment 17 (Interface List)**

(See Separate Excel Spreadsheet)

**D.18 Attachment 18 (Data Conversions)**

(See Separate Excel Spreadsheet)

**D.19 Attachment 19 (Scope of Proposal)**

Identify the scope of the proposal and if the proposal contains software and services for each scope option. Scope is defined in the RFP in Section B.



**Software and Implementation Services:**

- Proposed
- Not Proposed

Primary Software Firm \_\_\_\_\_  
Software Product Proposed \_\_\_\_\_ Version \_\_\_\_\_  
Primary Implementation Firm \_\_\_\_\_

**Technology Services:**

- Hosting Services Proposed
- Software as a Service Proposed
- Not Proposed

Hosting Provider: \_\_\_\_\_

**Third Party Products/Services**

- Third-Party Products/Services Proposed
- No Third-Party Products/Services Proposed

<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____

**Name of Individual / Firm Submitting Proposal:**  
\_\_\_\_\_

**Signature of Proposer:**  
\_\_\_\_\_



**D.20 Attachment 20 (City Standard Contract)**

**EXHIBIT B  
SAMPLE MASTER TERMS AND CONDITIONS**

## Section D: Attachments

### D.1 Attachment 1 (RFP Submittal Checklist)

<b>Submittal Checklist</b>		
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**D.2 Attachment 2 (Signature Page)**

The undersigned proposer having examined this RFP and having full knowledge of the condition under which the work described herein must be performed, hereby proposes that the proposer will fulfill the obligations contained herein in accordance with all instructions, terms, conditions, and specifications set forth; and that the proposer will furnish all required products/services and pay all incidental costs in strict conformity with these documents, for the stated prices as proposed.

Submitting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Authorized Representative (print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**D.3 Attachment 3 (Proposer Statement)**

By submitting a response, the respondent acknowledges that he/she has acquainted themselves with the terms, scope, and requirements of the project based on the information contained in this RFP and any addendums. Any failure by the proposer to acquaint themselves with available information will not relieve them from the responsibility for estimating properly the difficulty or cost of successfully performing the work available. The City is not responsible for any conclusions or interpretations made by the proposer on the basis of the information made available by the City.

The following addendums have been acknowledged and are included in our response. Proposals that do not acknowledge addendums may be rejected.

Addendum#	Initials

\_\_\_\_\_  
PRINTED NAME OF AUTHORIZED AGENT (TITLE)

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED AGENT

\_\_\_\_\_  
DATE

**D.4 Attachment 4 (Software Background)**

Complete one form for each firm included in the proposal.

<b>Software Background</b>	
Software Product Name:	
Firm Providing Software:	
<b>Software History:</b>	
Current Version of the Software:	
Date of Release for Current Version:	
Date of First Release of Software:	
Identify any Precursor Software Products or Alternate Names for Software	
<b>Current Version</b>	
What Were Top Five Enhancements in Current Version of the Software	1 2 3 4 5
How has Software Changed Over Previous Three (3) Years	Attach additional pages if necessary
Biggest Limitation of Current Software	
<b>Third Party Products:</b>	
List any Third-Party Products embedded in the Software	
List any Third-Party Products Recommended for Use along with the Software	

### D.5 Attachment 5 (Software Background)

Complete one form for each firm included in the proposal. Include all software licenses proposed on the form below providing the following information:

- **Software Product Name.** Provide the name of the software product as it is expected to appear on any license agreements or official product listings.
- **Function.** Describe the function of the software product. If multiple software products share a similar function, be specific on role of the software and what is and is not allowed with each license
- **License Metric.** Define how the software product is licensed. If license is based on quantity, or if the cost of an enterprise license is based on metric, proposers must provide definition for the metric as it appears in contract documentation.
- **Quantity /Access Limitations.** Define any licensed quantities or access limitations to the proposed software.
- **Dependencies.** Define any proposed or third-party products that are required to utilize the software product.

Software Product Name	Function	License Metric	Quantity/ Access Limitations	Dependencies

For each major software product, please answer the following questions:

Requirement	Response	Comment
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System accessible on mobile device		
System provides app for use on mobile device		
System requires download of any software on device		
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System provides role-based security		
System provides role-based security connection to position file (assigning employee to position allows employee to inherit roles of the position)		
<b>System Menus/Dashboard</b>		
System provides role-based menu		
System provides dashboard that can be defaulted to based on a role and then customized by the user to include tiles for workflows, pending approval notifications, Budget-to-Actual comparisons, filled/vacant positions, staff working/using accrued leaves		
<b>Data Entry</b>		
System allows for user-defined fields		

System provides for spell-check for text fields		
System provides audit trail for entered and modified information		
System allows masking data upon entry (sensitive fields)		
System allows designating mandatory fields		
System allows data to be encrypted		

## D.6 Attachment 6 (Hosted Requirements)

\*Attach additional pages if necessary

<b>Updates</b>	
How often is solution updated?	
How much advance notice are customers provided for new updates?	
How long after release of new version are previous software versions supported?	
Are all customers on the same version of the software?	

<b>Authentication</b>	
Does the solution support single sign on or LDAP authentication?	
Does the solution support multi-factor authentication (please explain)?	

<b>Infrastructure</b>	<b>Minimum Requirement</b>	<b>Optimal Requirement</b>
Network Requirements (if necessary)		
Database Requirements (if necessary)		
Application Server Requirements (if necessary)		
Desktop (client) Requirements		
Browser Requirements		

<b>Reporting / Data Access</b>	
Does the solution contain a report writer?	
Does the solution allow third party report writer access?	
Does City have access to all data contained in the solution for report writing? (Please list any limitations)	



**D.7 Attachment 7 (SaaS)**

\*Attach additional pages if necessary

<b>SaaS</b>						
<b>Data Center</b>						
Where are data centers located?						
Are any third-party providers used to deliver PaaS or IaaS services? If so, please list.						
How many environments are proposed?						
<b>Availability</b>						
Provide historical availability for data center for past six months.						
Month	Total Minutes/Hours in Month	Downtime	Scheduled Maintenance	Other Downtime	Total Downtime	% Availability
December 2022						
November 2022						
October 2022						
September 2022						
August 2022						
July 2022						
<b>Updates</b>						
How often is solution updated?						
How much advance notice are customers provided for new updates?						
How long do customers have to test new update?						
<b>Authentication</b>						
Does the system support SSO or LDAP?						
<b>Information Security</b>						
Protections provided for data breach. Please include information on notification process, remedy, and indemnification provided.						
<b>Disentanglement</b>						
Can customer data be exported in non-proprietary format?						

**D.8 Attachment 8 (Proposed Service Level Agreement)**

If hosting services are proposed, please complete the following table identifying proposed service level guarantees. For each service, please indicate the metric used to measure the service quality, the proposed requirement (target for service), and the proposed remedy/penalty if guarantee is not met.

<b>Proposed Service Level Guarantees</b>			
<b>Service</b>	<b>Metric**</b>	<b>Requirement/ Guarantee***</b>	<b>Remedy if Not Met</b>
System Availability* (Unscheduled Downtime)			
System Response (Performance)			
Issue Response Time			
Issue Resolution Time			
Recovery Point Objective (RPO)			
Recovery Time Objective (RTO)			
System Data Restore			
Implementation of System Patches			
Notification of Security Breach			
Please list other proposed service levels			

<b>Proposed Service Level Guarantees</b>	
* Formula used to calculate Availability	
** How is performance against service levels reported to the City	
***Describe process for City reporting issue to the vendor	

**D.9 Attachment 9 (Professional Services Background)**

Complete one form for each firm included in the proposal.

<b>Proposer Background</b>						
Company Name:						
Location of corporate headquarters:						
<b>Firm History</b>						
Years of Experience Providing ERP Implementation						
Previous Names/Successor Firms						
<b>Current/Recent Projects</b>						
List up to five (5) current or recent projects that provided relevant experience						
In the past, what has been your firm's target market?						
What is primary lesson learned from recent projects you have adjusted for the City?						
<b>Size</b>						
Number of current (new) implementation clients						
Number of current upgrade clients						
Number of ongoing support clients						
Number of other clients						
<b>Consulting Team</b>						
Size of consulting team						
Average tenure with firm						
Source of recent hires (Where do you recruit for consultants?)						
<b>Consulting Team Experience Matrix</b>						
For all key project team members proposed for the City's project, prepare a matrix showing past experience with relevant clients. Matrix should be similar to the table below:						
Project	Role	Project Manager	Consultant	Consultant	Consultant	Consultant
	Resource	Name	Name	Name	Name	Name
Organization A	X	X	X			
Organization B				X		X
Organization C				X		
Organization D			X			
Organization E		X			X	

### D.10 Attachment 10 (Reference Form)

Please provide at least five (5) references for past projects that include products and services similar to those proposed for this RFP. You should prioritize California City customers if applicable. Please use the following format in submitting references.

#### GENERAL BACKGROUND

Name of Client: \_\_\_\_\_

Project Manager/Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Software Program/Version: \_\_\_\_\_

Summary of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Employees: \_\_\_\_\_ Size of Operating Budget: \_\_\_\_\_

#### PROJECT SCOPE

Please indicate (by checking box) functionality installed:

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Financials | <input type="checkbox"/> Budgeting    |
| <input type="checkbox"/> HR         | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Payroll    |                                       |

#### TECHNOLOGY INFORMATION

Hosted? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, hosting provider \_\_\_\_\_

#### IMPLEMENTATION INFORMATION

Project Duration: \_\_\_\_\_

Initial Go-Live: \_\_\_\_\_

Describe Role on Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Challenges: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Major Accomplishments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D.11 Attachment 11 (Project Management Expectations)**

Please respond to each of the following questions and provide your proposed level of service and/or description of service included within your proposal for project management expectations.

<b>Requirement</b>	<b>Response</b>	<b>Comment</b>
<b>Project Manger</b>		
Vendor has identified project manager		
Approximate hours/week from vendor project manager assigned to this project		
Onsite % of project manager		
Other projects the project manager would be assigned to		
Typical Role for Project Manager During Project		
<b>Project Plan</b>		
Complete project plan is a deliverable for approval		
Project plan includes: City and Vendor work tasks		
Project plan includes: Project Resource Assignments		
Project plan includes: Project Deliverables		
What system is project plan developed in?		
Who has responsibility for updating project plan?		
How is project plan status communicated?		
<b>Project Meetings</b>		
Frequency of project management meetings		
Frequency of project team meetings		
Frequency of steering committee meetings		
<b>Status Reports / Issues Log</b>		
Frequency of status reports		
Tool for Tracking Issues / Risks		

### D.12 Attachment 12 (Deliverable Expectations)

Please respond to each of the following questions regarding deliverables during the implementation.

Requirement	Response	Comment
<b>Overall</b>		
All deliverables will be formally approved by the City functional leads and project manager.		
Vendor will track requirements throughout applicable deliverables including design, test, and go-live.		
<b>Knowledge Transfer</b>		
Vendor provides training for project team members prior to implementation on system features		
Format of vendor provided training (web, live, group, etc.)		
Approximate length of training (per functional area)		
Vendor provides system documentation		
<b>System Design</b>		
Vendor documents business process decisions or configuration decisions as part of design process		
Vendor documentation includes recommendations for utilizing the system most effectively		
<b>Build</b>		
Vendor documents as-built configuration settings/code tables used in system		
Vendor provides use cases that can be used for testing configurations		
<b>Testing</b>		
Testing plan provided as a deliverable during the project		
Vendor provides testing scripts during implementation based on City scenarios that can be used during upgrades		
Number of successful parallel payroll tests included in proposal.		
<b>Go-Live</b>		
Vendor provides end-user training materials		
Lead role (vendor/government) for delivering end-user training		
Format of end-user training (asynchronous, web, in-person, etc.)		
<b>Project / Phase Closure</b>		
Vendor provides UAT period of at least 30 days prior to go-live		
Length of final acceptance period after go-live		

### D.13 Attachment 13 (Key Contract Terms)

Confirm your acceptance of the following contract terms related to any software contracts resulting from this RFP. If the following terms are not accepted, please provide an alternative proposal.

Contract / Proposal Requirement	Response
<p><b>Key Personnel</b> - The City requires assurances as to the consistency and quality of vendor staffing for its project. Key points of the City’s key personnel provision include: The City shall have the ability to interview and approve key personnel proposed by the vendor and the vendor key personnel may not be removed from the project without the City’s approval.</p> <p><i>Note: This requirement only applies to consulting services.</i></p>	
<p><b>Warranty</b> – The Proposer will warrant that all work will be performed by an adequate number of qualified individuals with suitable training, education, and experience and that all work performed and all deliverables, including the system itself will conform to the scope and specifications as stated in the eventual SOW, including the vendor responses to the functional requirements for a period extending no less than 45 days after final acceptance.</p> <p><i>Note: This requirement only applies to consulting services.</i></p>	
<p><b>Acceptance</b> – Vendor shall provide final acceptance period after go-live of not less than thirty (45) days to confirm that the project meets all SOW requirements. Milestone payment for final acceptance is no less than 5% of the total implementation fees for the phase.</p> <p><i>Note: This requirement only applies to consulting services.</i></p>	
<p><b>Support for Closing Processes</b> - The City expects support for the first fiscal year close for Financials and the first calendar year close for Payroll to ensure that year-end processing works.</p>	
<p><b>Insurance and Indemnity</b> - Vendor accepts the obligations in the City contract at Sections 1 and 2, in Attachment 20.</p>	
<p><b>System Configuration Limits</b> – Vendor shall consider the scope of the project defined by the City’s business process goals, functional requirements, and desire to implement the licensed software to best meet the needs of the City. The scope shall not be constrained by any configuration limits that would be necessary to achieve the project scope.</p>	
<p><b>Service Level Agreements</b> – Vendor shall identify clear service level objectives for availability. Please refer to Attachment 8 (Proposed Service Level Agreement)</p>	
<p><b>Service Level Agreement Remedy</b> – Vendor shall provide remedies for failure to meet service levels that includes but is not limited to refund of fees paid for service periods where the failure to meet service level objective is met. Please refer to Attachment 8 (Proposed Service Level Agreement)</p>	
<p><b>Fixed Fee Pricing Based on Milestones</b> – Vendor shall provide fixed fee pricing based on milestones for all implementation services. Fixed fee pricing shall not be further limited by an hours cap on select services.</p>	

**D.14 Attachment 14 (Level of Effort)**

(See Separate Excel Spreadsheet)

**D.15 Attachment 15 (Functional Requirements)**

(See Separate Excel Spreadsheet)

**D.16 Attachment 16 (Cost)**

(See Separate Excel Spreadsheet)

**D.17 Attachment 17 (Interface List)**

(See Separate Excel Spreadsheet)

**D.18 Attachment 18 (Data Conversions)**

(See Separate Excel Spreadsheet)



**D.19 Attachment 19 (Scope of Proposal)**

Identify the scope of the proposal and if the proposal contains software and services for each scope option. Scope is defined in the RFP in Section B.

**Software and Implementation Services:**

- Proposed
- Not Proposed

Primary Software Firm \_\_\_\_\_  
Software Product Proposed \_\_\_\_\_ Version \_\_\_\_\_  
Primary Implementation Firm \_\_\_\_\_

**Technology Services:**

- Hosting Services Proposed
- Software as a Service Proposed
- Not Proposed

Hosting Provider: \_\_\_\_\_

**Third Party Products/Services**

- Third-Party Products/Services Proposed
- No Third-Party Products/Services Proposed

<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____
<i>Firm</i> _____	<i>Purpose</i> _____

**Name of Individual / Firm Submitting Proposal:**  
\_\_\_\_\_

**Signature of Proposer:**  
\_\_\_\_\_

**D.20 Attachment 20 (City Standard Contract)**

**EXHIBIT B  
SAMPLE MASTER TERMS AND CONDITIONS**



Attachment\_14\_Level of Effort

Budget  
Technical  
Other



Attachment\_14\_Level of Effort

0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



Attachment\_14\_Level of Effort

0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0





Vendor:                       
City of West Hollywood, CA Functional Requirements

Column F: Available Responses	
Y	Requirement Met and Proposed (Standard features in the generally available product)
Y-ND	Requirement Met and Proposed (Features that are not offered as a generally available product or require custom development)
N	Requirement Not Met With Proposal
I	Need More Information/Discussion

IF Y-ND Selected, then Column K:	
F	Feature Schedule for Future Release in Generally Available Software
E	Feature Developed as Enhancement for this Project

Column G: Available Responses	
S	Requirement and Feature Supported by Software Developer
TPS	Requirement and Feature Supported by Third Party
NS	Requirement and Feature Not Supported

Req #	Function	Process	Interface	Requirement	Implementation Response	Support Response	Module / System	Phase for Go Live
1	SYSTEM	General		System allows attached documents to be stored directly in and retrieved from the system				
2	SYSTEM	General		System should allow for retention dates to set (e.g. 5 years from upload, 4 years from employee separation, until debt defessed, etc.)				
3	SYSTEM	Security		System uses role based security where security roles are tied to users				
4	SYSTEM	General		System supports mobile technology (e.g. mobile phone, iPad, mobile devices)				
5	SYSTEM	General		System is browser agnostic (e.g. chrome, firefox, explorer, safari)				
6	SYSTEM	General		System can validate data upon entry				
7	SYSTEM	General		System has spellcheck enabled for all text entry fields				
8	SYSTEM	Security		System uses role based security where security roles are tied to positions				
9	SYSTEM	Security		Security settings can be set for modules				
10	SYSTEM	Security		Security settings can be set for screen or function				
11	SYSTEM	Security		Security settings can be set for field				
12	SYSTEM	Security		Security settings can be set for reports				
13	SYSTEM	Security		Security settings can be set for data (by chart of accounts)				
14	SYSTEM	Security		Security settings can be set to allow user to log in				
15	SYSTEM	Security		Security settings can be set to allow user to add data				
16	SYSTEM	Security		Security settings can be set to allow user to delete data				
17	SYSTEM	Security		Security settings can be set to allow user to change data				
18	SYSTEM	Security		Security settings can be set to allow user to view data				
19	SYSTEM	Security		Security will check for internal control conflicts				
20	SYSTEM	Security		Security integrates with Microsoft Active Directory for user authentication				
21	SYSTEM	Security		Security integrates with Microsoft Azure SSO				
22	SYSTEM	Workflow		Workflow can be routed to users for approval				
23	SYSTEM	Workflow		Workflow can be routed to roles for approval				
24	SYSTEM	Workflow		Workflow can be routed across modules				
25	SYSTEM	Workflow		Workflow can be routed to positions for approval				
26	SYSTEM	Workflow		Workflow can be routed to requestor's supervisor				
27	SYSTEM	Workflow		System accommodates differing workflow routes based on position, division, and process				
28	SYSTEM	Workflow		Workflow approval can be sequential (person B can't approve before person A)				
29	SYSTEM	Workflow		Workflow approval can be concurrent (person A and person B can approve at the same time - approval from both required)				
30	SYSTEM	Workflow		Workflow approval can be group approval (approval required from person A or person B or anyone with similar role)				
31	SYSTEM	Workflow		Workflow approval process can include both reviewer and approver (approver must approve requisition to move forward. Reviewer is notified, but lack of action does not hold up process- notify only)				
32	SYSTEM	Workflow		Approver notified of workflow items through email				
33	SYSTEM	Workflow		Approver notified of workflow items through system notification on dashboard				
34	SYSTEM	Workflow		Approver can approve workflow				
35	SYSTEM	Workflow		Approver can deny/reject workflow				
36	SYSTEM	Workflow		Denied or rejected workflows will be routed to originator for correction				
37	SYSTEM	Workflow		Approver can place workflow on hold				
38	SYSTEM	Workflow		Approver can forward workflow approval				
39	SYSTEM	Workflow		Approver can enter notes into approval providing explanation of response				
40	SYSTEM	Workflow		Original requestor can view status of workflow approval path				
41	SYSTEM	Workflow		User can review queue or status of pending workflows				
42	SYSTEM	Workflow		Notification to requestor via email as requisition moves through milestones				
43	SYSTEM	Workflow		Workflow approvals can be re-routed to secondary approver without having to re-initiate the workflow from the beginning if primary approver is out (example: on vacation, sick)				
44	SYSTEM	Workflow		Workflow routes to secondary approver if primary approver is out (example: on vacation, sick) and/or primary approver does not respond in pre-defined period of time				
45	SYSTEM	Workflow		Workflow changes (temporary or permanent) are effective across processes and modules when switching out specific employees or positions				
46	SYSTEM	Audit		System creates audit log that tracks changes to existing records, new records, deletions of records, validation errors, and warning messages				
47	SYSTEM	Audit		Audit logs comply with GASB standards				
48	SYSTEM	Audit		Audit log tracks user making change, time, date of change				
49	SYSTEM	Audit		Audit log tracks new value and old value for changes				
50	SYSTEM	Audit		System can create audit log reports				
51	SYSTEM	Audit		System supports the viewing and reporting of historical changes to chart of accounts (e.g. name changes to fund, see history of changes)				
52	SYSTEM	Archive		System data can be extracted and archived, including attachments				
53	SYSTEM	Archive		System logs all data extracts				
54	GL	General Ledger Set Up		System provides chart of account structure with multiple independent segments				
55	GL	General Ledger Set Up		System can create new account sets based on existing account sets as a template				
56	GL	General Ledger Set Up		System provides chart of account structure that accommodates grant tracking				
57	GL	General Ledger Set Up		System provides chart of account structure that accommodates project tracking				
58	GL	General Ledger Set Up		System budgeting capabilities are directly integrated to the General Ledger and all accounting structures				
59	GL	General Ledger Set Up		General Ledger and project ledger supports alpha numeric chart of account segments				
60	GL	General Ledger Set Up		System supports a validation process of segment combinations on system transactions				
61	GL	General Ledger Set Up		General Ledger, Budget Ledger, and Projects/Grants Ledger feed two ways with real time information				
62	GL	General Ledger Set Up		System supports segments representing programs and projects that can extend across multiple chart of account segments				
63	GL	General Ledger Set Up		System provides grant ledgers for tracking grants				
64	GL	General Ledger Set Up		System provides project ledgers or similar for tracking project details				
65	GL	General Ledger Set Up		Segments of the Chart of Accounts can be grouped on a user-defined basis into multiple reporting hierarchies (by object for fund)				
66	GL	General Ledger Set Up		System provides short cut key functionality to allow users to not enter full account characters				
67	GL	General Ledger Set Up		System can designate an account as active (available for posting)				
68	GL	General Ledger Set Up		System can designate an account as inactive (not available for budgeting)				
69	GL	General Ledger Set Up		System can designate an account as inactive (not available for posting)				
70	GL	General Ledger Set Up		System only allows transactions to post to active accounts within any open period				
71	GL	General Ledger Set Up		System restricts certain types of activity from posting to accounts (for example: can't use PO against salary account)				
72	GL	General Ledger Set Up		System prevents accounts from being deleted if any activity is posted to them				
73	GL	General Ledger Set Up		System supports a department request process for requested changes/additions to the Chart of Accounts				
74	GL	General Ledger Set Up		Requested changes can follow a different review and approval process based on structure or segment of the requested change (ex. Grant request to Grants office)				
75	GL	Budget Control		Budget control can be set to soft error (Warn user but allow)				
76	GL	Budget Control		Budget control can be set to hard error (Do not allow)				
77	GL	Budget Control		System allows for budgeting at one level and controlling at a different level (Example: budget by account/object but conduct budget control at program level)				
78	GL	Budget Control		System allows budget control at summary roll up of account/object				
79	GL	Budget Control		System allows budget control at summarized roll up categories				
80	GL	Budget Control		System can allow departments to track detail at a lower level than budget control is established in a segment				
81	GL	Budget Control		System to set budget control to project and grant ledgers.				
82	GL	Journal Entry		System allows journal entries to be entered by departments (with justification and/or comments) and routed through workflow for review, approval and posting				
83	GL	Journal Entry		Journal entries are posted in real time and available for reporting				
84	GL	Journal Entry		System can run reports separately on posted or unposted journal entries				
85	GL	Journal Entry		System supports multiple line items for journal entries (please indicate any limitations in the notes column)				
86	GL	Journal Entry		Journal entries record the source of the transaction (e.g., manual entry or automated entry from another module)				
87	GL	Journal Entry		Journal entries record the source of the transaction to third-party system or vice versa				
88	GL	Journal Entry		Journal entries are validated against the chart of account structure for valid accounts				
89	GL	Journal Entry		Journal entries are validated against available funds (budget check or cash availability check)				
90	GL	Journal Entry		Journal entries are validated against balancing entries (make sure all entries balance)				
91	GL	Journal Entry		Users can import journal entries from spreadsheet or text file (e.g., Microsoft Excel, Text)				
92	GL	Journal Entry		Imported journal entries from interfaced systems go through budget check and edit check of each transaction				
93	GL	Journal Entry		Imported transactions from spreadsheets are validated using the same business rules as transactions made in the system				
94	GL	Journal Entry		System can batch post journal entries				
95	GL	Journal Entry		System allows creation of a journal entry from previously entered journal entry format (copy journal) by line item				
96	GL	Journal Entry		System allows journal entries to use saved GL account allocation templates to distribute based on percentage or fixed amounts				
97	GL	Journal Entry		System allows creation of a journal entry from previously entered journal entry format (copy journal) by entire journal entry				
98	GL	Journal Entry		System allows users to reverse journal entry with proper security and approvals				
99	GL	Journal Entry		System allows to schedule auto-reversals (deferrals at year-end)				
100	GL	Journal Entry		Journal entries support "required" data fields and prevent transactions from posting until all "required" fields are completed				
101	GL	Journal Entry		Users can attach files for documentation to journal entry				
102	GL	Journal Entry		System allows posting of transactions for multiple fiscal years at the same time				
103	GL	Journal Entry		System restricts accounts that user can post journal entries to by security				
104	GL	Journal Entry		Journal transactions can be entered and scheduled using effective dates (e.g., posting does not occur until effective date)				
105	GL	Journal Entry		System will automatically balance journal entry by cash				
106	GL	Recurring Journal Entry		System provides templates and notifications for recurring journal entries				
107	GL	Recurring Journal Entry		System provides templates and notifications for recurring journal entries with the same dollar value				
108	GL	Recurring Journal Entry		System provides templates and notifications for recurring journal entries with varying dollar amounts				
109	GL	Recurring Journal Entry		Recurring journal entries occur at regular frequency (can set start and stop dates)				
110	GL	Recurring Journal Entry		System allows journal entries to be scheduled (example: lease/debt schedules)				
111	GL	Month End Close		System allows closing of months				
112	GL	Month End Close		System uploads investment transactions prior to month end close				
113	GL	Internal Transfers		System can create automated "due to/due from" transactions				
114	GL	Internal Transfers		System can create inter-entity billings based on direct transaction costs				
115	GL	Internal Transfers		System can create inter-entity billings based on indirect transaction costs				

