

Section 7 — MANDATORY REQUIREMENTS

Complete the Response column using the codes below. Provide Notes / Description where applicable.

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
1	Proposed solution must be written in the Java programming language and utilize MySQL or Aurora/AWS as its supporting database		
2	All application modules must be developed and maintained by the proposing company		
3	All application modules must be integrated and user interface identical in look & feel		
4	All application modules must maintain at least ten (10) years of detail transaction history available for reporting and inquiry		

Section 7 — GENERAL FEATURES

Complete the Response column using the codes below. Provide Notes / Description where applicable.

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
5	Ability for users to easily export data to Excel, CSV, PDF, etc.		
6	Ability for end-users to run ad-hoc reports		
7	Upgrades to application software included in annual support fees		

Section 7 — FINANCIALS / BUDGETING

Complete the Response column using the codes below. Provide Notes / Description where applicable.

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
8	Financial Reporting Capabilities		
9	Export budget functionality		
10	Ability for department heads to see previous year actual, current year budgeted, YTD Actual, and then enter requested amount for next budget year		
11	Special budget administrator functionality		
12	Ability to save historical development during budget preparation		
13	Ability for users to enter justifications by line item as part of the entry screen		
14	Ability to display summary data by funds, accounts, and departments		
15	Ability to enter multiple funds per department		
16	Ability to easily print customized budget pages for presentations		
17	Ability to enter workload data, performance measurement and annual goals; ability for requestor to describe goals and why they are requesting funds		
18	Ability to provide automatic updates to Excel spreadsheets as updates are made to live database		
19	Capital project tracking ability by fund and by year		

Section 7 — PURCHASING / ACCOUNTS PAYABLE

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
20	Ability to make payments on purchasing cards		
21	Ability to integrate fixed asset management with Payables		
22	Ability to create a paperless Accounts Payable process		
23	Encumbrance system available		
24	Contract management system including renewal alerts for expiring contracts		
25	Automatic budget verifications for purchase orders and contracts		
26	Purchasing controls by various thresholds (e.g., different signers based on financial levels, or council approval on items over set amounts)		
27	Ability to see full history with a particular vendor		
28	Ability to generate reports showing all purchases from a specific vendor		
29	Cash Register general functionality		
30	Statement printing process		

Section 7 — PAYROLL / HUMAN RESOURCES

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
31	Employee Self Service functionality		
32	Human Resources tracks and handles health, life, beneficiaries, leave requests, W-4 status updates, and wellness program tracking		
33	Ability to track overtime for public safety employees who work more than 8-hour shifts		
34	Ability to track base pay separately from incentives, longevity, overtime, etc.		
35	Ability to track pension wages for general employees, police, and fire (each with different compensation definitions)		
36	Functionality to keep a history of salary increases by date and amount; complete historical database of salary, incentives, and changes		
37	Reporting capabilities to generate various reports by date range to accommodate requests for employee information		
38	Ability to generate pension information by requested date range suitable for submission to each Pension Plan's Actuary		
39	Ability to post new jobs and track applicants		

Section 7 — UTILITY BILLING & COLLECTIONS

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
40	Cash receipts are fully integrated with the general ledger		
41	Accrued revenues are fully integrated with the general ledger		
42	Customizable security settings on a user-to-user basis		
43	Integrates with [insert meter reading device/software]		
44	Ability to keep unlimited account history (billings, payments, readings, adjustments, etc.)		
45	Ability to provide ACH payments to utility customers		
46	Ability to do estimated reads based on previous periods' consumption, the average of previous periods, or a flat consumption		
47	Final bills are automatically calculated by the application based on final reads		
48	Application automatically generates Work Orders for unread meters or meters with no consumption		
49	Application automatically generates Shut Off notices for delinquent accounts and corresponding Work Orders		
50	Accounts can be flagged as do not shut off		
51	Allows for an unlimited number of cycles, rates, and account types		
52	Ability to generate all bills to plain paper (PDF-formatted bill)		
53	Ability for customer deposits with interest accrual		
54	Ability for customers to choose a budget bill		
55	Makes all financial entries to the general ledger for billing, adjustments, and cash receipts		
56	Ability to export all data to MS Excel		
57	Application has an internal custom report writer that prints to paper and/or MS Excel		
58	Application has an internal document manager allowing users to scan and/or store unlimited documents with unlimited document types		

Section 7 — CUSTOMER WORK ORDERS

Complete the Response column using the codes below. Provide Notes / Description where applicable.

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
59	Integrates with Utility Billing, Inventory, and Fixed Assets		
60	Ability to charge a customer for a completed Work Order		
61	Ability to have unlimited service codes per Work Order		
62	Ability to record readings for meter change-outs		
63	Ability to create recurring work orders (preventive maintenance)		
64	Auto creation of work orders for meter reading variances		
65	Ability to access work orders from the field		

Section 7 — INVENTORY CONTROL

Complete the Response column using the codes below. Provide Notes / Description where applicable.

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66	Integrates with work orders, accounts payable, and fixed assets		
67	Ability to accommodate unlimited locations		
68	Ability to calculate average costing		
69	Ability to store serialized items		
70	Displays items on-hand, on order, and reserved		
71	Automatically updates items when received in Accounts Payable		

Section 7 — WEB INQUIRY & PAYMENT PORTAL

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
72	Developed and hosted by software provider		
73	Displays customer account information including owner or record, property location, meter reading, meter reading date and consumption, billed amount, payment amount, and balance due		
74	Customer can pay by credit card, debit card, or eCheck		
75	Ability to assign a PIN number for customer validation		
76	Ability for real-time verification of online payments		
77	Email notification of payment files and verification reports		

Section 7 — EMPLOYEE SELF SERVICE

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
78	Real-time interface in Payroll application		
79	Optional employee edit capabilities for static information (address, phone, emergency contact, etc.)		
80	Ability to reprint a W-2		
81	Ability to view and print previous check stubs		
82	Ability to view available vacation, sick, personal, and other leave hours		
83	Ability to request time off with administration approvals		

Section 7 — ACCOUNTS RECEIVABLE & BUSINESS LICENSING

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#	Feature / Specification	Response (A / F / C / N)	Notes / Description
84	Integrates with the general ledger		
85	Ability to create an unlimited number of miscellaneous invoices		
86	Ability to create an unlimited number of business licenses or business privilege tax entries		
87	Integrates with Utility Billing; all municipal charges displayed on one screen		
88	Ability to duplicate (renew) invoices and/or business licenses		
89	Ability to write-off accounts receivables		
90	Ability to print and send customer statements		

Section 7 — PERMITTING & CODE ENFORCEMENT

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91	Integrates with Parcel IDs from Utility Billing and/or tax applications		
92	Ability to store an unlimited number of permit types and code violations		
93	Integrates with Accounts Receivable for billing functionality		
94	Ability to generate multiple permit and violation notices using user defined PDF templates (PDF-formatted)		
95	Ability for inspectors to access the application from the field		
96	Ability to generate standard and ad hoc reports for permits, inspections, and code enforcement activity		
97	Ability to attach pictures, scanned copies of plans, and any other records to permits and violations		
98	Ability to generate standard and ad hoc reports for permits, inspections, and code enforcement activity		
99	Ability to attach pictures, scanned copies of plans, and any other records to permits and violations		
100	Ability to generate standard and ad hoc reports for permits, inspections, and code enforcement activity		
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104	Ability to generate standard and ad hoc reports for permits, inspections, and code enforcement activity		
105	Ability to attach pictures, scanned copies of plans, and any other records to permits and violations		