

CITY OF GOLDEN, COLORADO



REQUEST FOR PROPOSAL

Acquisition of the Software, Support, Training and Service Necessary for
the Implementation of an Integrated Financial System

SUBMISSION DUE DATE:	May 31, 2011
SUBMISSION TIME:	3:00pm MDST
SUBMISSION LOCATION:	City of Golden Finance Department 911 10 th Street Golden, CO 80401

NO LATE SUBMISSIONS WILL BE CONSIDERED

TABLE OF CONTENTS

<u>Item</u>	<u>Page</u>
Vendor Instructions	4
Request for Proposal	5
General	5
Description of the City of Golden, Colorado	11
Preparation, Submission and Evaluation of Proposals	13
General Contractual Requirements	19
Vendor Questionnaire	21
System Support Requirements	24
Installation, Data Conversion, Training	26

NOTICE

REQUEST FOR PROPOSALS

APPLICATION SOFTWARE AND COMPUTER SYSTEM(S)

The City of Golden, Colorado respectfully requests sealed proposals for acquisition of software, support, training and service necessary for the implementation of an integrated financial system. Proposals will be accepted until 3:00 p.m. (MDST) May 31, 2011 in the Finance Department, 911 10th Street, Golden, Colorado 80401.

Late proposals will not be accepted under any circumstances. Any proposal(s) received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that their proposal is received on time. The City of Golden, Colorado reserves the right to reject all proposals, or to reject any proposal in part or in whole, and to award the proposal to the most responsive and responsible firm(s) as deemed in the best interest of the City; further the right is reserved to waive any formalities or informalities contained in said proposal.

Vendor Instructions for Finance Software Proposals

1. Vendors are to submit proposals using Proposal forms. Vendors may submit joint proposals. If more than one vendor is involved in a proposal, individual questionnaires and acceptance of conditions statements must be completed by each vendor participating. If additional information is to be submitted, it should be at the back of the proposal and noted in Vendor's Table of Contents.
2. Receipt of proposals: Vendors must submit one (1) original and three (3) copies of its proposal by the closing time and date shown on the proposal cover sheet. Late proposals shall not be accepted under any circumstances, and any proposal so received shall be returned to the originator unopened. An electronic copy of the proposal may be submitted in addition to the required hard copies, but **will not** be accepted in lieu of required hard copies and will result in rejection of the proposal if hard copies are not submitted by the closing time and date. Proposing firms will be expected to allow adequate time for delivery of their proposals either by air freight, postal service, or other means.
3. Any vendor questions about this proposal must be submitted to the Assistant Finance Director at the City of Golden. Questions must be submitted in writing (to the address on the cover of this RFP) by fax (303) 384-8001, or email at dwarn@cityofgolden.net. Verbal questions will not be accepted or answered. If vendors wish to be notified directly of vendor questions and responses, please send an e-mail to the address listed above with "Vendor Response" in the subject line. Questions must be received by May 10, 2011 at 5 p.m. MDST by our clocks. Answers to all questions submitted by the deadline will be furnished in writing via e-mail to vendors and posted on the City's website in the RFP section by May 20, 2011.
4. Pricing of equipment and services: Vendor will list unit pricing for all equipment and services FOB Destination, all costs included. Maximum prices must be firm through March 1, 2012 for stated or equivalent equipment.
5. Trade secrets: Trade secrets will not be opened for public inspection. All trade secrets must be clearly identified and listed under separate cover for this purpose.
6. Proprietary Information: All information included in the proposal that is of a proprietary nature must be clearly marked as such. Items of a proprietary nature will be held in confidence by the City. The City of Golden shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm.
7. Acceptance of Conditions: Each proposal shall include an acceptance of conditions statement which affirms the acceptance of all conditions and requirements contained in the Request for Proposal.
8. Reservations: The City expressly reserves the right to accept, reject or cancel this request for proposal. The City may accept, in whole or in part, a vendor's proposal.

Request for Proposal

APPLICATION SOFTWARE AND COMPUTER SYSTEM(S)

I. General

1. Purpose of the RFP

1.1. The specific requirements stated for each system represent the City's software functionality required to meet the financial management data processing needs for the City. Vendors may bid any or all components of this RFP. However, it is recommended that software and hardware are bid together to ensure compatibility. The vendor's proposal, together with this RFP, will provide the definition of the complete project, and will be made a part of the resulting contract between the City and the Vendor.

2. System modules

2.1.1. Required system modules:

- Accounts Payable
- Accounts Receivable (Misc)
- Automated Meter Reading
- Budget Preparation
- Capital Assets
- Central Cash Collection
- Check Reconciliation and Positive Pay
- General Ledger
- Payroll/Personnel
- Project Accounting
- Purchase Orders and Encumbrances
- Report Writer
- Sales Tax
- Utility Billing System

2.1.2. Optional system modules:

- HRMS
- PCI compliant integrated payment processing (with ETS preferred) cashier module.
- Online sales tax payment, Utility billing payment and traffic ticket payment
- Municipal Court Administration
- Cemetery Records
- Community Development
- Complaint Tracking
- Permits and Inspections
- Police CAD – Computer Aided Dispatch
- Police Records Management Software

2.1.3. Required programming API's or flat file import/export to/from 3rd party vendors allowing interface with the following programs:

TimeCentre
Vermont Systems – RecTrac Program
*SAGE Software – Abra HR
Sensus Meter Reading Program
UMB Bank P-Card
EDS Trash Billing
Firehouse

***If the City's Human Resource Director is not satisfied that the vendors HRMS/Personnel module is at least equivalent in functionality to the Abra HR program that is currently in use; the vendor must provide and interface with Best Software – Abra HR**

3. Technical Architecture

3.1. The City's database of choice is Microsoft SQL 2008 R2 (x64). The Software Vendor may propose an alternative database. In either event, the Software Vendor will not propose a database that it is not prepared to provide references of at least five state or local governments that are operating the current version of the Software Vendor Programs in a Production environment with the proposed database.

3.2. The City server operating system of choice is Microsoft Windows Server 2008 R2 (x64). The Software Vendor may propose an alternative operating system. In either event, the Software Vendor will not propose an operating system that it is not prepared to provide references of at least five state or local governments that are operating the current version of the Software Vendor Programs in a Production environment with the proposed database. The City Client operating systems are Windows XP (x32), Windows 7 (x32, x64) and a Terminal Server running Windows Server 2003 (x32) which will be upgraded to Windows Server 2008 (x32 or x64). The current version of the software client must be compatible with these client operating systems.

3.3. The City has the following mandatory password and security requirements:

- Logon Credentials (User name/Password) should be AD (active directory) integrated.
- User name must be able to support at least 24 characters
- Password must be able to support 8 characters or more
- User must have an interface to change their own password without assistance.
- Password must be able to be reset by an administrator
- Password must be encrypted and masked
- Any password change must be logged in an audit trail
- The administrator must have the ability to set account lockout after 5 invalid attempts.
- Password expiration must be able to be set from 0 (immediate) to 365 days

- Password must be able to contain case sensitive alpha, numeric, and non alpha-numeric characters
- Under no circumstance should password be viewed, saved or transmitted in plain text
- The software must be compatible with generally accepted security practices such as applying monthly Microsoft security updates, running anti-virus software, and users running the software with non-administrative privileges

3.4. The City will be responsible for the purchase of all hardware necessary to operate the FMS. The City will install the hardware, the operating system and connect the hardware to the City network. The City requires that the Implementer install the database, the FMS software and any additional software required to meet the Functionality of Section 2. The City requires that the Implementer work side by side with the available City technical resource while performing these installations and to provide knowledge transfer to the City for future installations that the City may be required to perform.

The City requires that the Implementer install the following software environments:

- Test Environment – a system used by the Implementation teams during the System Setup and Testing Phases.
- Training Environment – a system used to train City end users during the Transition Phase of the project.
- Production Environment – the system that the City will use to process its transactions.

3.5. The City will be responsible for the purchase of all software and hardware required for the backup and recovery of the FMS/HRMS. The City requires that the Implementer install, configure and test the backup and recovery system to enable the City to recover from a database or hardware failure in 24 hours or less. The City requires that the Implementer work side by side with the available City technical resource while performing these installations, configurations and testing to provide knowledge transfer to the City for future installations that the City may be required to perform.

3.6. The City requires that the Implementer provide the available City technical resources with the support, training and knowledge transfer to allow the City to efficiently manage and administer the FMS/HRMS including the following:

- Application of patches and upgrades
- Creation and refreshing of test and training systems
- Troubleshooting and problem resolution research
- Performance tuning
- Backup and recovery
- Database administration

3.7. The City's ability to adequately utilize the Programs will be seriously jeopardized if Software Vendor fails to provide Technical Support for such Programs unless complete Source Code for the Programs and related Software Documentation is made available to the City for the City's use in satisfying the City's maintenance and support requirements. Therefore, Software Vendor agrees that if an "Event of Default" occurs, then Software Vendor will provide to the

City one copy of the most current version of the Source Code for the affected Programs and associated Software Documentation in accordance with the following:

An Event of Default shall be deemed to have occurred if Software Vendor: (i) ceases to market or make available Technical Support for the Programs during a period in which the City is entitled to receive or to purchase, or is receiving or purchasing, such Technical Support and Software Vendor has not promptly cured such failure despite the City's demand that Software Vendor make available or perform Technical Support, (ii) becomes insolvent, executes an assignment for the benefit of creditors, or becomes subject to bankruptcy or receivership proceedings, (iii) ceases business operations generally or (iv) has transferred all or substantially all of its assets or obligations set forth in the Final Agreement to a third party which has not assumed all of the obligations of Software Vendor set forth in the Final Agreement

3.8. The scope of the City's current effort is to secure a comprehensive financial management system to support the City's functional operations. Vendors are being requested to respond with their proposed application systems and a recommended hardware configuration. These total system solution proposals will be evaluated by the City to determine which solution best fits the needs of the City. As a result of the evaluation process, the City intends to award a contract for application software to support the selected application systems.

3.9. As a result of this RFP, the City intends to enter into a contract with the selected vendor(s) to supply application software. However, this intent does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for software, services, or supplies. The City reserves the right to accept or reject in part or in its entirety any or all proposals received as a result of this RFP if it is in the best interest of the City to do so.

4. RFP Administrator

4.1. The RFP Administrator is Donald Warn, Assistant Finance Director, City of Golden, Colorado, 911 10th Street, 80401. All questions and vendor contact concerning this RFP should be directed to Mr. Warn.

5. Application Software Specifications

5.1. The specification section of this RFP is formatted so that the responding vendor can respond in detail to each individual specification on the forms. The forms should be duplicated by the vendor and used as a questionnaire to return in their proposal, and as such will be referred to in this RFP as the specification questionnaire. It is a requirement in order to be responsive that the vendor's complete response be presented on these forms and that any exception to the individual specification is indicated and explained on this form. The vendor should not refer the evaluator to any other source for exception detail or explanation except in the case where additional space is needed to provide exception detail or explanation. In this case, an additional sheet may be inserted into the response form to complete the response. Failure to respond completely in the requested format may result in such proposal not being evaluated.

5.2. If modifications will be required to existing software packages being proposed, please indicate on the form and show any additional cost over and above the software license fee. If no exception is indicated by the proposer or if no modification is proposed when a "yes" response

is indicated to an individual specification, the City will assume that the specification is met by the package and will hold the vendor responsible for delivering that data element, capability, or report in its proposed package.