116	GL	Internal Transfers	System can create inter-entity billings based on cost allocations			
117	GL	Internal Transfers	All inter-entity transactions are self-balancing			
118	GL	Internal Transfers	All inter-entity transactions can be supported by a departmental approval			
119	GL	Annual Close Process	System supports a monthly close process			
120	GL	Annual Close Process	System user can work in multiple years based on user access			
121	GL	Annual Close Process	System provides the capability to accrue payables/receivables to the proper period			
122	GL	Annual Close Process	System allows more than 12 accounting periods (please specify)			
123	GL	Annual Close Process	System allows fiscal year/period to be set by module			
124	GL	Annual Close Process	System provides multiple open periods (13, 14, 15) for adjusting entries and annual reporting			
125	GL	Annual Close Process	System rolls encumbrances to next year carrying forward budget			
126	GL	Annual Close Process	System rolls encumbrances to next year carrying forward encumbrance			
127	GL	Annual Close Process	System rolls unspent account balances to next year			
128	GL	Annual Close Process	When rolled purchase order is closed in new year, system removes any unspent carry forward budget			
129	GL	Annual Close Process	System closes at end of period by fund			
130	GL	Annual Close Process	System will roll over cash for the year end process			
131	GL	Financial Reporting	System provides a flexible reporting and query capability on any segment(s) within the financial structure			
132	GL	Financial Reporting	System inquiry can drill down or across from summary to detail within the financial structure			
133	GL	Financial Reporting	System provides Statement of Revenues and Expenditures			
134	GL	Financial Reporting	System provides annual financial report: Government-Wide Statements: Statement of Net Assets			
135	GL	Financial Reporting	System provides annual financial report: Government-Wide Statements: Statement of Activities			
136	GL	Financial Reporting	System provides annual financial report: Balance Sheet - Governmental Funds			
137	GL	Financial Reporting	Reconciliation of Balance sheet - Governmental funds to statement of net assets.			
138	GL	Financial Reporting	System provides annual financial report: Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds			
139	GL	Financial Reporting	Reconciliation of the Statement of Revenue, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities			
140	GL	Financial Reporting	System provides annual financial report: Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget to Actual - by Governmental Funds			
141	GL	Financial Reporting	System provides annual financial report: Statement of Net Assets - Proprietary Funds			
142	GL	Financial Reporting	System provides annual financial report: Statement of Revenues, Expenses, and changes in net assets - proprietary funds by fund			
143	GL	Financial Reporting	System provides annual financial report: Statement of Revenues, Expenses, and changes in net assets - proprietary funds by function			
144	GL	Financial Reporting	System provides annual financial report: Statement of Cash Flows - Proprietary Funds			
145	GL	Financial Reporting	System provides annual financial report: Statement of Net Assets			
146	GL	Financial Reporting	System provides annual financial report: Statement of Activities by function			
147	GL	Financial Reporting	System supports accruals conversion to support GASB reporting standards			
148	GL	Financial Reporting	System allows scheduling of reports for distribution to certain system users			
149	GL	Financial Reporting	System allows import/export of Microsoft Office documents (i.e. Word, Excel, PDF) for appending to reports for distribution through the system			
150	GL	Financial Reporting	System provides monthly interim report (budget/factual information)			
151	GL	Financial Reporting	System provides reports on original budget and adjustments by period			
152	GL	Financial Reporting	System provides reports on expenditures or revenues over multiple years			
153	GL	Cash Management	System supports use of pooled cash			
154	GL	Cash Management	System allows import of daily bank activity and balances and reconciles to recorded receipts and disbursements			
155	GL	Cash Management	System reconciles both cash/check transactions as well as credit card payments with potential lag in posting date			
156	GL	Cash Management	Generate a system alert when insufficient funds are available for planned check runs based upon multiple user-defined thresholds			
157	GL	Cash Management	System provides cash flow forecasts projecting outstanding payable, outstanding receivables, recurring payments, and current position			
158	PG	Grant Applications	Departments enter grant application into the system with the ability to attach supporting documentation			
159	PG	Grant Applications	Grant application identifies any local funding match			
160	PG	Grant Applications	Grant applications routed through defined entities, ex. Grants Office, workflow for approval			
161	PG	Grant Applications	Grant applications link to capital project or capital project request (budget)			
162	PG	Grant Applications	System tracks grant-specific data such as OFDA number, type of grant, description, grantor, applicable dates, statuses, manager, etc.			
163	PG	Grant Applications	System supports pass through grant capabilities through integration with other functional areas such as Accounts Payable			
164	PG	Grant Applications	System can link project budgets from application to grant tracking and accounting			
165	PG	Grant Budget	System can establish a budget for all awarded grants			
166	PG	Grant Budget	System provides multiple year grant budgeting capabilities			
167	PG	Grant Budget	System can track budget in multiple fiscal years, ex. City, State, Federal			
168	PG	Grant Budget	System pulls project budgets automatically from budget module			
169	PG	Project/Grant Set Up	System provides a single repository for all project/grant information			
170	PG	Project/Grant Set Up	Supports multiple-year projects and grants			
171	PG	Project/Grant Set Up	System provides the ability to establish, track and monitor project/grant related contracts			
172	PG	Project/Grant Set Up	System can track and report on contract deliverables			
173	PG	Project/Grant Set Up	Supports parent/child relations for projects and sub-projects (list any limitations in the comments column)			
174	PG	Project/Grant Set Up	System supports independent project and/or grant ledgers			
175	PG	Project/Grant Set Up	System can track grants as independent projects			
176	PG	Project/Grant Set Up	System can track grants as project(s) funding sources			
177	PG	Project/Grant Set Up	System tracks funding sources (multiple funding sources for each project)			
178	PG	Project/Grant Set Up	System allows decentralized project initiation			
179	PG	Project/Grant Set Up	System provides workflow notification/approval for project set up			
180	PG	Project/Grant Set Up	System prevents user from billing a project/grant after the end date/closure date.			
181	PG	Project/Grant Set Up	System uses project start date and end date for determining eligible expenditures and doesn't allow transactions outside project eligibility period			
182	PG	Project/Grant Set Up	Projects can be established across multiple funds and departments			
183	PG	Project/Grant Set Up	System will identify and track user-defined multiple sub-levels of a project (e.g. design, pre construction, construction, post construction, completed)			
184	PG	Project/Grant Set Up	Ability to capture, store, and report on project details (including images, etc.)			
185	PG	Project/Grant Set Up	User-defined sub-levels of project can be different for each project			
186	PG	Project Budget	System allows creation of project budget for select projects (not required for all projects)			
187	PG	Project Budget	User can attach requested project structure for projects and grants during budget process			
188	PG	Project Budget	User can identify funding sources for project structures in budget process			
189	PG	Project Budget	Project budgets are established for entire project			
190	PG	Project Budget	Project budgets are established by fiscal year within multi-year project			
191	PG	Project Budget	Project budgets populate CIP budget totals in budget module			
192	PG	Project Budget	Budget control for a project can be set for calendar year			
193	PG	Project Budget	Budget control for a project can be set for other organization's fiscal year (or grantor's fiscal year)			
194	PG	Project Budget	Budget control for a project can be set for entire life of project (multi-year)			
195	PG	Project Budget	System can control budget at project level			
196	PG	Project Budget	System can control budget at sub-project level (example: phase, task, etc.)			
197	PG	Project Budget	System can set level of budget control differently for each project			
198	PG	Project Budget	System will budget to the project/grant task/phase			
199	PG	Project/Grant Tracking	System provides cash flow projections for projects using anticipated revenue, project expenditures, and milestone payment dates			
200	PG	Project/Grant Tracking	System allows for tracking direct costs (encumbrance) to project/grant through purchasing			
201	PG	Project/Grant Tracking	System allows for tracking direct costs (expense) to project/grant through accounts payable			
202	PG	Project/Grant Tracking	System allows for tracking direct costs and indirect costs (encumbrance and expense) to project/grant through journal entries			
203	PG	Project/Grant Tracking	System tracks grant match requirements			
204	PG	Project/Grant Tracking	System can track project/grant expenditures on City's fiscal year and state and/or federal fiscal year			
205	PG	Project/Grant Tracking	System allows for tracking salary and benefit costs (expense) to project/grant through payroll			
206	PG	Project/Grant Tracking	System can split time in payroll and time entry between valid projects and grants			
207	PG	Project/Grant Tracking	System allows for tracking salary, including longevity pay, and benefit costs (expense) to projects/grants through payroll			
208	PG	Project/Grant Tracking	System allows for tracking of actual salary and benefits cost to grant (an employee who separated or new hire may be calculated at 0.25 FTE for the month rather than traditional 1.0 FTE for some grants)			
209	PG	Project/Grant Tracking	System allocates indirect costs to projects/grants based on pre-determined cost drivers and allocation schedules			
210	PG	Project/Grant Tracking	System identifies eligible expenses for reimbursement based on criteria identified for each project/grant (by account)			
211	PG	Project/Grant Tracking	System identifies eligible labor hours for reimbursement based on criteria identified for each project/grant (by account)			
212	PG	Project/Grant Tracking	System will split the cost of projects across various funding sources by percentage (e.g. 70% grant, 30% bond)			
213	PG	Project/Grant Tracking	System will split the cost of projects across various funding sources by priority (grant first, city funds next)			
214	PG	Project/Grant Tracking	Project/grant tracking and accounting can be integrated into the chart of accounts			
215	PG	Project/Grant Revenue	System allows revenue source to be split across multiple projects			
216	PG	Project/Grant Revenue	System can assign multiple revenue sources to be used for single project			
217	PG	Project/Grant Revenue	System allows multiple revenue sources to be split across multiple projects (each project has multiple sources)			
218	PG	Project/Grant Revenue	System applies interest earned to project/grant			
219	PG	Project/Grant Revenue	System will track advance payments on grants			
220	PG	Project/Grant Billing	System generates revenue/receivable transactions from grant's expenditure data			
221	PG	Project/Grant Billing	System produces an invoice based on the direct and indirect costs			
222	PG	Project/Grant Billing	System can generate invoice to exclude ineligible expenses			
223	PG	Project/Grant Billing	System can generate invoice to bill for any project costs (bill to contractor, citizen, other government, or grant)			
224	PG	Project/Grant Billing	System can generate invoice for appropriate billable expenses at end of project			
225	PG	Project/Grant Billing	System can generate invoice for appropriate billable expenses at completion of milestone / phase			
226	PG	Project/Grant Billing	System can generate invoice for appropriate billable expenses at any point (bill current charges)			
227	PG	Project/Grant Billing	Project billing based on actual expenses (using current salary and benefit information)			
228	PG	Project/Grant Billing	Project billing based on actual expenses (using current salary and benefit information) plus percentage (administrative cost)			
229	PG	Project/Grant Billing	System creates journal entries automatically based on reimbursement requests			
230	PG	Project/Grant Billing	Projects can use multiple pre-determined rate tables			
231	PG	Project/Grant Billing	Project billing based on standard rates			
232	PG	Project Close	System prevents deletion of a project or project account which has activity associated with it.			
233	PG	Project Close	Closes project using effective dating			
234	PG	Project Close	Close of projects does not lose detailed history of project			
235	PG	Project Close	System allows closing sub-project (example: phase) separately			
236	PG	Project Close	Allow soft close to project that doesn't allow new expenditures but does allow final cost adjustments			
237	PG	Project/Grant Reporting	System provides reporting capabilities on project and grants in summary and in detail			
238	PG	Project/Grant Reporting	System can report project and grant data in any timeframe ex. city period, grantor period, etc.			
239	PG	Project/Grant Reporting	System can report on project and grants revenue and expenditure data			

240	PG	Project/Grant Reporting	System can generate grantor required reporting			
241	PG	Project/Grant Reporting	System can report in detail by project funding source			
242	PG	Project Capitalization	Expenditures for capital project can be identified as capitalized expenses			
243	PG	Project Capitalization	System will move a project to capital asset but allow for any subsequent expenditures to be charged to that project			
244	PG	Project Capitalization	System transfers construction-in-progress accounts to capital asset accounts at project close or completion			
245	PG	Project Capitalization	System allows creation of asset before project close			
246	PG	Project Capitalization	One project can be converted into multiple assets			
247	PG	Project Capitalization	System allows users to determine what costs should be capitalized			
248	PUR	General	System can attach and track purchasing documents to any transaction			
249	PUR	General	System vendors can be requested/added by departments with workflow approval			
250	PUR	General	Supports sourcing of one system transaction to another (requisition to purchase, purchase order to contract, etc.)			
251	PUR	General	System generates approval chains based on account structure			
252	PUR	Purchase Requisition	System requisition can include requested vendor			
253	PUR	Purchase Requisition	System can process requisitions without a specified vendor			
254	PUR	Purchase Requisition	Requestor can attach files to requisition at header level, files can be individually printed or printed with document			
255	PUR	Purchase Requisition	System maintains list of interested bidders/vendors, including applicable commodity codes			
256	PUR	Purchase Requisition	Requestor can attach files to requisition at line item level			
257	PUR	Purchase Requisition	Purchase requisition allows user to add NIGP commodity code to line item			
258	PUR	Purchase Requisition	Purchase requisition allow users to add MCC codes to line item			
259	PUR	Purchase Requisition	System allows user to record information on competing quotes (informal quotes)			
260	PUR	Purchase Requisition	Purchase requisition allows user to identify project ledger segments on line item			
261	PUR	Purchase Requisition	Purchase requisition allows user to identify grant ledger segments on line item			
262	PUR	Purchase Requisition	Purchase requisition allows user to identify work order number on line item			
263	PUR	Purchase Requisition	Purchase requisition allows user to identify contract number for requisition			
264	PUR	Purchase Requisition	Purchase requisition can auto populate fields if tied to an existing contract			
265	PUR	Purchase Requisition	Purchase requisition data can be sourced electronically to other purchasing transactions based on City purchasing threshold amounts			
266	PUR	Purchase Requisition	General ledger accounts can be linked to commodity code			
267	PUR	Purchase Requisition	System limits accounts that requestor is available to charge to by role/department			
268	PUR	Purchase Requisition	System limits accounts that requestor is available to charge to by chart of accounts segment			
269	PUR	Purchase Requisition	System generates notifications to department managers if non-department requestor charges on behalf of the department (i.e., IT purchases on behalf of department)			
270	PUR	Purchase Requisition	Allow purchase requisition templates to be created for routine purchases			
271	PUR	Purchase Requisition	Allows creation of purchase requisition from existing purchase requisition - (clone entire requisition)			
272	PUR	Purchase Requisition	System allows copying and duplicating lines on a purchase requisition			
273	PUR	Purchase Requisition	Budget control can be set to soft error (warn user but allow)			
274	PUR	Purchase Requisition	Budget control can be set to hard error (do not allow)			
275	PUR	Purchase Requisition	System will allow thresholds to be used for soft and hard error (allow requisition if X%, hard stop if X% of requisition)			
276	PUR	Purchase Requisition	System will allow budget control settings (soft or hard) based on date			
277	PUR	Purchase Requisition	System allows for budgeting at one level and controlling at a different level (Example: budget by account/object but conduct budget control at program level)			
278	PUR	Purchase Requisition	System allows budget control at summary roll up of account/object			
279	PUR	Purchase Requisition	System conducts budget checks when purchase requisition is submitted, approved, and converted to purchase order			
280	PUR	Purchase Requisition	System tracks pre-encumbrances for purchase requisitions			
281	PUR	Purchase Requisition	System saves purchase requisitions that have not been submitted for workflow approval			
282	PUR	Purchase Requisition	System pre-encumbers saved purchase requisitions			
283	PUR	Purchase Requisition	Budget check performed at the fund level			
284	PUR	Purchase Requisition	Budget check performed at the department level			
285	PUR	Purchase Requisition	Budget check performed at the sub-department level			
286	PUR	Purchase Requisition	Budget check performed at the grant level			
287	PUR	Purchase Requisition	Budget check performed at the project level			
288	PUR	Purchase Requisition	Budget check performed at the contract level			
289	PUR	Purchase Requisition	Budget check performed at organization (department/sub-department) and object level			
290	PUR	Purchase Requisition	Budget control warnings can be sent through workflow or email to other users (supervisor)			
291	PUR	Purchase Requisition	For existing vendors, system will check if vendor's insurance is up to date			
292	PUR	Purchase Requisition	System routes purchase requisition for approval/notification by total dollar amount			
293	PUR	Purchase Requisition	System routes purchase requisition for approval/notification by chart of account information (example: department)			
294	PUR	Purchase Requisition	System routes purchase requisition for approval/notification by chart of account information (object/account code)			
295	PUR	Purchase Requisition	System routes purchase requisition for approval/notification by commodity code (goods vs. services)			
296	PUR	Purchase Requisition	System provides originator notifications related to approvals, rejections, and comments			
297	PUR	Purchase Requisition	System allows users to insert comments and documentation for bid quotes			
298	PUR	Purchase Requisition	Awarded bid data is automatically sourced to a requisition or purchase order			
299	PUR	Purchase Requisition	System allows users to cancel requisition before it is approved			
300	PUR	Purchase Requisition	Cancelled requisitions or cancelled requisition line items release pre-encumbrance			
301	PUR	Vendor Catalogs	System accommodates vendor catalogs with pre-defined purchasing lists by being able to punch out to vendor catalog and/or upload data from vendor electronic catalog			
302	PUR	Vendor Catalogs	System allows user to access vendor catalogs through system and track all selected items in purchasing system			
303	PUR	Vendor Catalogs	System will allow for three minimum punch-out vendor catalogs for implementation			
304	PUR	Vendor Catalogs	System allows departments to enter existing on-call lists to be accessed and used by other departments			
305	PUR	Purchase Order	System accommodates discrete purchase orders (purchase order for specific quantity of good or service)			
306	PUR	Purchase Order	System accommodates blanket purchase order (purchase order with vendor for specified dollar amount)			
307	PUR	Purchase Order	System purchase order data is sourced from approved requisitions			
308	PUR	Purchase Order	Requisitions are sourced to other City departments (Budget, IT) based on commodity code/type of purchase, amount, or chart of accounts data			
309	PUR	Purchase Order	Requisitions are sourced to buyers based on commodity code/type of purchase, amount, or chart of accounts data			
310	PUR	Purchase Order	System includes approval workflow for purchase orders			
311	PUR	Purchase Order	System generates a notice to the originator upon approval/rejection of purchase order			
312	PUR	Purchase Order	System tracks encumbrances and spending against purchase orders			
313	PUR	Purchase Order	System generates a notice to the vendor upon approval of purchase order			
314	PUR	Purchase Order	System generates a notice to the assigned buyer upon approval of purchase order			
315	PUR	Purchase Order	System allows for separate delivery address on the purchase order			
316	PUR	Purchase Order	System generates monthly reports detailing number of POs, total dollar amount of POs, and POs by assigned buyer			
317	PUR	Purchase Order	System allows creation of purchase order directly (no purchase requisition)			
318	PUR	Purchase Order	System performs budget check for purchase orders created without a requisition			
319	PUR	Purchase Order	System creates encumbrance when requisition is converted to a purchase order			
320	PUR	Purchase Order	System maintains separate PO templates for goods vs. services			
321	PUR	Purchase Order	System provides for approval process for purchase order prior to being sent to vendor			
322	PUR	Purchase Order	Approval process for purchase order can be routed by dollar amount			
323	PUR	Purchase Order	Approval process for purchase order can be routed by account (example: department or fund)			
324	PUR	Purchase Order	Approval process for purchase order can be routed by commodity code (goods vs. services)			
325	PUR	Purchase Order	System allows for encumbrance of shipping and freight and allows user to add shipping and freight to purchase order			
326	PUR	Purchase Order	Shipping and freight charges distributed to accounts by line item on PO			
327	PUR	Purchase Order	User can attach files to purchase order at header level, files can be individually printed or printed with document			
328	PUR	Purchase Order	Requestor can attach files to PO at line item level			
329	PUR	Purchase Order	Purchase order sent to vendor through email			
330	PUR	Purchase Order	Purchase order sent to vendor through hard copy (print and mail)			
331	PUR	Purchase Order	Purchase order made available to vendor via self-service			
332	PUR	Purchase Order	Purchase order identifies originator of PO and contact information			
333	PUR	Purchase Order	Purchase order identifies alternate contact for PO (other than originator)			
334	PUR	Purchase Order	Purchase orders can be assigned to alternate approver (person is out of office)			
335	PUR	Purchase Order	Purchase order prints with default contract terms based on type of purchase and commodity code			
336	PUR	Purchase Order	System accommodates multiple addresses on PO, including "remit to" address			
337	PUR	Purchase Order	System accommodates recurring PO's, including annually re-established PO's			
338	PUR	Purchase Order	System can link POs to vendor insurance certificates			
339	PUR	Receiving	System allows user to search for PO by PO#, vendor, description, department			
340	PUR	Receiving	System tracks goods or services received			
341	PUR	Receiving	System allows for online invoice approval			
342	PUR	Receiving	User can acknowledge receipt of entire purchase order			
343	PUR	Receiving	User can acknowledge receipt of purchase order by individual line item			
344	PUR	Receiving	User can record partial receipt			
345	PUR	Receiving	User can upload invoice, packing slip, etc.			
346	PUR	Receiving	System tracks vendor performance at receipt (on time, damaged, other comments)			
347	PUR	Receiving	Receipt of a capital asset requires that the receiver complete asset record (serial number, asset tag, other information, etc.)			
348	PUR	Receiving	System identifies orders that have not been received by delivery date on PO			
349	PUR	Receiving	System identifies orders that have not been received after X days since PO creation			
350	PUR	Modify PO/Change Order	Any open purchase order can be modified by change order			
351	PUR	Modify PO/Change Order	Approved contract amendments can create change to contract PO			
352	PUR	Modify PO/Change Order	System automatically generates notification to originator of change order upon final approval			
353	PUR	Modify PO/Change Order	System stores change order information with the original PO and vendor information			
354	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for increase quantity or amount			
355	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for decrease quantity or amount			
356	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for cancelling line items			
357	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for canceling entire PO			
358	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for adding line items			
359	PUR	Modify PO/Change Order	Departments can initiate request for a change to purchase order for change of chart of account string			
360	PUR	Modify PO/Change Order	Requests to change purchase order routed through workflow that mirrors steps taken for original approval			
361	PUR	Modify PO/Change Order	Change order approval workflow based in dollar change, dollar %, or dollar threshold change of the PO			
362	PUR	Modify PO/Change Order	Request to change purchase order (for increase) pre-encumbers funds			
363	PUR	Modify PO/Change Order	Pending change orders do not prevent using the PO to process invoices			
364	PUR	Modify PO/Change Order	System allows for one PO to have multiple change orders			
365	PUR	Modify PO/Change Order	Request to change purchase order (for decrease) release encumbrance when change request is approved			
366	PUR	Modify PO/Change Order	Approval of change to purchase order encumbers funds or releases encumbrance of funds			

