### **Exhibit A – Key Requirements & Pricing Estimates**

This following table contains the ERP System requirements. This is not a comprehensive list of all of the City’s ERP requirements but includes the key requirements that will be used to evaluate the proposals and will be incorporated into the signed contract~~s~~. Each requirement has a ranking indicating the importance of the requirement to the City:

R = Required

I = Important

N = Nice to Have

E = Explore (explore to see if the vendor could support this requirement, but not required)

Software applications that are missing a significant number of required features and technology preferences may be eliminated from consideration.

Vendors must **provide a rating and a comment for every line item based on the table below**. If the requirement does not pertain to the proposal being submitted, enter “N/A”. The comment should include a **brief 1 sentence explanation** of how the item is supported. (Please do not put long paragraphs of information in the response.) **Please do not modify the format, font, numbering, etc. of this form. The form MUST be submitted as a separate document in MS Word format in your RFP response.** If a submitted RFP includes blank responses, the document may be eliminated from consideration. Apply the following rating system to each line-item requirement:

|  |  |
| --- | --- |
| **Y** | Fully supported by the current release of the software. |
| **3P** | Supported with third party software (software not directly owned or controlled by the vendor submitting the proposal). |
| **C** | Customization is required to meet the requirement (changes to the underlying code must be made, a report must be specifically developed, tables have to be created or modified, etc.). |
| **F** | Future functionality on the product roadmap and supported in the next release of the software (or releases) within the next 1 – 2 years. |
| **N** | Not supported. |

**Sample Response Format:** Please use the format below when completing your response.

|  |  |  |
| --- | --- | --- |
|  | **General** | **Rating and Comment** |
| **R** | 1. Audit Trail with user, date, and time stamp throughout all modules. | Y  System logs all transactions and stamps them with user, date, time and before/after values. A report can be generated to review audit history. |