6. Miscellaneous Instructions and Conditions

- 6.1. Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular. Additionally, words of the masculine gender include the feminine and the neuter, and when the sense so indicates words of the neuter gender may refer to any gender.
- 6.2. No proposal will be accepted from any person, firm or corporation that is in arrears upon any obligation to the City or that otherwise may be deemed irresponsible or unresponsive by the city staff or City Council.
- 6.3. Only one proposal will be accepted from any one person, firm or corporation.
- 6.4. All proposals shall be prepared in a comprehensive manner as to content, but no necessity exists for expensive binders or promotional material.
- 6.5. All costs, including travel and expenses, incurred in the preparation and presentation of this proposal shall be borne solely by the proposing firm.
- 6.6. The proposing firm shall include as part of the proposal, a disclosure, in writing, of any potential or existing conflict of interest.
- 6.7. The successful firm will agree not to refuse to hire, discharge, promote, demote or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, or physical handicap.
- 6.8. Once the agreement is executed, no element of a vendor's proposal beyond what is specifically contained in the proposal and approved by the City may be subcontracted without prior approval of the City. The City maintains a right of refusal for any additional work not specifically included in the proposal.
- 6.9. The successful firm and its employees will operate as an independent contractor and will not be considered employees of the City of Golden.
- 6.10. Certificates of insurance shall be addressed to the City. All insurance shall be in effect during the term of the contract. The certificate also must state that the City will receive a registered notice thirty (30) days before any cancellation or reduction of coverage. Vendor shall provide the following coverage:
 - 6.10.1. General liability and errors and omissions insurance not less than \$1 million for bodily injury including accidental death, to any one person and aggregate. Property damage not less than \$1 million for any one accident or aggregate.
 - 6.10.2. Vendor's Protective Liability Damage Insurance in the same minimum coverage as under General Liability Insurance.

- 6.10.3. Worker compensation insurance in accordance with provisions of the Labor Code of Colorado.
- 6.11. Vendor shall protect, indemnify and hold the City harmless from and against any damage, cost or liability for any injuries to persons or property arising from acts or omissions of the vendor, his employees, agents or sub-contractors, howsoever caused.
- 6.12. Vendor shall properly correct all software defects for which the vendor is responsible, within a time period agreed upon by the City and the vendor.
- 6.13. Electronic conversion of the City's existing data is extremely important. Vendor must address the conversion methodology from our current American Data Group (ADG) Finance system and disclose all related conversion costs in the cost summary.
- 6.14. Unless otherwise noted or negotiated, the City will remit payment thirty (30) days after receipt of invoice.

II. Description of the City of Golden, Colorado:

1. Background

- 1.1. Golden is a city of approximately 18,100 in population; located approximately 15 miles west of Denver in Jefferson County, Colorado.
- 1.2. The City does not intend to install Beta, custom written software or software that will require heavy modification in order to meet the specifications stated in this RFP.
- 1.3. The intent of the City is to install integrated financial management software (FMS). The requirements of these systems are described in greater detail later in this RFP. The software proposed will run on a Windows based system. The system must be of sufficient power to run all of the proposed systems and must meet any other hardware specifications provided in this RFP as well as meeting the future, identified networking needs of the City. Vendors responding to this RFP will include a complete list of hardware components by vendor and model which will be required to support the software proposed, or the preferred minimum VMWARE Virtual Machine specifications.

2. Current Environment

- 2.1. The following information concerning present computer hardware is provided:

2.1.1. Server/Platform:

VMWare VSphere 4.1 on ESXI hosts

Running Red Hat Linux Advanced Server (hosts our current ADG Finance system)

- 2.1.2. Clients: The FMS client should be accessible to any pc on our site with a minimum of 50 concurrent users.

2.1.3. Personal Computers: Approximately 200

Minimum Intel P4 machines running WindowsXP and
Minimum Intel Core i5 machines running Windows 7

2.1.4. Printers: Approximately 20

Various Laser and Ink Jet printers

Approximately 10 Sharp Multifunction Machines, to be replaced in the future with Xerox MFU's

2.2. The successful vendor will be responsible for connecting the existing equipment listed below to the new system using a network operating system tied to the Windows system as the server. Please state any exceptions or special requirements necessary including cost.

2.2.1. Personal Computers: Approximately 200

2.2.2. Printers: Approximately 20 network printers

2.3. Transactions and average number of events:

2.3.1. Utility Billing System:

Number of Active Utility Accounts: 5,000

Number of Active Utility Meters: 5,000

Number of Meter Readers: 2 Sensus Touch Readers

Number of Billing Cycles: 9

2.3.2. Finance:

Number of General Ledger Accounts: 2,800

Number of Funds: 30

Number of Departments: 60

Number of Invoices (month) 700-800

Number of Checks Issued (month) 500-600

2.3.3. Payroll:

Average Number of Employees: 350

Maximum Number of Employees: 500

Payroll Frequency: Bi-Weekly

Average Number of Deductions: 9 (includes FICA, Fed & State taxes)

2.3.4. Sales Tax: Over 2,600 active sales tax vendors

III. Preparation, Submission, and Evaluation of Proposals

1. Schedule of Events

<u>TASK/EVENT</u>	<u>DATE</u>
Proposals Must be Received by	05/31/2011
Analysis of Proposals/ Vendor Qualifications	06/01/2011 – 06/30/2011
Product Demonstrations	07/01/2011 – 08/15/2011
Visit(s) to installed site(s)	07/01/2011 – 08/15/2011
Negotiation & Clarification	08/16/2011 – 09/10/2011
Recommendation to City Council	09/15/2011
Approval of Contract	09/22/2011
Begin Implementation	09/23/2011
Completion/Live Date	12/31/2011*

*The City would not move the timeline for completion/live date beyond 03/01/2012 if the desired date is not achievable.

The City of Golden reserves the right to modify this schedule at its sole discretion if it deems necessary.

2. Evaluation

2.1. Selection Criteria

2.1.1. Any software contract resulting from this RFP shall be awarded to the vendor(s) providing the best proposal to the City. After determining responsiveness, proposals will be evaluated in accordance with the following categories and respective weight criteria:

2.1.1.1. Ability to meet or exceed requirements

2.1.1.2. Vendor support, warranties, maintenance, user training and installation, and software license terms and conditions.

2.1.1.3. Vendor history and past performance

2.1.1.4. Cost of proposed solution

2.1.2. Hardware & System Software

2.1.2.1. Demonstrated reliability of proposed equipment

2.1.2.2. Growth capacity of proposed equipment

2.1.2.3. Cost of equipment

2.1.2.4. Warranty period

2.1.2.5. Maintenance Cost

2.1.3. Subsequent to a preliminary evaluation of the vendor proposals, selected vendors may be required, at the RFP administrator's option, to demonstrate their proposed solutions. The system demonstration will be used for evaluating the proposed solution.

2.1.4. If a demonstration is required the RFP administrator will schedule a time for each demonstration. All on-site expenses associated with such required demonstration will be borne by the vendor. All presentations are subject to being recorded. Refusal by a vendor to honor these requests within the Schedule of Events will be cause for rejection of their proposal. It is anticipated that requests for vendor presentations will be limited to the top three to five vendors as determined by the evaluation process.

3. Delivery, Installation and Implementation

3.1. Vendors must outline the proposed schedule for delivery, installation, training, conversion and implementation relative to awarding of the bid.

4. Submitting Costs

4.1. Use the Official Pricing Sheets for all prices quoted. If additional space is needed, the forms can be duplicated. For Application Software, the City is requesting that pricing be provided for each item separately on the sheets. Prices should be firm through March 1, 2012 as specified in the vendor instructions on page 4. The vendor will not be allowed to increase or decrease prices once the proposal is submitted. The cost detail must include the following.

4.2. Application Software Pricing Sheet

4.2.1. Purchase price/license fee. The city is requesting that the vendor indicate whether this license fee represents a one-time fee for a permanent license or if there are ongoing or recurring license fees that must be paid other than maintenance fees to retain the license and software updates.

4.2.2. Installation fees if not covered by the license fee.

4.2.3. Vendors are requested to provide availability and cost of financing the software under a sixty month lease purchase option. Monthly payments for each module should be provided.

4.2.4. Provide the cost for any modifications that will be required.

4.2.5. Total of license fees, installation fees and modification fees.

4.2.6. Monthly payments for a five year lease purchase with no maintenance fees included.

4.2.7. Current annual on-going maintenance fees.

4.2.8. Monthly payments for a five year lease purchase with software maintenance included.

4.2.9. Ability to pay lease early without a prepayment penalty.

4.3. System Software Pricing Sheet

4.3.1. Should include the model number for each item of equipment and/or system software if applicable.

4.3.2. List the manufacturer and description of each item.

4.3.3. List the purchase price of each item.

4.3.4. List any fees required to cover the equipment under warranty during the first year.

4.3.5. Total first year cost should include the purchase price of each item plus any first year maintenance fees.

4.3.6. Monthly payments for a five year lease purchase with system software maintenance included.

4.3.7. Monthly payments for a five year lease purchase with system software maintenance included. This column should be completed only if an option to prepay maintenance for a five year period is available. Please include any discounts that may be available.

4.3.8. Any annual or periodic maintenance or licensing fees commencing after the first installed year.

4.4. Vendor Data Hosting

4.4.1. Vendors are requested to provide availability and cost for hosting the finance

system software. Monthly payments for each module should be provided.

4.5. Data Conversion Price Sheet

4.5.1. Should list each software application that data conversion services are proposed for. The City will be responsible for providing record layout information on current data to be converted.

4.5.2. Vendor should itemize and include in the Cost Summary section any cost of converting data files from existing system to system being proposed. Vendor should specify any special requirements the City must meet in providing data files for electronic conversion. The proposal should include conversion fees for the following systems:

4.5.2.1. General Ledger

4.5.2.2. Utility Billing

4.5.2.3. Accounts Payable

4.5.2.4. Sales Tax

4.5.2.5. Payroll

4.5.2.6. Capital Assets

4.5.2.7. Any additional modules bid: Court, CAD/RMS, HRMS, etc.

5. Financing Options

5.1. Does the vendor offer any of the following financing options?

Purchase YES ☐ NO ☐

Lease/purchase YES ☐ NO ☐

Third party lease YES ☐ NO ☐

Rental/Hosting YES ☐ NO ☐

5.2. Include as an attachment, in this section, information for each available financing option answered "YES" above, including:

Financing Option Type

Periodic Payment Amounts

Interest Rates

Terms and Conditions

Ability to pay lease early without a prepayment penalty

5.3. Vendor should indicate in the Cost Summary section any costs necessary to modify existing equipment in order to be used with the system being proposed. The City has noted the existing hardware/software that will be used with the system being proposed, such as terminals, printers, personal computers, etc.

5.4. Vendor should include pricing for vendor hosted software, if the option is available.

6. Warranty

6.1. Vendor must clearly define in detail the warranty period provided for the hardware and software component(s). The vendor must also define the provisions of the warranty inclusive of time-frame, service and support. Vendors must outline their standard or proposed plan of action for correction of problems during the warranty period.

7. Proposal Certification

7.1. The vendor must certify that all material, equipment, and personnel will be provided to accomplish the requirements of the system as proposed, at no additional cost above the proposal price. Any cost not identified and subsequently incurred by the City must be borne by the vendor.

7.2. This certification is accomplished by completing the Official Proposal Sheet and having it signed by an individual who has the authority to bind the vendor. It is a requirement in order to be responsive that the vendor signs this form as directed. Failure to do so may result in such a proposal not being evaluated.

8. Required Copies

8.1. Vendors must submit one (1) signed original and three (3) copies of their proposal. A sample manual must be submitted with the original proposal. Vendors proposing application software systems that are not selected may request the return of their manuals after completion of the award by contacting the RFP Administrator in writing.

9. Submission of Vendor's Proposal

9.1. Proposal Organization

9.1.1. The vendor's proposal to this RFP should be submitted in the following format:

1. Transmittal Letter
2. Official Pricing Sheets
3. Exceptions to Section 1 (General)
4. Exceptions to Section IV (General Contractual Requirements)
5. Vendor Information
6. Response to Application Software Specifications
7. Implementation Plan
8. Sample Contracts
9. Additional Information Provided by Vendor
10. Sample documentation

10. Proprietary Information

- 10.1. Proprietary information submitted in response to the RFP will be in accordance with applicable procurement procedures. Portions of the vendor's response to this RFP which are proprietary should be identified as such. The City will appropriately protect such information from public examination. Otherwise, proposals and documents pertaining to the RFP become property of the City and shall be open to the public, within the limits of State of Colorado law, for inspection subsequent to the award process.