367	PUR	Modify PO/Change Order		Printing of modified purchase order clearly labels that purchase order has been changed			
368	PUR	Modify PO/Change Order		Purchase order identifies information that was changed on header and line item			
369	PUR	Modify PO/Change Order		System identifies revised purchase orders and indicates all changes that have been made			
370	PUR	Modify PO/Change Order		When printing modified purchase order, all information and comments on original purchase order are reproduced on modified purchase order			
371	PUR	Modify PO/Change Order		System supports automatic retainage			
372	PUR	Purchasing Cards		System tracks p-card application process			
373	PUR	Purchasing Cards		System provides workflow approvals in the p-card application process			
374	PUR	Purchasing Cards		System can track and notify user of p-card rules and restrictions			
375	PUR	Purchasing Cards		System provides tracking of receipt of p-card and p-card rules			
376	PUR	Purchasing Cards		System allows users to identify correct account for each p-card transaction			
377	PUR	Purchasing Cards		System allows users to identify correct project (including sub-project) for each p-card transaction			
378	PUR	Purchasing Cards		System allows users to identify correct contract for each p-card transaction			
379	PUR	Purchasing Cards		System provides workflow approval of p-card transaction			
380	PUR	Purchasing Cards		System allows payment of purchase order with p-card			
381	PUR	Purchasing Cards		System allows multiple accounts for each p-card transaction			
382	PUR	Purchasing Cards		System allows user to identify p-card vendor (link to vendor file)			
383	PUR	Purchasing Cards		System automatically identifies vendor based on file from bank			
384	PUR	Purchasing Cards		System can report on all spending for a given vendor (including chain stores)			
385	PUR	Purchasing Cards		System provides workflow approval of p-card transactions			
386	PUR	Purchasing Cards		System archives receipts and other backup			
387	PUR	Purchasing Cards		System can merge multiple transactions to a single receipt, and multiple receipts to a single transaction			
388	PUR	Purchasing Cards		System identifies users who have not submitted p-card reconciliations through dashboard or other means, without having to run a report			
389	PUR	End of Year Process		Any open purchase orders at year end can be rolled to next fiscal year			
390	PUR	End of Year Process		Any open purchase order rolled to next fiscal year can roll associated encumbrance and budget to next fiscal year			
391	PUR	End of Year Process		Any open purchase order can be paid out of old fiscal year in new year prior to old fiscal year close			
392	PUR	End of Year Process		Closed purchase orders at end of year release encumbrance on budget and contract			
393	PUR	Bid/Quote	Interface	System integrates with the City's bidding system (PlanEBids)			
394	PUR	Bid/Quote		Requisition data can be sourced to a bid/quote			
395	PUR	Bid/Quote		System can accept and track vendor bid/quote information			
396	PUR	Bid/Quote		System provides internal evaluation tools			
397	PUR	Bid/Quote		Users can enter evaluation data for bid/quotes			
398	PUR	Bid/Quote		System tracks award of bid/quotes by header			
399	PUR	Bid/Quote		System tracks award of bid/quotes by line item			
400	PUR	Bid/Quote		System can source bid/quote award data to a contract			
401	PUR	Bid/Quote		System can source bid/quote award data to a single/multiple purchase orders			
402	PUR	Bid/Quote		System can be used to track informal bids			
403	PUR	Contract Set Up		System provides notification ahead of contract expiration			
404	PUR	Contract Set Up	Interface	System interfaces with the City's contract management system (TBD)			
405	PUR	Contract Set Up		Workflow approval process for establishing contract is determined by chart of accounts (example: department)			
406	PUR	Contract Set Up		Workflow approval process for establishing contract is determined by type of contract			
407	PUR	Contract Set Up		Workflow approval process for establishing contract is determined by dollar amount			
408	PUR	Contract Set Up		System stores effective date of contracts			
409	PUR	Contract Set Up		System supports multi-vendor contracts			
410	PUR	Contract Set Up		System supports multi-year contracts			
411	PUR	Contract Set Up		System tracks payment schedules			
412	PUR	Contract Set Up		System tracks tasks and subtasks associated with a contract			
413	PUR	Contract Set Up		Contracts can be marked for retention tracking			
414	PUR	Contract Set Up		System will allow for a master contract, with ability to attached additional contracts to the master			
415	PUR	Contract Set Up		System tracks contract limits by department for multi-departmental contracts			
416	PUR	Contract Set Up		System allows option of encumbering value of contract, partial value, or not encumbering			
417	PUR	Contract Set Up		System allows encumbrances to be split across multiple fiscal years (user can identify encumbrance in each fiscal year)			
418	PUR	Contract Set Up		System lists balance of active contracts and future year obligations/encumbrances			
419	PUR	Contract Set Up		Contracts can be converted to a single purchase order			
420	PUR	Contract Set Up		System can process multiple requisitions/purchase orders against a contract			
421	PUR	Contract Set Up		System allows users to attach files to contract			
422	PUR	Contract Set Up		System tracks non-purchasing contracts (example: lease agreements, receivable contracts, MOUs)			
423	PUR	Contract Set Up		System tracks if a performance bond is required for the contract			
424	PUR	Contract Set Up		System tracks receipt of performance bond			
425	PUR	Contract Administration		System accommodates tracking and editing of contract versioning document by multiple users			
426	PUR	Contract Administration		System includes approval workflow for formal solicitations and contracts			
427	PUR	Contract Administration		System stores all contracts			
428	PUR	Contract Administration		System allows upload of certificates of insurance and other relevant contract-related documents			
429	PUR	Contract Administration		System can default vendor insurance certificates and then make any changes or additions that are uniquely required by the contract			
430	PUR	Contract Administration		System tracks all relevant contract dates			
431	PUR	Contract Administration		System tracks spending against contracts and cooperative agreements			
432	PUR	Contract Administration		System tracks revenue received against contracts			
433	PUR	Contract Administration		System supports the use of electronic signatures			
434	PUR	Contract Administration		System utilizes automated workflows and notifications for contract approvals			
435	PUR	Contract Administration		System can apply purchase orders/requisitions against contracts			
436	PUR	Contract Administration		Purchase orders encumber funds against a contract			
437	PUR	Contract Administration		Contracts can be encumbered partially or in their entirety			
438	PUR	Contract Administration		System tracks service performance against a contract (e.g., milestones and/or deliverables)			
439	PUR	Contract Administration		System tracks and generates notifications for expiration dates (e.g., contract expiration, insurance expiration, etc.)			
440	PUR	Contract Administration		System tracks changes to contract dates and limits (Not to Exceed amount)			
441	PUR	Contract Administration		System tracks and manages payment schedule required by contract and creates payment request automatically			
442	AP	Vendor File		System can track MBE/WBE designation			
443	AP	Vendor File		System uses one vendor file for purchasing, accounts payable, and contracts			
444	AP	Vendor File		System provides multiple contact names (e.g. AP staff vs. contract staff), multiple telephone numbers (types), and multiple email addresses			
445	AP	Vendor File		Vendor file is linked to customer file used for accounts receivable (e.g. for refunds/overpayments)			
446	AP	Vendor File		System prevents duplicate vendors by preventing duplicate vendor tax ID			
447	AP	Vendor File		System warns of duplicate vendors by identifying duplicate vendor name			
448	AP	Vendor File		System allows users (with security access) to temporarily deactivate a vendor			
449	AP	Vendor File		System will deactivate vendors that have not been used in x years (City defined timeframe)			
450	AP	Vendor File		System provides vendor information by FY, CY, or user-defined period			
451	AP	Vendor File		System allows users (with security access) to merge two vendors			
452	AP	Vendor File		System support parent-child relationships for vendor records			
453	AP	Vendor File		System references vendor name/taxID changes			
454	AP	Vendor File		System maintains multiple address types			
455	AP	Vendor File		System maintains multiple location addresses for each vendor			
456	AP	Vendor File		System can accommodate foreign addresses			
457	AP	Vendor File		System identifies default payment remittance address			
458	AP	Vendor File		System identifies 1099 vendors			
459	AP	Vendor File		System identifies sole proprietors			
460	AP	Vendor File		System supports multiple types of 1099 vendors			
461	AP	Vendor File		System identifies cumulative purchase history by vendor to identify common vendors			
462	AP	Vendor File		System identifies one-time vendors			
463	AP	Vendor File		System allows one-time vendors to be tried to departments or business units			
464	AP	Vendor File		System allows changing status of one-time vendor to "real" vendor			
465	AP	Vendor File		System allows placing all payments to vendor on hold and optional justification			
466	AP	Vendor File		Vendor file stores vendor payment preference (ACH, check, or virtual pay)			
467	AP	Vendor File		Vendor files can identify terms and conditions that are applied to purchase orders, accounts payable, and retention for that vendor			
468	AP	Vendor File		System validates vendor is not employee			
469	AP	Vendor File		System stores vendor's Certificate of Insurance and notifies the vendor and AP when insurance is about to expire			
470	AP	Vendor File		System defaults the vendor's Certificate of Insurance to active contracts			
471	AP	Vendor File		System will autopopulate vendor information based on W-9			
472	AP	Vendor Self-Service		Vendor self-service capabilities allows vendors to register with the City as a prospective vendor			
473	AP	Vendor Self-Service		Vendor self-service capabilities allows vendors to register with the City as a vendor (in vendor file)			
474	AP	Vendor Self-Service		Vendor self-service capabilities allows vendors to update contact information			
475	AP	Vendor Self-Service		Vendor self-service capabilities allows vendors to identify type of goods/services offered by city commodity code			
476	AP	Vendor Self-Service		Vendors can upload W-9 and other documentation through self-service			
477	AP	Vendor Self-Service		Vendor self-service capabilities allows vendors to identify type of goods/services offered by NIGP code			
478	AP	Vendor Self-Service		Vendors can access purchase orders and submit invoices through self-service			
479	AP	Vendor Self-Service		Vendors can access and submit bids/quotes through self-service			
480	AP	Vendor Self-Service		Vendor can access payment status (incl. check date/number) through vendor self-service			
481	AP	Vendor Performance		System allows users to track performance information of vendors with an associated comment field			
482	AP	Vendor Performance		System allows users to place a vendor in a debarment status			
483	AP	General		System supports centralized tracking of payment information for review by departmental employees			
484	AP	Invoice Processing		Invoices can be scanned and processed for approval electronically			
485	AP	Invoice Processing		System supports automated workflow approval for invoices			
486	AP	Invoice Processing		System allows users to upload invoice, packing slip, etc.			
487	AP	Invoice Processing		System allows for importation of invoices from other systems or spreadsheets			
488	AP	Invoice Processing		System generates status notifications (including to vendor)			
489	AP	Invoice Processing		System fills information for invoice from purchase order			
490	AP	Invoice Processing		System allows entering of direct claims without purchase order			
491	AP	Invoice Processing		System provides workflow approval path for invoices from purchase orders			
492	AP	Invoice Processing		System provides workflow approval path for invoices without purchase orders			
493	AP	Invoice Processing		Invoices routed through workflow for approval based on amount			
494	AP	Invoice Processing		Invoice routed through workflow based on point of entry (entered by department vs. AP)			
495	AP	Invoice Processing		Invoices routed through workflow for approval based on PO vs no PO			
496	AP	Invoice Processing		Invoices routed through workflow for approval based on chart of account information			
497	AP	Invoice Processing		System supports partial payments (partial payment of invoice)			
498	AP	Invoice Processing		System supports applying credit memo to invoice for incorrect invoices			
499	AP	Invoice Processing		System allows transactions to be edited without having to delete and recreate			
500	AP	Invoice Processing		System supports reclassification of invoice payments			
501	AP	Recurring Payments		System supports creation of template for recurring AP invoices with pre-defined account distribution			
502	AP	Invoice Processing		System allows payment of multiple purchase orders from one invoice and defaults sourced PO data			
503	AP	Invoice Processing		System allows multiple invoices to be received and processed for one purchase order			
504	AP	Invoice Processing		System will automatically check for and prevent duplicate invoice numbers for the same vendor (don't pay same invoices twice)			

505 AP	Invoice Processing		System can populate default invoice descriptions based on account string			
506 AP	Invoice Processing		System allows files to be attached in system to the invoice (scanned image of invoice)			
507 AP	Invoice Processing		System supports OCR of scanned invoices			
508 AP	Invoice Processing		System has no character limit on invoice number (if limitations exist, please note)			
509 AP	Invoice Processing		System allows users to check status of submitted invoices			
510 AP	Invoice Processing		System allows users to search invoice by project code and item description			
511 AP	Invoice Processing		System allows for automatic overhead allocation to department/business unit accounts			
512 AP	Refunds		System processes refunds to one-time customers			
513 AP	Refunds		System allows upload of refund payments from other system			
514 AP	Credit Memo		System allows users to apply credit memo to invoice			
515 AP	Invoice Processing		System allows for corrections if invoices are paid towards incorrect PO or contract			
516 AP	Matching		Supports 2 way matching (purchase order, invoice)			
517 AP	Matching		Supports 3 way matching (purchase order, receiving document, invoice)			
518 AP	Matching		System provides workflow approval for invoice for services and other purchase goods/services without receipt			
519 AP	Matching		Matching occurs at line item detail level			
520 AP	Matching		System allows tolerance on PO price and invoice price for matching based on percentage (example: invoice can't be greater than 105% of purchase order)			
521 AP	Matching		System allows tolerance on PO price and invoice price for matching based on percentage and limit (example: invoice can't be greater than 105% of purchase order or \$5 (whichever is greater)			
522 AP	Matching		System excludes freight and shipping charges from matching requirements			
523 AP	Matching		System provides notification when match does not occur			
524 AP	Payment Process		After approval, schedule invoices for payment based on invoice date (example: 45 days after invoice date)			
525 AP	Payment Process		After approval, schedule invoices for payment based on date entered by AP clerk			
526 AP	Payment Process		After approval, schedule invoices for payment based on grouping of invoices (example: by department)			
527 AP	Payment Process		System prints checks on fold and seal and regular blank check stock			
528 AP	Payment Process		System produces check with business name			
529 AP	Payment Process		System prints checks with MICR encoding			
530 AP	Payment Process		System prints checks with electronic signatures			
531 AP	Payment Process		System will pay vendors electronically (ACH, wire transfer, etc.) using standard NACHA formats (cst)			
532 AP	Payment Process		System allows printing of checks without any impact on other users in system			
533 AP	Payment Process		System prints checks based on regular schedule (pay cycle)			
534 AP	Payment Process		System controls check numbers exclusively			
535 AP	Payment Process		System prints on-demand checks (single check printing)			
536 AP	Payment Process		System creates/sorts checks based upon chart of account information (example: fund or department)			
537 AP	Payment Process		System creates/sorts checks based upon vendor			
538 AP	Payment Process		System provides a Standard Report for City Council Demand Register with ability to show/not show accounts			
539 AP	Payment Process		System creates/sorts checks based upon payment type (employee reimbursement, one time vendors, etc.)			
540 AP	Payment Process		System sends electronic remittance advice for EFT payments to vendor through email			
541 AP	Payment Process		System permits users to select to pay one invoice per check (issue multiple checks to one vendor in a single check run)			
542 AP	Payment Process		System combines multiple invoice payments onto one check (issue one check for multiple invoices in a single check run)			
543 AP	Payment Process		System itemizes invoices (including the vendor invoice number) on the remittance advice			
544 AP	Payment Process		System allows users to place a payment on hold			
545 AP	Payment Process		Enter broadcast messages that will appear on all AP check stubs			
546 AP	Payment Process		Users may enter a message for one specific vendor which appears on that specific check stub			
547 AP	Payment Process		System supports positive pay			
548 AP	Payment Process		System can track invoices based on net 30 or other timelines and apply discount or retention if applicable			
549 AP	Travel / Employee Reimbursement		System allows employees to enter pre-travel request (prior to travel) and travel advance request			
550 AP	Travel / Employee Reimbursement		System routes pre-travel and travel advance request through workflow for approval (prior to travel)			
551 AP	Travel / Employee Reimbursement		System automatically calculates mileage reimbursement using IRS rates			
552 AP	Travel / Employee Reimbursement		System supports per diem amounts for travel based on GSA standards			
553 AP	Travel / Employee Reimbursement		System allows employees to enter reimbursement request separating expense by type (hotel, airfare, mileage, etc.)			
554 AP	Travel / Employee Reimbursement		System allows employees to upload receipt and documentation for travel/employee reimbursement			
555 AP	Travel / Employee Reimbursement		System links employee reimbursement request with travel advances			
556 AP	Travel / Employee Reimbursement		All expense reimbursement processes are supported by workflow			
557 AP	Travel / Employee Reimbursement		System can track and reimburse multiple types of reimbursements, ex. Travel, training, mileage, uniform, etc.			
558 AP	Retention		System automatically calculates retention amount and removes from invoice paid amount			
559 AP	Retention		System automatically applies retention amounts to invoice payments from vendor file			
560 AP	Retention		System automatically applies retention amounts to invoice payments from contract			
561 AP	Retention		System automatically applies retention amounts to invoice payments from purchase order			
562 AP	Retention		System can release retention by selected payments			
563 AP	Retention		System provides report of all retention withheld by contract, invoice, or vendor			
564 AP	Retention		System can release retention by amount or invoice			
565 AP	Void and Cancel		System allows user to cancel warrant and system makes all correct accounting entries to reverse payment, including contract balances			
566 AP	Void and Cancel		System allows user to void check and re-issue replacement check			
567 AP	Void and Cancel		System allows users to cancel prior year checks and only void current year checks and automatically credit back designated accounts			
568 AP	Void and Cancel		System supports a defined escrow process			
569 AP	Tax Reporting		System allows commodity codes to track non-taxable transactions			
570 AP	Tax Reporting		Monitors cumulative payments to 1099 vendors			
571 AP	Tax Reporting		System generates 1099 on-demand			
572 AP	Tax Reporting		System captures information for generation of federal 1099s at year-end (both manually and per IRS approved file)			
573 AP	Tax Reporting		System generates 1099-Misc			
574 AP	Tax Reporting		System generates 1099-S			
575 AP	Tax Reporting		System to print collected 1099 payments into appropriate reporting boxes, i.e., rent, non-employee compensation, etc.			
576 AP	Tax Reporting		System generates 1099 with a name associated with federal ID			
577 AP	Tax Reporting		System can produce electronic file to send 1099 related forms to IRS			
578 AP	Tax Reporting		System can produce required California Independent Contractor reports for sole proprietors			
579 BUD	General		System provides comparative reporting and inquiry throughout the budget process.			
580 BUD	General		System supports an automated iterative communication process throughout budget development of changes and updates to budget structures and values			
581 BUD	General		System provides multiple year budgeting and reporting			
582 BUD	General		System provides multiple year budgeting for projects			
583 BUD	General		System provides multiple year budgeting for grants			
584 BUD	General		System is integrated with MS Excel and Word for analysis and documentation			
585 BUD	General		System provides analysis tools to support trend analysis based on budget history			
586 BUD	General		System integration to project and grant accounting provides data for capital budget development and tracking			
587 BUD	General		System provides multiple year funding source budgeting			
588 BUD	General		System provides revenue budgeting capabilities			
589 BUD	General		System can support a parallel operating and capital budget development process			
590 BUD	General		System warns users when a budget line is projected to exceed budget			
591 BUD	General		System can track grants across budget and grant year (if these are different)			
592 BUD	Budget Requests		System provides a template for entering budget requests			
593 BUD	Budget Requests		System accommodates entering budget detail for departmental budgets (by accounting structure within a department)			
594 BUD	Budget Requests		System allows departments to include narrative in their budget requests			
595 BUD	Budget Requests		System maintains versioning of who makes changes in the system			
596 BUD	Budget Requests		System allows user to maintain history of version and promote one version for submission to budget development process			
597 BUD	Budget Requests		System allows users to see prior years actuals and prior year budgets in the budget module			
598 BUD	Budget Requests		System provides ad-hoc and dashboard reporting			
599 BUD	Budget Requests		System provides budget projection functionality			
600 BUD	Budget Requests		System integrates with HR/payroll system/module to provide position budget data			
601 BUD	Budget Requests		System allows for workflow approvals			
602 BUD	Budget Requests		System accommodates entering budget detail for project budget (over multiple years - up to life of project)			
603 BUD	Budget Requests		System pre-populates budget entry fields with past budget version			
604 BUD	Budget Requests		System is used to prepare budgets for revenues and expenses			
605 BUD	Budget Requests		Departments enter budget requests through system including requested budget amount			
606 BUD	Budget Requests		Departments enter budget requests through system including changes/additions/deletions of positions			
607 BUD	Budget Requests		Position budgeting requests automatically include associated staffing costs (uniforms, IT, etc.) and calculate future pay increases			
608 BUD	Budget Requests		Departments enter department narrative information along with budget requests (Example: department goals, challenges, highlights of major changes, etc.)			
609 BUD	Budget Requests		Departments enter budget requests through system including notes/comments/narrative			
610 BUD	Budget Requests		Departments enter budget requests through system including attaching documents			
611 BUD	Budget Requests		Budget requests can be grouped into decision packages (multiple line items that go together)			
612 BUD	Budget Requests		Budget requests can be identified as supplemental requests			
613 BUD	Budget Requests		Budget requests (decision packages) can be prioritized			
614 BUD	Budget Requests		System allow users to create different budget projections/scenarios (example: what if 5% cut)			
615 BUD	Budget Requests		System allows users to apply a percentage, fixed amount, or other formula driven increase/decrease to a budgeted figure on a line-by-line basis			
616 BUD	Budget Requests		Users can flag one-time budget events and system automatically removes them from the next years' budget			
617 BUD	Budget Requests		System prevents budgeting in excess of pre-determined spending limit set by Chart of Account segment (example: public works department budget can't exceed \$10,000,000)			
618 BUD	Budget Requests		System integrates with contracts module to ensure future year costs for multi-year contracts are included in department budget request			
619 BUD	Budget Requests		Users can create multiple versions of a budget request for "what if" scenario simulation			
620 BUD	Budget Requests		System supports multi-year budgeting			
621 BUD	Budget Requests		System supports budgeting for one year and forecasting multiple years			
622 BUD	Program Budgeting		System allows users to prepare budgets by program (can be across multiple departments)			
623 BUD	Program Budgeting		System allows program budgets to be prioritized			
624 BUD	Program Budgeting		System allows program budgets to link to strategic goals			
625 BUD	Program Budgeting		System tracks performance measures on each program			
626 BUD	Program Budgeting		System tracks program narrative and goals for each program			
627 BUD	Budget Development	Interface	System interfaces with the City's budget development system (ClearGov)			