|  | **Functionality** | **Comments** |
| --- | --- | --- |
| **R** | 1. General Ledger |  |
| **R** | 1. Budgeting |  |
| **R** | 1. Purchasing |  |
| **R** | 1. Accounts Payable |  |
| **R** | 1. Accounts Receivable |  |
| **R** | 1. Capital Projects |  |
| **R** | 1. Fixed Assets |  |
| **R** | 1. Reporting |  |
|  | **Technology** | **Comments** |
| **R** | 1. Describe Software-as-a-Service deployment model, e.g. multi-tenant or single tenant (cloud based solutions preferred). |  |
| **R** | 1. Datacenters, locations, and/or cloud service provider. |  |
| **R** | 1. Documented data repatriation policy. |  |
| **R** | 1. Documented disaster recovery plans. |  |
| **R** | 1. Web-based architecture required; list browsers supported. |  |
| **R** | 1. Single sign-on: Support MS Active Directory authentication. |  |
| **R** | 1. Microsoft Office on-premises (Word, Excel, Exchange/Outlook); export/import to Excel. |  |
| **R** | 1. List integration methodologies available, e.g. Application Program Interfaces (APIs). |  |
| **I** | 1. Indicate experience integrating with existing City applications (actual integrations required TBD): |  |
|  | 1. UKG – Human Resources/Payroll |  |
|  | 1. CitizenServe – Community Development |  |
|  | 1. Lucity – Asset Management |  |
|  | 1. Justice System FullCourt – Municipal Court |  |
|  | 1. RecTrac – Parks and Recreation |  |
|  | 1. Elevan, Authorize.Net, CardConnect – Credit Card |  |
|  | 1. Laserfiche – Document Management |  |
|  | 1. UMB Bank |  |
| **I** | 1. Mobile device strategy (application vs. responsive design). Include which devices and mobile operational systems are supported (the City has iPads and Chromebooks for the field). |  |
|  | **General Requirements** | **Comments** |
| **R** | 1. Configurable rules-based electronic workflow routing. |  |
| **R** | 1. Activity or date triggered alerts, flags, and messages. Describe if in-system alert or email alert. |  |
| **R** | 1. Audit Trail with user, date and time stamp throughout all modules, with before/after history. |  |
| **R** | 1. User configurable menus, screens, and fields, e.g. hide unused fields, set tabs, define mandatory fields, etc. |  |
| **R** | 1. Role based security to menu and screen level. |  |
| **R** | 1. User-defined descriptions and fields that can be used in queries and reports (searchable). |  |
| **R** | 1. Effective dating of transactions; input change today that is effective at a future or past date. |  |
| **R** | 1. Describe available online training and support tools. |  |
| **R** | 1. Document attachment to transactions/files. |  |
|  | **General Ledger** | **Comments** |
| **R** | 1. Describe Chart of Accounts format; segments, characters. Current Chart is: Fund (3) – Department (7) - Account (4) but open to change. |  |
| **I** | 1. Multi-dimensional chart of accounts (e.g., elements, flex fields, tags, etc.). |  |
| **R** | 1. Fund Accounting – 20 Funds. |  |
| **R** | 1. Account descriptions and notes. |  |
| **R** | 1. Support 13+ accounting periods or alternate process to differentiate closing or audit adjustments. |  |
| **R** | 1. Support “soft close” for back posting in a prior period. |  |
| **R** | 1. Month end and year end close process that is date effective. |  |
| **R** | 1. Ability to do batch journal entries. |  |
| **R** | 1. Automatic balancing journal entries for interfund transactions. |  |
| **R** | 1. Automatic elimination journal entries. |  |
| **I** | 1. Bulk journal entry upload from Excel. |  |
| **R** | 1. Attach supporting documentation to journal entries. |  |
| **R** | 1. Customizable allocations (pooled interest, phones, others). |  |
| **R** | 1. Rules-based validation of account and segment combinations at data entry. |  |
| **R** | 1. Workflow routing of journal entries for approval. |  |
| **R** | 1. Encumbrance accounting to track future liabilities. |  |
| **R** | 1. Basic project accounting capabilities. |  |
|  | **Budgeting** | **Comments** |
| **R** | 1. Bottom up (departments) annual budget based on prior years budget and actuals. |  |
| **I** | 1. Import from Excel or GoogleDocs for budget creation. |  |
| **R** | 1. Budget review and approval routing through workflow. |  |
| **R** | 1. Mid-year budget review and adjustments. |  |
| **I** | 1. Support multi-year budgets. |  |
| **R** | 1. Forecasting (5 year forecast) and projections. |  |
| **R** | 1. Capture budget line-item notes/assumptions and attach supporting documentation. |  |
| **R** | 1. Capital budgeting to the line item level (5 year budget and 5 year projection). |  |
| **R** | 1. Ability to budget funding source for sub projects (streets, lights, etc.) within a capital project (fund, sales tax, bond, etc. One project may have 3 different funding sources). |  |
| **R** | 1. Retain budget for multiple years as historical data. |  |
| **R** | 1. Real-time budget to actual reporting. |  |
| **I** | 1. Budgeting dashboard with views of line item budgets, budget vs. actual comparisons, historical data, etc. |  |