11. Proposal Period

- 11.1. Proposals may be modified or withdrawn prior to the date and time specified for proposal submission is an authorized representative of the vendor or by formal written notice. Proposals submitted will become the property of the City after the proposed submission deadline.

12. City's Reserved Rights

- 12.1. This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The City reserves the right to accept or reject, in part, or in its entirety, any or all proposals received as a result of this RFP, if it is in the best interest of the City to do so. Proposals may be rejected for one or more of the following reasons:
 - 12.1.1. Failure of the vendor to submit proposal on or before the deadline established.
 - 12.1.2. Failure of the vendor to respond to a request for oral/written clarification, presentation, or demonstration.
 - 12.1.3. Failure to completely meet any one of the mandatory requirements as described in this RFP.
 - 12.1.4. Failure to sign the Official Proposal Sheet.
 - 12.1.5. Failure to complete the Official Price Sheet.
 - 12.1.6. Failure to complete and submit the required Specification Questionnaire in the proper form.
 - 12.1.7. Presence of any information which indicates that it would be in the best interest of the City to reject the proposal.

IV. General Contractual Requirements

1. Contracts

1.1. To assure that the City's objective is achieved, the following contract stipulations are those which the City expects the selected vendor to agree and be legally obligated to. All proposals should specifically state that the vendor, if chosen, will agree to enter into a contract in substantial agreement with these stipulations. You should make specific note in your response of any provisions which are unacceptable. As a minimum, the contract with the vendor will include the following provisions:

1.1.1. Vendor warrants that it has title to the application software and the right to sell, license, or sub license all software included in the agreement, and that the City is indemnified against any claims for patent or copyright infringement resulting from the use of software included in the agreement.

1.1.2. Vendor warrants that software will perform as specified in the Proposal, Documentation, and Contract.

1.1.3. Vendor warrants that the software will operate on the hardware and operating system proposed by the vendor.

1.1.4. Vendor warrants that sensitive or confidential information is encrypted during transmission and preferably when written to the database and masked to all unauthorized access. Any applicable HIPPA or PCI standards for data security must be fully implemented if such data is included in the scope of this project.

1.1.5. This request for Proposal and appropriate portions of the vendor's response will become part of the contract.

1.1.6. Include a copy of your standard contracts with your proposal; also include agreements for maintenance, programming, conversion, and other related services and products.

1.1.7. Your proposal must be firm through March 1, 2012. All proposals should include a statement signed by an individual with the appropriate level of responsibility within your firm, specifically stating that you (the vendor), if chosen, will agree to negotiate a contract in substantial agreement with the preliminary contract criteria contained in this RFP. This statement should be approved by an individual with the authority to commit your firm to such contractual terms and will not prevent your response from being considered. Failure to include a statement of this type will lead to the assumption that all provisions are acceptable to your firm.

1.1.8. License of applications software (price to include documentation, maintenance for one year and availability thereafter, warranties and training).

1.1.9. Training for users, data entry personnel, and operations personnel on the application software. Additional training on system software, as necessary.

1.1.10. Documentation for system and applications software.

- 1.1.11. Vendors shall reveal to the City the existence of software disabling code. If any type or form of disabling code is contained in the software provided the City, vendor must agree not to activate any such disabling system without sufficient notice to the City.

V. Vendor Questionnaire

Instructions: One Vendor Questionnaire should be completed by each vendor proposing products and/or services in your response to the RFP. Also provide one copy of the company's most recent financial statement, if available.

1. Vendor name, address and telephone number:

2. Name of primary contact person: _____

Does this person have binding authority to enter into contracts? _____

3. If no, please identify the proper person and provide contact information.

4. How many years has your firm been in the data processing business? _____

5. Total number of employees employed by your firm? _____

6. Total number of employees dedicated to the development, training and support of financial management software for municipal governments: _____

List programming staff and number of years with your firm:

7. Data processing services provided by your company (check all appropriate items).

- a. Packaged software development and sales _____
- b. Customized software development and sales _____
- c. Hardware sales _____
- d. Magnetic data conversions _____
- e. Training _____
- f. Hardware maintenance _____
- g. Software support _____
- h. Installation services _____
- i. Documentation _____

Comments: _____

8. Annual Revenues:

a. Total revenues in 2010 _____

Projected revenues in 2011 _____

b. Percent of revenues from sales to municipal governments _____

9. What geographic area do you cover? _____

10. How many municipal government finance/utility systems have you installed and currently support? _____

11. Do you provide classes for on-going support? If yes, give cost, location and other details:

12. List the names of your staff members that are responsible for supporting financial software for municipal government clients.

13. Have you ever had a municipal government purchase your software and not complete the installation or subsequently change to another software vendor?

14. Does your response to the RFP include a complete list of these customers?

15. If requested, will you provide the City with a list of the customers who have discontinued use of your software?

16. Has your company ever been sued by a municipal government customer?

If "Yes", please explain.

17. Are there any law suits currently outstanding against your company?

If so, please explain.

18. Please attach a detailed list of users with similar installed systems.

19. Please list information on all software products and/or other services not included in this RFP, but available to the City

VI. SYSTEM SUPPORT REQUIREMENTS

1. SOFTWARE SUPPORT AND MAINTENANCE

1. Does the vendor provide support/maintenance through the following methods?

- | | |
|---|-------------|
| 1. Telephone support | (Y/N) _____ |
| 2. VPN/Secure remote management support | (Y/N) _____ |
| 3. Software updates | (Y/N) _____ |
| 4. Error correction | (Y/N) _____ |
| 5. Documentation updates | (Y/N) _____ |
| 6. Continuing education classes | (Y/N) _____ |

2. Describe the terms of your software license. Is the license fee a onetime fee or is there an on-going fee? _____

3. Provide hourly billing rates for the following:

- | | |
|---|-------|
| 1. Customer requested modifications | _____ |
| 2. Custom software development | _____ |
| 3. Additional training | _____ |
| 4. Support not covered in the annual
Maintenance Agreement | _____ |

4. Do you offer an option for prepaying software support/maintenance fees which will guarantee the City there will be no increases through the prepaid period? _____ If so, explain.

5. In what language(s) is the proposed application software written?

2. DOCUMENTATION

1. List all application software user manuals that will be provided and give a description of the manuals. Please address how documentation on new software releases and upgrades is handled.

VII. INSTALLATION, DATA CONVERSION, TRAINING

1. Explain the type of training provided by the vendor and where the training will be conducted. Also address training related to new software releases and updates as well as training for new city employees.

2. Explain the responsibilities of the City in providing the vendor with necessary information and data for the electronic conversion of data.

3. Provide a detailed installation, conversion, and training plan which outlines the overall implementation of the new system. This plan should include projected time frames with goals for each. Provide information concerning requirements on City staff and facilities.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

City of Golden
Finance Software RFP
Specification Worksheet

Cost Summary							
Description	First Year Cost	60 Month Lease/ Purchase	Annual Maintenance Fees	License or User Fees	Five Year Prepaid Maint. Fees	60 Month Purchase Including Maintenance	Monthly Data Hosting Including Maintenance
Hardware							
System Software							
First Year Maintenance Fees							
Installation Fees							
Other							
Subtotal							
Application Software License Fees							
Installation Fees							
Modification Fees							
Other (Conversion Fees)							
Subtotal							
Training Fees							
Travel and Lodging							
Distribution Fees							
Other							
Subtotal							
Total							

Application Software Price Sheet

Application Software Modules	License Fees	Installation Fees	Modification Fees	Total First Year Cost	Warranty Period	60 Month Lease Purchase Without Maintenance	Annual Maintenance and/or License Fees	Five Year Prepaid Maintenance Cost	60 Month Lease Purchase Including Maintenance	Monthly Data Hosting Including Maintenance

System Software Price Sheet

Model	Manufacturer and Description	Qty	Purchase Price	1st Year Maint Fee	Total First Year Cost	Annual Maintenance	Warranty Period	60 Month Lease/Purchase Payments w/out Maint	Five year Prepaid Maint. Cost	60 Month Lease Purchase Payments with Maint	Monthly Data Hosting Including Maintenance

Application Software Training Price Sheet

Application Software Modules	Hours of Training Proposed	Rate Per Hour	Total Proposed Training Fees	Estimated Travel & Lodging Expenses	60 Month Lease Purchase Training & Travel	Monthly Data Hosting Fees Training & Travel

Data Conversion Price Sheet

Software Application	Standard Software Purchase Conversion Fee	60 Month Lease Purchase Conversion Fee	Monthly Data Hosting Conversion Fee