628	BUD	Budget Development	Department worksheets are automatically rolled into organization-wide master budget
629	BUD	Budget Development	System maintains history of multiple budget versions including requested budget (e.g. Department Requested, City Manager Recommended, Council Approved)
630	BUD	Budget Development	System allows budget users to modify all department budget worksheets, via security and workflow approvals
631	BUD	Budget Development	System provides revenue and expenditure forecasting with scenario modeling capabilities
632	BUD	Budget Development	Forecasting capabilities include benefit costs forecasting based on collective bargaining
633	BUD	Budget Development	System allows budget users to roll budget to new version
634	BUD	Budget Development	System maintains history of multiple budget versions including recommended budget
635	BUD	Budget Development	System maintains history of multiple budget versions including adopted budget
636	BUD	Budget Development	System maintains history of multiple budget versions including revised budget
637	BUD	Budget Development	Budget book updates automatically based on changes during budget development
638	BUD	Capital Budgeting	System supports development of a multi-year capital improvement plan, up to 20 years
639	BUD	Capital Budgeting	Project budgets created roll up to create department capital budget and overall capital improvement plan
640	BUD	Capital Budgeting	Supports multiple year capital project budgeting, including integration with the Master Plans
641	BUD	Capital Budgeting	System can utilize multiple funding sources to develop capital budgets
642	BUD	Capital Budgeting	System can identify spending information on bond related issues, especially for bonds that fund multiple projects
643	BUD	Capital Budgeting	System allows individual capital project budgets created in project module to feed budget module
644	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on current employee salary and current benefit elections
645	BUD	Personnel Budgeting	System projects and budgets tax and benefit costs based on position salary range and default benefit elections
646	BUD	Personnel Budgeting	System allows user to request new position in proposed budget
647	BUD	Personnel Budgeting	System provides ability to propose changing position status as part of budget development (funded - unfunded positions)
648	BUD	Personnel Budgeting	System provides ability to request reclassification of existing positions as part of budget process
649	BUD	Personnel Budgeting	System allows users to propose changes to salary amounts as part of budgeting process, based on security and permissions
650	BUD	Personnel Budgeting	System automatically adjusts any benefits/tax amounts, with changes to salary amounts
651	BUD	Personnel Budgeting	System allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts (i.e. organizational codes, programs, projects, grants, etc.)
652	BUD	Personnel Budgeting	System will calculate personnel based on FTE
653	BUD	Personnel Budgeting	Personnel budget mirrors position control structure in HR module for budgeting purposes
654	BUD	Budget Projections	System calculates budget estimates to project spending during the remainder of the fiscal year
655	BUD	Budget Projections	System used to project revenues and expenses
656	BUD	Budget Projections	Budget projections available through dashboard
657	BUD	Budget Projections	System uses straight-line projections
658	BUD	Budget Projections	System uses projection method based on last year actuals
659	BUD	Personnel Budgeting	System projects the equipment (i.e., vehicles, software, hardware) costs associated with new requested positions
660	BUD	Personnel Budgeting	System projects the ongoing maintenance equipment costs associated with new requested positions
661	BUD	Personnel Budgeting	System notifies internal service departments of new positions requested by operating departments so they can increase their budgets for equipment and maintenance based on system projections
662	BUD	Budget Adjustments	System allows departments to propose budget transfers within department authority with workflow approval and notifications for capital and operating budgets
663	BUD	Budget Adjustments	For allowable GL Accounts, transfers between funds can require Council approval
664	BUD	Budget Adjustments	System provides workflow based on transfer to/from (example: within department/division/fund or between department/division/fund)
665	BUD	Budget Adjustments	System provides workflow based on transfer within or between budget categories (example: salary/supplies/materials/etc.)
666	BUD	Budget Adjustments	System allows departments to propose additional budget requests
667	BUD	Budget Adjustments	System validates and enforces rule that all budget amendments and transfers must balance
668	BUD	Budget Adjustments	System provides funds availability check when entering budget amendments
669	BUD	Budget Adjustments	System allows users to view workflow status of a pending budget adjustment request
670	BUD	Budget Adjustments	System can report Council Approved Budget, Budget Adjustments, Encumbrances and Actual Expenditures by Fiscal Year
671	CA	Asset Set Up	System is used to track capitalized items
672	CA	Asset Set Up	System is used to track non-capitalized items (items of value below the depreciation threshold amount)
673	CA	Asset Set Up	System identifies assets based on capitalization threshold
674	CA	Asset Set Up	System assets capitalization threshold can be different for each asset type
675	CA	Asset Set Up	Asset functionality is integrated with all other system financial functions; procurement and payables, project/grant accounting and budget/GL
676	CA	Asset Set Up	Asset can have multiple account distributions (including multiple funds)
677	CA	Asset Set Up	System can track infrastructure assets in bulk, Ex. roads, pipes, apertures, etc.
678	CA	Asset Set Up	System provides an automated unique asset number for each city asset
679	CA	Asset Set Up	System tracks asset information such as description, dates, relevant numbers (VIN, serial, barcode, etc.), location, method of acquisition, etc.
680	CA	Asset Set Up	System track asset disposal information
681	CA	Asset Set Up	System tracks CFDA number to the asset
682	CA	Asset Set Up	Pictures of the asset, and documents can be attached (manuals) can be to the asset
683	CA	Asset Set Up	System can track and identify the finance sources of assets
684	CA	Asset Set Up	System to track leased assets
685	CA	Asset Set Up	System to track subscription based software
686	CA	Asset Set Up	System provides barcode technology for asset identification and inventory
687	CA	Asset Set Up	System integrates to city GIS for asset location
688	CA	Asset Set Up	System accommodates parent child relationships for assets
689	CA	Asset Set Up	System references old asset to replacement asset
690	CA	Asset Set Up	For assets in the Construction in Progress process, the asset can be held in a CIP account and not placed in service until completed
691	CA	Asset Set Up	System can identify assets from the CIP file
692	CA	Asset Set Up	Asset tracks asset acquisition date
693	CA	Asset Set Up	Asset tracks expiration date of asset
694	CA	Asset Set Up	Asset tracks warranty information on asset
695	CA	Asset Set Up	System tracks software licenses in compliance with GASB 96
696	CA	Asset Set Up	System allows assets to be owned by multiple funds (governmental and enterprise) by a percentage share
697	CA	Asset Set Up	Assets identify custodian for asset (employee linked to asset) (example: cell phone identifies user)
698	CA	Asset Set Up	System is able to flag assets that have restrictions (e.g., bond-funded or grant-funded assets)
699	CA	Asset Set Up	System is able to identify multiple assets from a requisition, purchase order, or invoice
700	CA	Asset Acquisition	System can automatically group check requests based on project code or PO
701	CA	Asset Acquisition	Asset can pull multiple invoices by multiple POs and Contracts together to determine CIP Amount per fiscal year.
702	CA	Asset Acquisition	System moves CIP Assets to Active Assets including all the detail.
703	CA	Asset Acquisition	System interfaces with the City's facilities system
704	CA	Asset Acquisition	System supports workflow approval when adding new assets
705	CA	Asset Acquisition	System allows effective date posting for asset acquisition
706	CA	Asset Acquisition	System identifies potential fixed assets from purchasing module (purchase order) by chart of accounts (example: purchased from capital account)
707	CA	Asset Acquisition	System identifies potential fixed assets from budgeting module by chart of accounts (example: purchased with approved project)
708	CA	Asset Acquisition	System identifies potential fixed assets from purchasing module by dollar amount
709	CA	Asset Acquisition	System identifies potential fixed assets from purchasing module manually (user flags purchase as fixed asset)
710	CA	Asset Acquisition	System identifies potential fixed assets from accounts payable module by chart of accounts (example: payment from capital account)
711	CA	Asset Acquisition	System identifies potential fixed assets from accounts payable module by dollar amount
712	CA	Asset Acquisition	System allows creation of asset manually that does not flow through purchasing or accounts payable (for example: asset below threshold or donated asset)
713	CA	Asset Acquisition	System is able to copy an asset record to create a similar asset record
714	CA	Asset Acquisition	System is able to upload multiple assets from an MS Excel file
715	CA	Asset Acquisition	System is able to identify/record all capitalized costs associated with the construction or purchase/acquisition of an asset (from project/grant accounting)
716	CA	Asset Acquisition	System allows users to identify/classify costs as capitalized costs / non capitalized costs
717	CA	Asset Acquisition	System can recognize fixed/capital assets when they are completed, regardless of whether the project has been completed/closed
718	CA	Asset Modification	Departmental employees can access the module for asset self-service
719	CA	Asset Modification	System can track improvements to the asset and keep a detailed record of specific improvements
720	CA	Asset Modification	System can pull multiple invoices, POs and Contracts to create value additions for an existing/active asset.
721	CA	Physical Inventory	System produces asset list by department for physical inventory
722	CA	Physical Inventory	System produces asset list by location for physical inventory
723	CA	Physical Inventory	System can automate the disposition process of inventory findings, transfer, disposal, write-off, etc.
724	CA	Physical Inventory	System can utilize integrated barcoding technology to support a defined inventory of assets process
725	CA	Physical Inventory	System allows for double or triple matching
726	CA	Physical Inventory	System supports annual scheduled inventory or on-demand inventory
727	CA	Transfer	System supports an internal transfer of assets process between departments, etc.
728	CA	Disposal	Upon disposal, system calculates partial period depreciation and generates appropriate profit/loss calculation
729	CA	Disposal	System tracks reason for disposal (sale, salvage, etc.)
730	CA	Disposal	System stores information on disposed assets
731	CA	Disposal	System provides workflow approval/notification for disposed assets
732	CA	Disposal	System tracks any restrictions on the asset disposal (e.g. hazardous waste, no dumpster, etc.)
733	CA	Disposal	System generates the appropriate journal entry transaction after life-cycle events
734	CA	Disposal	System assigns life-cycle journal entry to appropriate ledger transaction and appropriate behind the scenes transaction (e.g. acquisition to general ledger, depreciation to GASB 34 ledger, transfer to the GASB 34 and adjust ledger)
735	CA	Asset Modification	System notifies Finance upon transfer or disposal of an asset
736	CA	Asset Modification	System reconciliation of disposal, addition transfer is integrated automatically to financials based on the various life-cycle processes
737	CA	Depreciation	System automatically calculates depreciation in accordance with the depreciation method and convention designated for an asset
738	CA	Depreciation	System can simulate depreciation calculations without being required to post the results
739	CA	Depreciation	System provides the straight line depreciation method
740	CA	Depreciation	System prevents the depreciating of an asset's value below zero
741	CA	Depreciation	Depreciation calculated at year end
742	CA	Depreciation	Depreciation calculated at month end
743	CA	Depreciation	System calculates pro-rated depreciation for assets acquired or disposed of mid-year or mid-month

744	CA	Depreciation		System can designate some assets as non-depreciable (i.e., land, assets not in use)		
745	CA	Depreciation		System can depreciate across annual financial report functions		
746	CA	Capital Budget		System tracks and reports on useful life of each asset		
747	CA	Capital Budget		System identifies and tracks replacement cost for asset		
748	CA	Capital Budget		System provides automated replacement monitoring		
749	CA	Capital Budget		System prepares multi-year schedule and forecast for asset replacement costs		
750	AR	General		Ability to add attachments to customer file/bill/payments		
751	AR	General		System supports write-off process based on workflow approval and city rules		
752	AR	General		System allows for attachment of backup to justify receivables		
753	AR	General		System supports centralized maintenance of fee schedules		
754	AR	Customer File		Customer file is shared with vendor file used for purchasing and accounts payable		
755	AR	Customer File		Single customer master file is used for all receivables in the system		
756	AR	Customer File		System provides decentralized customer entry capabilities and a automated review process for customer entry		
757	AR	Customer File		System provides customer information including address, multiple phone numbers, email address, etc.		
758	AR	Customer File		System provides a system-generated customer number		
759	AR	Customer File		System can identify internal or external customers		
760	AR	Customer File		System provides duplicate customer identification by address, customer number, personal/business ID number		
761	AR	Customer File		System provides customer classification capabilities		
762	AR	Customer File		Tracks customer contact information: name, address, phone number, email		
763	AR	Customer File		System is able to identify customers who are city employees or former city employees for COBRA and Benefits		
764	AR	Customer File		System provides the ability to categorize customers		
765	AR	Customer File		System provides a unique automated customer number		
766	AR	Customer File		ADD: System can create 1099F for payments received from litigation		
767	AR	Customer File		Settlements/Judgments awarded/billed.		
768	AR	Customer File		Provides a duplicate customer check		
769	AR	Customer File		Can apply multiple billing codes to a single customer		
770	AR	Create Receivable		System identifies outstanding receivables for customers who are city employees		
771	AR	Create Receivable		System creates a receivable for all general billings		
772	AR	Create Receivable		System supports billing based on contract/agreement terms		
773	AR	Create Receivable		System allows user to create receivable manually for bill generated outside system		
774	AR	Create Receivable		System can add penalty amount based on days outstanding (30 days 10%, 60 days add 15% for a total of 25%, 90 days add 25% for a total of 50%.		
775	AR	Create Receivable		System can add an interest amount for each day past 90 days.		
776	AR	Miscellaneous Billing		System can retain the original bill number and calculate an updated amount when late statements are sent or customer payments are made.		
777	AR	Miscellaneous Billing		System can accommodate an internal due to/due from departmental billing process		
778	AR	Miscellaneous Billing		System can generate an internal payable that is supported by workflow approval		
779	AR	Miscellaneous Billing		System accommodates one-time invoices		
780	AR	Miscellaneous Billing		System allows for multiple bill and statement formats		
781	AR	Miscellaneous Billing		System accommodates billing by charge code tied to revenue account and/or project account		
782	AR	Miscellaneous Billing		System accommodates billing by code or miscellaneous description		
783	AR	Miscellaneous Billing		System allows users to create invoices for each type by entering dollar amount		
784	AR	Miscellaneous Billing		System allows users to create invoices for each type by entering non-financial parameter or milestone and having system calculate appropriate fees according to pre-defined business rules		
785	AR	Miscellaneous Billing		System allows users to create invoices by entering simple calculation (quantity times price)		
786	AR	Miscellaneous Billing		System allows users to create invoices for each type by identifying expenses from project accounting to reimburse		
787	AR	Miscellaneous Billing		System allows users to create invoices for each type by identifying expenses from grant accounting to reimburse		
788	AR	Miscellaneous Billing		Expense billings include salary and benefit expenses		
789	AR	Miscellaneous Billing		Expense billings apply overhead rate		
790	AR	Miscellaneous Billing		Invoice prints with statement balance information		
791	AR	Miscellaneous Billing		System generates invoice for employees who owe city for benefits paid (examples: employee out on leave and owes for employer share or pay for the period is insufficient to cover benefits)		
792	AR	Miscellaneous Billing		System provides capability to generate on-demand bill that is immediately available for payment application		
793	AR	Miscellaneous Billing		System allows invoices to be printed or emailed directly from the system		
794	AR	Miscellaneous Billing		System will notify designated employees/employee groups when bills are sent and check payment/reimbursement status		
795	AR	Recurring Billing		System includes ability to add user-defined messages to invoices and statements		
796	AR	Recurring Billing		System accommodates recurring invoices (regular invoices to occur at set dates or duration) (example: lease/rent)		
797	AR	Recurring Billing		System allows recurring invoices to be set up to handle invoices scheduled at set dates for same amount		
798	AR	Recurring Billing		System allows recurring invoices to be set up to handle invoices scheduled at set dates for different amounts		
799	AR	Recurring Billing		System saves templates for generating invoices (different template for each AR type)		
800	AR	Recurring Billing		For agreements based on deposits, system will send notification of need for new deposit as deposit gets spent down		
801	AR	Recurring Billing		For agreements related to public benefits, system will generate invoices automatically when public benefit is confirmed		
802	AR	Receivable Tracking		System provides receivable tracking and aging reporting capabilities		
803	AR	Receivable Tracking		Non-Finance employees may access the system to track relevant billings		
804	AR	Receivable Tracking		System stores schedule of penalties and interest to apply to open receivables		
805	AR	Receivable Tracking		Penalties can be flat fee amounts		
806	AR	Receivable Tracking		Penalties can be percentage of original amount		
807	AR	Receivable Tracking		Interest charges can be applied monthly		
808	AR	Receivable Tracking		System generates customer statement that shows all outstanding bills/receivables		
809	AR	Receivable Tracking		System can automatically email reminders based on a set timeline		
810	AR	Payment Receipt	Interface	Customers with outstanding balances can make changes address, etc. through self-service		
811	AR	Payment Receipt	Interface	System interfaces with City's cashing system (Tiler Cashing)		
812	AR	Payment Receipt		System interfaces with City's merchant services provider (Heartland)		
813	AR	Payment Receipt		System records payments against open receivables or contracts		
814	AR	Payment Receipt		System records payments for point of sale transactions		
815	AR	Payment Receipt		System allows decentralized cash receipting		
816	AR	Payment Receipt		System generates deposit slip		
817	AR	Payment Receipt		System routes deposit slip for workflow approval		
818	AR	Payment Receipt		System applies one payment to multiple receivables / point of sale transactions		
819	AR	Payment Receipt		System allows using multiple payment types to pay for one invoice (example: cash and credit card)		
820	AR	Payment Receipt		System supports online bill payment, including credit card and ACH		
821	AR	Payment Receipt		Allows payments from lockbox/files/system		
822	AR	Payment Receipt		System notifies assigned parties when payments are recorded against an account		
823	CASH	Centralized Cashing		System generates automatic general ledger distribution entries needed to record receipts		
824	CASH	Revenue Tracking		System records point of sale transactions		
825	CASH	Revenue Tracking		System records payment by Revenue Code tied to fee schedule		
826	CASH	Revenue Tracking		System records transactions against receivables		
827	CASH	Recording Payments		System allows decentralized collection of payments on any receivable in system		
828	CASH	Recording Payments		System applies one payment to multiple receivables / point of sale transactions		
829	CASH	Recording Payments		System allows using multiple payment types to pay for one invoice (example: cash and credit card)		
830	CASH	Recording Payments		Prioritize customer payments by different AR types (applies to partial payments also)		
831	CASH	Recording Payments		System allows departments to enter daily deposits into system		
832	CASH	Recording Payments		Reversal of receivable for denied transactions, e.g. bounced checks, denied credit card transactions, etc. and automatically add NSF fees to customer's AR balance, with override ability		
833	CASH	Recording Payments		When processing payment, system provides capability to look up the customer master file by any value in customer file		
834	CASH	Recording Payments		Apply payments against individual line items on invoice		
835	CASH	Recording Payments		Apply payments to customer and allow system to determine priority order of invoices		
836	CASH	Recording Payments		System supports splitting one transaction type between multiple accounts		
837	CASH	Recording Payments		System generates a receipt to the payee and stores name and transaction description		
838	CASH	Recording Payments		System generates bank deposit slip		
839	CASH	Recording Payments		System allows customers to create an account and make web payments to other point of sale transactions (example: permit applications)		
840	CASH	Recording Payments		System accepts credit cards		
841	CASH	Recording Payments		System accepts direct debit from checking account		
842	CASH	Customer Overpayment		System allows customers to set up and authorize recurring payments		
843	CASH	Customer Overpayment		System stores overpayment amount on customer accounts and applies to next bill		
844	CASH	Customer Overpayment		System provides refund to customer account for overpayment through accounts payable		
845	CASH	Customer Overpayment		System can write-off the payment variance ex. Less than five dollars		
846	CASH	Debt Management	Interface	With workflow approval, supervisors can waive fees, penalties, or interest		
847	CASH	Debt Management		System interfaces with City's debt management system (Debtbook)		
848	CASH	Debt Management		System tracks amortization schedules by issues		
849	CASH	Debt Management		System tracks amortization schedules by groups of issue		
850	CASH	Debt Management		System tracks amortization schedules by category of issue		
851	CASH	Debt Management		System calculates total bond premiums across bond issuances		
852	CASH	Debt Management		System calculates discounts across bond issuances		
853	CASH	Debt Management		System calculates bond costs across bond issuances		
854	CASH	Bank Reconciliation		System to account for refunded bond issues		
855	CASH	Bank Reconciliation		auto reconciliation - Import BAI2 files		
856	TREAS	Bank Reconciliation		System can record auto sweeps to bank accounts to the GL automatically with BAI2 file		
857	TREAS	Bank Reconciliation		System gets daily bank activity and balances and reconcile to recorded receipts and disbursements		
858	TREAS	Bank Reconciliation		System provides automated features for bank reconciliation		
859	TREAS	Bank Reconciliation		System bank reconciliation process accommodates credit card transactions that post to different day in bank and system		
860	TREAS	Bank Reconciliation		System accommodates reconciliation process that posts in batch or summary of transactions		
861	TREAS	Bank Reconciliation		Process canceled checks from bank file and create list of outstanding checks (and EFT/ACH)		
862	TREAS	Bank Reconciliation		System allows deposits to be tagged by a type or category (i.e. location code, merchant account code, etc.)		
863	TREAS	Bank Reconciliation		Create positive pay files for bank for both Payroll and AP checks		
864	TREAS	Bank Reconciliation		System provides reports for non-cleared reconciliation items (for example: exception report)		
865	TREAS	Bank Reconciliation		System can delineate between ACH payments and paper checks, EFT, etc. (i.e. separate report for each)		
866	TREAS	Interest Allocation		System can automatically clear ACH payment batches		
867	TREAS	Interest Allocation		System will calculate City designated interest allocation based on investment balances		
868	TREAS	Interest Allocation		System can accommodate pooled and non-pooled investments		
869	TREAS	Interest Allocation		System will process and allocate interest to designated departments/business units based on templates		
870	TREAS	Interest Allocation		System tracks amortization of investments and can incorporate into monthly disbursements		
871	HR	Employee Master		Rules can be set to allocate investment fees to funds or specific accounts		
872	HR	Employee Master		System will maintain employee number from application through retirement/separation		
				System allows documents to be scanned and attached to employee records		