| **R** | 1. Drill down from dashboard view or queries at object level; drill to source budget entries. |  |
|  | **Purchasing** | **Comments** |
| **R** | 1. Decentralized purchasing. |  |
| **R** | 1. User definable vendor master file attributes. |  |
| **R** | 1. Duplicate vendor check in vendor master file. |  |
| **I** | 1. Vendor is a mandatory field to create a purchase order. |  |
| **R** | 1. COI tracking and management with expiration notices. |  |
| **R** | 1. One-time vendor management. |  |
| **R** | 1. Encumbrance of funds for requisition or purchase order. |  |
| **R** | 1. Rules-based workflow routing for approval of requisitions and purchase orders based on dollar thresholds. |  |
| **R** | 1. Configurable workflow alerts via the system and/or email alerts with link to system. |  |
| **I** | 1. Requisition and purchase order approvals via mobile device. |  |
| **R** | 1. Multiple purchase order types; standard, contract, blanket, etc. |  |
| **R** | 1. Convert approved requisition to a purchase order. |  |
| **R** | 1. Email purchase order to vendors directly from the system. |  |
| **R** | 1. Purchase order change order processing with workflow approval. |  |
| **N** | 1. Bid and Quote management attach 3 quotes. |  |
| **N** | 1. Pcard tracking with visibility of credit limit and credit used. |  |
|  | **Accounts Payable** | **Comments** |
| **R** | 1. Scan invoices; route for review, approval and account coding. |  |
| **R** | 1. Role based account coding with drop down search for the proper account. |  |
| **R** | 1. Support national accounts. |  |
| **R** | 1. 1099 vendor management. |  |
| **R** | 1. Import and process P-Card transactions from bank file and post to account. |  |
| **R** | 1. Long description/notes field. |  |
| **R** | 1. Track multiple payments to a Blanket Purchase Order with running balance. |  |
| **R** | 1. Two or three way matching; Receipt to Invoice or Purchase Order to Receipt to Invoice. |  |
| **I** | 1. Vendor discount management based on payment terms. |  |
| **R** | 1. Multiple forms of payment; check, ACH. |  |
| **R** | 1. Positive Pay management. |  |
| **R** | 1. Off-cycle check printing. |  |
| **R** | 1. Vendor credits applied to next invoice. |  |
| **R** | 1. Import electronic bank files and perform automated bank reconciliations. |  |
|  | **Accounts Receivable** | **Comments** |
| **R** | 1. Define multiple miscellaneous billing types; services, fees, usage, reimbursements, false alarms, etc. |  |
| **R** | 1. Bill and manage receivables with data from other systems – Parks and Rec, Police, Public Works, . |  |
| **R** | 1. Configurable invoice for type of billing. |  |
| **I** | 1. Scan checks and attach to transaction record. |  |
| **N** | 1. Send invoice via mail or email direct from system. |  |
| **R** | 1. Cash receipts; checks, credit cards, ACH. |  |
| **R** | 1. Produce monthly customer statements. |  |
|  | **Capital Projects** | **Comments** |
| **R** | 1. Track approximately 20 Capital Projects (project number, begin/end date, fund, etc.). |  |
| **R** | 1. Track funding source for sub projects within a capital project. (fund, sales tax, bond, etc.). |  |
| **R** | 1. Pay contractor for a capital project from multiple funding sources. |  |
| **R** | 1. Capital project cost tracking to the line item and funding source level. |  |
|  | **Fixed Assets** | **Comments** |
| **R** | 1. CIP conversion to Fixed Asset. |  |
| **N** | 1. Integration with Lucity for asset cost. |  |
| **R** | 1. Track asset tag numbers. |  |
| **E** | 1. Asset bar codes. |  |
| **R** | 1. Support assets within assets (link related parent/child assets). |  |
| **R** | 1. Track both depreciable and non-depreciable assets. |  |
| **R** | 1. Track asset insurance information. |  |
| **R** | 1. Straight line depreciation. |  |
| **R** | 1. Support asset reporting for the ACFR. |  |
| **R** | 1. Asset location tracking including cross streets and street location (streetlights). |  |
| **R** | 1. Support physical inventory process. |  |
| **R** | 1. Track asset activities and history e.g. repairs, replacement, refurbishment, maintenance, upgrades, transfers, retirement, disposal, etc. |  |
|  | **Reporting** | **Comments** |
| **R** | 1. List available reporting tools (end user query, standard reports, report writer). |  |
| **R** | 1. Filterable date-range or point-in-time reporting and queries. |  |
| **I** | 1. Drop down lists, drag and drop criteria selection. |  |
| **R** | 1. Define queries and save, refine and refresh capabilities. |  |
| **R** | 1. Library of prebuilt reports. |  |
| **R** | 1. User-level security flows through to queries and reports. |  |
| **R** | 1. Drill down to source transactions within queries or reports. |  |
| **R** | 1. Schedule and distribute reports via e-mail, workspaces, dashboards. |  |
| **I** | 1. Configurable role-based end-user dashboards to present reports, tasks and notifications with drill down to source transactions. |  |