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
UTILITY BILLING:								
1	Keep cycle, and read sequence numbers (route/page) the same as the current account number.							
2	Ability to bill for up to six metered services in order to provide for future services not now billed and 3 non-metered service.							
3	Ability to add late penalties to delinquent accounts according to a flexible rate structure determined by the user. These charges may be immediately posted to the account or be added to the next billing cycle as a separate item. Need to produce a delinquent notice with remittance stub once late penalties are assessed.							
4	Print messages on bills.							
5	Ability to upload a file from the bank for lockbox payments received.							
6	Ability to upload a files from third parties to add non-metered charges to customer accounts for billing.							
7	Utility bill print program should be able to print on 8 1/2 x 11 stock with a remittance stub and should include zip code bar coding and OCR scan line.							
8	Ability to age accounts in up to five user determined time blocks, not simply 30, 60, 90 days etc.							
9	Ability to pull aging according to user determined factors.							
10	Ability to send out delinquent notices automatically but with flexibility, i.e. not for insignificant amounts, extensions, etc.							
11	Ability to exempt an account or service from penalty; account should not generate a delinquent notice.							
12	Generate a cut off list which can be reviewed for possible revisions.							
13	Ability to void/delete a bill and produce a corrected bill. The transaction would be applied to the account. Cycle bills would not reprint this bill.							
14	All dollar fields will hold up to \$9+ million, carried out to the cents. They will also all be signed.							
15	All readings will hold up to 9 positions and consumption will hold up to 8 positions. Consumption can be measured in user defined units.							
16	Actual readings and consumptions for each meter will be determined by the number of dials to be read for that meter and should support a minimum of nine digits.							
17	Address will include: Street name and direction, Numeric block address, Apartment/Unit number if any, City, State, Zip code, Zip plus 4, Carrier route							
18	Any one of a variety of methods is available for the customer service representative to work with the customer to find and verify their current location that is to be cut off and transferred to the new location.							
19	Ability to do a reversal of cash payment that was posted erroneously to an account.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
UTILITY BILLING:								
20	Transaction history screen should be in reverse chronological order, should include: post date, transaction date, type transaction, references, debits, credits and balance. Detail on each transaction should include: breakdown of amount per service, penalty, tax etc.							
21	When posting payments or adjustments to a customer's account, the account should be capable of being accessed by account number, name, service address, a portion of the name, or a portion of the service address.							
22	Ability to record and look-up accounts based on the following information: Meter serial number, Customer Name, Property Location Code, Billing Address, Property Address, Telephone number, Owner's Name, Account Number, or any other user defined field of information that may be cross referenced to an account or address. Must include ability to perform a wild card search.							
23	Provide the ability to print reports for a selected range of data recorded in any of the user defined fields.							
24	Ability to look-up all account information including transaction history, consumption, etc. using Meter serial number, Customer Name, Property Location Code, Billing Address, Property Address, Telephone number, Owner's Name, Account Number, or any other user defined field of information that may be cross referenced to an account or address. Must include ability to perform a wild card search..							
25	Display aging balances 30, 60, 90, 120 breakdown service.							
26	Maintenance of consumption history for an unlimited number years by month (including both actual meter readings and computed consumption). Average annual consumption for each meter displayed on consumption history screens.							
27	An audit trail should be created for any maintenance to a customer's account and for any rate table maintenance.							
28	Provision for up to 99 comments that may accompany an account and be coded as "look up" comments and be accessed any time during account number look-up.							
29	Ability to transfer deposits and A/R to new accounts.							
30	Show detailed history for single account or location so that service representatives can effectively interact with customers. This history would include, but is not limited to: meter readings and consumption, billings, collections, adjustments, consumption adjustments, comments and notes, meter change-out history.							
31	Ability to calculate a final bill and print bill outside cycle billing procedures. The transaction would be applied to the account. Cycle bills would not reprint this bill.							
32	Sort options should include customer name, account number, zip plus four and carrier route.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
UTILITY BILLING:								
33	One time charges and meter change outs done either as a group or during meter reading input.							
34	Ability to estimate consumption for a complete route or routes in the event of emergencies and adjust bills, also, provide the ability to estimate bills for single accounts of all un-read meters							
35	Each account's history would show that the billing was by estimate if the reading(s) were estimate by the system.							
36	Ability to change meter reading sequence without changing the customer account number.							
37	Flexible high/low feature that allows the user to adjust the range of parameters using several alternate factors, previous month, average usage, daily usage, previous year, etc.							
38	This high/low would be both on the information sent to the Automated Meter Reading system before readings, and on the edits performed on the mainline computer after the readings or if readings are manually entered into the system.							
39	Permit off-cycle billing for accounts that have been disconnected.							
40	Ability to bill by cycle and produce corresponding billing registers and journal entries.							
41	Ability to print customers' last bill information any time at a service counter for all charges due, and show past due as well as current amounts.							
42	Ability to incorporate adjustments, one-time charges on a customer utility bill. This may include charges such as reconnect fees, tap fees, adjustment of penalty, etc.							
43	Ability to setup and select adjustments from a drop down menu.							
44	As long as installment payments are being paid, the unbilled portion of the installment contract will not be shown on the bill or can optionally be printed on the bill for information purposes.							
45	If an installment payment is not made, the account can optionally be subject to penalty and cutoff.							
46	Once a contract has been fully billed, future billings will be automatically stopped.							
47	Where meters have been exchanged, show individual meter readings and consumption, a message that the meters were exchanged, and total consumption and amount on the bill.							
48	Ability to upload and download Sensus meter reading files							
49	Display previous account number in transfer accounts.							
50	When a customer transfers to a new service address the system should automatically transfer the customers transaction history, arrears and any other occupant related information to the new account.							
51	When a customer transfers to a new service address the customer should receive one bill displaying the meter readings from meters at the old address and the new address with one total consumption for each service.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
UTILITY BILLING:								
52	Accepts full and partial and pre-payments. Distributes partial payments received on a prorated basis of what is owed based on user defined formula.							
53	Provision for data entry correction of any distribution errors.							
54	Provision for maintaining complete meter data at each location, including type service, meter serial number, size, type, make, note, multiplier, price, data purchase, date installed, last date repaired.							
55	Ability to set sewer charges based on current water consumption.							
56	Ability to have unlimited meters associated with one account. Some of these meters may be on while others are flagged "off".							
57	Ability to interface with accounts payable to issue refunds or partial refunds of credit balances.							
58	Ability to vary rate structure to accommodate an unlimited number of rate tables for each service.							
59	Ability to vary rate structure for different rate types for each service as city ordinances change. This includes the minimum consumption, billing rate breaks for consumption and dollars, penalty amount, base charge, minimum charge and maximum charge.							
60	Provide for flat rate billings or one time special charges.							
61	Provide for consumption only with no dollars billed for some accounts. These are reflected on the billing register as unbilled consumption.							
62	Provide for the ability to classify different types of users for each service even though they may be billed on the same rate structure for that service.							
63	Ability to enter payments in utility billing with an interface to the general ledger.							
64	The system should prorate bills for new accounts and finalized accounts based on a user defined formula.							
65	Ability to place an account on hold, resulting in the account not being billed until taken off hold.							
66	Each service address should include a history of all meters that have been installed at the service address. This history should include the date a meter was removed, the meter serial number and last reading.							
67	Bad debt system that writes off selected accounts and balance from Utility accounts receivable and moves to bad debt file.							
68	Provides ability to post payments and adjustments to bad debt accounts.							
69	Provides ability to reinstate a bad debt account without having to re-enter account information.							
70	Provide for reporting a summarized credit history for previous 24 months, and optionally print this credit history on cut off reports.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
UTILITY BILLING:								
71	Must be able to create an ACH Origination payment file and must be able to edit file prior to transmitting to the bank.							
System Interfaces								
72	General Ledger							
73	Automated Meter Reading							
74	Central Cash Collection							
75	Accounts Payable							
76	Work Orders							
Reports:								
77	An Ad Hoc report writer must be available that provides the capability to create queries and/or reports, using data from any of the fields within the Utility system. Transfer in ASCII or MS EXCEL format.							
All the reports shown below must be in existence upon delivery of the software								
78	Each report should include in the title the name of the report, date and time when printed, the date or dates covered by the data in the report, and page numbering. Billing Register: Should print in account number order. Should print, but not necessarily limited to the following information on each account: Account number Customer name Service address Charges for each service Totals Previous and current meter readings, with dates of readings Consumption Summary totals by cycle Cycle totals by customer class/by service Cycle totals by rate table General Ledger posting journal							
79	Meter Reading Report: Should print in account number order account, customer name, meter serial number, previous and current meter readings, calculated consumption, actual consumption and note for meter reader. Should show message for high consumption, low consumption and zero usage on active meters.							
80	A/R Balance Report: Should print in account number order, customer name, meter serial number. Should read accounts receivable sub ledger, unapplied cash and create a report detailing the balance associated with each general ledger account with a non-zero balance.							
81	Period Billing Summary Report: Should print in account number order, customer name, meter serial number. Prints a recap for a selected month/year of number of accounts billed, consumption for accounts billed and a calculated average consumption on accounts and charges.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
UTILITY BILLING:								
82	Largest User Consumption Report: User defined selection of service, individual, combined or all billing cycles, date range, user type, number of users to print. Should print in account number order, customer name, meter serial number, should include amount billed and summarize by number or location.							
83	Account Balance Report: User defined parameters should include billing cycle, route and account status. Prints account number, status, total balance, and balance for each service.							
84	Account Master Report: User defined parameters should include print sequence (alpha, numeric, service address), billing cycle(s), route(s), customer class(s), status(s), and yes/no option to print accounts with zero balances. Report should include account number, customer name, status and class with option to include service address, balance, lot, block, addition, meter serial number and mailing address.							
85	List of Meters by Account Report: User defined parameters should include billing cycle, meter size, user type and account status. Prints account number, customer name and meter size.							
86	Service Balance Report: User defined parameters should include billing cycle, route and service. Should print account number, customer name, service address, and balance for selected service with total.							
87	Account Information Report: Should print on a single account basis all pertinent information on a selected customer's account. Should include, but is not limited to, account number, name, billing address, status, customer class, last bill date, last bill amount, information on each rate table billed on the account, aging balances, drivers license number, social security number, meter change out history, transaction history and consumption history.							
88	Consumption Summary Report: User defined parameters should include metered services and date range with ability to select number of accounts with consumption between user defined ranges of consumption (i.e. the number of accounts with consumption from 0 to 25 thousand gallons, 26 to 50 thousand gallons, etc.) should also print a list of all accounts with consumptions that fall within the defined ranges.							
89	Cutoff Listing: User defined parameters should include selection by age of past due amount, minimum balance and billing cycle. Should print list of accounts on cutoff list including account number, customer name, service address, balance, past due amount, credit history, and meter serial number.							
90	Detailed Transaction History Report: User defined parameters should include billing cycle, route number, oldest posting date desired. Reports should print detailed transaction history for selected customer(s).							
91	Label Print: User defined parameter should include print sequence, cycle(s), route(s), start date, line per label and option to print account number. Label should include customer name and mailing address.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
GENERAL LEDGER								
1	Ability to maintain current 10 character chart of accounts structure consisting of fund, cost center, object.							
2	Accept automatic posting of journal transactions from other subsystems or applications.							
3	General Ledger Data Display - Data on status and history of an account including general ledger number, account name, type account and account balance.							
4	The system must accommodate the structural requirements of fund accounting such as maintaining multiple fund general ledgers, appropriation/expenditure/revenue ledgers, and should interface with financial support systems which collect report data associated with the City's day-to-day financial activities.							
5	The system must be menu driven.							
6	The system must allow the user to determine the basis for accounting for each fund separately in cash, accrual, or a modified accrual basis.							
7	The system must have a minimum of ten (10) alpha numeric digits in the account number configuration.							
8	The system must have the ability to report current month and YTD budget amounts from the approved budget.							
9	The system must have the ability to run interim financial reports during an accounting month.							
10	The system must provide a bank reconciliation listing for a minimum of five cash accounts per fund.							
11	Ability to automatically upload posting of cleared items from the entity's bank to the check reconciliation system							
12	The system must provide inquiry by single account with monthly detail and an inquiry by department or other groups of accounts with summary totals.							
13	The system must generate data necessary for compliance with state and federal reporting Financial statements produced with the data should conform to GFOA and GAAFR standards. In the financial statements, the following reports must be included:							
	Trial Balance by Fund							
	Combined Trial Balance							
	Budget vs. Actual for Current and YTD							
	Comparison Budget vs. Actual for YTD and previous YTD							
	Expense Reporting by Department							
	Revenue History by Department/Fund							
	Detail Journal Listing							
	Balance Sheet by Fund							
14	The system must have the capability to post to any of the months in the current fiscal year or the first three months of the next fiscal year without closing any of the months of the current fiscal year.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