873	HR	Employee Master		System records equipment issued to each employee such as items that would need to be returned upon termination (varies by department and position)			
874	HR	Employee Master		Employee master includes address, emergency contacts, education, I-9 documents, dependents, skills, licenses, training requirements, trainings attended (internal/external), positions held, OSHA/incident reports, reviews, and leaves of absence.			
875	HR	Employee Master		System records equipment issued to each employee such as items that have been issued to employee (example: uniform)			
876	HR	Employee Master		System can identify items in fixed asset module as equipment assigned to employee			
877	HR	Employee Master		System tracks different categories of non-City staff (unpaid interns, volunteers, third-party contractor)			
878	HR	Employee Master		System tracks information on volunteers (example: background checks)			
879	HR	Employee Master		System generates EEO report (EEO-4, EDD)			
880	HR	Employee Master		System tracks results and date of drug testing (etc. pass, fail) and can send notifications to supervisors when employees are selected for random drug screens			
881	HR	Personnel Actions		System supports effective dating for employee transactions (example: add employee, remove employee, promote, etc.)			
882	HR	Personnel Actions		System maintains history of all personnel actions			
883	HR	Personnel Actions		System allows reporting on all personnel actions			
884	HR	Personnel Actions		System allows for mass changes to groups (all employees, all in a position, etc.)			
885	HR	Personnel Actions		System supports decentralized entry of personnel actions, each with pre-defined business rules/workflow			
886	HR	Personnel Actions		Each personnel action type can have different workflow approval type			
887	HR	Personnel Actions		System allows identifying sequencing for multiple personnel actions			
888	HR	Personnel Actions		Upon approval of the personnel action and effective date reached, changes are automatically made to the employee record			
889	HR	Personnel Actions		All personnel actions are submitted electronically via workflow			
890	HR	Personnel Actions		For personnel actions that require notification to be sent to third party (benefit changes, name change, etc.), system provides notification			
891	HR	Applicant Tracking	Interface	System interfaces to NeoGov to provide information on open position			
892	HR	Applicant Tracking	Interface	System interfaces with NeoGov to import selected applicant information for onboarding process			
893	AT	Applicant Tracking		System allows applicants to complete and submit applications & attachments on the internet			
894	AT	Job Announcement		Job announcements can be created to fill any open position			
895	AT	Job Announcement		Job announcements can be created to fill job classification			
896	AT	Job Announcement		Job announcement contains all City required data			
897	AT	Job Announcement		Pre-requisite information shall be classified as either mandatory or desired			
898	AT	Job Announcement		System should provide the ability to create a job posting announcement with information from position module and add/edit unique City information			
899	AT	Job Announcement		Salary/comp range of the position can be included in the job posting			
900	AT	Job Announcement		System routes job announcement through workflow for proper approval prior to posting			
901	AT	Job Announcement		System tracks posting dates for job announcements			
902	AT	Job Application		System supports different application templates for different recruitment types (example: temporary, internal, full time, etc.)			
903	AT	Job Application		Job application templates contain standard information/questions by job classification			
904	AT	Job Application		Job application templates allow adding questions specific to the current recruitment			
905	AT	Job Application		System to allow applicants to save multiple resumes			
906	AT	Recruitment Plan		System has ability to query applicant pool for certain characteristics (e.g., certification)			
907	AT	Recruitment Plan		System allows staff to analyze minimum qualifications against the job classification characteristics and qualifications			
908	AT	Applicant Self-Service		System allows users to apply for positions through the web			
909	AT	Applicant Self-Service		System sends automatic notification when application is completed, submitted by applicant, and received.			
910	AT	Applicant Self-Service		Users can upload files to web application (resume, certification, etc.)			
911	AT	Applicant Self-Service		System allows user to create profile and apply to multiple jobs without re-entering information			
912	AT	Applicant Self-Service		System can track interview dates			
913	AT	Applicant Self-Service		System allows applicants to review where they are in the hiring process			
914	AT	Applicant Self-Service		System allows applicants to schedule assessments, interviews, screening, etc.			
915	AT	EEO Reporting		System tracks all EEO information			
916	AT	EEO Reporting		System accommodates EEO questionnaires			
917	AT	EEO Reporting		System hides EEO information from recruiting managers during recruitment			
918	AT	Applicant Tracking		System pre-screens applicants to determine eligibility based on key requirements			
919	AT	Applicant Tracking		System retains application for duration as required by law			
920	AT	Applicant Tracking		System tracks process for application			
921	AT	Applicant Tracking		System allows users to add comments about application status			
922	AT	Applicant Tracking		System identifies applicant as past or current employee			
923	AT	Applicant Tracking		System hides EEO information from users (age, gender, etc.)			
924	AT	Applicant Tracking		System only allows authorized users to view confidential information (criminal history, medical info, etc.)			
925	AT	Applicant Tracking		System will notify applicant when a position has been filled or pulled			
926	AT	Applicant Tracking		System will notify department when a position has been filled or pulled			
927	AT	Applicant Tracking		System notifies department when applicant status has changed (e.g. "hired" or "offer accepted" or "declined")			
928	AT	Applicant Tracking		System to track the history of employee or applicants application history (track the number of jobs an applicant has applied for by department)			
929	AT	Applicant Tracking		System to track the history of applicants application history including the reason they weren't hired or didn't proceed in the application process (not hired, failed PT test)			
930	AT	Applicant Tracking		System to track all activities related to the application process (hired, failed, jobs applied to, etc.)			
931	AT	Eligibility Lists		System allows users to manually add to or remove applicants from eligibility lists			
932	AT	Eligibility Lists		System allows eligibility lists to be routed for approval (e.g., certification by City Manager)			
933	AT	Eligibility Lists		System tracks date for add/remove			
934	AT	Eligibility Lists		System allows for administration of separate eligibility lists for each job classification			
935	AT	Eligibility Lists		System allows user override of system generated eligibility list			
936	AT	Eligibility Lists		System manages rolling eligibility lists (list stays active but applicant drops off list after set period of time)			
937	AT	Eligibility Lists		System maintains multiple eligibility lists for each classification including main list			
938	AT	Eligibility Lists		System maintains multiple eligibility lists for each classification including alternate lists (lay off / promotional list for priority hiring)			
939	HR	New Hire		System tracks completion of important tasks in hiring process (onboarding checklist, assignment of IT resources, etc.)			
940	HR	New Hire		System tracks different onboarding checklist based on years of experience and position (manager position with less than 2 years of experience)			
941	HR	New Hire		System tracks different onboarding checklist based on job classification			
942	HR	New Hire		System tracks different onboarding checklist based on department			
943	HR	New Hire		Provides self-service for initial enrollment in benefits			
944	HR	New Hire		Provides self-service for online completion and auto processing of W-4 form to payroll			
945	HR	New Hire		System generates offer letter with data from system			
946	HR	New Hire		System generates a notification to supervisor/HR at a designated time after hire date to check in on new hire			
947	HR	Separation		System tracks different types of separations (termination, separation, retirement, disability retirement, disability separation)			
948	HR	Separation		Upon separation, workflow notifies all appropriate departments (example: HR, Payroll, IT) of employee separation			
949	HR	Separation		System provide off-boarding checklist that notifies various City departments of pending tasks (example: IT turn off network access; HR conduct exit interview; I-9)			
950	HR	Separation		System updates benefit carriers/TPAs with termination of benefit information			
951	HR	Separation		System generates notice to City's COBRA TPA and separating employee with necessary information			
952	HR	Separation		System tracks part-time employees eligible for retirement process			
953	HR	Separation		System tracks retirement eligibility based on employee group (general and law enforcement) and reduce (early retirement) and unreduced			
954	HR	Separation		System projects retirement details (last pay period, last pay day, anticipated salary before then, etc.)			
955	HR	Training / Certification		System tracks training / certifications required for job classification			
956	HR	Training / Certification		System tracks employee training / certification expiration / renewal			
957	HR	Training / Certification		System generates notifications to supervisors and employees for upcoming training / certification expiration			
958	HR	Training / Certification		System tracks employee training / certification completion for internal and external training			
959	HR	Training / Certification		System tracks training/certification tied to position requirement or special pay			
960	HR	Training / Certification		System allows tracking for miscellaneous external employee training or education in employee record			
961	HR	Training / Certification		System allows certificates or other education/training documentation be stored in the employee record			
962	HR	Performance Evaluation		System generates notices to complete performance evaluation based on annual evaluation date			
963	HR	Performance Evaluation		System allows for unlimited type of evaluation factors (attendance, reliability)			
964	HR	Performance Evaluation		System allows for each job classification to have different evaluation factors and weights			
965	HR	Performance Evaluation		System allows for customized goals for each employee			
966	HR	Performance Evaluation		System tracks performance evaluation questions and evaluations (scores) for each question			
967	HR	Performance Evaluation		System allows attachment of documents to performance evaluations			
968	HR	Performance Evaluation		System maintains schedule of performance evaluation by anniversary date (of hire into current position)			
969	HR	Performance Evaluation		System notifies employee, supervisor and other department staff when a probationary period is going to end			
970	HR	Performance Evaluation		Any pay adjustment resulting from an evaluation needs to follow personnel action workflow rules for approval			
971	HR	Performance Evaluation		System can calculate merit pay increase based on evaluation criteria and scoring			
972	HR	Performance Evaluation		System allows users to update merit pay calculations each year based on annual allocation of merit pay			
973	HR	Performance Evaluation		System notifies employee, supervisor and other department staff (example: department head, payroll clerk) of upcoming evaluation			
974	HR	Performance Evaluation		System notifies supervisor that the evaluation is late			
975	HR	Performance Evaluation		System's performance evaluations are electronically routed to the appropriate users for approval via workflow and electronic signature			
976	HR	Performance Evaluation		System allows employee to comment and enter information on their evaluation (i.e., comments, approve, sign)			
977	HR	Disciplinary Actions		System tracks progressive disciplinary actions on employees and their effective dates			
978	HR	Disciplinary Actions		System records follow up actions with notification to remind users of upcoming follow up action			
979	HR	Disciplinary Actions		System allows for upload of performance improvement plans, written comment, etc.			
980	HR	Disciplinary Actions		System allows for multiple formats of performance improvement plans			
981	HR	Disciplinary Actions		System links disciplinary action to personnel action			
982	HR	Disciplinary Actions		System automatically records disciplinary actions in the employee master file			
983	HR	Self-Service		System provides web self-service for employees to change contact information			
984	HR	Self-Service		System provides web self-service for employees to emergency contact information			
985	HR	Self-Service		System provides web self-service for employees to update direct deposit information			
986	HR	Self-Service		System notifies employee that further action is required and change won't occur until required documentation is submitted, e.g., adding dependent and name change			
987	HR	Self-Service		System notifies HR of any employee self-service update that an employee initiates			

988	HR	Self-Service		System provides salary and benefits calculator in employee self-service to allow employees to see potential paycheck changes if they make changes such as W-4 or one-time deferral to 401(k)			
989	HR	Self-Service		System allows employees to upload/maintain training certification/documentation into self-service			
990	HR	Self-Service		Users can access the self-service portal via mobile device			
991	HR	Position Control		System requires each employee to be placed in a position			
992	HR	Position Control		Multiple employees can share a single position			
993	HR	Position Control		System can set FTE limit for position (not always 1)			
994	HR	Position Control		System prevents FTE limit from being exceeded without proper approval			
995	HR	Position Control		System can set headcount limit for position (not always 1)			
996	HR	Position Control		System prevents headcount limit from being exceeded without proper approval			
997	HR	Position Control		System to stop salary adjustments to go outside the allowed salary range			
998	HR	Position Control		System can generate organizational chart			
999	HR	Position Control		System-generated organizational chart includes individual employee data			
1000	HR	Position Control		System-generated organizational chart includes position data			
1001	HR	Position Control		System-generated organizational chart includes department data			
1002	HR	Position Control		System to prevent user from requesting to fill a position if it is not funded (vacancy does not exist)			
1003	HR	Position Control		Users can mark positions by priority for recruitment			
1004	HR	Position Control		System allows tracking of position reclassifications			
1005	HR	Position Control		System provides multiple date tracking capabilities with the ability to inquire upon specific dates			
1006	BEN	Benefit Set Up		System maintains multiple benefit plans each having multiple options			
1007	BEN	Benefit Set Up		System tracks benefits and manages payroll deductions for benefits for employees			
1008	BEN	Benefit Set Up		System supports mass changes for health plan updates (by employees with X plan)			
1009	BEN	Benefit Set Up	Interface	System interfaces with CalPERS			
1010	BEN	Benefit Set Up		System captures wellness premium discount for wellness participation			
1011	BEN	Benefit Eligibility		System allows all changes to benefit plans, rates, and eligibility be made through effective dating			
1012	BEN	Benefit Eligibility		System allows changes in premium amounts to be made with effective dating			
1013	BEN	Benefit Eligibility		System notifies HR when employees age into different eligibility tiers			
1014	BEN	Benefit Eligibility		System allows for changes based on life events between the close of open enrollment and the new year			
1015	BEN	Benefit Eligibility		System automatically determines employee eligibility by employee status (full time vs. not full time) and tracks hours for part time employees			
1016	BEN	Beneficiaries/Dependents		System tracks history of all dependents changes			
1017	BEN	Deductions	Interface	Benefit deductions to occur on the pay cycle beginning date based on interface file from Benefits Vendor			
1018	BEN	Deductions		System identifies employees who owe for benefits (out on leave and owes City for employer share or pay that period is insufficient to cover benefits)			
1019	BEN	Deductions		System allows user to select deductions for each period individually (example: first six months of the year or all 12 months)			
1020	BEN	Deductions		System deducts employer paid amount and transfers funds to internal service funds			
1021	BEN	Deductions		Deduction rate can be set as a flat amount			
1022	BEN	Deductions		Deduction amount/rate can be set as a percentage of eligible pay (not all pay code types would be eligible)			
1023	BEN	Deductions		System tracks maximum deduction amounts and tracks deduction totals against maximum allowed per pay period.			
1024	BEN	Deductions		System tracks maximum deduction amounts and tracks deduction totals against maximum allowed per year			
1025	BEN	Deductions		System tracks accumulated payments across multiple plans when comparing against a maximum amount			
1026	BEN	Deductions		System provides non-discrimination testing for high-wage earners for benefit plans			
1027	HR	Benefits		System tracks accruals of benefits owed by employees from leave of absence (non-FMLA) - employee pays City portion as well			
1028	HR	Restricted Duty		System tracks accommodations for each incident/claim (work accommodations, start/end date, alternate duty, etc.)			
1029	HR	Restricted Duty		System tracks maximum time for restricted duty and provides notification to HR when an employee is scheduled to return			
1030	HR	Restricted Duty		System tracks multiple accommodation start/end date per case			
1031	HR	Risk Management		System allows users to enter notes on claim and incident records			
1032	HR	Risk Management		System allows users to upload documents to incidents/claims			
1033	HR	Risk Management		System can attach multiple documents related to workers compensation and risk/safety			
1034	HR	Risk Management		System can track date and location of injury, worker compensation dates, and place (body part) of injury			
1035	HR	Risk Management		System provides notification (to employee, supervisor, and HR) of maximum time reached for restricted duty			
1036	HR	Risk Management		System uploads file from insurance with claim information to update injury/ incident			
1037	HR	Risk Management		System used to track and report all incidents/injuries/claims			
1038	HR	Risk Management		System can generate claims register			
1039	BEN	Self-Service		System allows web portal for employees to select benefit options for initial and open enrollment			
1040	BEN	Self-Service		System provides web portal for employees to update benefit elections for qualifying life events			
1041	BEN	Self-Service		System determines employee eligibility and only offers eligible benefit packages to employees through self-service			
1042	BEN	Self-Service		Employees using self-service for open enrollment can re-select all benefit elections			
1043	BEN	Self-Service		Employees using self-service for open enrollment can confirm existing benefit elections (elections from previous year are carried over)			
1044	BEN	Self-Service		Employees not entering self-service for open enrollment have previous selections applied to next year, with exception of FSA			
1045	BEN	Self-Service		System identifies employees that have not yet re-selected benefit elections and provides notification to HR and/or employee			
1046	BEN	Self-Service		Employees can make changes to dependents through self-service			
1047	BEN	Self-Service		Changes made through self-service are routed through workflow for approval			
1048	BEN	Self-Service		Employees are able to attach documentation if necessary to benefit elections, dependent information, or qualifying life events (example: birth certificate)			
1049	TE	Time Entry		Employees can enter time in system by punch-in, punch-out			
1050	TE	Time Entry		Employees can enter time in system through exception time			
1051	TE	Time Entry		Employees can enter time in system through timesheet			
1052	TE	Time Entry		Employees can charge time to different projects and sub-projects			
1053	TE	Time Entry		Supervisor/Payroll may enter time on behalf of employees			
1054	TE	Time Entry		System prevents users from entering leave hours if hours have not been accrued (hard stop)			
1055	TE	Time Entry		System can accommodate various shifts such as a) three 14-hour shifts, b) three 8-hour shifts, c) three 12-hour shifts, d) three 10-hour shifts			
1056	TE	Time Entry		System provides multiple shift schedules including 5_40, 7_40, 9_80 or 4_40 with either a 1 hour lunch or 1/2 hour lunch and a start time.			
1057	TE	Time Entry		Shift can be defined with the work week beginning and running 168 continuous hours.			
1058	TE	Time Entry		For non-exempt employees, overtime tracking can begin when 40 hours have been worked/leaves used.			
1059	TE	Time Entry		System should be able to schedule employees for when work is needed. Shift would determine what hours were worked worked for that week. Exempt employees need to work 40 hours in a workweek.			
1060	TE	Time Entry		System is able to accommodate on-call hours: a) 24-on, b) 12-on			
1061	TE	Time Entry		System is able to tie timesheet to the set schedule of the position			
1062	TE	Time Entry		System allows for project/cost allocation of employee hours			
1063	TE	Time Entry		System can provide a one-stop-shop for employees to enter time and leave requests			
1064	TE	Time Entry		System allows employees to enter time for multiple positions (their "regular" City position and a seasonal position, e.g. poll worker)			
1065	TE	Time Entry	Interface	System interfaces other City time entry system (NOV/Time)			
1066	TE	Time Approval		System provides workflow for review and approval of timesheets			
1067	TE	Time Approval		System provides email notification that timesheets are available for approval			
1068	TE	Time Approval		System interfaces with payroll system to eliminate the need to manually upload time entry records			
1069	TE	Time Approval		System routes timesheets to the appropriate supervisor when employees have multiple positions			
1070	TE	Time Approval		Allow for supervisory approval of time on a daily basis			
1071	TE	Time Approval		Additional workflow rules can be applied if hours are entered to a special project			
1072	TE	Time Approval		Allow for supervisory approval of time on a pay period basis			
1073	TE	Time Approval		System supports exception based workflow (alternate path) for approvals			
1074	TE	Time Approval		System supports multiple approvals for timesheets or individual timesheet			
1075	TE	Time Approval		System allows for the workflow approval of vacation or requests of time off			
1076	TE	Time Approval		System to send out alerts/reminders to employee and supervisor that timesheet is incomplete			
1077	TE	Time Approval		System allows for timesheet level approval of leave (e.g. weather emergency where no leave request was submitted)			
1078	TE	Time Approval		System to allow employees to decide if they want to take overtime when entering / processing time			
1079	TE	Time Approval		System to allow for employees to select comp time when entering time			
1080	TE	Timesheet Validation		System pays out holiday pay earned for each pay period			
1081	TE	Timesheet Validation		Business rules in timesheet automatically apply correct shift differential			
1082	TE	Timesheet Validation		Business rules in timesheet automatically apply correct overtime			
1083	TE	Timesheet Validation		Business rules in timesheet automatically apply correct holiday pay			
1084	TE	Timesheet Validation		Business rules for timesheets can vary by employee type			
1085	TE	Timesheet Validation		Time can be entered manually for those cases where business rules cannot be codified			
1086	TE	Timesheet Validation		Overtime is applied to each employee group			
1087	TE	Timesheet Validation		System will calculate the FLSA overtime earnings benefit based on the actual work hours by user-defined period by employee			
1088	TE	Timesheet Validation		System allows user to define eligible pay types applied as hours worked for overtime purposes by job classification (on-call and overtime occurs)			
1089	TE	Timesheet Validation		Overtime is applied to any hours worked in excess of 40 hours per week			
1090	TE	Timesheet Validation		Overtime is applied for various hour types, e.g., shift coverage, holiday, training, court, stand by, call out, special assignment, etc.			
1091	TE	Timesheet Validation		Shift differential applied if minimum number of hours worked fits within shift period (shift differential applied to only hours worked after set time)			
1092	TE	Timesheet Validation		Shift differential is applied to hours worked only outside shift hours			
1093	TE	Timesheet Validation		System maintains holiday schedule and automatically applies holiday pay rules and updates employee timesheet based on eligibility rules			
1094	TE	Timesheet Validation		Differentials should be based on base pay, and additional pay such as shift differentials, assigned duty, etc. should not be compounded			
1095	TE	Timesheet Validation		System prevents employees from taking leave if they do not have the actual balance available			
1096	TA	Scheduling		System allows creation of flexible work schedules by defining hours worked per day by week			
1097	TA	Scheduling		System allows creation of flexible work schedules by defining hours worked per day by two week period			
1098	TA	Scheduling		System tracks minimum staffing requirements and enforces against leave requests			
1099	TA	Scheduling		System allows scheduling of hours differently in the weeks of a bi-weekly pay period			
1100	TA	Scheduling		System prevents employees from being scheduled with approved leave time			
1101	TA	Scheduling		Ability to request changes to schedule online			
1102	TA	Scheduling		Automated notifications to the employees of changed schedules			
1103	TA	Scheduling		Track overtime, shift differential, holiday, standby, hazard			
1104	PAY	Salary Administration		System supports step (lonevht) and grade (job classification/hpe) salary structure			
1105	PAY	Salary Administration		System records hourly rate for every employee based on salary and based on fully loaded rate			
1106	PAY	Salary Administration		System supports salary range (employee salary falls between min and max)			
1107	PAY	Salary Administration		System supports mass change for COLA on step grade and/or salary ranges			
1108	PAY	Salary Administration		System supports mass changes (salary and benefits) by employee group			
1109	PAY	Salary Administration		System supports changes to salary tables made through effective dating			