GENERAL LEDGER								
15	The system must be able to list detailed transactions for all general ledger input sources.							
16	The system must have the ability to prepare detailed listing of all year-to-date transactions within an account.							
17	The system must have the ability to generate all "due to" and "due from" journal entries when posting a transaction to one fund which will affect other funds.							
18	The system must have the ability to handle multiple checking accounts and maintain all funds accounts status.							
19	The system should provide the ability to accommodate consolidated (pooled) cash accounting for transactions of multiple funds which are accounted for in one centralized (pooled) bank account.							
20	The system should provide the ability to account for cash in funds where cash is maintained separately from pooled cash bank account.							
21	The system must have the flexibility to allow the end-user to design and create their own reports in a user defined format without being required to purchase a special report writer application.							
22	The system should allow the user to close an accounting period without purging the detail transactions.							
23	The system should automatically generate the year-end payroll accruals and post the appropriate amounts in the current and subsequent years.							
24	The system should automatically generate the closing entries to close revenue and expense accounts to the capital account.							
25	Provide for automated year-end closing. This process should include the automated closing of revenue and expenditure accounts to the individual fund equity account, and posting of asset, liability and equity balances to subsequent year's general ledger. In addition, the system must allow the user the ability to post audit adjusting entries to prior year's data after the initial year-end close has been processed. The system must automatically post all adjusted balance sheet amounts to the current year's general ledger, and reflect prior year audit adjusting entries in individual account historical data							
26	The system should provide on-line account number look-up at any prompt for a general ledger account number. This look-up feature should be based on a portion of the account number and/or the account name.							
27	The City should be able to restrict through system security, individual access to the General Ledger subsystem, for all functions other than inquiry.							
28	The system should provide for an unlimited number of funds.							
29	The system must provide for the maintenance of separate funds, each of which is a self-balancing set of accounts, with all funds recorded being processed simultaneously by the common system.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
GENERAL LEDGER								
30	During all processing, the system should edit transactions to insure that each entry to a fund is balanced and complete and also that each fund is maintained as a self-balancing entity.							
31	The system must provide for error identification and correction before actual posting occurs, including the rejection of out-of-balance batches and invalid account numbers.							
32	Journal entries must have a unique identifying transaction code.							
33	The system must accept both standard and recurring journal entries, both as to amount and account. For recurring journal entries, data entry should be required only once. The system should provide capability to edit reoccurring entries as to coding accounts and amounts as necessary. Preferably, the user should be able to initiate a batch which would have all the recurring entries for the period for review and edit.							
34	The system should provide for optional automatic creation of journal entries and reversal of journal entries after period close. The user must be able to identify which entries should be reversed at the time of entry.							
35	Print journal entry transaction detail prior to posting the journal entry to the general ledger individually or as a group.							
36	Option to post journal entry transaction batches to the general ledger individually or as a mass group posting.							
37	The system must be able to upload and download files in ASCII or Microsoft Excel formats.							
38	The City should optionally be able to leave open or close the books and prepare complete financial statements at any month end.							
39	Option to post journal entries real-time or in batch process.							
40	Provide access to full account transaction detail on-line at any point in time using user defined parameters. The account is to show beginning balance, all posting transactions with complete description (including vendor numbers where applicable, purchase order number, invoice number, transaction number, description, amount, balance, date source, etc.) This detail should be accessible by accounting period including options for year, month, and day. Also accessible by folio, range of posting dates or range of amounts.							
41	There should also be a summary version of the account transaction inquiry available, with posting date, transaction number, reference, description and amount.							
42	From any terminal, the user should be able to request a year-to-date listing of the activity in any account, to be printed on a system printer.							
43	Ability to maintain unlimited historical financial data, i.e. actual amounts for both budgetary and financial data. The information must be available for both system reports and inquiry functions.							
44	Ability to define accounts as either having optional or required status in the Project Accounting module.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
GENERAL LEDGER								
45	Maintain and process transactions for a “prior” fiscal year and a “current” fiscal year simultaneously before the prior year is closed. Capability of having an “adjustment period” available for posting audit adjusting entries to prior year balances.							
System Interfaces:								
46	Accounts Payable							
47	Purchase Orders							
48	Payroll							
49	Check Reconciliation							
50	Utility Billing							
51	Accounts Receivable							
52	Central Cash Collection							
53	Budget Preparation							
54	Sales Tax							
Reports:								
55	A report which lists each account's beginning balance, ending balance and a total of both debits and credits by fund, should be included in the standard report package for each month's processing. Trial Balance should also be available upon demand.							
56	On an as needed basis the City should be able to obtain a detail listing of transactions, by account, for a user specified period of time. This information should be available for a minimum of two fiscal years.							
57	A General Ledger transaction listing, with the beginning balance, transactions, and ending balance by account. The report should include posting date, transaction date, transaction number, reference, description, vendor, invoice number, purchase order number, amount and balance.							
58	The General Ledger transaction listing should be available for any period during the fiscal year or prior years if not purged.							
59	The system must produce financial statements, including balance sheets, statements of changes in financial position, cash flow statements and budget comparisons of planned vs. actual operating results, in both combining and combined formats where appropriate, suitable for the production of a Comprehensive Annual Financial Report (CAFR).							
60	The system should also print interim financial statements, to be prepared in a format desired by the City.							
61	The system should print a revenue report by fund and account code showing budgeted revenues, revenues for the period, revenues YTD and budget variances with totals by summary account.							
62	The system should print an expenditure report by fund, organization and expense object, showing budget, expenditures for the period, expenditures YTD, percent of budget expensed, outstanding encumbrances and un-obligated balance with totals by summary account as defined in the table.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PROJECT ACCOUNTING								
1	The Project Accounting system is designed to allow tracking of projects across multiple fiscal years..							
2	The system can setup project budgets and track activity for up to eight fiscal years							
3	Must provide on-line context sensitive documentation with table of contents, index, and key word search capabilities with bookmark and note capabilities. Ability to e-mail or generate fax sheet for support requests directly from application. Provide direct access to help web site to log support requests, query knowledge base for frequently asked questions, participate in user group discussions, and download updates via secure connection.							
4	Allow project activity to be posted automatically as expenses associated with the project are posted to the specified General Ledger accounts							
5	Enter special notes (detailed descriptions, funding, and reimbursement notes) as work on the project progresses in the project maintenance menu							
6	A minimum three character code to identify the project.							
7	The project name is a minimum twenty-five-character name or title of the project.							
8	The project name is printed and displayed with the project code in any reports where a project summary is printed or on screens where a list of projects is displayed							
9	The associated department can be entered; the department number can be up to eight characters long and if a project is tied to several departments, the department can be blank.							
10	A description of the type of project can be entered. For example, a project type may be a grant, a capital project, a program such as meter change-outs, etc.							
11	A short description of the project can be added and additional lines for detailed descriptions and notes can be displayed.							
12	There is an option of assigning a Master Project code to each project and reports can be run for groups of projects related to a specified Master Project							
13	Should provide summary information on activity and total expenses for the entire group of projects							
14	A project can be tied to a master project by selecting from a list of master project codes and if a project is not associated with a Master Project, the field can be left blank.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PROJECT ACCOUNTING								
15	If a project is funded by a grant, there is an option of entering a grant number with a minimum of eight characters long and the name of the grantor can be a minimum of twenty characters long							
16	If a project is tied to a vendor a minimum of a two-character vendor set code and six-character vendor number for the vendor can be entered and after a vendor number is entered, the vendor’s name is displayed for verification							
17	Lists of the A/P vendor numbers are available and you can select from the list of vendors displayed.							
18	If a project is not associated with a vendor, the A/P Vendor field can be left blank							
19	If a project is associated with a particular contract, a contract number can be assigned to the project; the contract number can be up to eight characters long and the name of the contractor can be up to twenty-five characters.							
20	The project can be tracked by entering the starting month and year for the project fiscal year							
21	The project start date is MM/DD/YYYY when work on the project is scheduled to begin.							
22	The project end date MM/DD/YYYY is the date when the project activity is expected to be completed.							
23	The percent of the project that has been completed can be tracked							
24	The percent complete field is manually updated as the project progresses							
25	Enter a minimum of 99 lines of detailed information about funding for the project, such as any changes in funding, delays in processing of funds for the project, additional funds requested, etc.							
26	Enter a minimum of 99 lines of special notes as work on the project progresses, such as description of delays in work, changes in the definition of the scope of the project, contacts made, etc.							
27	A listing of the individual transactions posted to a line item, will display the Date, Description, G/L Account, and Amount of each transaction and after this detail is displayed, a summary of activity for the line item can also be seen by using the G/L account							
28	When posting items to projects through the Payroll, Accounts Payable, Purchase Order, and General Ledger systems, a detail transaction is also posted to the Project Accounting files.							
System Interfaces:								
29	Accounts Payable							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PROJECT ACCOUNTING								
30	Purchase Orders							
31	Payroll							
32	Accounts Receivable							
33	Budget Preparation							
34	Fixed Assets							
35	Define the line item budgets for the project.							
Reports:								
36	The project report provides general information about each project (such as description, type, department, fiscal year, grant and contract information), and lists the budgets for each line item.							
37	A report can be run for a range of project numbers and you may select a Master Project for which to run the report, if you want report totals to provide a summary for all projects tied to a selected Master Project.							
38	The Line Item report provides a summary of the Budget and Actual expenditures, by line item, for each fiscal year.							
39	The Line Item report can be run for a range of project numbers, and you can select a Master Project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected Master Project							
40	The detail report prints the detail of each transaction posted within a selected range of dates and report can be run for a range of project numbers, and you may select a Master Project for which to run the report, if you want report totals to provide a Budget and Activity summary for all projects tied to a selected Master Project							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
FIXED ASSETS:								
1	The system must conform to all GASB 34 requirements							
2	The system should have the ability to track assets for multiple funds, departments and locations. The system should be able to handle but not be limited to land, improvements, fixed and personal property.							
3	The system must have on-line inquiry for each asset with the ability to look up assets based on fund, department, type of asset and/or asset ID number, disposed/not disposed. This inquiry must include all basic asset information, as well as, all historical depreciation figures, in detail.							
4	The system should provide the ability to track assets by an assigned asset number, as well as, an original serial number.							
5	The depreciation process should have the following abilities:							
	• Ability to run preliminary versions of the depreciation calculation report.							
	• Ability to calculate depreciation for a single, range of, funds and/or range of departments.							
	• Ability to print depreciation calculation report in department or type of asset sequence.							
	• Ability to report only newly acquired assets during the reporting period.							
	• Ability to report only assets disposed of during the reporting period.							
	• Ability to not depreciate assets.							
	• Report should include departmental and fund totals for posting to the General Ledger System.							
	• Provide Departmental, Type of Asset and Fund Level Sub-Totals							
6	The system should keep disposed of assets in the file until a user specified purge process.							
7	Please indicate which of the following methods of depreciation your system accommodates:							
	• Straight line							
	• Declining Balance							
	• Double Declining Balance							
	• Quarter Declining Balance							
	• A.C.R.S.							
System Interfaces:								
8	General Ledger							
9	Accounts Payable							
10	Budget Preparation							
11	Project Accounting							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
FIXED ASSETS:								
Reports:								
12	Asset Master Report-Including all data regarding the asset and current depreciation reserves. This report should be able to be printed in Department, Type of Asset or City Tag Number sequence. Selection of assets to be included on the report should be available based on fund, department or type of asset. The ability to include or exclude new and disposed of assets should also be available.							
13	New Asset Report: Prints list of assets acquired within a specified date range. Should be able to select individual departments or all departments.							
14	Asset Disposition Report: Prints list of assets disposed within a specified date range. Should be able to select individual departments or all departments.							
15	Asset Valuation by GL Account: Prints report of all active assets by fixed asset number. Report should subtotal by general ledger account number and grand total by fund.							
16	Location Count Report: Prints list of assets and their quantity by location. Should page break after each location/sub-location. Selection criteria based on location, sub-location, custodian, asset type or fund.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
BUDGET PREPARATION:								
1	The system must allow the user to define formats for the budget, the work papers and the reports at each level of budget preparation.							
2	The system must allow automatic installation of the adopted budget.							
3	The system should allow the user to create projected budgets with the ability to multiply selected portions of the current budget or other specified budget, by a given amount and automatically create new budget amounts.							
4	The system should allow the user to run the projected budgets through the current financial statement formats.							
5	During budget formation, all object and revenue line items currently in use by the financial system should be accessible by the budget subsystem.							
6	There must be system security available to control access to the budgeting screens.							
7	For each cost center, the system must have the capability to maintain multiple versions of the budget. Each version would typically contain not only the base budget but also various enhancements, or changes, at the line item level.							
8	The City must be able to develop budgets in the system for funds with different fiscal years.							
9	The system must be able to accommodate many versions, per fund, of the budget and many changes per cost center. Vendor should indicate how many the proposed system will accommodate.							
10	These changes must be maintained in separate records, and available on separate screens in the system.							
11	Subsequent to the final approved budget being established in the system, all versions used during budget formulation should still be available for on-line inquiry during the following year.							
12	On the budget work sheet screen(s) shown by line item, the systems must have the capability to calculate amounts for the proposed budget column based on a fixed increase/decrease percentage.							
13	The system must have the capability to spread annual budgeted amounts to months based on a specific spending plan as an option, in addition to merely dividing the annual amount by twelve.							
14	Capability of revising the budget during the year and provide an audit trail for tracking budget revisions. This audit trail should provide data for a budget adjustment date, description, adjustment amount and new budget. At any point during the year, the user may either inquire on-screen or request a printed inquiry of this information. The system must be able to maintain the amounts in the original adopted budget, as well as the amounts for the revised or adjusted budget.							
15	Provide for user defined groupings of accounts for budget control purposes. Budgets will be established on a line item basis, however an option should be provided to group accounts for budget control purposes (i.e. all supplies accounts within a department) in the purchase order input process							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
BUDGET PREPARATION:								
System Interfaces:								
16	General Ledger							
17	Project Accounting							
18	Report Writer							
19	Payroll							
20	Human Resources/Personnel							
Reports:								
21	The system should print budget work sheets for each budget. The format for budget work sheets may include one historical budget, an original budget, current budget and one proposed budget and shall be defined by the City and provided by the vendor as a part of the installation and configuration process.							
22	The system should provide canned reports that allow the user to print budget reports by department(s), fund(s), or citywide.							
23	An Ad Hoc report writer must be available that provides the capability to create queries and/or reports, using data from any of the fields within the Budget Preparation system. The report writer should have the capability to transfer this data in either ASCII or MS EXCEL format.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
ACCOUNTS PAYABLE SYSTEM:								
1	System must allow invoice entry without requiring a purchase order to be entered first.							
2	Select invoices for payment based upon manual selection or automatic selection based on due date or discount date.							
3	System should allow a vendor to be de-selected from a batch or put on hold if user decides not to release payment to that vendor.							
4	If the vendor information available on-line is displayed in more than one screen, the initial screen must contain the vendor addresses.							
5	The vendor record should have a field to complete for use in calculating the scheduled payment date. The figure to enter would be the number of days following receipt of any invoice from this vendor in which to pay. There should also be a default number of days, to be used in calculating the scheduled payment date and the discount date if cash discounts are available.							
6	Print accounts payable checks and check register.							
7	Process payment adjustments and canceled/voided checks.							
8	System should allow a credit memos to be applied to vendor accounts for later use, or applied against current invoices that are setup for payment.							
9	Print accounts payable check for specific vendor on demand.							
10	The system must provide at least six characters for an alphanumeric vendor number.							
11	The system must be able to print 1099's for selected vendors at the end of the calendar year.							
12	The system must record purchases year-to-date for the fiscal year and discounts taken year-to-date for the current and previous 2 fiscal years.							
13	The system must provide the ability to setup new vendors on the fly without having to leave the invoice data entry module.							
14	The system must provide the ability to write checks to one-time vendors without having to set up each vendor.							
15	The system must provide the ability to liquidate P.O.'s.							
16	The system must be able to import flat files from the City's purchasing card processor and update the vendor master and history to allow 1099 reporting of credit card transactions.							
17	The system must be able to calculate default discount amounts, discount dates and due dates on a vendor by vendor basis.							
18	Each item entered into the system must be able to be expensed to an unlimited number of expense accounts in different funds.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
ACCOUNTS PAYABLE SYSTEM:								
19	The system must internally generate all "due to" and "due from" entries to keep all funds in balance if an item is expensed to multiple funds.							
20	The system must allow the user to set up recurring charges.							
21	The system must allow the user to process payments via EFT/ACH							
22	The system must provide on-line detail for user defined length of time. This detail should include: vendor number, vendor name, invoice number, description, due date, discount date, adjustments and purchase orders number, item date, general ledger distribution, amount paid, discount taken, date paid, check number paid.							
23	The system should be able to track state mandated retainage for capital projects in a user defined GL account.							
24	The system must be able to provide a cash requirement report based on user defined periods of time.							
25	The system must be able to locate vendor numbers based on portions of a vendor's name (i.e. if "Auto" is entered all the vendors whose name contains the word "Auto" will be displayed allowing the user to scroll through the names and select the desired vendor) or portions of a vendors address. User should also have the ability to perform a wild card search in the vendor records. This feature should be present in all accounts payable and purchase order program which require vendor number input and should not require the user to enter the vendor number after the desired vendor has been selected.							
26	The system must be capable of grouping all items for a particular vendor on a single check or printing a separate check for each item on a vendor by vendor option basis.							
27	The system must produce all registers and audit reports necessary to provide a complete audit trail.							
28	The system must be able to handle handwritten checks and bank drafts.							
29	The system must be menu driven.							
30	The City should be able to restrict, through system security, individual access to the accounts payable subsystem, for all functions other than inquiry.							
31	At any time during data entry, inquiry or maintenance of any accounts payable data/files, the user must be able to access any related files for inquiry. For example, while entering an invoice, the user should be able to temporarily stop entering the data and enter an inquiry mode to find a vendor or requisition number. After completion of inquiry, the users should be able to return to the partially entered transaction screen.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
ACCOUNTS PAYABLE SYSTEM:								
32	The system must accept a minimum of 99 accounts for distribution of the invoice amount. Prior to processing, the user must be able to access the invoice to change the account distribution as needed. The user must be able to make these changes directly to the accounts and/or amounts.							
33	The system should be able to process reoccurring contractual payments, such as those for leases, with no additional input after the initial payment entry. At each payment date, system should include invoice in cash disbursements journal and payment edit.							
34	All invoices, even when paid, should be available for on-line review for a user specified period of time.							
35	The system must check for duplicate payments by comparing vendor/invoice combinations to those maintained in historical files.							
36	The city should be able to flag invoices that are capital assets for entry into the capital asset module.							
37	The city should be able to print the contents of the 1099 field in report format, prior to the actual production of the 1099's.							
38	The system must accommodate multiple bank accounts for checks and should prompt the user to specify which account to use for each check production cycle.							
39	Anytime a General Ledger account number is required in the Accounts Payable system, the user should have the ability to look up General Ledger accounts based on a portion of the account name (i.e. if "OFF" is selected, all General Ledger account names with the letters "OFF" will be displayed allowing the user to scroll through the account names and make a selection, such as OFFICE supplies).							
40	The system must provide on-line vendor data including vendor number, name, shipping address, remittance address, telephone number, contact person, taxpayer ID number, discount and payment terms, total fiscal year-to-date purchase, total calendar year purchases, date of last activity and total balance due.							
41	The system must accommodate payment from various general ledger cash accounts.							
42	The system should provide an option to print separate checks for a single vendor, when needed. The system default, however, should be to pay all invoices selected for payment, with one check.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
ACCOUNTS PAYABLE SYSTEM:								
43	The system should maintain a record of the last check number used, which may be overridden by management to accommodate manual checks written since the last check cycle.							
44	Checks should be printed in a format prescribed by the City.							
45	When checks have been issued, and files are updated, the vendor file will be automatically updated for subsequent 1099 use.							
46	The system should accept future dated entries which would not be processed until that date is reached. These entries should be maintained in the unpaid file until processed.							
47	Vendor record must contain field for remittance.							
System Interfaces:								
48	General Ledger							
49	Purchase Order							
50	Payroll							
51	Project Accounting							
52	Fixed Assets							
53	Utility Billing							
54	Sales Tax							
55	Check Reconciliation							
Reports:								
56	All of the reports shown below must be in existence already as production reports. If the proposed system does not already have these reports, but the vendor can program them, the projected time frame and cost for this programming should be indicated in the proposal.							
57	Department Payment Report: Printed in department sequence. Prints vendor number, vendor name, invoice number, General Ledger account number, General Ledger account name, description and amount for each item that is expensed to each department. Summarizes General Ledger account totals and department totals.							
58	Vendor List: User defined parameters should include sequence (alpha or numeric). Should print vendor number, vendor name, vendor address.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
ACCOUNTS PAYABLE SYSTEM:								
59	Open Item Report: User defined parameters should include range of dates for partially paid items, unpaid items and payment dates. Report should print in vendor number order and print vendor number, vendor name, invoice number(s), open item dates, due dates, discount dates, date paid/check number, invoice description, gross amount owed, and balance. General Ledger distribution summary should be printed.							
60	Accounts Payable Check Register: Should print vendor number, invoice number, vendor name, check type (regular, manual, void, drafts), check date, discount, amount for each invoice, check number, check amount. Report should include totals by type.							
61	Retainage Report: Should print vendor number, vendor name, retainage collected, retainage released and amount outstanding. Should be able to select individual vendors or all vendors for a particular date range.							
62	Accounts Payable Cash Requirements Report: Printed for selected fund with up to three analysis dates.							
63	1099 Print: User defined parameters should include minimum purchases, vendors with TIN numbers only (Y/N), and three lines for free form payer information.							
64	End user reporting tools must be available to create queries and/or reports, using data from any of the fields within the Accounts Payable system. The interface must be ODBC compliant and have the capability to transfer data to third party applications Microsoft Excel, Access, etc							
65	Accounts Payable-Disbursements Report: User defined parameters should include paid items (Y/N), partially paid items (Y/N), unpaid items (Y/N), range of payment dates, range of invoice dates. Sort sequence options should include fund, department and vendor. Choice to print General Ledger distribution and fund totals.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PURCHASE ORDERS AND ENCUMBRANCES:								
1	Validation of available budget against the appropriate budget year as each item is entered with option to validate, on line, at the line item account level or at the category within a department level.							
2	The system should provide the ability for remote users to enter purchase requisitions in the system and forward them electronically for approval.							
3	The system should provide the option for requisition numbers to be assigned automatically by the system or be manually assigned by the user.							
4	There should be a table containing authorized delivery addresses, with codes that may be selected via "pop-up" windows.							
5	Edits should exist to prevent acceptance of a purchase order with invalid account or budget coding line information. Edits should exist at the file level not at the page level.							
6	There should be an edit where the user will be informed of missing information/invalid codes, etc. Which will prevent the requisition from processing in a batch mode.							
7	Purchase Order data should include but not necessarily be limited to the following:							
	Requisition number							
	Vendor number							
	Vendor name							
	Vendor Address							
	Department							
	Approved by							
	Requested by							
	Summary description							
	Ship to address code							
	Date issued							
	Estimated delivery date							
	General Ledger coding for each item							
	Description for each item							
	Number or units							
	Price per unit							
	Amount							
8	The system must allow encumbrances against multiple funds and accounts at the lowest organizational level on a single purchase order.							
9	Before processing the purchase order, the user should be able to access the purchase order as many times as desired to make changes.							
10	There should be a means of easily deleting purchase orders no longer needed from the system.							
11	Must provide for printing and reprinting of purchase orders.							
12	Allow PO's to be printed at input time or in a batch process.							
13	Provide for detailed analysis of open, closed or voided PO's.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PURCHASE ORDERS AND ENCUMBRANCES:								
14	System must provide for automatic closure and release of encumbrance as part of the year end close process.							
15	Must be centralized vendor file, accessible by all purchasing/payable transactions, must be accessible by account number or name lookup							
16	The purchase order should be printed on City forms for further use. Any of the fields shown on the entry screen(s) should be available for the printed form.							
17	The system should be able to print recurring text messages on purchase orders.							
18	Allow each PO to be distributed to any combination of a minimum of 99 funds and accounts.							
19	Provide for both full and partial liquidation of encumbrances.							
20	Record accounts payable and liquidate related encumbrances.							
21	The total encumbrance established by the purchase order should be reversed upon entry of the vendor invoice. A field should be present to be used when the invoice is entered so that in the event the invoice is not in an amount equal to the encumbrance, the remaining encumbrance will either be reversed or remain, as indicated by the coding in this field. The system must allow a minimum of 99 account codes to be used for a purchase.							
22	Acceptance of a purchase order by the system should establish an encumbrance in the general ledger.							
23	There should be a means of voiding a purchase order and removing the encumbrances from the general ledger.							
24	The system should provide the option for purchase order numbers to be assigned automatically by the system.							
25	The system should provide the ability to look up purchase orders by purchase order number and provide the ability to display all purchase orders tied to a specified vendor number or vendor name, with the ability to scroll through the purchase orders displayed and select the desired purchase order. The status of each purchase order should be displayed during the selection process.							
System Interfaces:								
26	Project Accounting							
27	Accounts Payable							
28	General Ledger							
Reports:								