1110	PAY	Salary Administration	System allows an employee be paid (cost distribution) by different funds/cost center
1111	PAY	Salary Administration	All employee benefits are allocated to the different cost centers
1112	PAY	Salary Administration	System can generate reports based on employee retirement plan classification
1113	PAY	Deductions	System handles deduction frequency of off cycle pay (on demand)
1114	PAY	Deductions	System tracks effective dated start and stop dates for benefit deductions
1115	PAY	Deductions	System tracks limit to deductions by year
1116	PAY	Deductions	System to allow contribution caps (e.g., medicare, pension)
1117	PAY	Deductions	System will provide invoice to employees with deductions and garnishments greater than compensation
1118	PAY	Deductions	System will alert and track for employees with net pay less than benefit deductions
1119	PAY	Deductions	System prioritizes deductions and garnishments
1120	PAY	Deductions	System integrates to accounts payable and generates checks for deductions (to pay amount deducted to provider/vendor)
1121	PAY	Deductions	System supports pre-tax deductions
1122	PAY	Deductions	System supports deductions on single or multiple pay periods
1123	PAY	Garnishments	System records garnishments on employee and can accommodate multiple garnishments with priority order
1124	PAY	Garnishments	System calculates garnishments as flat amounts
1125	PAY	Garnishments	System calculates garnishments as percentage of disposable income
1126	PAY	Garnishments	Garnishments withheld and paid to appropriate agency/organization through accounts payable (integration between garnishment and accounts payable)
1127	PAY	Special Pay	System supports rates for special pays, shift differentials, and other add-to-pays as flat rate
1128	PAY	Special Pay	System supports rates for special pays, shift differentials, and other add-to-pays as percentage of pay
1129	PAY	Special Pay	System calculates add-to-pays and special pay amounts every pay period (FTO for shift or SWAT)
1130	PAY	Special Pay	Special pay/add-to-pay is calculated as flat amount
1131	PAY	Special Pay	Special pay/add-to-pay is calculated as percentage of eligible pay (identify eligible pay for each special pay by pay code)
1132	PAY	Special Pay	System automatically applies imputed income for employees receiving non-cash benefits
1133	PAY	Special Pay	System identifies pensionable earnings vs. non-pensionable earnings based on assigned pension plan
1134	PAY	Special Pay	System calculates longevity pay
1135	PAY	Special Pay	System calculates longevity pay in overtime pay from FLSA formulas
1136	PAY	Special Pay	System supports different special pays based on existing MOUs/collective bargaining agreements
1137	PAY	Leave Accruals	System is able to adjust accrual rate and accrual balances based on a schedule change, which is tied to a position change or personnel action
1138	PAY	Leave Accruals	System can convert accrual balance from previous position to new position based on work week
1139	PAY	Leave Accruals	System tracks leave accruals for part-time benefited employees
1140	PAY	Leave Accruals	Leave accruals can be different for employees with different years of service and bargaining unit
1141	PAY	Leave Accruals	System prevents employees from earning leave when on an unpaid status for the full pay period
1142	PAY	Leave Accruals	System allows certain leave types to rollover after an employee reaches X years of services (maximum accruals by leave type differs based on years of service)
1143	PAY	Leave Accruals	Leave balances can be set to roll over depending on leave type at end of calendar year
1144	PAY	Leave Accruals	Leave balances can be cashed out and moved to deferred comp
1145	PAY	Leave Accruals	Balances can be capped at maximum amount at any time
1146	PAY	Leave Accruals	Balances can be capped at maximum amount at anniversary date
1147	PAY	Leave Accruals	Balances can be capped at maximum amount on specified date
1148	PAY	Leave Accruals	Balances can be capped at maximum amount at end of calendar year
1149	PAY	Leave Accruals	Balances can be capped at fixed amount
1150	PAY	Leave Accruals	Ability to use accrued leave can be capped by amount already earned in current year (regardless of current balance)
1151	PAY	Leave Accruals	All leave balances are printed on pay stub
1152	PAY	Leave Accruals	System converts overtime hours as hours to payout
1153	PAY	Leave Payout	System caps accrued vacation payout based on work hours per year (2080)
1154	PAY	FMLA	System tracks FMLA leave
1155	PAY	FMLA	System tracks FMLA leave taken on rolling 12 month calendar
1156	PAY	FMLA	System allows leaves not marked as FMLA to be corrected to include FMLA
1157	PAY	FMLA	System accommodates backward rolling calendars
1158	PAY	FMLA	System tracks multiple leave periods (multiple FMLA periods within rolling calendar)
1159	PAY	FMLA	System allows employees to take FMLA leave and sick leave (or other leave type) at the same time
1160	PAY	FMLA	System provides workflow for notification and approval of FMLA leave
1161	PAY	FMLA	System allows for provisional approval of FMLA leave
1162	PAY	FMLA	System stores notes on FMLA records
1163	PAY	Leave Management	System tracks leave taken intermittently (example: FMLA leave taken every other day of leave period)
1164	PAY	Payroll Processing	System allows an employee to hold multiple jobs within the City and enter time for those jobs
1165	PAY	Payroll Processing	Payroll processes bi-weekly
1166	PAY	Payroll Processing	Payroll processes semi-monthly
1167	PAY	Payroll Processing	System will process pay for one employee with multiple jobs and employee will receive one paycheck
1168	PAY	Payroll Processing	System will run pay, deduction, withheld taxes, and net pay calculations as a "proof" run for review prior to final pay run
1169	PAY	Payroll Processing	System will cut special or immediate (on-demand) checks / ACH / wires
1170	PAY	Payroll Processing	System allows posting new adjustments/corrections for a prior period for tax reporting
1171	PAY	Travel / Employee Reimbursement	System allows employees to enter pre-travel request (prior to travel) and travel advance request
1172	PAY	Travel / Employee Reimbursement	System maintains list of travel ban cities and states.
1173	PAY	Travel / Employee Reimbursement	System routes pre-travel and travel advance request through workflow for approval (prior to travel)
1174	PAY	Travel / Employee Reimbursement	System supports per diem amounts for travel to be included in employee paycheck (or separate check)
1175	PAY	Travel / Employee Reimbursement	System allows employees enter reimbursement request
1176	PAY	Travel / Employee Reimbursement	System allows employees to upload receipt and documentation for travel/employee reimbursement
1177	PAY	Travel / Employee Reimbursement	System links employee reimbursement request with travel advances
1178	PAY	Payroll Reporting	System supports State of California tax reporting requirements including DE9C Report for unemployment/state disability or personal income tax information, optionally saving an electronic file for transfer.
1179	PAY	Payroll Reporting	System generates pension earnings and deductions report
1180	PAY	Payroll Reporting	System generates SUTA earnings and deductions report
1181	PAY	Retro Pay	Retro pay calculation used to back date and correct for personnel actions
1182	PAY	Retro Pay	Retro pay calculation used to back date and correct for corrections to errors
1183	PAY	Retro Pay	Retro pay calculation used to back date and correct for changes to timesheet
1184	PAY	Retro Pay	Retro pay calculation used to back date and correct for back pay
1185	PAY	Retro Pay	Retro pay will automatically correct salary amounts
1186	PAY	Retro Pay	Retro pay will automatically correct tax deductions (additional income tax withheld)
1187	PAY	Retro Pay	Retro pay will automatically correct benefit deductions
1188	PAY	Retro Pay	Retro pay will automatically correct garnishments
1189	PAY	Retro Pay	Retro pay will automatically correct FLSA calculations (overtime)
1190	PAY	Retro Pay	Retro pay will automatically correct leave balances
1191	PAY	Retro Pay	System will retain previous salary and hours and days worked data and effective dates for use when calculating retroactive pay adjustments
1192	PAY	Check Printing	System supports positive pay for payroll checks
1193	PAY	Check Printing	System support direct deposit for payroll
1194	PAY	Check Printing	System provides set up to provide direct deposit to multiple bank accounts based on amount and percentage
1195	PAY	Check Printing	System produces electronic files to send to bank for direct deposit
1196	PAY	Check Printing	System produces electronic file to multiple banks for direct deposit
1197	PAY	Check Printing	System allows broadcast messages which appears on check stubs for a defined group
1198	PAY	Pension Reporting	Generate pension report with gross amount by employee
1199	PAY	Pension Reporting	Generate pension report with employee earnings by earning type
1200	PAY	Pension Reporting	Generate corrected pension report with any retro pays showing adjusted earnings by pay period and earnings type
1201	PAY	Self-Service	Employees can use self-service to view compensation package
1202	PAY	Self-Service	Employees can use self-service to view W-2, including history
1203	PAY	Self-Service	Employees can use self-service to change W-4
1204	PAY	Self-Service	Employees can use self-service to view W-4
1205	PAY	Self-Service	System meets federal requirements for accepting online W-4
1206	PAY	Self-Service	Employees can use self-service to view pay stub
1207	PAY	Self-Service	Employees can use self-service to view pay history
1208	PAY	Self-Service	Employees can use self-service to view leave balances based on approved leave request
1209	PAY	Self-Service	All changes made by employees via the self-service module is routed to the appropriate approver/supervisor for review and approval via workflow before the change is posted. System generates reports for required FLSA, FMLA, CalPERS, and ACA reporting to employees, the IRS, and California State Comptroller (including potential Medicare wages for employees not subject to Medicare and pension benefit formulas based on pension plan)
1210	PAY	End of Year Process	System will produce W-2s (and to reprint single W-2)
1211	PAY	End of Year Process	System will store W-2s
1212	PAY	End of Year Process	System will produce quarterly Form 941 report (IRS)
1213	PAY	End of Year Process	System will produce amended W-2 for multiple years
1214	PAY	End of Year Process	System will produce a report showing FICA wages, by individual, W-2 Plan, and in total
1215	PAY	End of Year Process	System produces electronic files for social security and IRS
1216	PAY	End of Year Process	System provides social security verification file
1217	PAY	End of Year Process	System produces total compensation report by employee name
1218	DASH	Dashboard	System provides a web-based dashboard based on user role/security
1219	DASH	Dashboard	System dashboard can display financial and/or HR information depending on department/division and user role/security
1220	DASH	Dashboard	System dashboard can display pre-defined reports or ad hoc reports created by users or the City
1221	DASH	Dashboard	System dashboard can query both current and historical information.
1222	DASH	Dashboard	Users can access detailed transaction information from the dashboard.
1223	DASH	Dashboard	System dashboard includes data analysis functions for users.
1224	DASH	Dashboard	Provides an ad-hoc inquiry and report writer functions available on all fields capable of producing shareable summary and/or detail transactions
1225	REPORTS	REPORTS	























## Attachment - Cost

**Vendor:**   
**City of West Hollywood, CA**

Cost Categories	Total Cost	Explanation/Notes (if necessary)
<b>Project Costs</b>		
SaaS Software Fees (Schedule 2)	\$ -	
Professional Services (Schedules 3):	\$ -	
Other Fees (Schedule 4)	\$ -	
<b>Total Cost During Project Period</b>	<b>\$ -</b>	
<b>Ongoing Costs</b>		
Years 2-5 Year SaaS Costs (maintenan	\$ -	
<b>Total 5 Year Costs</b>	<b>\$ -</b>	



**Schedule 3: Professional Service Fees**

**NOTE TO VENDORS: TRAVEL COSTS SHOULD BE INCLUDED**

Vendor: 0

DELIVERABLE / TASK	PHASE	PAYMENT AMOUNT	RETAINAGE	COMMENTS
<b>PROJECT PLANNING</b>		\$	%	
<i>Project Management</i>				
<b>INITIAL KNOWLEDGE TRANSFER</b>				
<b>PROCESS ANALYSIS / SYSTEM DESIGN</b>				
<b>SYSTEM BUILD (INCLUDING CONVERSION/CONFIGURATION/ENHANCEMENTS)</b>				
<b>TESTING</b>				
<b>TRAINING</b>				
<b>CLOSURE</b>				
<b>TOTAL PROFESSIONAL SERVICES</b>		\$ -		







Payment Schedule

Retainage % 0.1

**LIST ALL REQUIRED PAYMENTS FOR 5 YEARS**

Payment Number	Type	Phase	Milestone	Amount	Retainage	Remit to Vendor	Cumulative Retainage
1					\$ -	\$ -	\$ -
2					\$ -	\$ -	\$ -
3					\$ -	\$ -	\$ -
4					\$ -	\$ -	\$ -
5					\$ -	\$ -	\$ -
6					\$ -	\$ -	\$ -
7					\$ -	\$ -	\$ -
8					\$ -	\$ -	\$ -
9					\$ -	\$ -	\$ -
10					\$ -	\$ -	\$ -
11					\$ -	\$ -	\$ -
12					\$ -	\$ -	\$ -
13					\$ -	\$ -	\$ -
14					\$ -	\$ -	\$ -
15					\$ -	\$ -	\$ -
16					\$ -	\$ -	\$ -
17					\$ -	\$ -	\$ -
Add More if Necessary					\$ -	\$ -	\$ -
Final			Project Close and Acceptance (Release)		\$ -	\$ -	\$ -

**City of West Hollywood, CA**  
**ERP Software and Implementation Services RFP**

*Pricing Form - C Optional Software*  
 Optional Software Module Pricing Based on Subject Area

<i>Optional Software</i>		Please add any Optional Software proposed including the Required Quantity, Unit Price, and related On-Going Annual Cost, if applicable.					
Process	Requirements	Proposed Software	Required Quantity	Unit Price	One-Time Cost	On-Going Annual Cost	Comments
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
					\$ -		
<b>Grand Total</b>			<b>0</b>	<b>0</b>	<b>\$ -</b>	<b>\$ -</b>	

**Anticipated Interfaces**

**Interface Plan: Available Responses**

Permanent	System cannot be replaced by ERP. Permanent interface is required
Temporary	System must temporarily exist during implementation
Go-Away	System is replaced

**Type of Solution: Available Responses**

C	Configurable Solution
P	Customized developed program

**Type of Support: Available Responses**

S	Requirement and Feature Supported by Software Developer
TPS	Requirement and Feature Supported by Third Party
NS	Requirement and Feature Not Supported

NO.	Main Application	Function	Interface Description	Inbound, Outbound or Both	Vendor Response Section								
					1 Interface Plan	2 Type of Solution	3 Consultant Work Effort (in hours)	4 Client Work Effort (in hours)	5 In Scope?	6 Included in Price?	7 Type of Support	8 Comments	
1	Bank of the West	Check Reconciliation	Upload the cleared checks NotePad file to Eden	Inbound									
2	IRS	Tax Reporting	Quarterly (941s) and yearly (1094-C, Form 720) tax fil	Outbound									
3	EDD/SOS	Tax Reporting	Fax list of Independent Contactors/Search Vendor En	Outbound									
4	Bank of the West	Positive Pay - AP	Upload Pos Pay files	Outbound									
5	Govinvest	Actuarial Evaluation	OPEB valuations	Inbound									
6	Fifth Asset	GASB87 Lease Evaluation	Ability to complete debt, lease, and subscription management in accordance with accounting standards compliance like GASB-87 and GASB-96	Inbound									
7	LaserFiche	Document Retention	the gateway to our Laserfiche document imaging center	Both									
8	City's Bid Notice webpage	Contracts/Procurement	Post notices and RFP documents	Outbound									
9	Exigis	Contracts/Insurance Compliance	Exigis personnel to conduct insurance reviews, track and notify vendors of insurance expirations and storage for vendors' insurance information. Vendor, contract, and insurance requirements sent to Exigis. Exigis returns insurance details including expiration dates on policies.	Both									
10	PlanetBids (Online Bidding Portal)	Contracts/Procurement	Bids managed in the portal; Eden is triggered when contract is executed	Both									
11	Cartegraph	Asset Management/Maintenance	Inventories and maint schedules for assets managed by Facilities Division; Eden is triggered with contracts and POs	Both									
12	Public Stuff	Work Order Requests	Community submits work order requests and it tracks their request from start to finish; compatible with Cartegraph (clunky); Eden is triggered with contracts and POs	Both									
13	JJ Kane Auction/Ken Porter Auctions	Asset Management	Capital assets are kept in Eden Fixed Assets module.	Both									
14	DocuSign	Contracts/Approval Signatures	Eden and LaserFiche are triggered when contract is executed	Both									
22	ClearForms (formerly Citygrows)	Contracts/Approval Workflow	Routes contract docs for approval and execution; Eden is triggered when contract is executed	Both									
23	ClearGov	Position Budgeting	Currently under evaluation for personnel costs	Both									
24	ClearGov	Operational Budget & Budget Book	Developing citywide operating budget	Both									
25	ClearGov	Capital Budget	Developing citywide capital budget	Both									
26	ClearGov	Open Data	Publishing citywide budget data	Both									
27	MS Access	Property Tax Assessments	Calculates Direct Benefit Assessments to be placed on the property tax rroll	Both									
28	Tyler/Socrota	Open Data	Open Data portal includes listing of active contracts and check register	Both									
29	Bank of America	Credit Card Purchases	Upload the transactions to Eden	Inbound									
30	Bank of the West	Positive Pay/Direct Deposit - Payroll	Upload files	Outbound									

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					1 Interface Plan	2 Type of Solution	3 Consultant Work Effort (in hours)	4 Client Work Effort (in hours)	5 In Scope?	6 Included in Price?	7 Type of Support	8 Comments	
31	CalPers	Pension	Upload/download payroll contributions files and pension reports, enter payroll adjustments manually	Both									
32	CalPers	Benefits	Administer enrollment & change. Maintain health benefit plans and rates, open enrollment, billing and reconciliation	Both									
33	Delta Dental	Benefits	Administer enrollment & change. Print bill from portal, compare to deductions and reconcile to deduction invoice.	Both									
34	VSP	Benefits	Administer enrollment & change. Print bill from portal, compare to deductions and reconcile to deduction invoice created from payroll.	Both									
35	AFLAC (Individual Plan)	Benefits	Administer enrollment & change. Print bill from portal, compare to deductions and reconcile to deduction invoice created from payroll.	Both									
36	Continental American Insurance (AFLAC Group Plan)	Benefits	Administer enrollment & change. Print bill from portal, compare to deductions and reconcile to deduction invoice created from payroll.	Both									
37	MissionSquare (formely ICMA)	Benefits	Administer enrollment & change. Print bill from portal, compare to deductions and reconcile to deduction invoice created from payroll.	Both									
38	Standard Life Insurance	Benefits	Enrollment for voluntary life insurance, administer employer-paid life insurance, long-term & short-term disability, download plans and rates, City uses self-billing invoice	Both									
39	Transamerica Life Insurance	Benefits	Enrollment for voluntary life insurance, download plans and rates, City uses self-billing invoice	Both									
40	Ameriflex (Flexible Spending Account)	Benefits	Administer enrollment & change. Print bill from portal, compare to deductions and reconcile to deduction invoice created from payroll.	Both									
41	NEOGOV	Applicant Tracking System	To receive online job application and coordinate recruitment notification and process. Display citywide job description and salary range.	Both									
42	NEOGOV	OnBoarding	Electronic forms and workflow for new hire paperwork and reminder tasks	Both									
43	NEOGOV	Learning Management System	Assign or self-register online learning courses and maintaining learning history in employee profile. sync with NeoGov onboard.	Both									
44	CJPIA Training	Learning Management System	Assign new hire and annual Workplace Harassment Prevention Training. Self-register online elective courses. Division assigns safety trainings.	Both									
45	Software (To be Determined)	Performance Evaluation	Evaluation form and e-signature workflow	Both									
46	State of CA - Department of Justice (DOJ): AAIC	Live Scan (Employment)	To receive background check results during the pre-employment process.	Inbound									

**Anticipated Interfaces**

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					1 Interface Plan	2 Type of Solution	3 Consultant Work Effort (in hours)	4 Client Work Effort (in hours)	5 In Scope?	6 Included in Price?	7 Type of Support	8 Comments	
47	EDD UI	Unemployment Insurance	Respond and maintain unemployment insurance claim files and response.	Both									
48	DMV EPN	Employer Pull Notice	Submit, monitor, and maintain drivers' DMV records	Both									
49	Athens	Workers' Compensation	Administer WC claims intake, process, tracking	Both									
50	Offero/Squarei Technologies	Volunteer Management System	Allow volunteers to sign up for City sponsored volunteer opportunities	Both									
51	Hirsch	Security/ID Badge	access control/card reader	Both									
52	NOVATime	Time Entry	Import timesheet activity entries into Eden, exports employee information, project information, leave accrual balances into Novatime.	Both									

City of West Hollywood, CA  
Data Conversions

					Vendor Response			
Function	Item	Type	Data Type	Estimated Number of Records	(1)	(2)	(3)	(4)
					Agree? (Y/N)	Included in Price? (Y/N)	Estimated Number of Consulting Hours	Estimated Number of Client Hours
General Ledger	Accounts, Departments, etc.	Active & Completed	Chart of Accounts, Balance Sheet Items, Expenditure & Revenue with beginning balances	FY23 - 8,816 Expenditure Accounts; 5,145 Active Expenditure Accounts FY23 - 597 Revenue Accounts FY23 - 1,859 Balance Sheet Accounts FY23 - 57 Funds FY23 - 14 Departments FY23 - 50 Divisions				
General Ledger	Journals, Ledger	Active & Completed	Previous years	FY22 - 326 Journal Entries				
General Ledger	Balances	Active & Completed	Open dollar amount balances.					
Budget	Line-item accounts	Active & Completed	Budget Numbers, including Budget Line Item Detail	FY23 - 2,053 Expenditure Accounts FY23 - 175 Revenue Accounts				
Accounts Payable	Vendors	Active & Inactive	Vendor Master File	FY23 - 32,920 Vendors Total FY23 - 25,811 AP Vendors Total FY23 - 2,685 Active AP Vendors FY23 - 179 Payroll AP Vendors FY23 - 2,751 Refund AP Vendors				
Accounts Payable	Historical Invoices, Accounting entries (Link between AP and GL) and Payments	Active & Completed	Transactional Detail	Transaction Type <input type="checkbox"/> Budget/Billing/PA Adjustment Count-333 Canceled line item Count-508 Cash Disbursement Count-7205 Purchase Order Closing Count-336 Change Order Count-201 Fixed Asset Depreciation Count-164 General Journal Entry Count-10144 AR Invoice Adjustment Count-5 AP Invoice Count-15824 Labor Distribution Count-12077 PO Line Liquidation Count-4500 PO Liquidation Adjustment Count-5 PO Opening in new year Count-316 Purchase Order Count-1286 Cash Receipt Count-265 Voided Check Count-62 Grand Count-53231				
Accounts Receivable	Customers	Active & Inactive	Customer Master File	FY23 - 2383 Customers				
Accounts Receivable	Receivables	Active & Completed	Open Receivables and Revenue Contract	FY22 - 524 AR Invoices FY22 - 9 AR Invoice Adjustments FY23 - 1,275 Unpaid Invoices				
Project Accounting	Projects	Active & Completed	Active Projects, Project Budgets, Multiple Years	FY23 - 299 Projects FY23 - 4 Capital Improvement Projects FY23 - 22 Developer Deposit Projects FY23 - 22 Grants FY23 - 31 Developer Reimbursable Projects FY23 - 220 Cost Tracking				
Fixed Assets	Asset Records including historical changes to assets including depreciation.	Active & Completed	Fixed Asset Master Files/Records	FY23 - 820 Fixed Asset Records FY23 - 408 Fixed assets with Book Value FY22 - 7 Fixed Assets Value Adjustments FY22 - 372 Fixed Assets Posted Depreciation				
Grants Accounting	Grants	Active & Completed	Active Grants	FY23 - 17 Grants				



**City of West Hollywood, CA  
Data Conversions**

					Vendor Response			
Function	Item	Type	Data Type	Estimated Number of Records	(1)	(2)	(3)	(4)
					Agree? (Y/N)	Included in Price? (Y/N)	Estimated Number of Consulting Hours	Estimated Number of Client Hours
Purchasing	Purchase Orders	Active & Completed	Outstanding Encumbrances	FY22 - 1286 Purchase Orders FY22 - 1286 Requisitions				
Purchasing	Contracts	Active & Completed	Active Contract Master File	FY23 - 10007 Total Contracts FY23 - 1102 Total Contracts FY23 - 100 AR Active Contracts FY23 - 1002 AP Active Contracts				
Human Resources / Payroll	Employees	Active & Inactive	Employee Master File including retirees	FY23 - 1479 Total Employees FY23 - 312 Active Employees FY23 - 228 Active Employees (no Temps)				
Human Resources	Position Information	Active & Inactive	Job Classifications	FY23 - 654 Total Positions FY23 - 274 Positions no longer in use FY23 - 172 Job Classes FY23 - 197 Total Grade/Step tables FY23 - 122 Active Grade/Step tables				
Human Resources	Training & Certifications	Active & Completed	Current Certifications					
Payroll	Pay History	Active & Completed	Employee history compensation. Pension related Files.	FY23 - 26 Pay periods FY22 - 6,574 Paychecks & Direct Deposits				
Human Resources	Benefits	Active & Inactive	Active Benefit Plans, including Retiree Plans	FY23 - 490 Total Benefit/Deduction Plans FY23 - 204 Active Benefit/Deduction Plans FY23 - 23 Cafeteria Plans				

**CITY OF WEST HOLLYWOOD**  
**AGREEMENT FOR**  
**INFORMATION TECHNOLOGY HOSTED SERVICES**

This Agreement is made on this [REDACTED]th day of [REDACTED], [REDACTED], at West Hollywood, California, by and between the City of West Hollywood, a municipal corporation, 8300 Santa Monica Boulevard, West Hollywood, California 90069 (hereinafter referred to as the "CITY") and [REDACTED], located at [REDACTED] (hereinafter referred to as the "CONTRACTOR").

**RECITALS**

- A. The CITY proposes to contract for professional services as set forth in the Statement of Work, ("Exhibit A");
- B. The CITY conducted an RFP issued in Month, Year, and selected CONTRACTOR as the preferred service provider;
- C. The CONTRACTOR is willing to perform such services and has the necessary qualifications by reason of experience, preparation, and organization to provide such services;

NOW, THEREFORE, the CITY and the CONTRACTOR, mutually agree as follows:

- 1. **SERVICES.** The CONTRACTOR shall perform those services set forth in "Exhibit A," which is attached hereto and incorporated herein by reference.
- 2. **TERM OF AGREEMENT.** The term of this contract shall commence upon execution by both parties and shall expire on [REDACTED] unless extended in writing in advance by both parties.
- 3. **TIME OF PERFORMANCE.** The services of the CONTRACTOR are to commence upon receipt of a notice to proceed from the CITY in the form of a Purchase Order. The services shall continue until all authorized work is completed to the CITY's satisfaction, in accordance with the acceptance criteria of the schedule incorporated in "Exhibit A." Should any changes, including additional time, be needed to complete the services, the parties shall execute a Change Order to Exhibit A. The Change Order shall detail the estimated costs using the same or similar methods to those used in Exhibit A.
- 4. **PAYMENT FOR SERVICES.** The CONTRACTOR shall be compensated in an amount not to exceed \$ [REDACTED] for services provided pursuant to this Agreement as described in "Exhibit A." Compensation shall under no circumstances be increased except by written amendment of this Agreement. The CONTRACTOR shall be paid within **forty-five (45) days** of presentation of an invoice to the CITY for hosted services allocated for the CITY's consumption. The CONTRACTOR shall submit invoices monthly describing the hosted services allocated, the date range of the hosted services allocated, a description of reimbursable costs, and any other information requested by the CITY.
- 5. **CONTRACT ADMINISTRATION.**
  - 5.1. **The CITY's Representative.** Unless otherwise designated in writing, **Carlos Corrales** shall serve as the CITY's representative for the administration of the

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project. All activities performed by the CONTRACTOR shall be coordinated with this person.

- 5.2. **Manager-in-Charge.** For the CONTRACTOR, [REDACTED] shall be in charge of the project on all matters relating to this Agreement and any agreement or approval made by her/him shall be binding on the CONTRACTOR. The Manager-in-Charge shall not be replaced without the written consent of the CITY.
- 5.3. **Responsibilities of the CITY.** The CITY shall provide all relevant documentation in its possession to the CONTRACTOR upon request in order to minimize duplication of efforts. The CITY's staff shall work with the CONTRACTOR as necessary to facilitate performance of the services.
- 5.3.1. **CITY Administration of the Services.** CONTRACTOR'S responsibilities do not extend to internal management or administration of the Services. CITY is responsible for: (i) maintaining the confidentiality of passwords and accounts; (ii) managing access to Administrator accounts; and (iii) ensuring that Administrators' use of the Services complies with this Agreement.
- 5.3.2. **Compliance.** CITY is responsible for use of the Services and will comply with laws and regulations applicable to customer's use of the Services, if any.
- 5.3.3. **Unauthorized Use & Access.** CITY will prevent unauthorized use of the Services and terminate any unauthorized use of or access to the Services. CITY will promptly notify CONTRACTOR of any unauthorized use of or access to the Services.
- 5.4. **Personnel.** The CONTRACTOR represents that it has or will secure at its own expense all personnel required to perform the services under this Agreement. All of the services required under this Agreement will be performed by the CONTRACTOR or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. The CONTRACTOR reserves the right to determine the assignment of its own employees to the performance of the CONTRACTOR's services under this Agreement, but the CITY reserves the right, for good cause, to require the CONTRACTOR to exclude any employee from performing services on the CITY's premises.

**6. HOSTING REQUIREMENTS**

- 6.1. **Scalability.** The hosted system must be easily scaled to accommodate site usage during peak permit registration times.
- 6.2. **Response to Issues.** CONTRACTOR will provide verbal or written responses to Issues identified by the CITY in an expeditious manner.

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Such responses shall be provided in accordance with the Target Response Times as defined under Exhibit A.

- 6.3. **Service Hardware.** CONTRACTOR will use commercially reasonable efforts to ensure that all hardware (including server, routers, and other related equipment) on which the applications are deployed are attached to backup power systems sufficient to maintain the site's availability for so long as any power outage could reasonably be expected to occur, based on the experience of CONTRACTOR at its deployment location and consistent with the Tier rating of the data center.
- 6.4. **Change Control and Advance Notice:** The CONTRACTOR shall give advance notice to the CITY of any upgrades (e.g., major upgrades, minor upgrades, system changes) that may impact service availability and performance. A major upgrade is a replacement of hardware, software or firmware with a newer or better version in order to bring the system up to date or to improve its characteristics. It usually includes a new version number.
- 6.5. **Electronic Commerce.** *CONTRACTOR shall protect data in accordance with the Payment Card Industry Data Security Standard (PCI DSS) on behalf of the CITY, relating to CITY activities when cardholder information is accessed, transferred, stored, or processed by CONTRACTOR. CONTRACTOR must clearly define the managed PCI DSS requirements, subject to CITY's review and approval. CONTRACTOR is responsible for the security of the cardholder data the CONTRACTOR possesses or otherwise stores, processes or transmits on behalf of the CITY. CONTRACTOR agrees to indemnify and hold CITY, its officers, employees, and agents, harmless for, from and against any and all claims, causes of action, suits, judgments, assessments, costs (including reasonable attorneys' fees) and expenses arising out of or relating to any loss or breach of CITY's customer credit card or identity information managed, retained or maintained by CONTRACTOR, including but not limited to fraudulent or unapproved use of such credit card or identity information. CONTRACTOR must annually submit the appropriate "Attestation of Compliance" to the CITY and clearly identify the services and system components that are included in the scope of their assessment.*
- 6.6. **Data Location:** The location of the data center that will be used to host the Data is as follows:  
  
Primary Data Center: \_\_\_\_\_  
  
Back-up Data Center; \_\_\_\_\_
- 6.7. **Business Continuity and Disaster Recovery:** The CONTRACTOR shall provide a business continuity and disaster recovery plan upon request to ensure that the CITY's Data is not at risk of being unrecoverable in the event CITY is affected by catastrophic equipment failure or natural disaster. CITY's Data will

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reside on redundant, highly available infrastructure for network, compute, and storage services inside the CONTRACTOR's data center

**7. PROPRIETARY OR CONFIDENTIAL INFORMATION.**

- 7.1. Proprietary or Confidential Information of CITY.** CONTRACTOR understands and agrees that, in the performance of the work under this Agreement or in contemplation thereof, CONTRACTOR may have access to private or Confidential Information which may be owned or controlled by CITY and that such information may contain proprietary or confidential details, the disclosure of which to third parties may be damaging to CITY. CONTRACTOR agrees that all information disclosed by CITY to CONTRACTOR shall be held in confidence and used only in performance of the Agreement. CONTRACTOR shall exercise the same standard of care to protect such information as a reasonably prudent CONTRACTOR would use to protect its own proprietary data.
- 7.2. Obligation of Confidentiality.** The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Agreement or to use such Confidential Information for any purposes whatsoever other than the performance of this Agreement. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential.
- 7.3. Nondisclosure.** The receiving party of proprietary or Confidential Information agrees and acknowledges that it shall have no proprietary interest in the Confidential Information and will not disclose, communicate, nor publish the nature or content of such information to any person or entity, nor use, except in connection with the performance of its obligations under this Agreement or as otherwise authorized in writing by the disclosing party, any of the Confidential Information it produces, receives, acquires or obtains from the disclosing party. The receiving party shall take all necessary steps to ensure that the Confidential Information is securely maintained. The receiving party's obligations set forth herein shall survive the termination or expiration of this Agreement. In the event the receiving party becomes legally compelled to disclose any of the Confidential Information, it shall provide the disclosing party with prompt notice thereof and shall not divulge any information until the disclosing party has had the opportunity to seek a protective order or other appropriate remedy to curtail such disclosure. If such actions by the disclosing party are unsuccessful, or the disclosing party otherwise waives its right to seek such remedies, the receiving party shall disclose only that portion of the Confidential Information which it is legally required to disclose.
- 7.4. Cooperation to Prevent Disclosure of Confidential Information.** Each party shall use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party shall advise the other party immediately in the event either party learns or has reason to believe that any

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person who has had access to Confidential Information has violated or intends to violate the terms of this Agreement and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.

- 7.5. **Remedies for Breach of Obligation of Confidentiality.** Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of CITY, at the sole election of CITY, the immediate termination, without liability to CITY, of this Agreement.

**8. DATA.**

- 8.1. **Data Ownership:** The CITY will own all right, title and interest in its Data, which includes the CITY's information that is collected, used, processed, stored, or generated as a result of the use of the CONTRACTOR's services, provided by this Agreement. CONTRACTOR shall not access CITY user accounts or CITY's Data, except (1) in the course of data center operations, (2) in response to service or technical issues, (3) as required by the express terms of this contract, or (4) at the CITY's written request.
- 8.2. **Data Protection:** Protection of personal privacy and Data shall be an integral part of the business activities of the CONTRACTOR to ensure there is no inappropriate or unauthorized access or use of CITY's Data at any time. To this end, the CONTRACTOR shall safeguard the confidentiality, integrity, and availability of CITY's Data and comply with the following conditions:
- 8.2.1. The CONTRACTOR shall implement and maintain appropriate administrative, technical, and organizational security measures to safeguard against unauthorized access, disclosure, or theft of CITY's Data. Such security measures shall be in accordance with recognized industry practice.
- 8.2.2. All Data obtained by the CONTRACTOR in the performance of this contract shall become and remain property of the CITY.
- 8.2.3. The CONTRACTOR shall not use any information collected in connection with the service issued from this proposal for any purpose other than fulfilling the service without the CITY's express written consent.
- 8.3. **Data Security Incident or Data Breach Notification:** The CONTRACTOR shall inform the CITY of any security incident or Data breach.
- 8.3.1. **Incident Response:** The CONTRACTOR may need to communicate with outside parties regarding a security incident, which may include contacting law enforcement, fielding media inquiries, and seeking external expertise as mutually agreed upon, defined by law or contained in the contract. Discussing security incidents with the CITY

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should be handled on an urgent as-needed basis, as part of CONTRACTOR communication and mitigation processes as mutually agreed upon, defined by law or contained in the contract.

- 8.3.2. **Security Incident Reporting Requirements:** The CONTRACTOR shall report a security incident to the appropriate CITY identified contact immediately.
- 8.3.3. **Breach Reporting Requirements:** If the CONTRACTOR has actual knowledge of a confirmed Data breach that affects the security of any CITY's Data that is subject to applicable Data breach notification law, the CONTRACTOR shall (1) promptly notify the appropriate CITY identified contact within 24 hours or sooner, unless shorter time is required by applicable law; and (2) take commercially reasonable measures to address the Data breach in a timely manner.
- 8.4. **Data Breach Responsibilities:** This section only applies when a Data breach occurs with respect to CITY's Data within the possession or control of CONTRACTOR.
  - 8.4.1. The CONTRACTOR shall immediately notify the appropriate CITY identified contact by telephone if it reasonably believes there has been a security incident.
  - 8.4.2. The CONTRACTOR shall promptly notify the appropriate CITY identified contact within 24 hours or sooner by telephone, unless shorter time is required by applicable law, if it confirms that there is, or reasonably believes that there has been a Data breach. The CONTRACTOR shall (1) cooperate with the CITY as reasonably requested by the CITY to investigate and resolve the Data breach, (2) promptly implement necessary remedial measures, if necessary, and (3) document responsive actions taken related to the Data breach, including any post-incident review of events and actions taken to make changes in business practices in providing the services, if necessary.
  - 8.4.3. Unless otherwise stipulated, if a Data breach is a direct result of the CONTRACTOR's breach of its contract obligation to encrypt personal Data or otherwise prevent its release, the CONTRACTOR shall bear the costs associated with (1) the investigation and resolution of the Data breach; (2) notifications to individuals, regulators, or others required by state law.
- 8.5. **Notification of Legal Requests:** The CONTRACTOR shall contact the CITY upon receipt of any electronic discovery, litigation holds, discovery searches, and expert testimonies related to the CITY's Data under this contract, or which in any way might reasonably require access to the Data of the CITY. The CONTRACTOR shall not respond to subpoenas, service of process, and other legal requests related to the CITY without first notifying the CITY, unless prohibited by law from providing such notice.

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- 8.6. **Import and Export of Data:** The CITY shall have the ability to import or export Data in piecemeal or in entirety at its discretion without interference from the CONTRACTOR
9. **INTELLECTUAL PROPERTY.** Subject to the terms and conditions of this AGREEMENT, CONTRACTOR hereby grants CITY, and CITY hereby accepts from CONTRACTOR upon the terms and conditions herein specified, a limited, non-exclusive, non-transferable, revocable license during the term or extended term of this AGREEMENT to: solely within the CITY, access and use of CONTRACTOR developed IP and Pre-Existing IP, provided to the CITY solely for the CITY's own internal business purposes pursuant to the terms of this AGREEMENT. For avoidance of doubt, CONTRACTOR is not required and shall not transfer ownership or provide any rights to any IP except as explicitly states in this Agreement. Notwithstanding any language to the contrary, contractor developed IP, shall not be considered documents, a work for hire, or Data.
- 9.1. **Suggestions.** CONTRACTOR may, at its discretion and for any purpose, use, modify, and incorporate into its products and services, and license and sub-license, any feedback, comments, or suggestions CITY or its End Users send CONTRACTOR or post CONTRACTOR online forums without any obligation to CITY.
- 9.2. **Confidential Information.** CITY understands and agrees that it will not reveal, publish or otherwise disclose to any person, firm or corporation, without written authorization of CONTRACTOR, or except as required by law, any Confidential Information CONTRACTOR, including without limitation any trade secrets, confidential knowledge, data or other proprietary information relating to the Services. "Confidential Information" means all information, written or oral, relating to the business, operations, services, facilities, processes, methodology, technologies, intellectual property, research and development, customers, strategy or other confidential or proprietary materials of CONTRACTOR.
- 9.3. **Restricted Uses.** CITY will not and will ensure that its End Users do not: (i) sell, resell, or lease the Services; or (ii) translation, disassembly or decompilation, altering, modifying, reverse engineer or attempt to reverse engineer the Services, improving or otherwise enhancing the software licensed under this license nor assist anyone else to do so.
10. **TERMINATION.**
- 10.1. **Termination for Convenience.** Either party may terminate this Agreement without cause and in its sole discretion at any time by giving the other party thirty (30) days' written notice of such termination. In the event of such termination, the CONTRACTOR shall cease services as of the date of termination and shall be compensated for services performed to the CITY's satisfaction up to the date of termination.



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- 10.2. **Termination for Cause.** All terms, provisions, and specifications of this Agreement are material and binding, and failure to perform any material portion of the work described herein shall be considered a breach of this Agreement. Should the Agreement be breached in any manner, the CITY may, at its option, terminate the Agreement not less than five (5) days after written notification is received by the CONTRACTOR to remedy the violation within the stated time or within any other time period agreed to by the parties. In the event of such termination, the CONTRACTOR shall be responsible for any additional costs incurred by the CITY in securing the services from another contractor.
- 10.3. **Bankruptcy.** In the event that either party shall cease conducting business in the normal course, become insolvent, make a general assignment for the benefit of creditors, suffer or permit the appointment of a receiver for its business or assets or shall avail itself of, or become subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or the protection of rights of creditors, then at the option of the other party this Agreement shall terminate and be of no further force and effect. Upon termination of this Agreement pursuant to this Section, CONTRACTOR shall within forty-eight (48) hours return CITY's Data in an agreed-upon machine readable format. Once CONTRACTOR has received written confirmation from CITY that CITY's Data has been successfully transferred to CITY, CONTRACTOR shall within thirty (30) days purge all CITY's Data from its hosted servers and provide CITY with written certification that such purge occurred. Such Data transfer shall be done at no cost to the CITY
- 10.4. **Termination and Suspension of Service:**
- 10.4.1. In the event of a termination of the contract, the CONTRACTOR shall implement an orderly return of the CITY's Data in a mutually agreeable format at a time agreed to by the parties and the subsequent secure disposal of the CITY's Data. The CITY understands that additional fees may apply if the Data must be exported to portable media.
- 10.4.2. During any period of service suspension, the CONTRACTOR shall not take any action to intentionally erase any of the CITY's Data.
- 10.4.3. In the event of termination of any services or agreement in entirety, the CONTRACTOR shall not take any action to intentionally erase any of the CITY's Data for a period of:
- 30 days after the effective date of termination, if the termination is in accordance with the contract period.
  - 90 days after the effective date of termination, if the termination is for convenience.
  - 60 days after the effective date of termination, if the termination is for cause.

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After such period, the CONTRACTOR shall, unless legally prohibited, delete all of the CITY's Data in its systems or otherwise in its possession or under its control.

- 10.4.4. The CITY shall be entitled to any post-termination assistance generally made available with respect to the services, unless a unique Data retrieval arrangement has been established as part of the SLA.
- 10.4.5. The CONTRACTOR shall securely dispose of all of CITY's Data in all of its forms, such as disk, CD/DVD, backup tape, and paper, when requested by the CITY. Data shall be permanently deleted and shall not be recoverable, according to NIST-approved methods. Certificates of destruction shall be provided to the CITY.

**11. INDEMNIFICATION.**

**11.1. General Indemnification.**

- 11.1.1. **Liability.** CONTRACTOR shall indemnify and hold harmless CITY and its officers, agents, and employees from, and, if requested, shall defend it against any and all loss, cost, damage, injury, liability, and claims thereof for injury to or death of a person, including employees of CONTRACTOR or loss of or damage to property, arising directly or indirectly from CONTRACTOR'S performance of this AGREEMENT, including, but not limited to, CONTRACTOR'S use of facilities or equipment provided by CITY or others, regardless of the negligence of, and regardless of whether liability without fault is imposed or sought to be imposed on CITY, except to the extent that such indemnity is void or otherwise unenforceable under applicable law in effect or validly retroactive to the date of this AGREEMENT.
- 11.1.2. **Fees and Costs.** The foregoing indemnity shall include, without limitation, reasonable fees of attorneys, consultants and experts and related costs and CITY'S costs of investigating any claims against the CITY. In addition to CONTRACTOR'S obligation to indemnify CITY, CONTRACTOR specifically acknowledges and agrees that it has an immediate and independent obligation to defend CITY from any claim which actually or potentially falls within this indemnification provision, even if the allegations are or may be groundless, false, or fraudulent, which obligation arises at the time such claim is tendered to CONTRACTOR by CITY and continues at all times thereafter.
- 11.1.3. **Exception.** This indemnity obligation will exclude such loss or damage which is determined to be caused by the sole negligence or willful misconduct of the CITY and is not contributed to by any act, or

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by any omission to perform some duty imposed by law or agreement on CONTRACTOR, its subcontractors or either's agent or employee.