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PURCHASE ORDERS AND ENCUMBRANCES:								
29	Purchase Order Status Report: User defined parameters should include range of vendors, status, purchase order number range, department range. Should be available in both detail and summary formats. Summary report should print one line per purchase order and include purchase order number vendor number, vendor name, purchase order status, department number, date ordered, date items last received, dollar amount ordered, dollar amount received and amount outstanding. Totals should be printed for each status. Detail format should provide more detail on each purchase order.							
30	Purchase Order General Ledger Report: User defined parameters should include fund, range of General Ledger accounts, date range, status, and vendor range. Should be available in both detail and summary formats. Detail format should print the following information for each General Ledger account number affected: General Ledger number, account name, purchase order number, issue date, vendor number, vendor name, item description and amount outstanding with totals for each General Ledger account.							
31	Purchase Order Encumbrance Report: User defined parameters should include fund, vendor range, General Ledger account number range, date range, status, and detailed or summary.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PAYROLL/PERSONNEL SYSTEM:								
1	The system must provide the ability to establish base payrolls and process time record data for exception pay employees on a weekly, bi-weekly, semi-monthly, or monthly basis.							
2	Calculate payroll and print payroll checks and related reports.							
3	Provide for unlimited number of payrolls. In the event payrolls are processed for more than one taxable entity.							
4	The system must provide the ability for the user to change tax tables and withholding and dependent limits within tables available at the menu level.							
5	The system must provide at least eight different hourly/salary rates and expense distributions for each employee.							
6	The system must provide options to prevent Federal Tax and FICA Tax from being withheld on an employee basis.							
7	The system must provide a variance limit check on each check produced by the system.							
8	Ability to correct or change time accounting up to the deadline for processing payroll.							
9	The system must provide the ability to expense the payroll to multiple funds and internally generate all "due to" and "due from" entries to keep all funds in balance.							
10	The system should track vacation, sick and holiday leave categories on an annual or employee anniversary basis.							
11	Create both payroll and General Ledger distribution data from same input.							
12	The system must provide the ability to pay reimbursements directly to the employee on the paycheck.							
13	The system must provide at least fifteen user defined deduction fields per employee in addition to the federal and state withholding. These deductions should be able to set up as a flat amount or a percentage of gross or other user defined pay field. There should be no limit to the number of deductions codes that may be set up for the overall payroll system.							
14	The system should maintain the following for vacation, holiday, and sick pay, as well as at least six user defined categories: Balance carried forward from previous year, current year accrual, current year taken, current year adjustments, total hours available.							
15	Provide capability for time to be entered for an employee who works temporarily in a higher pay class or position.							
16	Must be able to enter hours worked, vacation, and sick time taken, along with General Ledger distribution.							
17	Ability to compute shift and overtime premium or exception pay.							
18	Ability to adjust pay for "differential" hours worked at a different rate than the employee's normal rate.							
19	Ability to pay employees for multiple positions in pay period.							
20	Payroll processing will include updates to employee data, time reporting, adjustments, calculation of							
21	Allow the preparation of manual checks at any time during the pay period for terminated employees, back pay, special allowances, and other reasons.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PAYROLL/PERSONNEL SYSTEM:								
22	System will provide for multiple methods of computing overtime pay, such as time-and-a-half, double-time, and premium pay.							
23	System shall allow for special pay allowances such as car used for personal use, city owned lodging, and other use of city property.							
24	System should have capability to separate allowance from base pay.							
25	System should be able to accumulate compensatory time with limits set by various department rules.							
26	Provide for the calculation of overtime pay with user defined parameters.							
27	Ability to select tax treatment of earning categories for various tax calculations.							
28	Allow for an extra withholding tax deduction in any amount at the option of the employee.							
29	Provide for the mass changes to fixed deduction amounts and or percentages.							
30	Provide the ability to set a limit on a deduction and stop the deduction when the limit is reached.							
31	Ability to calculate and track city paid benefits.							
32	Ability to handle deferred compensation.							
33	Ability to generate deduction calculations automatically for:							
	First pay period of the month							
	Second pay period of the month							
	Third pay period of the month (when applicable)							
	All pay periods							
	Current pay period only							
34	Capability to handle a cafeteria benefits plan with flexible spending accounts							
35	Capability to handle deductions and payment soft garnishments, court orders, child support, and tax levies.							
36	Maintain prior year totals for a minimum of two years.							
37	Print check numbers on computer generated check register.							
38	Prepare a file for download to a microcomputer for transmission to a central depository bank for input into the Federal Reserve System for deposit into individual employee accounts. Transfer an unlimited amount of accounts per employee.							
39	Prepare employee earnings/check stub for each employee showing all hours earnings, deductions and all year to date totals and optionally print leave balances.							
40	Maintain master file with totals for month to date, quarter to date and year to date.							
41	Provide capability to archive payroll field to tape at the end of the year.							
42	Prepare separate deduction registers for all types of deductions and provide option to consolidate deduction specified types on a single report.							
43	Prepare monthly, quarterly, and year end reports as required for Workers Compensation, insurance, tax withholding, and FICA.							
44	Prepare W2's as required.							
45	Provide for complete security and restrictions to access.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PAYROLL/PERSONNEL SYSTEM:								
46	Provide capability to prepare a tape file for transmission of federal withholding and social security deductions. File format must meet federal requirements.							
47	Provide audit trail of on-line file maintenance with operator ID, terminal ID, date/time, and old/new data.							
48	Accrue holiday, vacation and sick time and a minimum of six other user defined leave categories for each employee based upon length of service, and/or job classification.							
49	Maintain sick, holidays, and vacation time and other user defined leave categories in hours.							
50	Provide capability to adjust sick, holidays, vacation time and other leave categories time on-line.							
51	Provide the capability to process year-end forfeitures of vacation time.							
52	Do not accrue comp time past maximum allowed.							
53	Provide capability to make on-line corrections to the general ledger distribution records.							
54	Provide the capability to edit and verify the labor distribution to the actual payroll.							
55	The system should provide the capability to automatically distribute an employee's base pay, overtime, leave pay, employer retirement contribution and other applicable information based on a predefined percentage to multiple funds/departments/line items within the General Ledger.							
56	The system should optionally automatically generate unpaid items to be posted to the Accounts Payable system. These items should cover liabilities generated from the Payroll as well as employer contribution. These employer contributions may be in association with but not limited to deductions in which the employee participates.							
57	This Accounts Payable interface should include all General Ledger distributions, due dates and distribution coding.							
58	Provide the capability for automated check reconciliation.							
59	System will be menu driven with security capabilities of limiting access as to need.							
60	System must be capable of storing and retrieving necessary data about employees, both current and former, to produce the EEO-4 Report in a format acceptable to the Equal Employment Opportunity Commission.							
61	Provide for the entry and maintenance of employment history status (i.e. positions held by dates, salary levels by dates, merit increased and denials by dates, disciplinary actions, etc.) by employee.							
62	Provide for the recording and retention of data relating to employee performance, commendation, and disciplinary action.							
63	The system must have the capability of tracking information related to the performance review of the individual.							
	Date review due							
	Date of discussion with employee							
	Next review date							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PAYROLL/PERSONNEL SYSTEM:								
	Follow-up review date							
	Pay increase granted							
64	The system should be able to record, in the employee records, the various training courses an employee complete while working for the city, including such information as grade or certification received in the course.							
System Interfaces:								
65	General Ledger							
66	Accounts Payable							
67	Project Accounting							
68	Check Reconciliation							
69	TimeCentre - Web Based Time Keeping System							
Reports:								
70	Payroll Check Register: Print employee number, name, check date, check amount and check number and provide number of regular and manual checks printed with totals.							
71	Leave Liability: A report showing the City liability for unused leave and sick time and other user defined leave categories. Report will be by department/division. Totals by department/division and overall totals.							
72	Worker's Compensation Report: Should print history of an employee's promotions with the City. Ability to provide reminder of employees who may be due a promotion.							
73	Deduction Report: The system will have the capability to produce a report for each deduction. These reports will list as a minimum, Employee, Social Security number, department, amount of deduction, total amount, and total number of employees participating in B99 the deduction.							
74	Employee Profile Report: User defined parameters should include sort sequence (number, department, alpha), department, and employee number if information on a single employee is requested. This report should print a summary of all information in an employee's information in the master file.							
75	941 Report: Option to print for any range of dates.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
PAYROLL/PERSONNEL SYSTEM:								
76	Payroll History Report: User defined parameters should include range of dates to include employee number(s). The report should print the following information from each pay period: check number, posting date, the following in both hours and dollars: net pay, gross pay, overtime pay, vacation pay, sick pay, holiday pay, any other leave pay. All deductions should be included, including employer contributions. Should include totals by calendar quarter.							
77	Employee Review Report: Should print history of an employee's review with the City. Ability to provide reminder of employees who may be due a review.							
78	Retirement Plan Report: Prints necessary information for state's Municipal Retirement system in format acceptable by the Municipal Retirement system.							
79	EEO-4 Report: Provides necessary data for Federal EEO-4 report.							
80	Leave Balance/Usage report: Listing of accumulated leave and leave taken so that beginning balance, taken, and current balance are reported. Listing should be for each employee in department/division sequence. Should provide both summary and detail reports. Detail report should allow selection to print history of one or more leave categories and list leave time earned, taken and any adjustments for each leave category selected.							
81	Payroll Calculation Report: This report is to be used to proof payroll data prior to printing payroll checks. The report should be printed in employee number order, subtotaled by department and should include, but not necessarily be limited to, the following information for each employee:							
	- Employee number							
	- Employee name							
	- Earnings in hours and amount for each applicable earnings type							
	- Leave time in hours and amount for each applicable leave category							
	- Benefits and reimbursements							
	- Deduction information including both employee and associated employer contributions							
82	- Taxable wage total, employee and employer contributions for federal withholding, FICA and Medicare							
	This report should show totals for all departments, provide department recap totals, and detailed journal of transactions to be posted to the Accounts Payable system. General Ledger totals should also be provided showing all debits and credits that will be posted to the General Ledger. Errors and/or warnings regarding this report should be listed including page numbers on which errors and/or warnings appear.							
83	Employee List: User defined parameters should include sort sequence (employee number, name, social security number, and choice to print specific or all departments) Report should include employee number, name, social security number, department number, annual wages, hourly rate/salary and status (active, terminated).							
84	Performance Review Reminder Report: This report should include the next review date, for those reviews overdue and also include those due within the next sixty days.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
CENTRAL CASH COLLECTION								
1	Cash receipts for associated subsystems such as utility billing, sales tax collection, miscellaneous accounts receivable, etc., in addition to accepting miscellaneous receipts such as court fines, dog license fees, etc. that will be posted directly to the General Ledger.							
2	Each type of receipt should carry a unique code that is entered to select the type receipt being posted. A look-up feature should be provided that allows the operator to scroll through available codes, authorized for that operator, with the ability to select the desired code.							
3	The system must allow ability to look up general ledger accounts from the entire chart of accounts.							
4	Customer Receipt - The system should be capable of validating a customer's utility bill or printing a receipt on paper. The time, date, operator, amount paid, amount posted, change and customer balance should be printed on the receipt.							
5	Open-Item Data Display - Provides data on customer utility account activity as to meter reads, billings, payments, etc. for a number of years defined by the user and displays information from most current bill. Also provides pertinent account information on other integrated subsystems such as Miscellaneous Accounts Receivable.							
6	At the beginning of a cashier's scheduled work day, the drawer should be open with a user defined default cash amount and the current date.							
7	At the end of a cashier's scheduled work day, the drawer is to be balanced with the cash, checks on hand, lock box payments and credit card receipts. There should be the ability to record cashier over and short to a finance system account.							
8	The system should provide for the ability to correct or void a receipt with a management password/override							
9	The system should provide the ability to clear a customer from the "shut off" list (i.e. A customer owes \$151.00 but only pays \$150.00).							
10	Provide on-line account number validation for utility billing, sales tax and accounts receivable payments.							
11	Cashier/Collection. There is to be a universal cashier/collection system for the whole city. Cashiers are to have a terminal with a dedicated, two tape back tape roll up printer. Each work station will have a separate automated cash drawer with lock. (Terminal will not be a special purpose cash register.)							
12	The system provides the ability to have more than one operator working at a work station. Each operator is given a code that must be used by the operator posting a payment. If only one operator is logged on to the work station, the code should have to be entered before each payment posted.							
13	The system should allow for user defined tender types, i.e. cash, lockbox, visa, AMEX, etc.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
CENTRAL CASH COLLECTION								
14	When posting a payment to a utility account, the system should default to the balance currently owed by the customer. This amount may be overridden if appropriate.							
15	If a customer pays less than or more than the current balance in a utility account, the system should distribute the payment to revenue categories based on a user defined formula. The system should provide the ability to override this distribution at the operator's request.							
16	When posting a payment to a customer's account in sales tax or the miscellaneous accounts receivable system, the system should provide the ability to look-up accounts by account number, the account name or a portion of the name or account number with the use of wildcard characters.							
17	When posting a payment to a customer's utility account the operator should have the ability to look-up an account based on account number, name, address or a portion of the name, account, address with the use of wildcard characters.							
18	The system should provide the ability to display a status summary upon demand that displays the number of types of payments that have been taken and amount for each. A break down of total cash, checks and other totals collected should be displayed.							
19	If a check is accepted the check number and amount are to be entered. If there is any change made, that is to be noted, and the cash total is to be reduced.							
20	System should allow user the ability to search in cash receipts history for posted cash receipts, once selected the user should be able to view the detail associated with the cash receipt.							
21	A cashier may collect payments for items that are not pre-billed in any system. These would entail only finance system account updating. These could include, but are not limited to some of the following. Sales Tax Remittance Court Fines Special Events Permits Business Licenses							
System Interfaces:								
22	Utility Billing							
23	Accounts Receivable							
24	Project Accounting							
25	Sales Tax							
26	General Ledger							
Reports:								