**11.2. Infringement Indemnification.**

- 11.2.1. **Judicial Action.** If notified promptly in writing of any judicial action brought against CITY based on an allegation that CITY'S use of the services infringes a patent, copyright, or any right of a third party or constitutes misuse or misappropriation of a trade secret or any other right in intellectual property (Infringement), CONTRACTOR will hold CITY harmless and defend such action at its own expense. CONTRACTOR will pay the costs and damages awarded in any such action or the cost of settling such action, provided that CONTRACTOR shall have sole control of the defense of any such action and all negotiations or its settlement or compromise.
- 11.2.2. **Informal Claim.** If notified promptly in writing of any informal claim (other than a judicial action brought against the CITY) based on an allegation that CITY's use of the services constitutes Infringement, CONTRACTOR will pay the costs associated with resolving such claim and will pay the settlement amount (if any), provided that CONTRACTOR shall have sole control of the resolution of any such claim and all negotiation for its settlement.
- 11.2.3. **Final Injunction.** In the event a final injunction is obtained against CITY'S use of the services by reason of Infringement, or in the CONTRACTOR's opinion CITY's use of services is likely to become the subject of Infringement, CONTRACTOR may at its option and expense: (a) procure for CITY the right to continue to use the services as contemplated hereunder; (b) replace the services with a non-infringing, functionally equivalent substitute services; or (c) suitability modify the services to make its use hereunder non-infringing while retaining functional equivalency to the unmodified version of the services. If none of these options is reasonably available to CONTRACTOR, then the Agreement or relevant part of such Agreement may be terminated at the option of either party hereto and CONTRACTOR shall refund to CITY all amounts paid under this Agreement for the use of such services. Any unauthorized modification or attempted modification of services by CITY shall void this indemnity unless CITY has obtained prior written authorization from CONTRACTOR permitting such modification or attempted modification.
- 11.2.4. **Exception.** CONTRACTOR shall have no liability for any claims of Infringement based on CITY's use or combination of the services with products or data of the type for which the services was neither designed nor intended to be used.

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- 11.3. For purposes of this paragraph, CITY means the CITY's City Council and its subordinate bodies, elected and appointed City officials and officers, City employees and authorized agents and volunteers of the City.
- 11.4. **Survival.** The obligations established by this paragraph will survive termination of this Agreement.

**12. INSURANCE REQUIREMENTS.**

- 12.1. Without in any way limiting CONTRACTOR's liability pursuant to the "Indemnification" section of this Agreement, CONTRACTOR, at the CONTRACTOR's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:

- 12.1.1. **Workers' Compensation Coverage.** The CONTRACTOR shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, the CONTRACTOR shall require any and every subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONTRACTOR for CITY.

This provision shall not apply if the CONTRACTOR has no employees performing work under this Agreement. If the CONTRACTOR has no employees for the purposes of this Agreement, the CONTRACTOR shall sign the "Certificate of Exemption from Workers' Compensation Insurance" which is attached hereto and incorporated herein by reference as "Exhibit B."

- 12.1.2. **General Liability Coverage.** The CONTRACTOR shall maintain commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage, including contractual liability, products liability and completed operations liability coverage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
- 12.1.3. **Automobile Liability Coverage.** The CONTRACTOR shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the CONTRACTOR arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an

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amount of not less than three hundred thousand dollars (\$300,000) combined single limit for each occurrence. If CONTRACTOR or CONTRACTOR's employees will use personal automobiles in any way on this project, CONTRACTOR shall obtain evidence of personal automobile liability coverage for each such person.

- 12.1.4. **Crime Coverage.** A crime coverage policy in an amount not less than **EXPECTED ANNUAL REVENUE** dollars (**\$** ) insuring against loss of money, securities or other property referred to hereunder which may result from (a) dishonesty of fraudulent acts of officers, directors or employees (commercial blanket form) of the CONTRACTOR; or (b) disappearance, destruction or wrongful abstraction inside or outside the premises of CONTRACTOR; or (c) sustained through forgery or alteration of checks, drafts or any other order or direction to pay a certain sum in money. This policy shall be primary to any other similar insurance, shall include an endorsement naming City as "Loss payee", and shall contain a provision stating that the insurance carrier will provide thirty (30) day advance notice of cancellation of such insurance.
- 12.1.5. **Cyber Security Insurance Coverage.** CONTRACTOR shall maintain Cyber Security insurance in an amount of not less than one million dollars (\$1,000,000) per cyber security, data breach, network damage and business interruption occurrence.
- 12.1.6. **Technology Errors and Omissions Liability Coverage.** The CONTRACTOR shall procure a policy that at a minimum covers professional misconduct or lack of the requisite skill required for the performance of services defined in this Agreement in an amount of not less than one million dollars (\$1,000,000) per occurrence and two millions dollars (\$2,000,000) in the aggregate. The policy shall also provide coverage for the following risks:
- 12.1.6.1. **Dissemination of Confidential Information.** Liability arising from theft, dissemination, and/or use of confidential information, including but not limited to, bank and credit card account information or personal information, such as name, address, social security numbers, protected health information, or other personally identifying information, stored or transmitted in electronic form;
- 12.1.6.2. **Unauthorized Access.** Network security liability arising from the unauthorized access to, use of, or tampering with computers or computer systems, including hacker attacks; and

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12.1.6.3. **Malicious Software.** Liability arising from the introduction of any form of malicious software including computer viruses into, or otherwise causing damage to the CITY's or third person's computer, computer system, network, or similar computer related property and the data, software, and programs thereon.

12.2. **Endorsements.** Each general liability and automobile liability insurance policy shall be issued by insurers possessing a Best's rating of no less than A-: VII. Each general liability insurance policy shall be endorsed with the language of Sections 12.2.1-12.2.6 below. CONTRACTOR also agrees to require all contractors, and subcontractors to do likewise.

12.2.1. **Additional Insured Clause.** "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONTRACTOR, including materials, parts, or equipment furnished in connection with such work or operations."

12.2.2. **Primary Insurance Clause.** This policy shall be considered primary insurance as respect to the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.

12.2.3. **Separation of Insured Clause.** This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

12.2.4. **Failure to Report to Insurer.** Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its elected or appointed officers, officials, employees, agents, or volunteers.

12.2.5. **Waiver of Right to Subrogation Clause.** CONTRACTOR, and its insurer through endorsement, waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents regardless of the applicability of any insurance proceeds, and agrees to have all subcontractors, and subcontractors' insurers through endorsement, to do likewise.

12.2.6. **Notice of Change in Insurance.** The insurance provided by this policy shall not be suspended, voided or reduced in coverage or in limits except after thirty (30) days' written notice has been submitted to the CITY and approved of in writing, except in the case of cancellation, for which ten (10) days' written notice shall be provided.

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- 12.3. **Notice to City.** CONTRACTOR agrees to provide immediate notice to CITY of any claim or loss against CONTRACTOR arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY. CONTRACTOR also agrees to provide immediate written notice to CITY if any insurance policy listed above is suspended, voided, or reduced in coverage or limits. CONTRACTOR agrees to have all subcontractors to do likewise.
- 12.4. **Claims-made policies.** Should any of the required insurance be provided under a claims-made form, CONTRACTOR shall maintain such coverage continuously throughout the term of this Agreement and, without lapse, for a period of three years beyond the expiration of this Agreement, to the effect that should occurrences during the contract term give rise to claims made after expiration of the Agreement, such claims shall be covered by such claims-made policies.
- 12.5. **Defense costs.** Should any of the required insurance be provided under a form of coverage that includes a general annual aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general aggregate limit shall double the occurrence or claims limits specified above.
- 12.6. **Acknowledgment of the Minimum Amount of Coverage.** Notwithstanding the provisions included in any of the ISO Additional Insured Endorsement forms, CONTRACTOR acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amounts of coverage required. Any insurance proceeds available to the CITY in excess of the limits and coverage required in this agreement and which is applicable to a given loss will be available to the CITY.
- 12.7. **Self Insured Retention/Deductibles.** All policies required by this Agreement shall allow CITY, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the CONTRACTOR (as the named insured) should CONTRACTOR fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. CONTRACTOR understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by CONTRACTOR as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should CITY pay the SIR or deductible on CONTRACTOR's behalf upon the CONTRACTOR's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, CITY may include such amounts as damages in any action against CONTRACTOR for breach of this Agreement in addition to any other damages incurred by CITY due to the breach.
- 12.8. **Certificates of Insurance.** The CONTRACTOR shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this

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Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement. The CONTRACTOR shall provide written evidence of current automobile coverage to comply with the automobile insurance requirement.

- 12.9. **Failure to Procure Insurance.** Failure on the part of the CONTRACTOR to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 6.2 above (Termination for Cause).
13. **ASSIGNMENT AND SUBCONTRACTING.** The parties recognize that a substantial inducement to the CITY for entering into this Agreement is the professional reputation, experience, and competence of the CONTRACTOR. Assignments of any or all rights, duties, or obligations of the CONTRACTOR under this Agreement will be permitted only with the express consent of the CITY. The CONTRACTOR shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the CITY. If the CITY consents to such subcontract, the CONTRACTOR shall be fully responsible to the CITY for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between the CITY and subcontractor nor shall it create any obligation on the part of the CITY to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.
- 13.1. **Subcontractor Disclosure:** The Contractor shall identify all of its strategic business partners related to services provided under this contract, including but not limited to all subcontractors or other entities or individuals who may be a party to a joint venture or similar agreement with the Contractor, and who shall be involved in any application development and/or operations.
14. **COMPLIANCE WITH LAWS, CODES, ORDINANCES, AND REGULATIONS.** The CONTRACTOR shall use the standard of care in its profession to comply with all applicable federal, state, and local laws, codes, ordinances, and regulations.
- 14.1. **Taxes.** The CONTRACTOR agrees to pay all required taxes on amounts paid to the CONTRACTOR under this Agreement, and to indemnify and hold the CITY harmless from any and all taxes, assessments, penalties, and interest asserted against the CITY by reason of the independent contractor relationship created by this Agreement. In the event that the CITY is audited by any Federal or State agency regarding the independent contractor status of the CONTRACTOR and the audit in any way fails to sustain the validity of a wholly independent contractor relationship between the CITY and the CONTRACTOR, then the CONTRACTOR agrees to reimburse the CITY for all costs, including accounting and attorneys' fees, arising out of such audit and any appeals relating thereto.
- 14.2. **Workers' Compensation Law.** The CONTRACTOR shall fully comply with the workers' compensation law regarding the CONTRACTOR and the CONTRACTOR's employees. The CONTRACTOR further agrees to indemnify and hold the CITY harmless from any failure of the CONTRACTOR to comply with applicable workers' compensation laws. The CITY shall have the right to offset against the amount of any compensation due to the



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CONTRACTOR under this Agreement any amount due to the CITY from the CONTRACTOR as a result of the CONTRACTOR's failure to promptly pay to the CITY any reimbursement or indemnification arising under this Section.

- 14.3. **Licenses.** The CONTRACTOR represents and warrants to the CITY that it has all licenses, permits, qualifications, insurance, and approvals of whatsoever nature which are legally required of the CONTRACTOR to practice its profession. The CONTRACTOR represents and warrants to the CITY that the CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance, and approvals which are legally required of the CONTRACTOR to practice its profession. The CONTRACTOR shall maintain a City of West Hollywood business license, if required under CITY ordinance.
- 14.4. **Code of Ethics.** CONTRACTOR hereby affirms that it will abide by the provisions of the West Hollywood Code of Ethics throughout the term of this Agreement. A copy of the Code of Ethics is attached as Exhibit E.
15. **CONFLICT OF INTEREST.** The CONTRACTOR confirms that it has no financial, contractual, or other interest or obligation that conflicts with or is harmful to performance of its obligations under this Agreement. The CONTRACTOR shall not during the term of this Agreement knowingly obtain such an interest or incur such an obligation, nor shall it employ or subcontract with any person for performance of this Agreement who has such incompatible interest or obligation.
16. **NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY.** The CONTRACTOR represents and agrees that it does not and will not discriminate against any employee or applicant for employment because of race, religion, color, national origin, sex, sexual orientation, gender identity, political affiliation or opinion, medical condition, or pregnancy or pregnancy-related condition. The CONTRACTOR will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, national origin, sex, sexual orientation, gender identity, political affiliation or opinion, medical condition, or pregnancy or pregnancy-related condition. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to include in all solicitations or advertisements for employment and to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
17. **LIVING WAGE ORDINANCE.** The CONTRACTOR shall abide by the provisions of the West Hollywood Living Wage Ordinance. During the term of this Agreement, the CONTRACTOR shall keep on file sufficient evidence of its employee compensation to enable verification of compliance with the West Hollywood Living Wage Ordinance.
18. **EQUAL BENEFITS ORDINANCE, No. 03-662.** The CONTRACTOR shall abide by the provisions of the West Hollywood Equal Benefits Ordinance. During the term of this Agreement, the CONTRACTOR shall keep on file sufficient evidence of its employee compensation and any applicable benefits packages, as those benefits

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relate to the coverage of the domestic partners of CONTRACTOR's employees, which shall include; bereavement leave; family medical leave, and health insurance benefits, to enable verification of compliance with the West Hollywood Equal Benefits Ordinance.

19. **RESTRICTIONS: Arab League Boycott of Israel.** The CONTRACTOR hereby affirms it does not honor the Arab League Boycott of Israel.
  
20. **RECORDS AND AUDITS.** The CONTRACTOR shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be deemed necessary by the CITY or any authorized representative. All records shall be made available at the request of the CITY, with reasonable notice, during regular business hours, and shall be retained by the CONTRACTOR for a period of three years after the expiration of this Agreement. Audited records shall be limited to operational data and financial data that support invoiced charges (i.e. if there's a reimbursed cost). Contractor shall not be required to provide access to proprietary or confidential financial records such as cost and profit data.
  - 20.1. **Contract Audit:** The CONTRACTOR shall allow the CITY to audit conformance to the contract terms. The CITY may perform this audit or contract with a third party at its discretion and at the CITY's expense. Such third party auditor shall not be a competitor or an affiliate of a competitor to CONTRACTOR or CONTRACTOR's affiliates or parent companies.
  - 20.2. **Data Center Audit:** The CONTRACTOR shall perform an independent audit of its data centers at least annually at its expense, and provide a redacted version of the audit report upon request. The CONTRACTOR may remove its proprietary information from the redacted version. A SSAE 16 Service Organization Control (SOC) 1 audit report or approved equivalent sets the minimum level of a third-party audit
  - 20.3. **Access to Security Logs and Reports:** The Contractor shall provide reports to the City that shall include latency statistics, user access, user access IP address, user access history and audit or security logs for all changes made to data fields and tables related to this contract.
  
21. **OWNERSHIP OF DOCUMENTS.** It is understood and agreed that the CITY shall own all documents and other work product that the CONTRACTOR developed for the Services in Exhibit A, except the CONTRACTOR's notes, which pertain to the work performed under this Agreement. The CITY shall have the sole right to use such materials in its discretion and without further compensation to the CONTRACTOR, but any re-use of such documents by the CITY on any other project without prior written consent of the CONTRACTOR shall be at the sole risk of the CITY. The CONTRACTOR shall at its sole expense provide all such documents to the CITY upon request.
  
22. **INDEPENDENT CONTRACTOR.** The CONTRACTOR is and shall at all times remain as to the CITY a wholly independent CONTRACTOR. Neither the CITY nor any of its agents shall have control over the conduct of the CONTRACTOR or any of the CONTRACTOR's employees or agents, except as herein set forth. The

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CONTRACTOR shall not at any time or in any manner represent that it or any of its agents or employees are in any manner agents or employees of the CITY. The CONTRACTOR shall have no power to incur any debt, obligation, or liability on behalf of the CITY or otherwise act on behalf of the CITY as an agent.

23. **Background Checks:** The CONTRACTOR shall conduct criminal background checks and not utilize any staff, including subcontractors, to fulfill the obligations of the contract who have been convicted of any crime of dishonesty, including but not limited to criminal fraud, or otherwise convicted of any felony or misdemeanor offense for which incarceration for up to 1 year is an authorized penalty. The CONTRACTOR shall promote and maintain an awareness of the importance of securing the CITY's Data among the CONTRACTOR's employees and agents.
24. **Non-disclosure and Separation of Duties:** The CONTRACTOR shall enforce separation of job duties, require commercially reasonable non-disclosure agreements, and limit staff knowledge of CITY Data to that which is absolutely necessary to perform job duties.
25. **NOTICE.** All Notices permitted or required under this Agreement shall be in writing, and shall be deemed made when delivered to the applicable party's representative as provided in this Agreement. Additionally, such notices may be given to the respective parties at the following addresses, or at such other addresses as the parties may provide in writing for this purpose.

Such notices shall be deemed made when personally delivered or when mailed forty-eight (48) hours after deposit in the U.S. mail, first-class postage prepaid, and addressed to the party at its applicable address.

City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069-6216

Attention: Eugene Tsipis

CONTRACTOR:

\_\_\_\_\_

Street  
City, ST, Zip

Attention: Legal

26. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of California.
27. **ENTIRE AGREEMENT; MODIFICATION.** This Agreement supersedes any and all other agreements, either oral or written, between the parties, and contains all of the covenants and agreements between the parties. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein. Any agreement, statement, or promise not contained

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in the Agreement, and any modification to the Agreement, will be effective only if signed by both parties.

28. **WAIVER.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this agreement. Payment of any invoice by the CITY shall not constitute a waiver of the CITY's right to obtain correction or replacement of any defective or noncompliant work product.
29. **EXECUTION.** This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
30. **AUTHORITY TO ENTER AGREEMENT.** The CONTRACTOR has all requisite power and authority to conduct its business and to execute, deliver, and perform this Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

**CITY OF WEST HOLLYWOOD  
AGREEMENT FOR INFORMATION TECHNOLOGY HOSTED SERVICES**

IN WITNESS WHEREOF, the parties have executed this Agreement the \_\_\_<sup>th</sup> day of \_\_\_\_\_, 20\_\_.

CONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_, Corporate Counsel

CITY OF WEST HOLLYWOOD:

\_\_\_\_\_  
Lorena Quijano, Director of Finance and Technology Services

\_\_\_\_\_  
David Wilson, City Manager

ATTEST:

\_\_\_\_\_  
Melissa Crowder, City Clerk

**CITY OF WEST HOLLYWOOD  
AGREEMENT FOR SERVICES**

**Exhibit A**

**Scope of Services:**

Include specific tasks, in-person meetings, interim work products (if any) and at least one final work product (e.g., a report or memo).

1. **SYSTEM REQUIREMENTS:** A hosted website for \_\_\_\_\_ that must provide:

1.1. **End-Users**

1.2. **Administrators**

**2. FINANCIAL RECONCILIATION**

2.1. CONTRACTOR shall provide a daily balancing summary of all credit/debit card monies collected through the hosted website.

2.2. CONTRACTOR shall provide system reports that categorize and itemize each transaction to the CITY to assist in the financial and account reconciliation.

**3. TRAINING**

3.1. Training on hosted services will be provided to \_\_\_\_\_

3.2. CONTRACTOR shall provide training materials on the various system applications.

**Time of Performance:**

Include a schedule or timeline for delivering interim and final work products. May include specific dates or the number of weeks (e.g., within 30 days of project initiation).

**4. IMPLEMENTATION TIMELINE:**

**5. TRAINING TIMELINE:**

**Special Payment Terms:**

**NONE**

(only if additional to section C.4. on page 1)

E.g., include a pricing sheet or hourly rate, if required or implied. Otherwise, state "None".

**SCHEDULE OF FEES**

**CITY OF WEST HOLLYWOOD  
AGREEMENT FOR SERVICES**

**Exhibit B**

**Certificate of Exemption from  
Workers' Compensation Insurance**

<b>TO:</b>	City of West Hollywood
<b>SUBJECT:</b>	Sole Proprietor/Partnership/Closely Held Corporation with No Employees

Please let this memorandum notify the City of West Hollywood that I am a

- sole proprietor
- partnership
- nonprofit organization
- closely held corporation

and **do not have any employees whose employment requires me to carry workers' compensation insurance.** Therefore, I do not carry worker's compensation insurance coverage.

Contractor Signature \_\_\_\_\_

Printed Name of Contractor \_\_\_\_\_

Date

## CITY OF WEST HOLLYWOOD CODE OF ETHICS FOR CONTRACTORS

The purpose of this Code of Ethics (“Code of Ethics”) is to define the ethical standards for CONTRACTORS providing services to the CITY of West Hollywood. This Code of Ethics consists of policies and implementing rules intended to advance the CITY’s goals of providing professional services to the public. All CONTRACTORS hired by the CITY shall pledge in writing to abide by the CITY’s Code of Ethics.

### Policy 1. CONTRACTORS shall be committed to the CITY.

#### **Rules:**

1.1 CONTRACTOR will serve the CITY with integrity, competence, independence, objectivity, and professionalism.

1.2 CONTRACTOR will mutually establish with the CITY realistic expectations of the benefits and the results of the services.

1.3 CONTRACTOR will only accept assignments for which CONTRACTOR possesses the requisite experience and competence to perform and will only assign staff or engage colleagues with the knowledge and expertise needed to serve the CITY effectively.

1.4 Before accepting any engagement, CONTRACTOR will ensure that CONTRACTOR has worked with the CITY to establish a mutual understanding of the objectives, scope, work plan, and fee arrangements.

1.5 CONTRACTOR will treat appropriately all confidential CITY information that is not public knowledge, take reasonable steps to prevent it from access by unauthorized people, and will not take advantage of proprietary or privileged information, either for use by CONTRACTOR or any third party, without the CITY’s express written permission.

1.6 CONTRACTOR will avoid conflicts of interest or the appearance of such and will immediately disclose to the CITY circumstances or interests that CONTRACTOR believe may influence the judgment or objectivity of CONTRACTOR.

1.7 CONTRACTOR will offer to withdraw from a consulting assignment when CONTRACTOR believes the objectivity or integrity of the CONTRACTOR may be impaired.



**CITY OF WEST HOLLYWOOD  
CODE OF ETHICS FOR CONTRACTORS**

Policy 2. CONTRACTORS shall be committed to fiscal integrity.

**Rules:**

2.1 CONTRACTOR will agree in advance with the CITY on the basis for fees and expenses and will charge fees that are reasonable and commensurate with the services delivered and the responsibility accepted.

2.2 CONTRACTOR will not accept commissions, remuneration, or other benefits from a third party in connection with the recommendations to the CITY and will disclose in advance any financial interests that form any part of recommendations to the CITY.

Policy 3. CONTRACTORS shall be committed to the public and the profession.

**Rules:**

3.1 CONTRACTOR will report to the CITY Manager any violation of this Code of Ethics, dangerous behavior, or illegal activities witnessed by the CONTRACTOR during the performance of the services for the CITY.

3.2 CONTRACTOR will respect the rights of consulting colleagues and consulting firms and will not use their proprietary information or methodologies without permission.

3.3 CONTRACTOR will represent the profession with integrity and professionalism in relations with clients, colleagues, and the general public.

3.4 CONTRACTOR will not advertise services in a deceptive manner or misrepresent or denigrate individual consulting practitioners, consulting firms, or the consulting profession.

3.5 CONTRACTOR will promote adherence to the Code of Ethics by other member CONTRACTORS working on CONTRACTOR's behalf.

Approved by City Council Minute Order on February 3, 2020