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
CENTRAL CASH COLLECTION								
27	Daily Cash Collection Report: This report should print a summary of all operator close outs during the day totaled by operator and terminal. Total receipts for each payment type (utility, court, building permits, etc.) are totaled as well as totals for checks, cash, money orders, credit cards and other.							
28	Cash Drawer Edit Close Report: This report should be printed when an operator is ready to close-out a batch of payments, typically once per day, taken by the operator. This report should include as transactions handled by the operator during the current batch. The report should be printed in receipt number order and should include receipt number, date, time, operator code, terminal number, payment type (utility, court fine, etc.), amount tendered, amount applied, change, how paid (cash, check, etc.), reference (i.e. check number), subsystem payment will update, voided receipts, utility account number and utility customer name. Once drawer is closed, report printed should be general ledger posting and deposit recap.							
29	Journal Report: User defined parameters should include the ability to select the operators and terminals to be included in the report. The report should be printed in receipt number order and should include receipt number, date, time, operator code, terminal number, amount tendered, amount posted, change, how paid, reference and subsystem the transaction will be posted to. Utility payments should include utility account numbers and customer's names. The report should include summaries by operator and terminal.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
SALES TAX								
1	CUSTOMER INFORMATION: The system should maintain all pertinent information necessary to record and track vendor information and balances.							
2	Required Customer Information Data:							
	Fund number - to allow interface to multiple General Ledger funds.							
	Vendor Number - Minimum of six characters alpha-numeric							
	Vendor Name							
	Business Physical Address							
	Business Mailing Address							
	Zip plus Four							
	Business Phone number							
	Location Number							
	Contact Name							
	Contact Address							
	Contact Phone Number							
	Contact Fax Number							
	SIC Number							
	Exempt Status							
	Business Start Date							
	Business Termination Date							
	Business License Expiration Date							
	Filing Status							
3	The system should provide ability to record and look-up accounts based on the following information: Vendor Number, Vendor Name, Physical Address, Mailing Address, Location Code, Phone Number, or any other user defined field of information that may be cross referenced to an account or address. Must include ability to perform search using a wild card search.							
4	System should allow vendor to be flagged as seasonal and enter the periods for which returns are due, (i.e. May, June, and July would be 5,6,7).							
5	System must have ability to flag business location as either in the City or outside the City boundaries based on the physical address of the business.							
6	System should have ability to track payment history and report on number of delinquencies in a specified date range.							
7	System should allow changes in filing status and recognize new status from the date of the change and track delinquencies accordingly							
8	System should track all changes to a vendor account and keep those changes in an audit file with the date, time and identification of person that made the change for a minimum of 5 years.							
9	Should allow entry of a minimum of 99 lines of detailed information about vendor, such as any changes in filing status, payment arrangements, liens filed, etc.							
10	System should automatically note vendor account when system generated notices, licenses or letters are created.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
SALES TAX								
11	System should have ability to print license renewal notice for all vendors on our form that includes a return stub for payment receipt posting.							
12	System should have ability to print a sales tax license for all renewals in a single batch and then reset the flag once the license is printed.							
13	System should have ability to print a sales tax license after entering a new vendor into the system or setting a flag to print the license and then print all flagged licenses in a single batch and then reset the flag once the license is printed.							
14	System should have ability to reprint sales tax license for a single vendor.							
15	System notes and manual notes should be able to be viewed in the same screen.							
16	System should allow user defined dates to determine interest and penalties calculations, i.e. due date, period end date, etc.							
17	System should allow manual adjustments to vendors accounts, including penalty and interest amounts.							
18	System should calculate interest and penalties based on user defined formulas and/or tables and add those amounts to the tax due to arrive at a total due.							
19	System should allow for multiple types codes to be used, i.e. sales, use, audit, refunds, penalty, interest, etc.							
20	System should allow our Sales and Use Tax return form to be a template for data entry purposes.							
21	The system should allow a vendor discount fee to be used in calculation of tax due, and the system must allow vendor discount to be turned on and off.							
22	System should allow user to amend entered returns and record the changes in an audit record that includes the date, item changed and who made the changes.							
23	System should allow user to cancel an entered return and record the information in an audit record that includes the date, canceled return amount and who made the cancellation.							
24	System should allow refunds to be processed through an interface with accounts payable.							
General Features:								
25	Open Items should be kept on-line until paid items are purged based on a user defined period of time.							
26	On-line account inquiry should have the ability to display all customer information and paid and unpaid items in summary or detail form.							
27	The system must be able to upload and download files in ASCII or Microsoft Excel formats.							
System Interfaces:								
28	General Ledger							
29	Central Cash Collection							
30	Accounts Payable							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
SALES TAX								
Reports:								
31	Aging Report in summary and detail, using customer defined intervals.							
32	Open Item Report: paid and/or unpaid for selected range of dates and customer classes. This report is needed in summary and detail form.							
33	Sales tax returns to include the vendor name and mailing address for a specified beginning and ending month and also create a note in the vendor record that returns were printed.							
34	Vendor reports by area or SIC							
35	Vendor yearly history to compare a minimum of three years for selected vendors based on SIC, vendor number or area.							
36	Late filers letters for vendors that have not filed but should based on the month and year entered.							
37	Top Filer Report: list of filers based on sales tax remitted, the number of vendors selected should be user defined, i.e. 10, 20, 100, etc.							
38	Tax Collected Report: total collected sales tax for a specified period, user should be able to define individual tax type reported or select all tax types							
39	Labels: In one up to four format with four to seven lines of user selectable text (ex. Account number, phone number, address)							
40	Customer reports - in user selectable sequences with user selectable contents.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
ACCOUNTS RECEIVABLE:								
1	CUSTOMER INFORMATION: The system should maintain all pertinent information necessary to record and track customer information and balances.							
2	Required Customer Information Data: Fund number - to allow interface to multiple General Ledger funds. Customer Number - Minimum of six characters alpha-numeric Customer Name and Address Multiple Ship to Codes - minimum of 25 Customer Classification Credit Limit Type of Statement Flag Taxable Flag Tax codes for Federal, State, County & Local Cash Discount Terms Phone number Zip plus Four Account Balance Aged Balance							
3	The system should provide on-line validation of codes and fields							
4	The system should provide account number look-up by name or portion of name.							
5	INVOICE GENERATION: The system should allow the user to generate generic user defined invoices that are then passed as unpaid items to the Accounts Receivable system for Item and Payment Processing.							
6	Required Data for Invoice Generation: Invoice number Invoice date Due date Discount date Invoice code - for multiple invoice formats Free form text - minimum of 280 characters Customer purchase order Total taxable Total non-taxable Total tax							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
ACCOUNTS RECEIVABLE:								
7	Required Data Invoice Detail Charge Code - user defined minimum 3 characters alpha numeric Description - minimum 25 characters Units - with 2 decimal places Unit price Extended price Taxable item flag General Ledger account - based on Charge code							
8	The system should provide on-line validation of all codes.							
9	The system should audit report for verification prior to invoice printing.							
10	The system should provide multiple invoice formats.							
11	CONTRACTS: The system should allow the user to set up perpetual or fix length/amount contracts for recurring charge generation. These recurring charges should be posted as unpaid items directly to the Accounts Receivable system for Item and Payment Processing. The Contracts should be able to be posted to Accounts Receivable based on type of contract to accommodate different arrangements (ex. monthly, annually).							
12	Required Contract Data: Invoice number - Generated as contract is posted. Invoice data - generated as contract is posted Due date - Generated as contract is posted Discount date - generated as contract is posted Invoice Code Contract date Original contract amount - if not perpetual Contract charge Contract balance - if not perpetual							
13	The system should provide on-line validation of all codes.							
14	The system should provide audit report for verification prior to contract posting.							
15	The system should provide multiple invoice formats.							
16	ITEM INPUT: The system should allow the user to post Open Items directly to the Accounts Receivable system if there is no need for the Invoice Generation Process.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
ACCOUNTS RECEIVABLE:								
17	Required Data Open Items: Invoice number Invoice date Due date Discount date Invoice code Purchase order number Discount available Original amount Payments posted Date paid Payment number Discounts posted Adjustments posted Current balance							
18	The system should provide on-line validation of all codes.							
19	The system should provide an audit report for verification prior to item posting.							
20	PAYMENT PROCESSING: The system should allow the user to enter and optionally apply payments and credit memos on-line.							
21	Required Data for Payment Processing: Payment number Payment date Type of payment - user defined Payment amount Payment amount applied Payment amount unapplied							
22	The system should provide on-line validation of all codes.							
23	The system should provide audit report for verification prior to payment posting.							
24	The system should provide automatic, manual or no application of payments and credit memos to unpaid open items.							
25	The system should provide automatic application of payments and should be based on oldest invoices first.							
26	The system should provide manual application of payments and should be on-line with all unpaid Open Items displayed.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
ACCOUNTS RECEIVABLE:								
General Features:								
27	Open Items should be kept on-line until paid items are purged based on a user defined period of time.							
28	Finance Charges should be able to be calculated and posted on a monthly basis.							
29	On-line account inquiry should have the ability to display all customer information and paid and unpaid items in summary or detail form.							
System Interfaces:								
30	General Ledger							
31	Central Cash Collection							
Reports:								
32	Aging Report: Using customer defined intervals.							
33	Open Item Report: paid and/or unpaid for selected range of dates and customer classes. This report is needed in summary and detail form.							
34	Statements: Statements should be able to be in balance forward or open item format. The Open Item format must include all items with current month activity regardless of current unpaid balance.							
35	Labels: In one up to four format with four to seven lines of user selectable text (ex. Account number, phone number, address, balance)							
36	Customer reports - in user selectable sequences with user selectable contents.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description		Specification Met			*Exception Detail	Will Modify		
		Yes	No	Yes*		Yes	No	Cost
REPORT WRITER:								
1	Process Application Software data files with the ability to extract data in any user defined order.							
2	Link multiple data files for access.							
3	Create output for review by user either on screen, in report format or as a file to be transferred.							
4	Report style printed output.							
5	Basic Bar Graph printed output.							
6	Terminal Display for review.							
7	The system must provide the ability to use the Report Writer from within the application software.							
8	The system must provide sorted output on any field in the data files.							
9	The system must provide the ability to perform arithmetic functions such as add, subtract, multiply, divide on any numeric field in the data files.							
10	The system must provide the ability to compute subtotals, grand totals and averages.							
11	The system must provide the utility to create the report form format.							
12	A data dictionary should be provided for application files.							
13	The program should be user friendly, prompting the user step by step.							
14	The report writer should provide on-line help screens.							
15	The report writer should be able to access all data in the application software file.							
16	The report writer should provide the capability to save user defined reports and/or queries for later use.							
17	The report writer should provide the user the choice of transferring the data in either ASCII or MS EXCEL format.							
18	Should support the ability to combine information from multiple fields in one report.							

City of Golden
Finance Software RFP
Specification Worksheet

Specification Description	Specification Met			*Exception Detail	Will Modify		
	Yes	No	Yes*		Yes	No	Cost
REPORT WRITER:							
System Interfaces:							
19 Utility Billing							
20 General Ledger							
21 Budget Preparation							
22 Accounts Payable							
23 Purchase Orders							
24 Payroll/Personnel							
25 Sales Tax							
26 Central Cash Collection							
27 Accounts Receivable							
28 Fixed Assets							
29 Project Accounting							